

Sedex Members Ethical Trade Audit (SMETA) Report

Version 5.0 Dec 2014, 2/4 Pillar Audit; replaces version 4.0 May 2012

Supplier name:	[REDACTED]	
Site country:	[REDACTED]	
Site name:	[REDACTED]	
Parent Company name (of the site):	None	
SMETA Audit Type:	<input checked="" type="checkbox"/> 2-Pillar	<input type="checkbox"/> 4-Pillar
Date of Audit	[REDACTED]	

Audit Content:

- (1) A SMETA audit was conducted which included some or all of Labour Standards, Health and Safety, Environment and Business ethics. The SMETA Best Practice Guidance Version 5 December 2015 was applied. The scope of workers included all types at the site e.g. direct employees, agency workers, workers employed by service providers, and workers provided by other contractors. Any deviations from the SMETA Methodology are stated (with reasons for deviation) in the SMETA Declaration.
- (2) The audit scope was against the following reference documents
 - 2-Pillar SMETA Audit
 - ETI Base Code
 - SMETA Additions
 - Management systems and code implementation,
 - Entitlement to Work & Immigration,
 - Sub-Contracting and Home working,
 - 4-Pillar SMETA
 - 2-Pillar requirements plus
 - Additional Pillar assessment of Environment
 - Additional Pillar assessment of Business Ethics
 - The new ETI Working Hours Clause
 - Now integrated into this latest SMETA version.



Where appropriate non-compliances were raised against the ETI code / SMETA Additions & local law and recorded as non compliances on both the audit report, CAPR and on Sedex.



Audit Company Name: ALGI PAKISTAN	Report Owner (payee): [REDACTED]
Sedex Company Reference: (only available on Sedex System)q	[REDACTED] 400
Sedex Site Reference: (only available on Sedex System)	ZS173701595

Audit Conducted By			
Commercial	<input checked="" type="checkbox"/>	Purchaser	<input type="checkbox"/>
NGO	<input type="checkbox"/>	Retailer	<input type="checkbox"/>
Trade Union	<input type="checkbox"/>	Brand Owner	<input type="checkbox"/>
Multi-stakeholder	<input type="checkbox"/>	Combined Audit (select all that apply)	

Auditor Reference Number: (If applicable)	Not Applicable
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SMETA Declaration

I declare that the audit underpinning the following report was conducted in accordance with SMETA Best Practice Guidance and SMETA Measurement Criteria.

Any exceptions to this must be recorded here (e.g. different sample size):

Auditor Name(s) (please list all including all interviewers):

Lead auditor: [REDACTED]

Team auditor: None

Interviewers: None

Date: 17th March, 2017

Non-Compliance Table

Issue (please click on the issue title to go direct to the appropriate audit results by clause)	Area of Non-Conformity (Only check box when there is a non-conformity, and only in the box/es where the non-conformity can be found)			Record the number of issues by line*:		
	ETI Base Code	Local Law	Additional Elements (i.e. not part of ETI code)	NC	Obs	GE
0 Management systems and code implementation	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1		
1 Employment Freely Chosen	<input type="checkbox"/>	<input type="checkbox"/>				
2 Freedom of Association	<input type="checkbox"/>	<input type="checkbox"/>				
3 Safety and Hygienic Conditions	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		4		
4 Child Labour	<input type="checkbox"/>	<input type="checkbox"/>				
5 Wages and Benefits	<input type="checkbox"/>	<input type="checkbox"/>				
6 Working Hours	<input type="checkbox"/>	<input type="checkbox"/>				
7 Discrimination	<input type="checkbox"/>	<input type="checkbox"/>				
8 Regular Employment	<input type="checkbox"/>	<input type="checkbox"/>				
8A Sub-Contracting and Homeworking		<input type="checkbox"/>	<input type="checkbox"/>			
9 Harsh or Inhumane Treatment	<input type="checkbox"/>	<input type="checkbox"/>				
10A Entitlement to Work		<input type="checkbox"/>	<input type="checkbox"/>			
10B2 Environment 2-Pillar		<input type="checkbox"/>	<input type="checkbox"/>			
10B4 Environment 4-Pillar		<input type="checkbox"/>	<input type="checkbox"/>			
10C Business Ethics		<input type="checkbox"/>	<input type="checkbox"/>			

*Please note the table above records the total number of Non compliances (NC), Observations (Obs) and Good Examples (GE). This gives the reviewer an indication of problem areas but does not detail severities of each issue – Reviewers need to check audit results by clause.

Summary of Findings

Summary of main findings: (positive and negative)
(Please give a short summary of the main findings per clause)

1. Factory does not have any notice board in the facility for display of notices and factory policies
2. 04 out of 27 over lock machines had no eye guards.
3. Electrical panel in power room had no rubber mats.
4. Secondary containment not provided under diesel container in generator room.
5. Fire alarm was missing in packing section.
6. Factory does not have any notice board in the facility for display of notices and factory policies

Audit Details

A: Report #:				ALGI-PAK-SEDEX-			
B: Time in and time out (SMETA Best Practice Guidance and Measurement Criteria recommends 9.00–17.00 hrs. if any different please state why in the SMETA declaration)		Day 1 Time in: 9:25 Day 1 Time out: 18:45		Day 2 Time in: Day 2 Time out:		Day 3 Time in: Day 3 Time out:	
C: Number of Auditor Days Used: (number of auditor x number of days)		One auditor in one day					
D: Audit type:		<input checked="" type="checkbox"/> Full Initial <input type="checkbox"/> Periodic <input type="checkbox"/> Full Follow-up <input type="checkbox"/> Partial Follow-Up <input type="checkbox"/> Partial Other - Define					
E: Was the audit announced? (AAG recommends a window of three weeks for semi-announced, this gives optimum results)		<input type="checkbox"/> Announced <input checked="" type="checkbox"/> Semi – announced: 1 Month <input type="checkbox"/> Unannounced					
F: Was the Sedex SAQ available for review?		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No					
If No, why not? (Examples would be, site has not completed SAQ, site has not been asked to complete the SAQ.)		Not provided by the factory					
G: Any conflicting information SAQ/Pre-Audit Info to Audit findings?		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, please capture detail in appropriate audit by clause					
H: Auditor name(s) and role(s):							
I: Report written by:							
J: Report reviewed by:							
K: Report issue date:		March 23 rd , 2017					
L: Supplier name:							
M: Site name:							

N: Site country:	[REDACTED]			
O: Site contact and job title:	[REDACTED]			
P: Site address: (Please include full address)	[REDACTED]			
Site phone:	[REDACTED]			
Site fax:	None			
Site e-mail:	[REDACTED]			
Q: Applicable business and other legally required licence numbers: for example, business license no, and liability insurance	NTN: [REDACTED] Labour certificate: [REDACTED]			
R: Products/Activities at site, for example, garment manufacture, electricals, toys, grower	Manufacturer and exports of Knitted Garments			
S: Audit results reviewed with site management?	Yes			
T: Who signed and agreed CAPR (Name and job title)	[REDACTED]			
U: Did the person who signed the CAPR have authority to implement changes?	Yes			
V: Present at closing meeting (Please state name and position, including any workers/union reps/worker reps):	[REDACTED]			
W: What form of worker representation / union is there on site?	<input type="checkbox"/> Union (name) <input checked="" type="checkbox"/> Worker Committee <input type="checkbox"/> Other (specify) <input type="checkbox"/> None			
X: Are any workers covered by Collective Bargaining Agreement (CBA)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No [REDACTED]			
Y: Previous audit date:	Not [REDACTED]			
Z: Previous audit type:	[REDACTED]	SMETA 2-pillar	SMETA 4-pillar	Other
	Full Initial	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Periodic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Full Follow-Up Audit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Partial Follow-Up	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Partial Other*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	*If other, please define:			

