

Social Audit Report

Auditor: Eason Chen; Jack Wang

Date of Audit: 12th June 2014

Information:

Vender Name	Guangdong [REDACTED] Electronics)		
Vender Address	[REDACTED], Zhongshan, Guangdong, PRC		
Contract Person	[REDACTED]		
Telephone No.	86-760-3 [REDACTED] 6	Facsimile No.	86-760-3 [REDACTED]
Email Address	k [REDACTED] .com		
Factory total surface area	1200 km ²		
Total No. of Employees	800 Staffs		
Scope	Full scope/Initial Audit		

STATUS	CRITICAL NON-COMPLIANCES HAVE BEEN IDENTIFIED DURING THIS AUDIT. ORDERS AND SHIPMENTS CAN CONTINUE WHILST THESE CONCERNS ARE ADDRESSED IN LINE WITH CORRECTIVE ACTIONS TAKEN BELOW.
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SAMPLE REPORT

Summary of the Audit:

Ethical Section		Rating	Score
EA	Child Labor	10	7
EB	Forced Labor	10	8
EC	Health and Safety	18	10.7
ED	Dormitories	8	4.5
EE	Kitchen/Canteen	6	4
EF	Discrimination	8	5
EG	Disciplinary Practices	5	5
EH	Wages and Benefits	10	6.5
EI	Working Hours	5	2.0
EJ	Environment	10	5.2
EK	Worker Representation	5	3
EL	Staff interview	5	3
		Total Score	63.9
90<=GREEN<=100		75<=BLUE<90	60<=YELLOW<75
			RED<60

SAMPLE REPORT

ETHICAL SECTION

EA. CHILD LABOUR

Item	Description	Rating	Score
EA1	Is / was the facility free of child labor? (Current and/or historical?)	5	5
EA2	Are age documents required upon hiring?	1	1
EA3	Are age documents for all employees kept on record?	1	0.5
EA4	Are employment requirements for young workers in compliance with local law? (Medical examination, registration, parental authorization, etc)	1	0
EA5	Are young workers are adequately protected against hazardous working conditions?	1	0
EA6	Others	1	0.5
EA7	What is the age of the youngest employee? 18	Non-scoring	
EA8	What is the age of the oldest employee? 55	Non-scoring	
Rating:	10	Score	7
Item	Remark		
	Finding: -2 workers were detected no personal ID copy cord from the documents		
	Finding: -The employment of young workers, there were not registration system records and no free of medical examination		

EB. FORCED LABOUR

Item	Description	Rating	Score
EB1	Is the facility free of slave, prison or forced labor?	3	3
EB2	Is it confirmed that monetary deposits are not required upon hiring?	1	1
EB3	Are withholdings from the employee wages are in compliance with local law? (involuntary food, accommodation or transport)	1	1
EB4	Are employees free to leave at end of working shift?	1	1
EB5	Can employees resign from the company at their own will?	1	0.5
EB6	Is it confirmed that the facility do not keep employees original documentation such as passports?	1	1
EB7	Are all employees granted at least one day off in seven?	1	0
EB8	Others	1	0.5
Rating:	10	Score	8
Item	Remark		
	Finding: - Employees can not grant one day off in seven		

EC. HEALTH AND SAFETY

Item	Description	Rating	Score
EC1	Is the manufacturing site free of severe safety hazards or employee endangements?	2	2
EC2	Is safety training conducted?	1	0.7
EC3	Are emergency evacuation exercises conducted for all employees according to legal requirements?	1	0
EC4	Are training records available?	0.5	0.3
EC5	Does an accident, injury, sickness register exist?	0.5	0.5
EC6	Are emergency exits adequate?	1	0
EC7	Are these exits easily accessible, unblocked and unlocked?	0.5	0
EC8	Are emergency lights available?	1	0.2
EC9	Are emergency routes clearly marked and identified?	1	1
EC10	Are emergency routes accessible at all times?	0.5	0.5
EC11	Is adequate fire fighting equipment available?	1	0.5
EC12	Is this equipment properly maintained?	1	0
EC13	Is this equipment easily accessible and properly marked?	1	1
EC14	Does the facility have a functional fire alarm, which is regularly tested?	1	1
EC15	Does the factory conduct fire drills, including use of fire fighting equipment involving a sufficient number of employees, according to legal requirements?	1	0.5
EC16	Are the production machines fitted with adequate safety guards?	0.5	0.5
EC17	Are the machines fitted with emergency switch off buttons?	0.5	0.5
EC18	Are workers specifically trained regarding the risk of accidents at their work place?	1	0.5
EC19	Is adequate personal protective equipment provided to workers free of charge? (Gloves, aprons, etc)	0.5	0.5
EC20	Are adequate first aid supplies and assistance available?	0.5	0
EC21	Others	1	0.5
Rating:		18	Score
			10.7
Item	Remark		
	Finding:- Several evacuation exists blocked during working time Corrective action: -Evacuation exist should be kept open during working time		
	Finding: -Emergency lights not working at the evacuation exists of dormitory Corrective action: -Facilities need to be completely and properly maintained		

