
Auditee :	SHANTOU UNIGRACE MANUFACTURING LTD
Audit Date From :	29/06/2020
Audit Date To :	30/06/2020
Expiry Date of the Audit :	Please refer to the producer profile in the amfori BSCI platform
Auditing Company :	QIMA Limited
Auditor's Name(s) :	Jason Zou(Lead)
Auditing Branch (if applicable) :	



This is an extract of the on line Audit Report. The complete report is available in the amfori BSCI Platform.
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Rating Definitions



Rating	A combination of ratings per Performance Area where:	Consequence																																							
A Very Good	<ul style="list-style-type: none">• Minimum 7 Performance Areas rated A• No Performance Areas rated C, D or E These are three examples: <table><tr><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td></tr><tr><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>B</td><td>B</td><td>B</td></tr><tr><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>B</td><td>B</td><td>B</td><td>B</td><td>B</td><td>B</td></tr></table>	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	B	B	B	A	A	A	A	A	A	A	B	B	B	B	B	B	The auditee has the level of maturity to maintain its improvement process without the need for a follow-up audit.
A	A	A	A	A	A	A	A	A	A	A	A	A																													
A	A	A	A	A	A	A	A	A	A	B	B	B																													
A	A	A	A	A	A	A	B	B	B	B	B	B																													
B Good	<ul style="list-style-type: none">• Maximum 3 Performance Areas rated C• No Performance Areas rated D or E These are three examples: <table><tr><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>B</td><td>B</td><td>B</td><td>B</td><td>B</td><td>B</td><td>B</td></tr><tr><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>B</td><td>B</td><td>B</td><td>B</td><td>B</td><td>B</td><td>B</td><td>C</td></tr><tr><td>B</td><td>B</td><td>B</td><td>B</td><td>B</td><td>B</td><td>B</td><td>B</td><td>B</td><td>B</td><td>C</td><td>C</td><td>C</td></tr></table>	A	A	A	A	A	A	B	B	B	B	B	B	B	A	A	A	A	A	B	B	B	B	B	B	B	C	B	B	B	B	B	B	B	B	B	B	C	C	C	The auditee has the level of maturity to maintain its improvement process without the need for a follow-up audit.
A	A	A	A	A	A	B	B	B	B	B	B	B																													
A	A	A	A	A	B	B	B	B	B	B	B	C																													
B	B	B	B	B	B	B	B	B	B	C	C	C																													
C Acceptable	<ul style="list-style-type: none">• Maximum 2 Performance Areas rated D• No Performance Areas rated E These are three examples: <table><tr><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>C</td><td>C</td><td>C</td><td>C</td></tr><tr><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>B</td><td>B</td><td>B</td><td>B</td><td>C</td><td>C</td><td>C</td><td>D</td></tr><tr><td>C</td><td>C</td><td>C</td><td>C</td><td>C</td><td>C</td><td>C</td><td>C</td><td>C</td><td>C</td><td>C</td><td>D</td><td>D</td></tr></table>	A	A	A	A	A	A	A	A	A	C	C	C	C	A	A	A	A	A	B	B	B	B	C	C	C	D	C	C	C	C	C	C	C	C	C	C	C	D	D	The auditee needs follow up to support its progress. Following the completion of the audit, the auditee develops a Remediation Plan within 60 days.
A	A	A	A	A	A	A	A	A	C	C	C	C																													
A	A	A	A	A	B	B	B	B	C	C	C	D																													
C	C	C	C	C	C	C	C	C	C	C	D	D																													
D Insufficient	<ul style="list-style-type: none">• Maximum 6 Performance Areas rated E These are three examples: <table><tr><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>D</td><td>D</td><td>D</td></tr><tr><td>A</td><td>A</td><td>A</td><td>B</td><td>B</td><td>B</td><td>C</td><td>C</td><td>C</td><td>D</td><td>D</td><td>D</td><td>E</td></tr><tr><td>D</td><td>D</td><td>D</td><td>D</td><td>D</td><td>D</td><td>D</td><td>D</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td></tr></table>	A	A	A	A	A	A	A	A	A	A	D	D	D	A	A	A	B	B	B	C	C	C	D	D	D	E	D	D	D	D	D	D	D	D	E	E	E	E	E	The auditee needs follow up to support its progress. Following the completion of the audit, the auditee develops a Remediation Plan within 60 days.
A	A	A	A	A	A	A	A	A	A	D	D	D																													
A	A	A	B	B	B	C	C	C	D	D	D	E																													
D	D	D	D	D	D	D	D	E	E	E	E	E																													
E Unacceptable	<ul style="list-style-type: none">• Minimum 7 Performance Areas rated E These are three examples: <table><tr><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td></tr><tr><td>A</td><td>A</td><td>B</td><td>B</td><td>C</td><td>D</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td></tr><tr><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td></tr></table>	A	A	A	A	A	A	E	E	E	E	E	E	E	A	A	B	B	C	D	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	amfori BSCI Participants shall closely oversee the auditee's progress as the producer may represent a higher risk than other business partners.
A	A	A	A	A	A	E	E	E	E	E	E	E																													
A	A	B	B	C	D	E	E	E	E	E	E	E																													
E	E	E	E	E	E	E	E	E	E	E	E	E																													
Zero Tolerance	A Zero Tolerance Issue was identified (see amfori BSCI System Manual Part V – Annex 5: amfori BSCI Zero Tolerance Protocol)	Immediate actions are required. The amfori BSCI Zero Tolerance Protocol is to be followed.																																							