Audit Scope/Actual Results

Criteria	Local Law (Please state legal requirement)	Actual at the Site (Record site results against the law)	Is this part of a Collective Bargaining Agreement?
A: Standard/Contracted work hours: (Maximum legal and actual required working hours excluding overtime, please state if possible per day, week and month)	Legal maximum: 08 hours per day and 48 hours per week	08 hours per day and 48 hours per week.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
B: Legal Overtime hours: (Maximum legal and actual overtime hours, please state if possible per day, week and month)	Legal maximum: Not exceed 2 hours per day and 12 hours per week.	0 hours per day and 0 hours per week.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
C: Legal age of employment: (Minimum legal and actual minimum age at site)	Legal minimum: 18 years	18 years	
D: Legal minimum wage for standard/contracted hours: (Minimum legal and actual minimum wage at site, please state if possible per hr, day, week and month)	Legal minimum: PKR 14000 per month	PKR 14000 per month	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
E: Legal minimum overtime wage: (Minimum legal and actual minimum overtime wage at site, please state if possible per hr, day, week and month)	Legal minimum: Double the ordinary rate. Salary / 26/8 X 2 X O. T. Hours = Over time rate	Double the ordinary rate. Salary / 26/8 X 2 X O. T. Hours = Over time rate	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Audit Scope (Please select the code and additional requirements that were audited against during this audit)	
2-Pillar Audit	<input checked="" type="checkbox"/>
10B4: Environment 4-Pillar	<input type="checkbox"/>
10C: Business Ethics	<input type="checkbox"/>
All groups of workers are included in the scope of this audit such as; Direct employees, Casual and agency workers, Workers employed by service providers such as security and catering staff as well as workers supplied by other contractors.	<input checked="" type="checkbox"/>

Note: The main focus of this ethical audit is on the ETI Base Code and local law. The additional elements will not be audited in such depth or scope, but the audit process will still highlight any specific issues.

This report provides a summary of the findings and other applicable information found/gathered during the social audit conducted on the above date only and does not officially confirm or certify compliance with any legal regulations or industry standards. The

social audit process requires that information be gathered and considered from records review, worker interviews, management interviews and visual observation. More information is gathered during the social audit process than is provided here. The audit process is a sampling exercise only and does not guarantee that the audited site prior, during or post-audit, are in full compliance with the Code being audited against. The provisions of this Code constitute minimum and not maximum standards and this Code should not be used to prevent companies from exceeding these standards. Companies applying this Code are expected to comply with national and other applicable laws and where the provisions of law and this Code address the same subject, to apply that provision which affords the greater protection. The ownership of this report remains with the party who has paid for the audit. Release permission must be provided by the owner prior to release to any third parties.

Audit Overview

Audit Overview			
	Management	Worker Representatives	
Audit attendance	Senior management	Worker Committee representatives	Union representatives
A: Present at the opening meeting?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
B: Present at the audit?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
C: Present at the closing meeting?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
D: If Worker Representatives were not present please explain reasons why (only complete if no worker reps present)	Not Applicable		
E: If Union Representatives were not present please explain reasons why: (only complete if no union reps present)	Not Applicable		
F: Site description: (Include size, location and age of site. Also include structure and number of buildings)	<p>██████████ is proprietorship facility and it is located at ██████████. The facility was established in since 2015. The total land area of facility is ██████████.</p> <p><u>The facility consists on two blocks (Based own ground floor).</u></p> <p>Block 1: Security office and visitor area.</p> <p>Block 2: Washrooms, power room, generator area, cutting section, stitching section, checking section, packing section and offices.</p>		
G: Site function:	<input type="checkbox"/> Agent <input checked="" type="checkbox"/> Factory Processing/Manufacturer <input type="checkbox"/> Finished Product Supplier <input type="checkbox"/> Grower <input type="checkbox"/> Homeworker <input type="checkbox"/> Labour Provider		

	<input type="checkbox"/> Pack House <input type="checkbox"/> Primary Producer <input type="checkbox"/> Service Provider <input type="checkbox"/> Sub-Contractor																								
H: Month(s) of peak season: (if applicable)	No peak seasons said by the factory management.																								
I: Process overview: (Include products being produced, main operations, number of production lines, main equipment used)																									
Main product of the factory covers knitted garments. The facility production capacity is 50,000 pcs per month. Main production processes are cutting, stitching, cropping, final checking and packing. Chemicals used (with numbers): Diesel and Machine oil																									
<p style="text-align: center;">Machine list of G.M Exports</p> <table border="1"> <thead> <tr> <th>NO</th> <th>Machine Type</th> <th>Current Quantity</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Single Needle</td> <td>30</td> </tr> <tr> <td>2</td> <td>Over Lock</td> <td>27</td> </tr> <tr> <td>3</td> <td>Flat Lock</td> <td>10</td> </tr> <tr> <td>4</td> <td>Safety Machines</td> <td>10</td> </tr> <tr> <td>5</td> <td>Generator</td> <td>1</td> </tr> <tr> <td>6</td> <td></td> <td></td> </tr> <tr> <td></td> <td>Total</td> <td>78</td> </tr> </tbody> </table>		NO	Machine Type	Current Quantity	1	Single Needle	30	2	Over Lock	27	3	Flat Lock	10	4	Safety Machines	10	5	Generator	1	6				Total	78
NO	Machine Type	Current Quantity																							
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3	Flat Lock	10																							
4	Safety Machines	10																							
5	Generator	1																							
6																									
	Total	78																							
J: Attitude of workers: (Include their attitude to management, workplace and the interview process. Both positive and negative information should be included) Note: Do not document any information that could put workers at risk																									
Total 10 employees called for the interviews. 6 employees were selected for the individual interview and rest 4 employees of interviews were conducted in a group. All the employees were satisfied with their management and factory rules. One of interviewer was unaware about the joining procedure and after completes the interviews we advise to factory management for the awareness of joining procedure to worker on immediate basis. And no other negative issues raised by the interviewers.																									
K: Attitude of workers committee/union reps: (Include their attitude to management, workplace and the interview process. Both positive and negative information should be included) Note: Do not document any information that could put workers at risk																									
Workers committee was found to be cooperative throughout the audit and did not raise any issues against the factory's practice.																									
L: Attitude of managers: (Include attitude to audit, and audit process. Both positive and negative information should be included)																									
Factory management was found to be cooperative throughout the audit.																									

Key Information

Key Information (click on the key information title to go to appropriate section of the report)		
A: Do all workers (including migrant workers) have contracts of employment/employment agreements? (Go to clause 8 – Regular Employment)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
B: Are maximum standard/contracted working hours clearly defined in contract/employment agreements? (Go to clause 8 – Regular Employment)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
C: Were appropriate records available to verify hours of work and wages? (Go to clause 5 – Living Wage)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
D: Were any inconsistencies found? (if yes describe nature) (Go to Wages Table)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Poor record keeping <input type="checkbox"/> Isolated incident <input type="checkbox"/> Repeated occurrence	
E: For the lowest paid production workers, are wages paid for standard/contracted hours (excluding overtime) below or above the legal minimum? (Go to clause 5 – Living Wage)	Wages found: <input type="checkbox"/> Below legal min <input checked="" type="checkbox"/> Meet <input checked="" type="checkbox"/> Above	Please indicate the breakdown of workforce according to earnings: 0% of workforce earning under min wage 50% of workforce earning min wage 50% of workforce earning above min wage
F: % of piece rate workers: (if applicable)	Not Applicable	
G: Do the standard/contracted hours stated in a contract/employment agreement exceed the law or 48 hours per week? (Go to clause 6 – Working hours)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
H: If yes, what are the standard/contracted hours per week as stated in the contract/employment agreement? (Go to clause 6 – Working hours)	____ hrs/week	Approx. ____ % of ALL workers on these contacted hours
I: Combined hours (standard/contracted plus overtime = total hours) over 60 per week found? (Go to Working Hours Analysis)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
J: Are workers provided with 1 day off in every 7-day-period, or 2 in 14-day-period (where the law allows)?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If 'No', please explain:	

