




Sedex Members Ethical Trade Audit Report

Version 6.1



Audit Details			
Sedex Company Reference: (only available on Sedex System)	ZC: [REDACTED]	Sedex Site Reference: (only available on Sedex System)	ZS: [REDACTED]
Business name (Company name):	[REDACTED]		
Site name:	[REDACTED]		
Site address: (Please include full address)	[REDACTED]	Country:	Pakistan
Site contact and job title:	Zeeshan Abid – General Manager		
Site phone:	[REDACTED]	Site e-mail:	auditsqueries@outlook.com
SMETA Audit Pillars:	<input checked="" type="checkbox"/> Labour Standards	<input checked="" type="checkbox"/> Health & Safety (plus Environment 2-Pillar)	<input type="checkbox"/> Environment 4-pillar <input type="checkbox"/> Business Ethics
Date of Audit:	10 th September, 2022		

Audit Company Name & Logo: GCL International Ltd 	Report Owner (payer): <i>(If paid for by the customer of the site please remove for Sedex upload)</i> [REDACTED]
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Audit Conducted By					
Affiliate Audit Company	<input checked="" type="checkbox"/>	Purchaser	<input type="checkbox"/>	Retailer	<input type="checkbox"/>
Brand owner	<input type="checkbox"/>	NGO	<input type="checkbox"/>	Trade Union	<input type="checkbox"/>
Multi-stakeholder	<input type="checkbox"/>	Combined Audit (select all that apply)			

If you have any concerns or queries about this SMETA report or the associated SMETA audit, please contact grievance@sedex.com.

To confirm the validity of this report, please visit <https://www.sedex.com/audit-verifier/>

Audit Content:

(1) A SMETA audit was conducted which included some or all of Labour Standards, Health & Safety, Environment and Business Ethics. The SMETA Best Practice Version 6.1 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
 - Universal rights covering UNGP
 - Management systems and code implementation,
 - Responsible Recruitment
 - 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 Customer's Supplier Code (Appendix 1)

(3) 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.

(4) Any Non-Compliance against customer code shall not be uploaded to Sedex. However, in the CAPR these 'Variances in compliance between ETI code / SMETA Additions/ local law and customer code' shall be noted in the observations section of the CAPR.

General observations and summary of the site:

Factory is located at D148, SITE, Karachi – Pakistan. Factory total land area is 2.2 acres where the premises have 5 buildings form which 2 buildings are occupied by MY enterprises rest of the area is occupied by another factory on rental basis. Factory produced of all kinds of knitted garment. Factory have knitting, cutting, sewing, checking, finishing and packing process.

Building description:

Building No. 1

Ground floor occupied by cutting, finishing, pressing and packing and carton storage area.

1st floor is occupied by sewing and cropping section.

Building No. 2

Ground is occupied by knitting section, drinking water point and offices.

Generator is location out-side the production hall.

Currently, the facility employs a total of 85 employees; there are 80 males and 05 female employees all the 85 employees are directly hired by M Y Enterprises factory does not use any labour contractor. The timing for offices staff and general shift workers is 9:00 AM to 6:00 PM. Security staff working in 3 shifts 1st shift timing are 07:00 AM to 03:00 PM, 2nd shift timing are 03:00 PM to 11:00 PM and 3rd shift timing are 11:00 PM to 07:00 AM, Sunday is a weekly rest day for all production and management staff. Security enjoys their weekly rest day on a rotation basis. Employees' salaries are calculated on monthly basis and paid on or before 7th of each month.

*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.

SMETA Declaration

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

- (1) 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.
- (2) Any Non-Compliance against customer code alone shall not be uploaded to Sedex. However, in the CAPR these 'Variances in compliance between ETI code / SMETA Additions/ local law and customer code' shall be noted in the observations section of the CAPR.

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

Auditor Team (s) (please list all including all interviewers): Nil

Lead auditor: Muhammad Wasim Jafri APSCA number: RA 21701784

Lead auditor APSCA status: In Good Standing

Team auditor: Nil APSCA number: Nil

Interviewers: Muhammad Wasim Jafri APSCA number: RA 21701784

Report writer: Muhammad Wasim Jafri (Senior Auditor)

Report reviewer: Miss. Anandhi (Senior Report Reviewer)

Date of declaration: 10th September, 2022

Note: The 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.

Summary of Findings

Issue (please click on the issue title to go direct to the appropriate audit results by clause) Note to auditor, please ensure that when issuing the audit report, hyperlinks are retained.	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*:			Findings (note to auditor, summarise in as few words as possible NCs, Obs and GE)
	ETI Base Code	Local Law	Additional Elements	Customer Code	NC	Obs	GE	
0A <u>Universal Rights covering UNGP</u>			<input type="checkbox"/>	<input type="checkbox"/>		0	0	None
0B <u>Management systems and code implementation</u>		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1	1	0	Observation: • The SAQ was not completed by the factory management. Non-conformity: • Facility did not display ETI Code of Conduct in their premises.
1. <u>Freely chosen Employment</u>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	0	0	0	None
2. <u>Freedom of Association</u>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	0	0	0	None
3. <u>Safety and Hygienic Conditions</u>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>	4	0	0	Non-conformities: • Electrical panel was found without safety warning sign and rubber mat under electrical panel. • Workers working in knitting section were not using PPEs. i.e Dust mask, Safety shoes and Ear plugs. • Fire extinguisher found blocked by work in process fabric bags. • One sewing machine was found without eye guard.