Main Auditee Information



Name of producer :	SHANTOU UNIGRACE MANUFACTURING LTD		
DBID number :	381208		
Audit ID :	184930		
Address :	No. 1 Industry Area, Huanshi Bei Road, Gurao Town, Chaoyang District Shantou		
Province :	Guangdong	Country :	China
Management Representative :	Ms. Yingqin Zhao/ Production Manager		
Contact person:	Ying Qin Zhao	Sector :	Non-Food
Industry Type :	Textiles, clothing, leather	Product group :	Home textiles
Product Type :	LINGERIE, SWIMWEAR, SPORTS BRA		

LADYmate

Audit Details



Audit Range :	<input checked="" type="checkbox"/> Full Audit	<input type="checkbox"/> Follow-up Audit
Audit Scope :	<input checked="" type="checkbox"/> Main Auditee	<input type="checkbox"/> Main Auditee & Farms
Audit Environment :	<input checked="" type="checkbox"/> Industrial	<input type="checkbox"/> Agricultural <input type="checkbox"/> Small Producer
Audit Announcement :	<input checked="" type="checkbox"/> Fully-Announced	<input type="checkbox"/> Fully-Unannounced <input type="checkbox"/> Semi-Announced
Random Unannounced Check (RUC) :	No	
Audit extent (if applicable) :	none	
Audit interferences or contingencies (if applicable) :	none	
Overall rating :	C	
Need of follow-up :	Yes	If YES, by : 30/06/2021

Rating per Performance Area (PA)

PA 1	PA 2	PA 3	PA 4	PA 5	PA 6	PA 7	PA 8	PA 9	PA 10	PA 11	PA 12	PA 13
D	B	A	A	B	D	B	A	A	A	A	A	A

Executive summary of audit report

[Location and size]:

The audited factory named SHANTOU UNIGRACE MANUFACTURING LTD (Local Name: 汕头市丽德美针织制衣有限公司) is located at No. 1 Industry Area, Huanshi Bei Road, Gurao Town, Chaoyang District, Shantou City, Guangdong Province, China. Business license number: 91440513741720849G and started the operation since 07/08/2002. This is a privately owned company. The total structure area occupied by the facility is approximately 28,500 square meters. They have established and started their operation at the existing location since 2002.

[Employee analysis]:

A total of 94 employees including 52 female employees and 42 male employees are currently working in the facility. The ages range from 18~58 years old. There are 85 production employees and 9 non-production employees. All 94 employees are permanent and hired by the factory directly.

[Structure of facility]:

In view of the facilities, the facility mainly consists of one block of 11-storey production building and one block of 10-storey dormitory building. A kitchen and canteen is provided to workers which is on the 2/F of the dormitory building, the factory provided meal and housing for workers with free charge. The main product manufactured by the facility is LINGERIE, SWIMWEAR, SPORTS BRA. The main production processes are listed as the following: cutting, sewing, trimming, inspection and packing, etc. No production process or service is sub-contracted. The production capacity is 100,000 pieces per month.

[Summary of working hour]:

The factory used face identification time attendance system to record the working time of all employees. The factory provided the attendance records from May 1, 2019 to the audit date for review in this audit, and 12 sampled employees' attendance records of June 2019, November 2019 and April 2020 were selected for further check. All employees in the factory work in one shift, and the regular working hours are from 8:00 to 17:30 with 1.5 hours of lunch time from 12:00 to 13:30. The kitchen staff works in 1 shift from 09:00 to 19:00 with 2 hours' break from 14:00 to 16:00. Overtime working for production worker is arranged for 1~2 hours a day on weekdays from 18:30 to 19:30 or 20:30 and for 8~10 hours a day on Saturdays if needed. Normal working days are from Monday to Friday. No overtime on Sundays or statutory holidays. No obvious peak season in the factory. No inconsistency was observed between attendance records and production records.

[Summary of compensation]:

The factory provided payroll records from May 2019 to April 2020 for review in this audit, and 12 sampled employees' payroll records of June 2019, November 2019 and April 2020 were reviewed. All employees' wages were calculated on hourly-rated basis. The lowest basic wages were RMB2000 per month which above local minimum wage standard of RMB1550 per month. The overtime was paid at 150%, 200% and 300% of normal rate for the overtime on weekdays, Saturday and public holidays respectively. Wages of current month were issued at or before the last day of following month by cash. No deduction and withholding were made from wages.

[Summary of interview]:

Worker interview were conducted by individually and in group. Randomly selected 12 employees, no negative feedback or complain was raised.

[Special scene during on site observed]:

Nil

Remark:

- 1, Through factory tour, the 1/F of the 11-storey production building was empty, and the 6/F to 10F of the 10-storey dormitory building were empty. The 1/F of the 10-storey dormitory building was stores to face to outside road.
- 2, There are no agencies used by the auditee, which makes the agency labour contract not applicable.
- 3, There are no contractor used by the auditee, which makes the contractor license/permit not applicable.
- 4, There are no government waivers provided by the auditee, which no local law requirement.
- 5, No inconsistencies between time and production records was found during the audit.
- 6, APSCA Registration Number for auditor Jason Zou is RA21703979