K: Are the correct legal overtime premiums paid? (Go to Wages Table)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
L: Please state what actual OT is paid. (As a percentage of the workers standard rate) (Go to Working Hours Analysis)	Please give details of overtime premium as a % of standard wages: <input type="checkbox"/> 0% <input type="checkbox"/> 1% – 115% <input type="checkbox"/> 116% – 124% <input type="checkbox"/> 125% – 199% <input checked="" type="checkbox"/> 200%+ Please give details: Salary/26/8*2 = OT Rate
M: Is there any night production work at the site?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
N: % of workers living in site provided accommodation (if applicable):	Not Applicable
O: Age of youngest worker found: (Go to clause 4 – Child labour)	18 Years
P: Workers under 18 subject to hazardous work assignments? (Go to clause 3 – Health and Safety)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
% of under 18's at this site (of total workers)	Not Applicable
Q: What form of worker representation/union is there on site? (Go to clause 2 – Freedom of Association)	<input type="checkbox"/> Union (name) <input checked="" type="checkbox"/> Worker Committee <input type="checkbox"/> Other (specify) <input type="checkbox"/> None
R: Is it a legal requirement to have a union? (Go to clause 2 – Freedom of Association)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
S: Is it a legal requirement to have a workers committee? (Go to clause 2 – Freedom of Association)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
T: Is there any other form of effective worker/management communication channel? (Other than union/worker committee) (Go to clause 2 – Freedom of Association)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Describe: They have are arranging a meeting once in a week for resolving the issues of workers.
U: Are there any External Processes? (Go to clause 8A – Sub-contracting and Home working)	<input type="checkbox"/> Sub-Contracting <input type="checkbox"/> Homeworking <input type="checkbox"/> Other External Process <input checked="" type="checkbox"/> No External processes

Management Systems

Management Systems:	
A: Nationality of Management	Pakistani
B: Gender breakdown of Management + Supervisors (Include as one combined group)	Male: 97% Female: 3 %
C: Majority nationality of workers	Pakistani. No migrated workers available.
D: Number of workers leaving in last 12 months as a % of average total number of workers on site over the year (annual worker turnover)	7%
E: Were accurate records shown at the first request?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
F: If No, why not?	Not Applicable
G: In the last 12 months, has the site been subject to any fines/prosecutions for non-compliance to any regulations?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Please describe: Yes facility have force labour, child labour, discrimination, harassment and abuse policy on notice boards.
H: Do policies and/or procedures exist that reduce the risk of forced labour, child labour, discrimination, harassment & abuse?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please describe: Yes facility have policies on child labour, force labour and discrimination.
I: If Yes, is there evidence (an indication) of effective implementation? Please give details.	They have detailed policies on forced labour, child labour, discrimination, harassment & abuse which has been posted in an accessible places so that worker can easily have the idea regarding the management approach on it. Management is providing frequent training to avoid force labour, child labour, harassment and abuse.
J: Have managers and workers received training in the standards for forced labour, child labour, discrimination, harassment & abuse?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please describe: Managers and workers are being frequently trained on ETI Code of Conduct, forced labour, child labour, discrimination and Harassment and abuse by different assigned person to protect workers and to respect the Code of Conduct
K: If Yes, is there evidence (an indication) that training has been effective e.g. training records etc.? Please give details	Last training conducted on 2 nd March 2017 and workers interviews.
L: Are there published, anonymous and/or open channels available for reporting any	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

violations of Labour standards and H&S or any other grievances to a 3 rd party?	Please describe: The factory kept suggestion box for workers in some confidential places so that they can inform their grievances anonymously to the management.
M: If Yes, are workers aware of these channels? Please give details.	Workers were trained regarding the complaint/grievance handling procedure from their orientation training and refresher training is being provided periodically.
N: Have health and safety risks been identified e.g. through internal audits, formal risk analysis process, worker involvement etc.?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please describe: Health and Safety risk has been identified through risk assessment and internal audits.
O: If Yes, has effective action been taken to reduce or eliminate these risks?	Effective action has been taken by the factory by making corrective and preventive action plan as against the issues identified in the internal audit and risk assessment.
P: Are accidents recorded?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please describe: Accident Injury Record
Q: Has the auditor made a simple calculation to compare capacity with workers' work load in order to identify possible unrecorded work hours?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please describe: Review the entry challans and production register
R: Does the site have all required land rights licenses and permissions (see SMETA Measurement Criteria)?	Factory has all legal document of land and approval had taken from concern authority.
S; Does the site have any internationally recognised system certifications e.g. ISO 9000, 14000, OHSAS 18000, SA8000 (or other social audits). Please detail (Number and date).	Not Applicable
T: Is there a Human Resources manager/department? If Yes, please detail.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please describe: HR Department

Worker Analysis

Worker Analysis								
	Local			Migrant				Total
	Permanent	Temporary	Agency	Permanent	Temporary	Agency	Home workers	
Worker numbers – male	80	0	0	0	0	0	0	80
Worker numbers – female	15	0	0	0	0	0	0	15
Total	95	0	0	0	0	0	0	95
Number of Workers interviewed	10 (6 male and 4 female)	0	0	0	0	0	0	10

Contractors:

(Individuals supplying workers to site with the workers paid by contractors, not by site)

A: Any contractors on site?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
B: If Yes, how many workers supplied by contractors	N/A
C: Are all contractor workers paid according to law?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If Yes, Please give evidence for contractor workers being paid according to law:	Not Applicable

Migrant Workers:

(Please see SMETA Best Practice Guidance and Measurement Criteria for definitions of migrant workers)

D: Originating Locations/Countries:	Not Applicable
E: Type of work undertaken by migrant workers :	Not Applicable
F: Were migrant workers recruited through an agency?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

If yes, please give details.	Please describe:
If Yes, is there a contract with the agency? Provide details of agencies and contractual arrangements including any fees lodged during the recruitment process.	Not Applicable
G: Does the site have a system for checking labour standards of agencies? If yes, please give details.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Please describe:
H: Percentage of migrant workers in company provided accommodation:	Not Applicable

Audit Results by Clause

Implementation	0: Managements system and Code	(click here to return to NC Table)
<p>0.1 Suppliers are expected to implement and maintain systems for delivering compliance to this Code.</p> <p>0.2 Suppliers shall appoint a senior member of management who shall be responsible for compliance with the Code.</p> <p>0.3 Suppliers are expected to communicate this Code to all employees.</p> <p>0.4 Suppliers should communicate this code to their own suppliers and, where reasonably practicable, extend the principles of this Ethical Code through their supply chain.</p>		

Current Systems and Evidence Examined

To complete 'current systems' Auditors examine policies and written procedures in conjunction with relevant managers, to understand, and record what controls and processes are currently in place e.g. record what policies are in place, what relevant procedures are carried out, who is/are responsible for the management of this item of the code. Evidence checked should detail any documentary or verbal evidence shown to support the systems.

Current systems:

- Management interview
- Worker interview
- Policy and procedure
- List of responsible person for ensuring this code implementation
- Training Records
- Notice board
- Meeting Minutes

Evidence examined – to support system description (Documents examined & relevant comments. Include renewal/expiry date where appropriate):

- Through the management and workers' interview, factory implements and maintains systems for delivering compliance to this Code.
- Through the document review and management interview, [REDACTED] is responsible for compliance with the Code.
- The factory communicates this Code to all employees and to their suppliers by notice board, training and meeting.

Non-compliance:

1. Description of non-compliance:

It was noted during factory visit factory does not have any notice board in the facility for display of notices and factory policies.

☒ NC against ETI/Additional Elements

☒ NC against Local Law

In accordance with the Factories Act 1934 Chapter VII Supplemental 76. Display of factory notices.(1) In addition to the notices required to be displayed in any factory by this Act or the rules made there under, there shall be displayed in every factory a notice containing such abstracts of this Act and of the rules made there under, in English and in the vernacular of the majority of the workers as the Provincial Government may prescribe. (2) All notices required to be displayed in a factory shall be displayed at some conspicuous place at or near the main entrance to the factory and shall be maintained in a clean and legible condition.

Local law and/or ETI requirement:

It is agreed by facility management that they would display the factory notices and policies on notice boards.