ED. DORMITORIES

Item	Description	Rating	Score
ED1	Are the dormitories free of severe safety hazards or employee endangements?	1	1
ED2	Are the sleeping quarters separated by gender, and is there sufficient space for all employees?	1	1
ED3	Are employees allowed to enter /leave the dormitories at any time?	1	0.5
ED4	Are the exits sufficient and un-obstructed for emergency situations?	1	0.5
ED5	Is adequate fire protection equipment available?	1	0.5
ED6	Are adequate first aid supplies available?	1	0.5
ED7	Are employees living in the dormitories trained for fire fighting and emergency evacuation?	1	0
ED8	Others	1	0.5
Rating:		8	Score
			4.5
Item	Remark		
	Finding: -Evacuation floor plans not available in the dormitory Corrective actions: - Evacuation floor plans need to be posted on each floor of dormitory		
	Finding: - First aid materials not provided at living area Corrective actions: -First aid material need to be provided at living area		
	Finding: - First aid material is not enough, such as band-aid was not available		

EE. KITCHEN / CANTEEN

Item	Description	Rating	Score
EE1	Is adequate fire protection equipment available?	1	1
EE2	Are adequate first aid supplies available?	1	1
EE3	Is there adequate provision for emergency evacuation?	1	1
EE4	Are cooking and eating facilities clean and hygienic?	1	1
EE5	Are the kitchen personnel in compliance with legal requirements (permissions, authorizations, etc)?	1	0
EE6	Are the canteen workers employed by the facility? (Non-scoring)		
EE7	What are the opening hours of the canteen? (Non-scoring)		
EE8	Others	1	
Rating:		6	Score
			4
Item	Remark		
	Finding: -The canteen workers' health certificates some were not available		
	Corrective action: -The canteen workers need to hold the health certificate properly		

EF. DISCRIMINATION

Item	Description	Rating	Score
EF1	Are employment practices equal and non-discriminatory, e.g. pregnancy testing, opposite sex carrying out security frisking?	1	1
EF2	Are employees hired without any discrimination?	1	1
EF3	Are employees of both genders paid equally?	0.5	0.5
EF4	Are pregnant women in no way disadvantaged?	1	0.5
EF5	Do all employees have equal access to training?	1	0.5
EF6	Do all employees have equal opportunities to work legal overtime?	1	1
EF7	Are unionized employees treated equally to non-unionized?	0.5	0
EF8	Was a copy of the collective bargaining agreement provided?	1	0.5
EF9	Others	1	0
Rating:		8	Score
			5
Item	Remark		
	Finding: - There was no union organization in the factory		

EG. DISCIPLINARY PRACTICES

Item	Description	Rating	Score
EG1	Was it demonstrated that corporal punishment, mental / physical coercion is not used?	1	1
EG2	Were disciplinary practices in compliance with local law and not considered excessive?	1	1
EG3	Were employees free to move around the factory (toilets, end of day)?	1	1
EG4	Do the employees understand grievance procedures and can file grievances on disciplinary and employment practices.	1	1
EG5	Others	1	1
Rating:	5	Score	5
Item	Remark		