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Ratings Summary



Auditee's background information			
Auditee's name :	SHANTOU UNIGRACE MANUFACTURING LTD	Legal status :	Limited Company
Local Name :	汕头市丽德美针织制衣有限公司 (91440513741720849G)	Year in which the auditee was founded :	2002
Address :	No. 1 Industry Area, Huanshi Bei Road, Gurao Town, Chaoyang District	Contact person (please select) :	Ying Qin Zhao
Province :	Guangdong	Contact's Email :	tomldm03@126.com
City :	Shantou	Auditee's official language(s) for written communications :	Chinese
Region :	North East Asia	Other relevant languages for the auditee :	None
Country :	China	Website of auditee (if applicable) :	None
GPS coordinates :	N23°21'32", E116°24'36"	Total turnover (in Euros) :	5000000.00
Sector :	Non-Food	Of which exports % :	100.00
Industry :	Textiles, clothing, leather	Of which domestic market % :	0.00
If other, please specify :		Production volume :	600000 pieces per year
Product Group :	Home textiles	Production cost calculation :	Yes
If other, please specify :		Lost time injury calculation cost :	No
Product Type :	LINGERIE, SWIMWEAR, SPORTS BRA		

Auditee's employment structure at the time of the audit		
Total number of workers :	94	Total number of workers in the production unit to be monitored (if applicable) :
		0
	MALE WORKERS	FEMALE WORKERS
Permanent workers	42	52
Temporary workers	0	0
In management positions	3	1
Apprentices	0	0
On probation	0	0
With disabilities	0	0
Migrants (national citizens)	16	19
Migrants (foreign citizens)	0	0
Workers on the permanent payroll	42	52
Production based workers	0	0
With shifts at night	0	0
Unionised	0	0
Pregnant	-	0
On maternity leave	-	0

Finding Report



Performance Area 1 : Social Management System and Cascade Effect

Full Audit [Audit Id - 184930] Audit Date: 29/06/2020 PA Score: D

Deadline date: 28/06/2021

GOOD PRACTICES:

None

AREAS OF IMPROVEMENT:

Consolidated finding: The overall observation shows the auditee partially fulfils the requirement of performance area 1. The factory established and implemented the social responsibility system and established the social responsibility procedure according to the BSCI requirements. Ms. Zhao Yingqin /Production Manager was appointed as Amfori BSCI senior management representative to responsible for regular monitoring, checking and taking actions to correct the social compliance performance. The factory conducted social compliance internal audit, but the factory did not identify all findings in the internal audit, and the factory also conducted management assessment regularly to evaluate the compliance of with respect to working hours, occupational health and safety, wages and benefits, workers recruitment etc. The factory had signed social responsibility commitments with all suppliers and monitored the social responsibility performance for its suppliers. However, gaps were identified as follow:

综合概况: 整体观察显示被审核方部分符合该绩效区域的要求。工厂建立并实施了社会责任体系, 根据BSCI要求建立了社会责任的程序。赵映琴女士/安全主任被任命为Amfori BSCI高级管理代表负责社会责任表现的定期监督, 检查并实施改善措施。工厂有定期进行社会责任内审, 但工厂未能在内审中识别出所有问题, 工厂同时进行了管理评审来评估工厂在工作时间, 职业健康安全, 工资福利, 员工招聘等绩效方面的符合性。工厂有同所有的供应商签订社会责任承诺书并对供应商进行社会责任绩效考核。但是发现工厂存在如下不符合项:

- 1.1 -** The auditee has established a system of social responsibility, conducted internal assessment and management review, and conformed to amfori BSCI requirements and relevant local law requirements in most performance areas, however, some performance areas should be improved, for example, systematically overtime and insufficient social insurance coverage were found, and the worker representative did not participate in risk evaluation.

被审核方建立了社会责任体系, 进行了内审及管理评审, 在大部分执行领域符合了amfori BSCI要求和相关的法规要求, 但一些领域仍需要提高, 如存在性地加班, 社会保险覆盖不足, 和员工代表没有参加风险评估。

- 1.4 -** Through document review, management, worker representative and workers' interview, the auditee has established the workforce capacity analysis procedure and wages paid to works were in compliance with legal requirement. However, there's no satisfactory evidence that the workforce capacity in the company is sufficient and properly planned to match delivery order contracts' expectations and the monthly overtime hours of workers exceeded 36 hours is detected. For details, please refer to 6.2.

通过文件审核, 管理者, 员工代表和员工访谈, 被审核方已经建立了劳动力能力分析程序, 并且支付给员工的工资符合法规的要求。但是没有证据证明公司的劳动力能力是足够的, 并妥善安排生产计划以满足交付订单合同的期望, 并且在审核期间发现了员工的月加班时间超过36小时的情况。具体加班信息请参见6.2。

Remarks from Auditee:

None

Performance Area 2 : Workers Involvement and Protection

Full Audit [Audit Id - 184930] Audit Date: 29/06/2020 PA Score: B

Deadline date: 28/09/2020

GOOD PRACTICES:

None

AREAS OF IMPROVEMENT:

Consolidated finding: The overall observation shows the auditee partially fulfils the requirement of performance area 2. The factory had regular training for employees, including the rights and obligations of workers, working content and time, work remuneration, worker representatives and complaint channels. Employees could learn the latest requirements of BSCI and the company through bulletin board and training. Workers could give feedback to worker representatives or directly with management, or appeal through the suggestion box. But gap was identified as follow:

综合概况: 整体观察显示被审核方部分符合该绩效区域的要求。工厂有为员工定期进行培训, 培训内容包括工人的权利和义务, 工作内容和时间, 工作报酬, 员工代表和申诉渠道, 员工可以通过公告栏和培训来了解BSCI及公司最新的要求。员工可以向员工代表或直接与管理层反馈意见, 也可以通过意见箱来进行申诉。但是工厂存在如下差距:

- 2.2 -** As per document review and management interview, the factory set up the long term social compliance goals, in which no timeline defined; no specific implementation plan was set up to achieve such goal, and goal and implementation plan to reduce overtime hour and purchase social insurance for their employees.