Recommended corrective action: 30 days

Objective evidence observed:

1. Factory tour and management interviews

Observation:

Description of observation:
None Observed

Local law or ETI requirement:
Not Applicable

Comments:
Not Applicable

Objective evidence observed:
Not Applicable

Good Examples observed:

Description of Good Example (GE): None observed

Objective evidence observed: Not applicable

1: Employment is Freely Chosen
[\(Click here to return to NC-table\)](#)

ETI

1.1 There is no forced, bonded or involuntary prison labour.

1.2 Workers are not required to lodge "deposits" or their identity papers with their employer and are free to leave their employer after reasonable notice.

Current Systems and Evidence Examined

To complete 'current systems' Auditors examine policies and written procedures in conjunction with relevant managers, to understand, and record what controls and processes are currently in place e.g. record what policies are in place, what relevant procedures are carried out, who is/are responsible for the management of this item of the code. Evidence checked should detail any documentary or verbal evidence shown to support the systems.

Current systems:

- Management interview
- Worker interview
- Local and national law
- Personal files
- Appointment letters
- ID card issue register
- Complain register
- Policies

Evidence examined – to support system description (Documents examined & relevant comments. Include renewal/expiry date where appropriate):

- Through the management and workers' interview, the factory does not require deposit or withhold employees' ID cards.
- Workers are free to leave their employer after reasonable notice.
- Factory does not limit the employees' freedom.

Non-compliance:

Description of non-compliance:
 None Observed

☐ NC against ETI

☐ NC against Local Law:

Local law and/or ETI requirement:
 Not Applicable

Recommended corrective action:
 Not Applicable

Objective evidence observed:
 Not Applicable

Observation:

Description of observation:
None observed

Local law or ETI requirement:
Not Applicable

Comments:
Not Applicable

Objective evidence observed:
Not Applicable

Good Examples observed:

Description of Good Example (GE): None Observed

Objective evidence observed: Not Applicable

2: Freedom of Association and Right to Collective Bargaining are Respected

[\(Click here to return to NC-table\)](#)

[\(Click here to return to Key Information\)](#)

ETI

- 2.1 Workers, without distinction, have the right to join or form trade unions of their own choosing and to bargain collectively.
- 2.2 The employer adopts an open attitude towards the activities of trade unions and their organisational activities.
- 2.3 Workers' representatives are not discriminated against and have access to carry out their representative functions in the workplace.
- 2.4 Where the right to freedom of association and collective bargaining is restricted under law, the employer facilitates, and does not hinder, the development of parallel means for independent and free association and bargaining.

Current Systems and Evidence Examined

To complete 'current systems' Auditors examine policies and written procedures in conjunction with relevant managers, to understand, and record what controls and processes are currently in place e.g. record what policies are in place, what relevant procedures are carried out, who is/are responsible for the management of this item of the code. Evidence checked should detail any documentary or verbal evidence shown to support the systems.

Current systems:

- Management interview
- Worker interview
- Local and national law
- Meeting register
- Meeting minutes
- Formation of participation committee
- Posted pictures of participation committee's representatives
- Policies

Evidence examined – to support system description (Documents examined & relevant comments. Include renewal/expiry date where appropriate):

- Worker can raise their demand to the factory management through the workers' participation committee
- Workers' participation committee is functional in the work place.
- Workers are free to form the association as per law and are free to bargain.
- Workers are aware of their committee and their rights.
- Workers' representatives are familiar to all workers.

Non-compliance:

Description of non-compliance:

None observed

☐ NC against ETI

☐ NC against Local Law

Local law and/or ETI requirement:
Not Applicable

Objective evidence observed:

Not Applicable

Recommended corrective action:
Not Applicable

Observation:

Description of observation:
None Observed

Local law or ETI requirement:
Not Applicable

Comments:
Not Applicable

Objective evidence observed:
Not Applicable

A: Name of union and union representative, if applicable:	Not formed	Is there evidence of free elections? <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A
B: If no union what is parallel means of consultation with workers e.g. worker committees?	Work Council	Is there evidence of free elections? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
C: Were worker representatives/union representatives interviewed	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If Yes, please state how many: 2	
D: State any evidence that union/workers committee is effective? <i>Specify date of last meeting; topics covered; how minutes were communicated etc.</i>	Yes. The Workers Committee is arranging meeting within three months and gathering problems coming from workers' end and approaching them to the management.	
E: Are any workers covered by Collective Bargaining Agreement (CBA)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
F: If Yes what percentage by trade Union/worker representation	____% workers covered by Union CBA	____% workers covered by worker rep CBA
G: If Yes, does the Collective Bargaining Agreement (CBA) include rates of pay	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

Good Examples observed:

Description of Good Example (GE):
None Observed

Objective evidence observed:
Not Applicable

Hygienic

3: Working Conditions are Safe and

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ETI

3.1 A safe and hygienic working environment shall be provided, bearing in mind the prevailing knowledge of the industry and of any specific hazards. Adequate steps shall be taken to prevent accidents and injury to health arising out of, associated with, or occurring in the course of work, by minimising, so far as is reasonably practicable, the causes of hazards inherent in the working environment.

3.2 Workers shall receive regular and recorded Health & Safety training, and such training shall be repeated for new or reassigned workers.

3.3 Access to clean toilet facilities and to potable water, and, if appropriate, sanitary facilities for food storage shall be provided.

3.4 Accommodation, where provided, shall be clean, safe, and meet the basic needs of the workers.

3.5 The company observing the code shall assign responsibility for Health & Safety to a senior management representative.

Current Systems and Evidence Examined

To complete 'current systems' Auditors examine policies and written procedures in conjunction with relevant managers, to understand, and record what controls and processes are currently in place e.g. record what policies are in place, what relevant procedures are carried out, who is/are responsible for the management of this item of the code. Evidence checked should detail any documentary or verbal evidence shown to support the systems.

Current systems:

- Management interview
- Worker interview
- Different kinds of licenses, certificates and test reports
- Local and national law
- Training register
- Fire drill record
- Accident & injury records
- Policies
- **Evidence examined – to support system description (Documents examined & relevant comments. Include renewal/expiry date where appropriate):**
 - All switches in the electrical control panels have been labelled.
 - The factory posted the evacuation plans on work floors.
 - Drinkable water was available in workshops.
 - Facility conducts fire drill on regular basis and adequate number of fire equipment found on floors.
 - Workers' working condition found safe and clean.
 - First aid boxes found in adequate number in workplace in different sections

Non-compliance:

1. Description of non-compliance:

During facility tour it was noted that 04 out of 27 over lock machines had no eye guards.

☒ NC against ETI ☒ NC against Local Law

Local law and/or ETI requirement:

In accordance with Factories Act, 1934, Chapter III Health & Safety Section 26. Fencing of machinery. In every factory parts of the machinery required to be fenced shall be securely fenced by the safeguards of substantial construction which shall be kept in position while part are in motion or in use. Provided that in the case of dangerous parts of the machinery that cannot be securely fenced by reason of the nature of operation, such fencing may be substituted by other adequate measures, such as (i) devices automatically preventing the operation from coming into contact with the dangerous parts and (ii) automatic stopping devices.

Recommended corrective action:

It is agreed by the facility management that they would install eye guards on all over lock machines.

Corrective action time frame: 30 Days

2. Description of non-compliance:

During facility tour it was noted that electrical panel in power room had no rubber mats.

☒ NC against ETI ☒ NC against Local Law

Local law and/or ETI requirement:

In accordance with the Punjab Factory Rules 1978 Fencing 26, 33 and 33 -J) In every factory, all electrical circuits or part of such circuits or any objects electrically connected with them, whether commonly or occasionally in an electrified condition, which by reason of their position could cause injury to any person, shall be protected adequately, either by non-metallic fencing or insulation or by both in such manner as to remove danger of injury:

Recommended corrective action:

It is agreed by the facility management that they would place rubber mats under all electrical panel.