EH. WAGES AND BENEFITS

Item	Description	Rating	Score
EH1	Is the minimum wage guaranteed to all employees?	2	2
EH2	Are all workers paid for their work at all times?	2	1
EH3	Is overtime always paid for, and is overtime paid with the legal premium? And are holidays paid as per regulations?	1	0
EH4	Are all mandatory benefits / social insurances paid according to legal regulations to all employees?	1	1
EH5	Is maternity leave paid as per regulations?	1	1
EH6	Do employees receive accurate wage slips?	0.5	0.0
EH7	Are deductions in compliance with local regulations?	0.5	0.2
EH8	Are piece rate employees paid according to local law?	1	0.8
EH9	Others	1	0.5
Rating:	10	Score	6.5
Item	Remark		
	Finding: -Payroll system and records need to be clearly and correctly recorded		
	Finding: - Delaying of payment was detected which was paid by the next of end of month		
	Finding: - Payroll records and working records have inconsistent information, for example: operator Wang Wei worked 198 hours in Nov 2013 as per production records, but only 174 working hours were paid as per payroll records.		
	Corrective action:-Payroll records need to be completely and correctly recorded, and operators need to be paid in full amount		
	Finding: -No pay slips for workers		

EI. WORKING HOURS

Item	Description	Rating	Score
EI1	Regular working hours do not systematically exceed legal requirements?	1	0
EI2	Overtime hours do not systematically exceed legal requirements?	1	0
EI3	Do time records show exact start / finish times, including all overtime hours?	1	1
EI4	Can employees refuse overtime?	1	0.8
EI5	Others	1	0.2
Rating:	5	Score	2.0
Item	Remark		
	Finding: -Excessive working hours: one day rest every seven days was not ensured (such as Gu		

Chenwei worked from 1 to 30 sep 2013 without one day rest); Operators could work more than 72 hours in one week (such as Gu Chengwei worked 77 hours from 3rd to 9th Sep, 2013)
Corrective actions: - The factory need to be controlled the overtime not more than 3 hours very day and not more than 36 hours very month; one day rest every seven days need to be ensured.
Remarks:- work more than 72 hours within one week or more than 14 hours within consecutive 24 hours will cause 'Yellow' light

EJ. ENVIRONMENT

Item	Description	Rating	Score
EJ1	Are all storage areas appropriately identified and are warning signs posted, and are all chemical containers properly labeled?	2	0.5
EJ2	Are all chemical containers properly stored with necessary secondary containment?	1	0
EJ3	Do all storage areas have necessary, functional fire fighting equipment?	1	0.5
EJ4	Are MSDS sheets available, posted and in local language?	1	1
EJ5	Are all employees handling chemicals appropriately trained?	1	0.2
EJ6	Is Personal Protective equipment available to employees handling chemicals and hazardous materials?	1	0.5
EJ7	Does the facility have onsite emergency treatment equipment and procedures?	1	1
EJ8	Are emissions, waste water and solid waste appropriately measured and not released without control?	1	1
EJ9	Others	1	0.5
Rating:	10	Score	5.2
Item	Remark		
	Finding: -Storage and handling of chemicals need to be improved		
	Corrective action: - Secondary containment shall be provided for liquid chemical storage, fire sand need to be provided at the storage areas for chemicals		
	Chemicals need to be completely identified at the production areas		
	Finding:- insufficient training of employees		
	Corrective actions: - Chemical safety training, Medical and first aid training, and hygiene & health training need to be provided		

EK. WORKER REPRESENTATION

Item	Description	Rating	Score
EK1	Does the factory have Workers Unions? If no, are there alternative means of communication between workers and management facilitated by the facility management?	1	0
EK2	Are the employees free to join unions when permitted by local law?	1	1
EK3	Are worker representatives within the factory freely elected?	1	0
EK4	Can employees address grievances to management representatives above their direct superior?	1	1
EK5	Others	1	1
Rating:	5	Score	3
Item	Remark		

EL. STAFF INTERVIEW

Item	Description	Rating	Score
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EK1	List the questions and answers here.		
EK2	Some of workers don't understand the terms and conditions of their contracts	1	0
EK3	Workers don't know that they can participate union organizations	1	0
EK4	Payment & working time: The interviewed of workers they are acceptable	1	1
EK5	Working environment: The interviewed of workers they are ok	1	1
EK6	Others	1	1
Rating:	5	Score	3
Item	Remark		

SAMPLE REPORT

Photos with description for remark(s)



Site Audit Witness



Site Audit Witness

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