根据文件审核和管理层面谈, 工厂建立了社会责任的长远目标。但此目标没有定义达成目标的时限; 具体的执行计划以达到设定的目标, 另外没有减少加班时间和购买社保的目标和执行计划。

- 2.4 -** The auditee had posted the amfori BSCI Code of Conduct publicly, and provided amfori BSCI training with all employees, but according to interviews, it was noted that 2 out of 6 sampled workers were not quite aware of amfori BSCI values and principles.

被审核方张贴了amfori BSCI行为准则, 提供了amfori BSCI行为准则的培训给所有员工, 但是6名抽样员工中有2名员工并不太清楚amfori BSCI的标准和原则。

Remarks from Auditee:

None

Performance Area 3 : The rights of Freedom of Association and Collective Bargaining

Full Audit [Audit Id - 184930] Audit Date: 29/06/2020 PA Score: A

Deadline date:

GOOD PRACTICES:

None

AREAS OF IMPROVEMENT:

Consolidated finding: The overall observation showed that the factory currently fulfilled the requirements of this performance area. The factory had set up the procedure regarding freedom of association and collective bargaining, which allowed workers to participate associations on their own will if legally permitted and prohibited discriminating those workers for any identity. Workers' representatives were not discriminated but had free access to workers and were encouraged to communicate with workers regarding anything about workers' rights and obligations. The factory facilitated meetings between workers and workers' representatives like the arrangement of meeting time and places.

综合概况: 整体观察显示, 工厂目前满足该评估区域的要求。工厂建立了有关自由结社和集体谈判的程序, 尊重员工自由参加法律允许的团体或组织的自由和权利, 而且禁止对这些员工有任何歧视的行为。员工代表没有受到歧视, 而是可以自由地接近员工并被鼓励积极与员工沟通有关其权利和义务的任何问题。工厂积极促进员工与员工代表的会议比如安排会议时间、提供会议场地等。

Remarks from Auditee:

None

Performance Area 4 : No Discrimination

Full Audit [Audit Id - 184930] Audit Date: 29/06/2020 PA Score: A

Deadline date:

GOOD PRACTICES:

None

AREAS OF IMPROVEMENT:

Consolidated finding: The overall observation shows the auditee fulfils the requirement of performance area 4. The factory established the policy of anti-discrimination, factory also communicated the policy with HR recruiters and workers. The factory required they should not differentiate workers by age, region, race, gender, faith or physical condition etc during workers recruitment and wages paid. The factory paid salaries based on workers working ability and working hours.

综合概况: 整体观察显示被审核方符合该绩效区域的要求。工厂建立了反歧视管理程序, 并将程序同人事招聘人员及员工进行沟通。工厂要求不因员工的年龄、地区、种族、性别、信仰或身体状况等对员工招聘、工资支付等过程中区别对待。工厂依据员工个人工作能力及工作时间支付工资。

Remarks from Auditee:

None

Performance Area 5 : Fair Remuneration

Full Audit [Audit Id - 184930] Audit Date: 29/06/2020 PA Score: B

Deadline date: 28/06/2021

GOOD PRACTICES:

None

AREAS OF IMPROVEMENT:

Consolidated finding: The overall observation shows the auditee partially fulfils the requirement of performance area 5. Based on the wages paid procedure and workers' wages from May 2019 to April 2020 provided by the factory review, the lowest basic wages paid to workers were RMB2000 per month which is more than local minimum wage standard of RMB1550 per month. All workers' wages were paid by hourly rate wages. Workers' overtime wages on weekdays and Saturdays were paid by 150% and 200% of normal wages respectively according to legal law. The paid statutory holidays wages and paid annual leave for workers were provided. Workers' wages were paid before 30th of the following month by cash with wages slips detail issued to workers. But gap was identified as follow:

综合概况: 整体观察显示被审核方部分符合该绩效区域的要求。工厂提供的工资计算程序及员工2019年5月至2020年4月的工资记录显示, 工厂支付的最低工资为RMB2000元/月, 高于当地最低工资标准RMB1550元/月。所有员工工资为计时工资。员工在工作日及周六的加班费分别按照法规要求的150%及200%的基本工资支付。法定节日和年假工资都有为员工提供。员工工资在次月30日之前现金支付, 工厂在支付工资时有提供详细的工资条给员工。但是工厂存在如下差距:

5.4 - During management interview and document review, the factory management knew some about how to calculate the living wage and the wage paid to workers could meet the local basic need wage calculated by auditors. However, there is no system to calculate local living wage. 在管理层访谈和文件审阅时, 得知工厂管理层部分了解生活工资, 工厂支付给员工的工资能够满足审核员计算的当地基本需求工资。但是没有系统去计算当地基本生活工资。

5.5 - Not all employees had participated in all 5 types of social insurance. Through review social insurances receipts from January 2020 to June 2020, social insurances receipt of June 2020 indicated that there are total 94 employees including 4 retirees, but only 35 employees had participated in injury insurance, retirement insurance, unemployment insurance and maternity insurance, no one participated in medical insurance. (In accordance with the Labor Law of the People's Republic of China (1994), Article 72 & Article 73). Remark: There were total 4 employees reached retirement age in the factory who need not to participate in social insurance. There was no temporary worker or labor dispatching workers in those who did not participate in social insurance. The factory purchased commercial medical insurance for all employees. It was valid from December 19, 2019 to December 18, 2020.