Corrective action time frame: 30 Days

Objective evidence observed:

1. Factory visit
(Non Compliance picture no 01)

2. Factory visit
(Non Compliance picture no 02)

Local law or ETI requirement: Not Applicable	
Recommended corrective action: Not Applicable	

Good Examples observed:	
Description of Good Example (GE): None observed	Objective Evidence Observed: Not Applicable

<p>3. Description of non-compliance: During factory tour it was noted that secondary containment not provided under diesel container in generator room.</p> <p><input checked="" type="checkbox"/> NC against ETI <input type="checkbox"/> NC against Local Law</p> <p>Local law and/or ETI requirement: <u>In accordance with ETI requirement 3.1 A safe and hygienic working environment shall be provided, bearing in mind the prevailing knowledge of the industry and of any specific hazards. Adequate steps shall be taken to prevent accidents and injury to health arising out of, associated with, or occurring in the course of work, by minimizing, so far as is reasonably practicable, the causes of hazards inherent in the working environment.</u></p> <p>Recommended corrective action: It is agreed by facility management that they would provide secondary containment under diesel containment in generator room.</p> <p>Corrective action time frame: 30 Days</p>	<p>3. Factory visit (Non Compliance picture no 03)</p>
<p>4. Description of non-compliance: It was noted during factory visit that fire alarm was missing in packing section.</p> <p><input checked="" type="checkbox"/> NC against ETI <input checked="" type="checkbox"/> NC against Local Law</p> <p>Local law and/or ETI requirement: In accordance with the Punjab Factory Rules 1978 Section 53. Fire alarm.— In every factory a mechanically/ electrically operated fire alarm shall be provided to give alarm in case of fire.</p> <p>Recommended corrective action: It is agreed by the facility management that they would install fire alarm system in packing section.</p> <p>Corrective action time frame: 30 Days</p>	<p>4. Factory visit (Non Compliance picture no 04)</p>

Observation:	
<p>Description of observation: None observed</p>	<p>Objective evidence observed: Not Applicable</p>

Used	4: Child Labour Shall Not Be (Click here to return to Key Information)	(Click here to return to NC-table)
ETI 4.1 There shall be no new recruitment of child labour. 4.2 Companies shall develop or participate in and contribute to policies and programmes which provide for the transition of any child found to be performing child labour to enable her or him to attend and remain in quality education until no longer a child. 4.3 Children and young persons under 18 shall not be employed at night or in hazardous conditions. 4.4 These policies and procedures shall conform to the provisions of the relevant ILO Standards.		

Current Systems and Evidence Examined <i>To complete 'current systems' Auditors examine policies and written procedures in conjunction with relevant managers, to understand, and record what controls and processes are currently in place e.g. record what policies are in place, what relevant procedures are carried out, who is/are responsible for the management of this item of the code. Evidence checked should detail any documentary or verbal evidence shown to support the systems.</i>
Current systems: <ul style="list-style-type: none"> • Management interview • Worker interview • Personal files • Age verification documents (i.e national ID, birth certificate, age verification certificate) • Local and national law • Policies
Evidence examined – to support system description (Documents examined & relevant comments. Include renewal/expiry date where appropriate): <ul style="list-style-type: none"> • The factory establishes a policy that will never employ and use any child labour under the age of 18 years old. • The factory verifies all workers' original ID cards at the time of recruitment and keeps the photocopies of workers' ID cards in the personnel files. • 10 employees' personal files were provided for review. Each employee file includes a bio-data sheet, a recent photo and the age documentation, which is in the form of photocopied national identification card. The card lists the employee's name, household address and the date of birth. • No young looking worker found during facility visit.

Non-compliance:	
Description of non-compliance: None Observed <input type="checkbox"/> NC against ETI <input type="checkbox"/> NC against Local Law Local law and/or ETI requirement: Not Applicable	Objective evidence observed: Not Applicable

Recommended corrective action: Not Applicable	
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Observation:	
Description of observation: None Observed Local law or ETI requirement: Not Applicable Comments: Not Applicable	Objective evidence observed: Not Applicable

Good Examples observed:	
Description of Good Example (GE): None Observed	Objective Evidence Observed: Not Applicable

Paid

5: Living Wages are

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ETI

5.1 Wages and benefits paid for a standard working week meet, at a minimum, national legal standards or industry benchmark standards, whichever is higher. In any event wages should always be enough to meet basic needs and to provide some discretionary income.

5.2 All workers shall be provided with written and understandable information about their employment conditions in respect to wages before they enter employment and about the particulars of their wages for the pay period concerned each time that they are paid.

5.3 Deductions from wages as a disciplinary measure shall not be permitted nor shall any deductions from wages not provided for by national law be permitted without the expressed permission of the worker concerned. All disciplinary measures should be recorded.

Current Systems and Evidence Examined

To complete 'current systems' Auditors examine policies and written procedures in conjunction with relevant managers, to understand, and record what controls and processes are currently in place e.g. record what policies are in place, what relevant procedures are carried out, who is/are responsible for the management of this item of the code. Evidence checked should detail any documentary or verbal evidence shown to support the systems.

Current systems:

- Management interview
- Worker interview
- Local and national law
- 12 months time cards and wage sheets of sampled workers
- Sample pay slip
- Workers' personal files and resigned workers' files
- Workers' contracts
- Leave register
- Training records

Evidence examined – to support system description (Documents examined & relevant comments. Include renewal/expiry date where appropriate):

- Workers are getting their wages as per national legal standard and facility is providing wages within seven working days.
- No illegal deduction found.
- Workers are getting benefits such as social insurance, sick, casual leave and as per local law.
- All workers are provided with written and understandable information about their employment conditions in respect to wages before they enter employment and about the particulars of their wages for the pay period concerned each time that they are paid.

Non-compliance:

Description of non-compliance: None observed <input type="checkbox"/> NC against ETI <input type="checkbox"/> NC against Local Law Local law and/or ETI requirement: Not Applicable Recommended corrective action: Not Applicable	Objective evidence observed: Not Applicable
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Observation:	
Description of observation: None Observed Local law or ETI requirement: Not Applicable Comments: Not Applicable	Objective evidence observed: Not Applicable

Good Examples observed:	
Description of Good Example (GE): None Observed	Objective Evidence Observed: Not Applicable

Wages analysis: (Click here to return to Key Information)		
A: Sample Size Checked <i>(State number of worker records checked and from which weeks/months – should be current, peak and random/low. Please see SMETA Best Practice Guidance and Measurement Criteria)</i>	10 samples from February 2017 (Current month) 10 samples from December 2016 (Random month) 10 samples from March 2016 (Initial month)	
B: Are there different legal minimum wage grades? If Yes, please specify all.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	If Yes, please give details:
C: If there are different legal minimum grades, are all workers graded correctly?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If No, please give details:

	<input checked="" type="checkbox"/> N/A	
D: What deductions are required by law e.g. social insurance? Please state all types:	Unauthorised absent deduction and EOBI (employee old age benefit)	
E: Have all of these deductions been made? Please list all deductions that have/have not been made.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, Please list all deductions that have been made: Absent deduction and EOBI (Employee old age benefit). If No, please give details on any deductions which have not been made:
F: Industry norm for this region: (please include time period e.g. hour/week/month)	Unauthorised absent deduction and EOBI (employee old age benefit) as per law	

Wages table (Click here to return to Key information)			
Worker Type	Process Operator (Lowest paid)	Process Operator (Average paid)	Process Operator (Highest paid)
Select from individual worker records one worker from, lowest, average and highest wages and populate the boxes. Ensure comparison is made for same pay period and only uses full-time workers. See SMETA Best Practice Guidance and Measurement Criteria for completing this:			
A: Pay period: (State month selected)	February 2017	February 2017	February 2017
B: Anonymous Employee Reference/Dept.	02/ Helper	10/ Loader	22/ Machine operator
C: Employee Gender	Male	Male	Male
D: Contracted/Standard working hours: (excluding OT – please include time period e.g. hour/week/month)	208 hours per month	208 hours per month	208 hours per month
E: Contracted /Standard work pay rate: (excluding OT – please include time period e.g. hour/week/month)	PKR 14,000 / month	PKR 15,300 / month	PKR 16,700 / month
F: Standard day overtime – hours: (please include time period e.g. hour/week/month)	2 hours per day	2 hours per day	2 hours per day

G: Standard day overtime – wage: (please include time period e.g. hour/week/month)	PKR 134.62/ hour	PKR 147/ hour	PKR 161/ hour
H: Rest day overtime – hours: (please include time period e.g. hour/week/month)	0/ Month	0/ Month	0/ Month
I: Rest day overtime – wage: (please include time period e.g. hour/week/month)	0/ Month	0/ Month	0/ Month
J: Statutory Holiday overtime – hours: (please include time period e.g. hour/week/month)	0/ Month	0/ Month	0/ Month
K: Statutory holiday OT – wages: (please include time period e.g. hour/week/month)	0/ Month	0/ Month	0/ Month
L: Total overtime hours: (please include time period e.g. hour/week/month)	0 Hours / Month	0 Hours / Month	0 Hours / Month
M: Incentives/Bonus/ Allowances etc.: (please include time period e.g. hour/week/month)	Overtime Amount PKR 0	Overtime Amount PKR 0	Overtime Amount PKR 0
N: Gross wages: (please include time period e.g. hour/week/month)	PKR 14,000/ Month	PKR 15,300/ Month	PKR 16,700 / Month
O: Social insurance and other deductions; please list which and amount.	0 /month	0 /month	0 /month
P: Actual wage paid after deduction: (please include time period e.g. hour/week/month)	PKR 14,000 / Month	PKR 15,300 / Month	PKR 16,700 / Month
Comments: (Please state here any specific reasons/circumstances that explain the lowest and highest gross wages)			
Q: Is there a defined living wage: This is <u>not</u> normally minimum legal wage. If answered Yes please state amount and source of info:			
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Please specify amount/time period:			

<i>Please see SMETA Best Practice Guidance and Measurement Criteria.</i>	
R: Are workers paid in a timely manner in line with local law?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
S: Is there evidence that equal rates are being paid for equal work:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Details:
T: How are workers paid:	<input checked="" type="checkbox"/> Cash <input type="checkbox"/> Cheque <input type="checkbox"/> Bank Transfer <input type="checkbox"/> Other If other explain:

Excessive

6: Working Hours are not

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ETI

6.1 Working hours must comply with national laws, collective agreements, and the provisions of 6.2 to 6.6 below, whichever affords the greater protection for workers. Sub-clauses 6.2 to 6.6 are based on international labour standards.

6.2 Working hours, excluding overtime, shall be defined by contract, and shall not exceed 48 hours per week.

6.3 All overtime shall be voluntary. Overtime shall be used responsibly, taking into account all the following: the extent, frequency and hours worked by individual workers and the workforce as a whole. It shall not be used to replace regular employment. Overtime shall always be compensated at a premium rate, which is recommended to be not less than 125% of the regular rate of pay.

6.4 The total hours worked in any 7 day period shall not exceed 60 hours, except where covered by clause 6.5 below.

6.5 Working hours may exceed 60 hours in any 7 day period only in exceptional circumstances where all of the following are met:

- this is allowed by national law;
- this is allowed by a collective agreement freely negotiated with a workers' organisation representing a significant portion of the workforce;
- appropriate safeguards are taken to protect the workers' health and safety; and
- The employer can demonstrate that exceptional circumstances apply such as unexpected production peaks, accidents or emergencies.

6.6 Workers shall be provided with at least one day off in every 7 day period or, where allowed by national law, 2 days off in every 14 day period.

Current Systems and Evidence Examined

To complete 'current systems' Auditors examine policies and written procedures in conjunction with relevant managers, to understand, and record what controls and processes are currently in place e.g. record what policies are in place, what relevant procedures are carried out, who is/are responsible for the management of this item of the code. Evidence checked should detail any documentary or verbal evidence shown to support the systems.

Current systems:

- Management interview
- Worker interview
- Local and national law
- 12 months time cards of sampled workers.
- Attendance register
- Complain register
- Production records
- Workers' payslip
- Production capacity plan
- Workers' contracts

- Policy on working hour

Evidence examined – to support system description (Documents examined & relevant comments. Include renewal/expiry date where appropriate):

- Through the management and workers interview; overtime is voluntary and workers are willingly doing overtime as per law.
- The facility provides time cards and wage sheets from March 2016 to February 2017 of 10 sampled workers.
- Workers are getting one day off for every seven day on average.
- According to the time record of sampled workers, no overtime found and no working record was found on rest day.

Non-compliance:

Description of non-compliance:
None Observed

☐ NC against ETI ☐ NC against Local Law

Local law and/or ETI requirement:
Not Applicable

Recommended corrective action:
Not Applicable

Objective evidence observed:
Not Applicable

Observation:

Description of observation:
None observed

Local law or ETI requirement:
Not applicable

Comments:
Not applicable

Objective evidence observed:
Not applicable

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Good Examples observed:	
Description of Good Example (GE): None Observed	Objective Evidence Observed: Not Applicable

Working hours analysis			
Please include time period e.g. hour/week/month (Go back to Key information)			
Systems & Processes			
A: What timekeeping systems are used: time card etc.	Card reader attendance system		
B: Sample Size Checked (State number of worker records checked and from which weeks/months and type – should be current, peak and random/low: See SMETA Best Practice Guidance and Measurement Criteria)	10 samples from January 2017 (Current month) 10 samples from November 2016 (Random month) 10 samples from March 2016 (Initail month)		
C: Do ALL workers have contracts/employment agreements?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	If NO, state which type of workers do NOT have contracts/employment agreements:	
D: Are standard/contracted working hours defined in all contracts/employment agreements?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	If NO, please state which type of workers do NOT have standard hours defined in contracts/employment agreements.	
E: Are there any other types of contracts/employment agreements used?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	If YES, Please complete as appropriate:	
		<input type="checkbox"/> 0 hrs	<input type="checkbox"/> Part time
		<input type="checkbox"/> Variable hrs	<input type="checkbox"/> Other
		If "Other", Please define:	
Standard/Contracted Hours worked			

F: Do standard/contracted standard hours ever exceed the law or 48 hours per week?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	If YES give details and comparison (local law/48 hrs week)	
G: What are the actual standard/contracted hours worked in sample (State per week/month)	Highest hours:	48 hours / week	
	Lowest hours:	40 hours / week	
H: Any local waivers/local law or permissions which allow averaging/annualised hours for this site?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	If YES, Please give details	
Overtime Hours			
I: Actual overtime hours worked in sample (State per day/week/month)	Highest OT hours:	0 hours / Month in January 2017, November & March 2016	
	Lowest OT hours:	0 hours / Month in January 2017, November & March 2016	
J: Range of overtime hours over all workers/or as large a sample as possible. (State per week/month and details)	0 to 0 in January 2017 0 to 0 in November 2016 0 to 0 in March 2016		
K: Approximate percentage of workers on highest overtime hours	0 %		
L: Is overtime voluntary?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Conflicting Information	Please detail evidence e.g. Wording of contract/employment agreement/handbook/worker interviews/refusal arrangements:	
Overtime Premiums			
M: Is overtime paid at a premium?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Please give details of normal day overtime premium as a % of <u>standard</u> wages:	
		<input type="checkbox"/> 0%	<input type="checkbox"/> 1 – 115%
		<input type="checkbox"/> 116 – 124%	<input type="checkbox"/> 125 – 149%
		<input type="checkbox"/> 150 – 199%	<input checked="" type="checkbox"/> 200%+
Any other comments:			