审核发现不是所有的企业员工都参加了5种社会保险。通过审阅从2020年1月到2020年6月的缴费收据, 2020年6月的社保收据显示企业有94名员工包括4名退休返聘的员工, 但是只有35参加工伤, 养老, 失业和生育保险, 没有人参加医疗保险。备注: 厂有4名员工达到退休年龄不用参加社会保险。未参加社保人员中没有临时工, 劳务派遣工。工厂为所有员工购买了商业意外险, 有效期从2019年12月19日至2020年12月18日。

Remarks from Auditee:

None

Performance Area 6 : Decent Working Hours

Full Audit [Audit Id - 184930] Audit Date: 29/06/2020 PA Score: D

Deadline date:28/06/2021

GOOD PRACTICES:

None

AREAS OF IMPROVEMENT:

Consolidated finding: The overall observation shows the auditee partially fulfils the requirement of performance area 6. Workers' working hours were recorded by face identification time attendance system. Based on the provided workers' attendance records from May 1,2019 to June 30, 2020 review, all employees in the factory work in one shift, and the regular working hours are from 8:00 to 17:30 with 1.5 hours of lunch time from 12:00 to 13:30. The kitchen staff works in 1 shift from 09:00 to 19:00 with 2 hours' break from 14:00 to 16:00. The normal working hours for all workers were 8 hours per day, 5 days per week. The factory arranged 1-2 overtime hours from 18:30 on weekdays and 8~10 overtime hours on Saturdays according to the order. Overtime work was arranged voluntary and all workers enjoy at least one day off per seven days. However, gap was identified as follow:

综合概况：整体观察显示被审核方部分符合该绩效区域的要求。员工的考勤方式为人脸识别考勤系统。工厂提供的员工2019年5月1日至2020年6月30日的考勤记录显示，所有员工工作时间为一个班次，正常上班时间为早上8点至下午17点30，午餐休息时间为12点至13点30。厨工的正常上班时间为早上9点至下午7点，有2个小时休息时间为14点至16点。员工的正班工作时间为每天上班8小时，每周5天。工厂会依据生产订单安排1-2小时的加班在平日从18点30开始，在周六加班8至10小时。所有的加班工作均为自愿的且工厂有确保员工均享有至少每七天休息一天。不过工厂存在如下不符合项：

- 6.2 -** Monthly overtime hours exceeded the legal requirement (36 hours per month). Through document review, it was noted that the monthly overtime hours of 12 out of 12 randomly selected employees ranged from 53 hours to 60 hours in June 2019 (randomly selected month); 12 out of 12 randomly selected employees ranged from 52 hours to 68 hours in November 2019 (randomly selected month); 12 out of 12 randomly selected employees ranged from 45 hours to 55 hours in April 2020 (current month);. (In accordance with the China Labor Law, Article 41).
月加班时间超出了法律的规定（每月36小时）。通过文件审核，审核员发现在抽取的2019年6月份（随机月）的考勤中，12名随机抽取的员工中12人的月加班时间为53-60小时；2019年11月份（随机月）的考勤中，12名随机抽取的员工中12人的月加班时间为52-68小时；2020年4月份（当前月）的考勤中，12名随机抽取的员工中有12人的月加班时间为45-55小时。

Remarks from Auditee:

None

Performance Area 7 : Occupational Health and Safety

Full Audit [Audit Id - 184930] Audit Date: 29/06/2020 PA Score: B

Deadline date: 28/03/2021

GOOD PRACTICES:

None

AREAS OF IMPROVEMENT:

Consolidated finding: The overall observation shows the auditee partially fulfils the requirement of performance area 7. For fire safety, the factory equipped automatic alarm system onsite. During onsite testing, fire hydrant pressure was adequate, fire alarm and emergency light worked normally. Fire drills were conducted twice time per year, the last fire drill was conducted in April 27, 2020, the fire drills included evacuation exercise, how to escape, and how to use the fire-fighting facilities. For chemical safety use, the factory provided chemical training for workers who used chemical. For coronavirus outbreak control, disposable medical masks were provided for workers every day freely. Clean potable water and adequate toilets separated by gender were provided for workers. The factory provided meals and dormitory for workers. Remark: For 7.23: The factory currently did not provide transportation to workers. However, gaps had been identified as follows:

综合概况: 整体观察显示被审核方部分符合该绩效区域的要求。在消防安全方面, 工厂配备了自动报警系统等消防设施。审核时测试消防栓水压足够且消防警铃及应急灯都能正常工作。工厂一年两次消防演习, 上次消防演习在2020年4月27日, 消防演习包括疏散演习, 如何逃生, 如何使用消防器材。在化学品使用方面, 工厂为使用化学品的员工进行了培训。在冠状病毒疫情防控方面, 工厂每天免费给员工提供一次性医用口罩。工厂也提供了干净的饮用水及分男女的洗手间给员工。工厂为员工提供了工作餐和宿舍。备注: 对于7.23: 工厂目前没有给员工提供交通工具。不过工厂在以下方面尚有差距:

- 7.1 -** 1.The main auditee partially respects this principle because the factory had established management system on health and safety, included the identify and awareness of related legal regulation, health and safety check, training and etc. But H&S issues were identified due to management negligence. 2. During document review, auditor found that the factory could not provide the training records / certificate of safety production knowledge and management skill of the principal in charge and persons for the management of work safety for review. (In accordance with the Law of the PRC on Work Safety Article 24)
1. 被审核方(生产商)部分遵守该准则, 原因是工厂已建立健康安全管理体系, 包括相关法规的识别与了解, 健康安全培训, 但是由于管理疏忽, 导致仍然有健康安全问题存在。2. 在文件审核时, 工厂无法提供该企业主要负责人和安全管理人员的安全生产知识和管理能力培训记录/证书供审阅。
- 7.4 -** As per the document review and worker interview, it was noted that worker or worker representative were not involved in health and safety risk assessment.
文件审核和员工访谈发现, 工人和工人代表没有受邀参与进行职业健康安全风险的评估。
- 7.7 -** Safety facilities for hazardous chemicals were not compliant with legal requirement. During facility tour, it was noted that factory did not have safety device such as anti-leakage for one lubricating oil chemical container stored or used in sewing workshop on 3/F of production building. (In accordance with the Safety Management of Dangerous Chemicals article 20).
危险化学品储存的安全设施不符合要求。在现场巡查时, 审核员发现工厂生产楼3楼缝制车间贮存和使用的一桶润滑油没有设置相应的安全设施, 如防渗漏。
- 7.9 -** Through on site observation and documents review, the facility established its emergency procedure, warning signs and written instructions are posted for the operators of machinery. However, during on site tour, auditor found that there was not electric shocking warning sign posted on 1 out of 3 electric boxes in raw material warehouse on 6/F of production building. (In accordance with the Stipulations on Electric Safety and Management, Article 137.).
通过现场观察和文件查阅, 工厂建立了应急程序, 工人操作的机器有张贴警告标语和作业指导书。但是现场观察, 审核员发现生产楼6楼原材料仓库3个电箱其中的1个没有张贴防触电警示标识。
- 7.17 -** During factory tour, auditor found that and protective device were installed for most of machines with dangerous parts and no machines posed danger to workers directly. However, non-compliances were found below: 1, During facility tour, auditor found that no finger protector device was installed for 1 out of 40 sewing machines located at 3 floor of sewing workshop of production building. (In accordance with the PRC on Work Safety article 33). 2, Through on site observation, there were 6 cargo lifts used in the production building and dormitory building, but as per document review, the factory could not provide the safety management certificate on cargo lift for review. (In accordance with Regulations on Safety Supervision of Special Appliance article 38)
现场走访时发现, 带有危险部位的绝大部机器有安装保护装置, 没有发现机器对员工形成直接的危险。但是发现以下不符合项: 1, 在现场巡查时, 审核员发现生产楼3楼缝制车间40台针车机, 其中1台针车没有安装护指器装置。2, 通过现场观察, 工厂生产楼和宿舍楼有使用6台电梯, 但是文件审核中发现, 工厂无法提供电梯的安全管理人员的证书供审核。
- 7.21 -** Base on on-site observation and documents review, the factory kitchen and canteen are clean and hygienic and all kitchen employees obtained kitchen staff health certificate for review, but auditor found two kitchen workers did not wear kitchen clothes and hats during work. (Article 27 of the Law of the PRC on the Food Safety, (8)). In addition, there was no fly-proof, rat-proof, and insect prevention facilities in the kitchen. (In accordance with PRC Law on Food Safety Article 33)
根据现场观察和文件查看, 工厂食堂和餐厅很干净卫生且所有厨工有获得健康证, 但是审核员发现2名厨工工作时没有穿着厨工服和厨工帽。另外, 厨房中没有配备防蝇、防鼠、防虫的设施。

Remarks from Auditee:

None

Performance Area 8 : No Child Labour	
Full Audit [Audit Id - 184930] Audit Date: 29/06/2020 PA Score: A	Deadline date:
GOOD PRACTICES: None	
AREAS OF IMPROVEMENT: <p>Consolidated finding: The overall observation showed that the factory currently fulfilled the requirement of this performance area. The factory had set up the social policy and procedures on no child labor, age verification mechanism, recruitment procedures and remedial procedures in case children were found. And the factory maintained the personnel files including workers profiles and copies of age documents for all workers. Through documents review, factory walk-through and worker interviews, no children were found working in the factory currently.</p> <p>综合概况: 整体观察显示, 工厂目前满足该区域的要求。工厂建立了有关禁止使用童工的社会责任政策和程序、年龄核对机制、招聘程序以及童工补救政策等。同时工厂也保留了所有员工的人事档案以及年龄文件的复印件等。通过文件审核、现场走访以及员工访谈, 没有发现工厂有使用童工。</p>	
Remarks from Auditee: None	
Performance Area 9 : Special protection for young workers	
Full Audit [Audit Id - 184930] Audit Date: 29/06/2020 PA Score: A	Deadline date:
GOOD PRACTICES: None	
AREAS OF IMPROVEMENT: <p>Consolidated finding: The overall observation showed that the factory currently fulfilled the requirement of this performance area. The factory had set up the social policy and procedures on young workers' protection and also conducted risk assessment for young workers. Although there was no young worker working in the factory currently, the factory had a clear understanding that young workers were more vulnerable than most workers and stipulated a series of protection rules for young workers, such as, young workers should be adequately protected against any harmful working condition, should not be engaged in night shifts, should have access to effective grievance mechanism, and should be properly trained on OHS, etc.</p> <p>综合概况: 整体观察显示, 工厂目前满足该区域的要求。工厂建立了有关未成年工保护的社会责任政策和程序, 并针对未成年工人做了风险评估。尽管工厂目前没有使用未成年工, 但对于未成年工的保护仍有充分的认知, 且制定了一系列的未成年工保护规定, 比如: 不得安排未成年工从事有毒有害的工作, 不得安排未成年工上晚班, 需要给未成年工提供有效的申诉渠道, 需要给未成年工提供有关健康安全的培训, 等等。</p>	
Remarks from Auditee: None	
Performance Area 10 : No Precarious Employment	
Full Audit [Audit Id - 184930] Audit Date: 29/06/2020 PA Score: A	Deadline date:
GOOD PRACTICES: None	
AREAS OF IMPROVEMENT: <p>Consolidated finding: The overall observation shows the auditee fulfils the requirement of performance area 10. Based on factory tour, document review, management interview and workers interview, all workers were hired by the factory directly. It was noted that the factory established human resource management procedures which regulated the standard of recruitment, working hours, disciplinary measures, remuneration, trainings, promotion and termination of employment. As per interviewed workers, they all stated that they had understandable information of the factory before entering in the factory. The factory signed 3-year labour contracts with employees within one month of recruitment according to legal requirement, and workers would receive one copy of labor contract.</p> <p>综合概况: 整体观察显示, 被审核方符合该绩效区域的要求。通过文件查阅、管理层访谈和员工访谈, 所有员工均为工厂直接招聘, 审核发现工厂建立了人力资源管理程序, 涵盖了人员招聘, 工作时间、纪律措施、报酬、培训、晋升和解雇等方面的规定。根据员工访谈, 工人在应聘进入工厂前就对工厂各方面信息有了了解。工厂在员工入职一个月内与员工签订了三年期限的劳动合同, 且为员工提供一份劳动合同副本。</p>	
Remarks from Auditee: None	