<p>N: ETI Code requires a prevailing standard to give greatest worker protection. If a site pays less than 125% OT premium <u>and</u> this is allowed under local law, are there other considerations? Please complete the boxes where relevant. Multi select is possible.</p>	<p><input checked="" type="checkbox"/> No <input type="checkbox"/> Consolidated pay (May be standard wages above minimum legal wage, with no/low overtime premium) <input type="checkbox"/> Collective Bargaining agreements <input type="checkbox"/> Other</p> <p>Please explain any checked boxes in N above e.g. detail of consolidated pay CBA or Other.</p> <p>Not Applicable</p>	
<p>Rest Days</p>		
<p>O: Are workers provided with 1 day off in every 7-day-period, or 2 in 14-day-period (where the law allows)?</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>Maximum number of days worked without a day off (in sample):</p> <p>Not Applicable</p>
<p>Total Hours</p>		
<p>P: Range of total hours: (Quote highest and lowest please include time period e.g. hour/week/month)</p>	<p>Highest total hours</p>	<p>48 hours /week (48 hours general + 0 hours overtime)</p>
	<p>Lowest total hours</p>	<p>40 hours /week (40 hours general + 0 hours overtime)</p>
<p>R: If more than 60 total hours per week and this is legally allowed, are there other considerations? Please complete the boxes where relevant. Multi select is possible.</p>	<p><input type="checkbox"/> Overtime is voluntary <input type="checkbox"/> Onsite Collective bargaining allows 60+ hours/week <input type="checkbox"/> Safeguards are in place to protect worker's health and safety <input type="checkbox"/> Site can demonstrate exceptional circumstances <input type="checkbox"/> Other reasons</p>	
	<p>Please explain any checked boxes in R above</p>	
	<p>Not applicable</p>	
<p>Comments: (please state here any specific reasons/circumstances that explain the highest working hours)</p>		
<p>Please add details of examples where the site has demonstrated "exceptional circumstances".</p> <p>Please give details of any appropriate safeguards in place at the time of the 60+ hours working.</p> <p>Any other comments:</p>		

7: No Discrimination is Practiced

[\(Click here to return to NC-table\)](#)

ETI

7.1 There is no discrimination in hiring, compensation, access to training, promotion, termination or retirement based on race, caste, national origin, religion, age, disability, gender, marital status, sexual orientation, union membership or political affiliation.

Current Systems and Evidence Examined

To complete 'current systems' Auditors examine policies and written procedures in conjunction with relevant managers, to understand, and record what controls and processes are currently in place e.g. record what policies are in place, what relevant procedures are carried out, who is/are responsible for the management of this item of the code. Evidence checked should detail any documentary or verbal evidence shown to support the systems.

Current systems:

- Management interview
- Worker interview
- Local and national law
- Personal files
- Compensation records
- Termination & retirement records
- Training records
- Complain register

Evidence examined – to support system description (Documents examined & relevant comments. Include renewal/expiry date where appropriate):

- Through the document review, management interview and workers interview; no discrimination was found in hiring, compensation, access to training, promotion, termination or retirement.
- Factory provides the same pay to female/male employees.

Non-compliance:

Description of non-compliance:

None Observed

☐ NC against ETI

☐ NC against Local Law

Local law and/or ETI requirement:

Not applicable

Recommended corrective action:

Not applicable

Objective evidence

observed:

Not Applicable

Observation:	
Description of observation: None Observed Local law or ETI requirement: Not Applicable Comments: Not Applicable	Objective evidence observed: Not Applicable

Good Examples observed:	
Description of Good Example (GE): None Observed	Objective Evidence Observed: Not Applicable

Provided

8: Regular Employment Is

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ETI

8.1 To every extent possible work performed must be on the basis of recognised employment relationship established through national law and practice.

8.2 Obligations to employees under labour or social security laws and regulations arising from the regular employment relationship shall not be avoided through the use of labour-only contracting, sub-contracting, or home-working arrangements, or through apprenticeship schemes where there is no real intent to impart skills or provide regular employment, nor shall any such obligations be avoided through the excessive use of fixed-term contracts of employment.

Current Systems and Evidence Examined

To complete 'current systems' Auditors examine policies and written procedures in conjunction with relevant managers, to understand, and record what controls and processes are currently in place e.g. record what policies are in place, what relevant procedures are carried out, who is/are responsible for the management of this item of the code. Evidence checked should detail any documentary or verbal evidence shown to support the systems.

Current systems:

- Management interview
- Worker interview
- Local and national law
- Workers' personal files and service books
- Policies and procedures
- Wage sheets

Evidence examined – to support system description (Documents examined & relevant comments. Include renewal/expiry date where appropriate):

- Through the personal files review, facility is maintaining service books for all workers.
- Work performed is on the basis of recognized employment relationship established through national law and practice.

Non-compliance:

Description of non-compliance: None Observed <input type="checkbox"/> NC against ETI <input type="checkbox"/> NC against Local Law Local law and/or ETI requirement: Not Applicable Recommended corrective action: Not Applicable	Objective evidence observed: Not Applicable
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Observation:	
Description of observation: Not observed Local law or ETI requirement: None Applicable Comments: Not Applicable	Objective evidence observed: Not Applicable

Good Examples observed:	
Description of Good Example (GE): None Observed	Objective Evidence Observed: Not Applicable

working

8A: Sub-Contracting and Home

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8A.1. There should be no sub-contracting unless previously agreed with the main client.

8A.2. Systems and processes should be in place to manage sub-contracting, homeworking and external processing.

Note to auditor on homeworking:

Report on whether it is direct or via agents. How many workers, relationship with site and what control systems are in place.

Current Systems and Evidence Examined

To complete 'current systems' Auditors examine policies and written procedures in conjunction with relevant managers, to understand, and record what controls and processes are currently in place e.g. record what policies are in place, what relevant procedures are carried out, who is/are responsible for the management of this item of the code. Evidence checked should detail any documentary or verbal evidence shown to support the systems.

Current systems:

- Management interview
- Worker interview
- Production capacity plan
- Goods in/out register
- Production process of the factory
- Policies and procedures

Evidence examined – to support system description (Documents examined & relevant comments. Include renewal/expiry date where appropriate):

- Through the management interview, workers interview; facility is doing all production process in factory premises.
- Verified through document review, factory tour, management interview and employee interview that no sub-contracting & Home-working was used by this factory.

If any processes are sub-contracted – please populate below boxes

Process Subcontracted	Process 1	Process 2
Name of factory		
Address		
Process Subcontracted	Process 3	Process 4
Name of factory		
Address		
Process Subcontracted	Process 5	Process 6
Name of factory		
Address		

Non-compliance:	
Description of non-compliance: None observed <input type="checkbox"/> NC against ETI/Additional Elements <input type="checkbox"/> NC against Local Law Local law and/or ETI /Additional Elements requirement: Not Applicable Recommended corrective action: Not Applicable	Objective evidence observed: Not Applicable

Observation:	
Description of observation: None Observed Local law or ETI/Additional elements requirement: Not Applicable Comments: Not Applicable	Objective evidence observed: Not Applicable

Good Examples observed:	
Description of Good Example (GE): None Observed	Objective Evidence Observed: Not Applicable

Summary of sub-contracting – if applicable	
A: If sub-contractors are used, is there evidence this has been agreed with the main client?	<input type="checkbox"/> Yes <input type="checkbox"/> No Not Applicable If Yes, summarise details:
B: Number of sub-contractors/agents used	Not Applicable
C: Is there a site policy on sub-contracting?	<input type="checkbox"/> Yes <input type="checkbox"/> No Not Applicable If Yes, summarise details:
D: What checks are in place to ensure no child labour is being used and work is safe?	Not Applicable
E: What processes are sub-contracted?	Not Applicable

Summary of homeworking – if applicable			
F: If homeworking is being used, is there evidence this has been agreed with the main client?	<input type="checkbox"/> Yes <input type="checkbox"/> No Not Applicable If Yes, summarise details:		
G: Number of homeworkers	Male: Not Applicable	Female: Not Applicable	Total: Not Applicable
H: Are homeworkers employed direct or through agents?	<input type="checkbox"/> Directly <input type="checkbox"/> Through Agents Not Applicable		
I: If through agents, number of agents	Not Applicable		
J: Is there a site policy on homeworking?	<input type="checkbox"/> Yes <input type="checkbox"/> No Not Applicable		
K: How does site ensure worker hours and pay meet local laws for homeworkers?	Not Applicable		
L: What processes are carried out by homeworkers?	Not Applicable		
M: Are written agreements in place for homeworkers that include regular	<input type="checkbox"/> Yes <input type="checkbox"/> No		

employment?	Not Applicable
N: Are full records available at the site?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Not Applicable

Allowed

9: No Harsh or Inhumane Treatment is

[\(Click here to return to NC-table\)](#)

ETI

9.1 Physical abuse or discipline, the threat of physical abuse, sexual or other harassment and verbal abuse or other forms of intimidation shall be prohibited.

Current Systems and Evidence Examined

To complete 'current systems' Auditors examine policies and written procedures in conjunction with relevant managers, to understand, and record what controls and processes are currently in place e.g. record what policies are in place, what relevant procedures are carried out, who is /are responsible for the management of this item of the code. Evidence checked should detail any documentary or verbal evidence shown to support the systems.

Current systems:

- Management interview
- Worker interview
- Complain register
- Policies and procedures
- Facility visit

Evidence examined – to support system description (Documents examined & relevant comments. Include renewal/expiry date where appropriate):

- Through the management and workers' interview, it was noted that no physical abuse or discipline happened in the factory and the disciplinary procedure of the factory is verbal warning and education.
- The factory established anti-harsh or inhumane treatment policy. The policy states that physical abuse or discipline, the threat of physical abuse, sexual or other harassment and verbal abuse or other forms of intimidation shall be prohibited.
- No complain was found in complain register related to the threat of physical abuse, sexual or other harassment and verbal abuse or other forms of intimidation.

Non-compliance:

Description of non-compliance: None observed <input type="checkbox"/> NC against ETI <input type="checkbox"/> NC against Local Law Local law and/or ETI requirement: Not applicable Recommended corrective action: Not applicable	Objective evidence observed: Not applicable
--	---

Observation:	
Description of observation: None observed Local law or ETI requirement: Not applicable Comments: Not applicable	Objective evidence observed: Not applicable

Good Examples observed:	
Description of Good Example (GE): None observed	Objective Evidence Observed: Not applicable

Immigration **10. Other Issue areas: 10 A: Entitlement to Work and**
[\(Click here to return to NC-table\)](#)

Additional Elements

- 10A1 Only workers with a legal right to work shall be employed or used by the supplier.
 10A2 All workers, including employment agency staff, must be validated by the supplier for their legal right to work by reviewing original documentation.
 10A3 Employment agencies must only supply workers registered with them.
 10A4 The supplier shall implement processes to enable adequate control over agencies with regards the above points and related legislation.

Current Systems and Evidence Examined

To complete 'current systems' Auditors examine policies and written procedures in conjunction with relevant managers, to understand, and record what controls and processes are currently in place e.g. record what policies are in place, what relevant procedures are carried out, who is/are responsible for the management of this item of the code. Evidence checked should detail any documentary or verbal evidence shown to support the systems.

Current systems:

- Management interview
- Worker interview
- Employment records
- Appointment letter
- Personal files

Evidence examined – to support system description (Documents examined & relevant comments. Include renewal/expiry date where appropriate):

- Through the management; only workers with a legal right to work shall be employed or used by the factory.
- There was no agency staffs, employment agencies and immigration workers found in the factory.

Non-compliance:

Description of non-compliance: None observed <input type="checkbox"/> NC against ETI/Additional Elements <input type="checkbox"/> NC against Local Law Local law and/or ETI /Additional Elements requirement: Not applicable Recommended corrective action: Not applicable	Objective evidence observed: Not applicable
---	---

Observation:	
Description of observation: Not observed Local law or ETI/Additional Elements requirement: Not applicable Comments: Not applicable	Objective evidence observed: Not applicable

Good examples observed:	
Description of Good Example (GE): None Applicable	Objective Evidence Observed: Not Applicable

10. Other issue areas 10 B 2: Environment 2–

pillar

[\(Click here to return to NC-table\)](#)

To be completed for a 2–Pillar SMETA Audit, and remove the following page which is 10B4 environment 4 pillar

10B2. 1 Suppliers must comply with the requirements of local and international laws and regulations including having necessary permits.

10B2. 2 The supplier should be aware of and comply with their end clients' environmental requirements.

Note for auditors and readers, This is not a full environmental assessment but a check on basic systems and management approach.

Current Systems and Evidence Examined

To complete 'current systems' Auditors examine policies and written procedures in conjunction with relevant managers, to understand, and record what controls and processes are currently in place e.g. record what policies are in place, what relevant procedures are carried out, who is /are responsible for the management of this item of the code. Evidence checked should detail any documentary or verbal evidence shown to support the systems.

Current systems:

- Management interview
- Worker interview
- Environment related licence, certificates and permission
- Policies and procedures

Evidence examined – to support system description (Documents examined & relevant comments. Include renewal/expiry date where appropriate):

- Management interview
- Worker interview
- Environment related licence, certificates and permission
- Policies and procedures

Non-compliance:

Description of non-compliance: None observed <input type="checkbox"/> NC against ETI/Additional Elements <input type="checkbox"/> NC against Local Law Local law and/or ETI /Additional Elements requirement: Not applicable Recommended corrective action: Not applicable	Objective evidence observed: Not applicable
---	---

Observation:	
Description of observation: None observed Local law or ETI/additional elements requirement: Not Applicable Comments: Not Applicable	Objective evidence observed: Not Applicable

Good examples observed:	
Description of Good Example (GE): None observed	Objective Evidence Observed: Not Applicable

Worker Interview Summary

Worker Interview Summary		
A: Were workers aware of the audit?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
B: Were workers aware of the code?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
C: Number of group interviews: (Please specify number and size of groups. Please see SMETA Best Practice Guidance and Measurement Criteria)	4 employees in 1 group (4x1)	
D: Number of individual interviews (Please see SMETA Best Practice Guidance and Measurement Criteria)	Male: 4	Female: 2
E: Total number of interviewed workers (Please see SMETA Best Practice Guidance and Measurement Criteria)	Male: 6	Female: 4
F: Interviews were done in private and the confidentiality of the interview process was communicated to the workers?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
G: In general, what was the attitude of the workers towards their workplace?	<input checked="" type="checkbox"/> Favourable <input type="checkbox"/> Non-favourable <input type="checkbox"/> Indifferent	
H: What was the most common worker complaint?	None	
I: What did the workers like the most about working at this site?	Salaries are always paid on time and working environment is favourable.	
J: Any additional comment(s) regarding interviews:	None	
K: Attitude of workers to hours worked:	Good	

Agency Workers (if applicable) (workers sourced from a local agent who are not directly paid by the site)	
A: Number of agencies used (average):	And names if available: Not Applicable




B: Were agency workers' age/pay/hours included within scope of this audit	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable
C: Were sufficient documents for agency workers available for review?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable

Other findings










Other Findings Outside the Scope of the Code
None
Community Benefits
<i>(Please list below any specific community benefits that the site management stated that they were involved in, for example, HIV programme, education, sports facilities)</i>
None

Photo Form

Non- Compliance:

		
1- Over lock machine has no eye guard (Safety and Hygienic Conditions-3, NC No-1)	2- Rubber mats missing from electrical panel (Safety and Hygienic Conditions-3, NC No-1)	3- Secondary containment not provided under diesel drums. (Safety and Hygienic Conditions-3, NC No-2)

General Site Tour Photos:

		
Factory main gate	Factory name board	Factory building
		
Attendance Machine	Cutting Table	Stitching section
		
Checking section	Cropping section	Pressing section

Packing section	Washrooms	Drinking water point
First aid box	Emergency exit	Evacuation plan

Your feedback on your experience of the SMETA audit you have observed is extremely valuable. It will help to make improvements to future versions.

You can leave feedback by following the appropriate link to our questionnaire:

Click here for A & AB members:

http://www.surveymonkey.com/s.aspx?sm=riPsbE0PQ52ehCo3lnq5lw_3d_3d

Click here for B members:

http://www.surveymonkey.com/s.aspx?sm=d3vYsCe48fre69DRqIY_2bra_3d_3d

Your feedback on your experience of the SMETA audit you have observed is extremely valuable. It will help to make improvements to future versions.

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http://www.surveymonkey.com/s.aspx?sm=riPsbE0PQ52ehCo3lnq5lw_3d_3d

Click here for B members:

http://www.surveymonkey.com/s.aspx?sm=d3vYsCe48fre69DRqIY_2bra_3d_3d



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