Performance Area 11 : No Bonded Labour	
Full Audit [Audit Id - 184930] Audit Date: 29/06/2020 PA Score: A	Deadline date:
GOOD PRACTICES: None	
AREAS OF IMPROVEMENT: <p>Consolidated finding: The overall observation showed that the factory currently fulfilled the requirement of this performance area. The factory had set up the social policy and procedures on no bonded labor and special training was provided to management particularly supervisors and those in human resources department. As per factory regulations and worker interviews, it was confirmed that workers chose the factory freely without monetary deposit or original personal documents withheld. The factory only kept copies of workers' identification card for documentation purpose in personnel files. There was no restriction on workers' movement, and workers could access to drinking water or toilet facilities as they desired and left the factory freely when they were off duty. All overtime hours were arranged on workers' voluntary basis, and workers could resign from the factory with a one-month prior notice to the factory management. Through on-site observation and worker interviews, no corporal punishment, mental or physical coercion or verbal abuse was found. The factory implemented escalating disciplinary procedures, like verbal warning, written warning and terminations, etc. to discipline workers and explained the details to workers in factory rules. No monetary fines were detected in the disciplinary procedures.</p> <p>综合概况: 整体观察显示, 工厂目前满足该区域的要求。工厂建立了关于禁止强迫劳动的社会责任政策和程序, 且为管理人员尤其是主管和人力资源部门的人员提供了专门的培训。通过查看工厂的规章制度以及员工访谈发现, 员工都是自主选择在工厂工作, 没有交付押金或者个人证件的原件。工厂仅在人事档案中保留了员工身份证的复印件。员工在工厂内的行动自由, 喝水或使用洗手间或在下班后自由活动都不受限制。加班也是基于员工自愿。如果需要辞职, 只需提前一个月通知管理层即可。通过现场观察和员工访谈, 没有发现体罚、精神或身体胁迫或口头虐待等存在。工厂采用程度逐级提升的惩罚制度, 如口头警告、书面警告、终止合同等来惩罚员工的不恰当行为, 且将这些要求列明在员工手册中。惩处制度中没有发现罚款条款。</p>	
Remarks from Auditee: None	
Performance Area 12 : Protection of the Environment	
Full Audit [Audit Id - 184930] Audit Date: 29/06/2020 PA Score: A	Deadline date:28/06/2021
GOOD PRACTICES: None	
AREAS OF IMPROVEMENT: <p>Consolidated finding: The overall observation shows the auditee partially fulfils the requirement of performance area 12. The auditee has a good understanding of the environmental impacts of its business activities, continuously identified the significant impacts and environmental implications associated to its activity, appointed competent staff responsible for collecting the data and doing the assessment and established the proper procedure to ensure integration of local environmental law into the business performance. Factory established the water saving mechanism and kept related records. However, gaps had been identified in implementation as follows:</p> <p>综合概况: 整体观察显示被审核方部分符合该绩效区域的要求。被审核方对商业活动的环境影响有一个较好的理解, 持续识别其商业活动的重大影响及对环境造成的后果, 指定了负责收集数据和进行评估的主管人员, 并且建立了合适程序来确保其商业模式中结合了当地环境法规。工厂建立了节约用水的机制并保留相关记录。不过, 工厂在以下方面和BSCI要求尚有差距:</p> <p>12.3 - Based on satisfactory evidence, the main auditee partially respects this principle because the factory only register the application form for the project but didn't obtained the completion acceptance report for their environmental construction project and the archival records. (In accordance with Regulation for Environmental Protection of Construction Project, Article 19)</p> <p>根据充足证据, 工厂部分达到此项要求, 工厂只对其建设项目进行登记, 但没有提供其建设项目竣工环境保护验收报告和备案记录。</p>	
Remarks from Auditee: None	
Performance Area 13 : Ethical Business Behaviour	
Full Audit [Audit Id - 184930] Audit Date: 29/06/2020 PA Score: A	Deadline date:28/08/2020
GOOD PRACTICES: None	
AREAS OF IMPROVEMENT: <p>Consolidated finding: The overall observation shows the auditee partially fulfils the requirement of performance area 13. The factory established internal and external on anti bribery policy, the regular training was provided for relevant employees, and regular monitoring was conducted for suppliers by the factory, and risk assessment was conducted for high risk positions. The documents provided by the factory could be cross verified to confirm their authenticity. However, gaps had been identified in implementation as follows:</p> <p>综合概况: 整体观察显示,被审核方部分符合该绩效区域的要求。工厂建立了工厂内外部的反贿赂政策, 并给相关的员工进行定期培训, 工厂对供应商定期监测, 同时对廉政高风险的岗位做了风险评估。工厂提供的文件资料可以进行交叉验证确认其真实性。不过, 工厂在以下方面和Amfori BSCI要求尚有差距:</p> <p>13.1 - During management interview and document review, the auditee had established the business ethic policy for their business integrity, But the auditee did not establish the reward for ethical behavior and integrity.</p> <p>在管理层访谈和文件审阅时, 被审核方为其商业诚信建立了商业道德政策, 但被审核方没有建立商业道德行为的奖励机制。</p>	
Remarks from Auditee: None	

Summary



Audit Type	Date	Audit Id	PA1	PA2	PA3	PA4	PA5	PA6	PA7	PA8	PA9	PA10	PA11	PA12	PA13	Overall Rating
Full Audit	29/06/2020	184930	D	B	A	A	B	D	B	A	A	A	A	A	A	C

LADYmate

Producer Photos



External photo(s) of the production unit(s)
IF of dormitory building was stores.JPG



External photo(s) of the production unit(s)
IF of production building was empty.JPG



External photo(s) of the production unit(s)
Dormitory building.JPG



External photo(s) of the production unit(s)
Factory gate.JPG



External photo(s) of the production unit(s)
Factory name.JPG



External photo(s) of the production unit(s)
Production building.JPG



Photo first aid facilities
Eye washing station.JPG



Photo first aid facilities
First aid kits-1.JPG



Photo first aid facilities
First aid kits.JPG

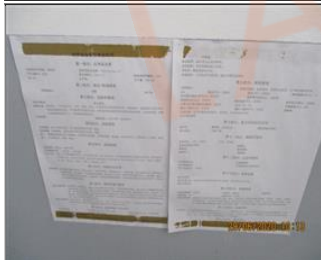


Photo of chemical storage room (if applicable)
Chemical MSDS.JPG



Photo of chemical storage room (if applicable)
Chemical storage area.JPG



Photo of fire safety equipment
Emergency light testing.JPG



Photo of fire safety equipment
Emergency light with safety sign.JPG



Photo of fire safety equipment
Escape route.JPG



Photo of fire safety equipment
Evacuation indication sign.JPG



Photo of fire safety equipment
Evacuation plan map.JPG



Photo of fire safety equipment
Fire alarm control center.JPG



Photo of fire safety equipment
Fire alarm trigger.JPG



Photo of fire safety equipment
Fire alarm.JPG



Photo of fire safety equipment
Fire extinguishers testing.JPG



Photo of fire safety equipment
Fire extinguishers-1.JPG



Photo of fire safety equipment
Fire extinguishers.JPG



Photo of fire safety equipment
Fire hydrant-1.JPG



Photo of fire safety equipment
Fire hydrant.JPG



Photo of fire safety equipment
Fire water testing.JPG



Photo of fire safety equipment
Smoke detector.JPG



Photo of fire safety equipment
Sprinkler.JPG



Photo of non-conformity
Insufficient social insurance participated.JPG



Photo of non-conformity
Kitchen workers did not wear kitchen clothes and hats.JPG

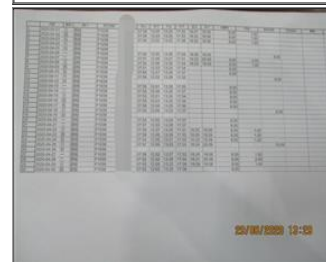


Photo of non-conformity
Monthly overtime hours exceeded 36 hours.jpg



Photo of non-conformity
No electric shocking warning sign posted.JPG



Photo of non-conformity
No finger protector device.JPG



Photo of non-conformity
No safety management certificate on the cargo lift.JPG



Photo of non-conformity
No secondary container provide for chemical.JPG



Photo of the canteen (if applicable)
Canteen.JPG



Photo of the canteen (if applicable)
Kitchen.JPG



Photo of the code of conduct on display
BSCI COC posted.JPG



Photo of the dormitories (if applicable)
Bed room.JPG



Photo of the inside of the main production hall
Attendance machine.JPG



Photo of the inside of the main production hall
Cutting workshop.JPG



Photo of the inside of the main production hall
Electricity box.JPG



Photo of the inside of the main production hall
Fabric inspection area.JPG



Photo of the inside of the main production hall
Finished product warehouse.JPG



Photo of the inside of the main production hall
Packing.JPG



Photo of the inside of the main production hall
Raw material warehouse.JPG



Photo of the inside of the main production hall
Sewing-1.JPG



Photo of the inside of the main production hall
Sewing.JPG



Photo of the inside of the main production hall
Suggestion box.JPG



Photo of the personal protection equipments (if applicable)
PPE provided on site.JPG



Photo of the personal protection equipments (if applicable)
Pulley guard installed for machinery.JPG



Photo of the sanitary facilities
Drinking water area.JPG



Photo of the sanitary facilities
Toilet.JPG