4	<u>Child Labour</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0	0	0	0	None	
5	<u>Living Wages and Benefits</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0	0	0	0	None	
6	<u>Working Hours</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0	0	0	0	None	
7	<u>Discrimination</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0	0	0	0	None	
8	<u>Regular Employment</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0	0	0	0	None	
8A	<u>Sub-Contracting and Homeworking</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0	0	0	0	None	
9	<u>Harsh or Inhumane Treatment</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0	0	0	0	None	
10A	<u>Entitlement to Work</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0	0	0	0	None	
10B2	<u>Environment 2-Pillar</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0	0	0	0	None	
10B4	<u>Environment 4-Pillar</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	NA	NA	NA	NA	N/A, as it is a 2-pillar audit	
10C	<u>Business Ethics</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	NA	NA	NA	NA	N/A, as it is a 2-pillar audit	

Site Details

Site Details																							
A: Company Name:	[REDACTED]																						
B: Site name:	[REDACTED]																						
C: GPS location: (If available)	GPS Address: [REDACTED]	Latitude: [REDACTED] Longitude: [REDACTED]																					
D: Applicable business and other legally required licence numbers and documents, for example, business license number, liability insurance, any other required government inspections	NTN (National Tax Number): 0672181-8 Directorate of Labour Certificate #: FA/W/CMI/(R-2440)2019/298 Chamber of commerce membership no: 33799																						
E: Products/Activities at site, for example, garment manufacture, electricals, toys, grower, cutting, sewing, packing etc	Product: All kind of knitted garments Process: knitting, cutting, sewing, checking, finishing and packing.																						
F: Site description: (Include size, location, and age of site. Also, include structure and number of buildings)	<p>Factory is located at D178/A, SITE, Karachi – Pakistan. Factory total land area is 2.2 acres where the premises have 5 buildings form which 2 buildings are occupied by MY enterprises rest of the area is occupied by another factory on rental basis.</p> <p>For below, please add any extra rows if appropriate.</p> <table border="1"> <thead> <tr> <th>Production Building no</th> <th>Description</th> <th>Remark, if any</th> </tr> </thead> <tbody> <tr> <td>1</td> <td></td> <td></td> </tr> <tr> <td>Ground Floor</td> <td>Occupied by cutting, finishing, pressing and packing and carton storage area.</td> <td>None</td> </tr> <tr> <td>First Floor</td> <td>Occupied by sewing and cropping section.</td> <td>None</td> </tr> <tr> <td>2</td> <td></td> <td></td> </tr> <tr> <td>Ground Floor</td> <td>Occupied by knitting section, drinking water point and offices.</td> <td>None</td> </tr> <tr> <td>Is this a shared building?</td> <td>This is a shared building</td> <td>None</td> </tr> </tbody> </table> <p>F1: Visible structural integrity issues (large cracks) observed? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No </p> <p>F2: Please give details: During the facility tour no crack was observed.</p> <p>F3: Does the site have a structural engineer evaluation? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No </p>		Production Building no	Description	Remark, if any	1			Ground Floor	Occupied by cutting, finishing, pressing and packing and carton storage area.	None	First Floor	Occupied by sewing and cropping section.	None	2			Ground Floor	Occupied by knitting section, drinking water point and offices.	None	Is this a shared building?	This is a shared building	None
Production Building no	Description	Remark, if any																					
1																							
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2																							
Ground Floor	Occupied by knitting section, drinking water point and offices.	None																					
Is this a shared building?	This is a shared building	None																					

	F4: Please give details: Building stability certificate obtained from Khatri Associates, dated: 10 th August, 2022, approved by: Engineer / Z. Najam / PEC # 4241
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 obvious peak season
I: Process overview: (Include products being produced, main operations, number of production lines, main equipment used)	<p>Product: All types of knitted garments. knitting, cutting, sewing, checking, finishing and packing.</p> <p>Production lines: Knitting: 02 lines Cutting: 01 lines Sewing: 04 lines Checking: 02 lines Packing: 02 lines</p> <p>Main equipment: Cutting machines Sewing machines Knitting machines</p>
J: 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
K: Is there any night production work at the site?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
L: Are there any on site provided worker accommodation buildings e.g. dormitories	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No L1: If yes, approx. % of workers in on site accommodation
M: Are there any off site provided worker accommodation buildings	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No M1: If yes, approx. % of workers
N: Were all site-provided accommodation buildings included in this audit	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No N1: If no, please give details: No accommodation is provided by factory to the workers.

Audit Parameters			
A: Time in and time out	A1: Day 1 Time in: 09:00AM A2: Day 1 Time out: 06:10PM	A3: Day 2 Time in: NA A4: Day 2 Time out: NA	A5: Day 3 Time in: NA A6: Day 3 Time out: NA
B: Number of auditor days used:	1.0 (1 auditor X 1.0 day)		
C: 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 If other, please define		
D: Was the audit announced?	<input type="checkbox"/> Announced <input checked="" type="checkbox"/> Semi – announced: Window detail: 03 weeks <input type="checkbox"/> Unannounced		
E: Was the Sedex SAQ available for review?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No E1: If No, why not? SAQ not provided by the factory.		
F: 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		
G: Who signed and agreed CAPR (Name and job title)	Zeeshan Abid – General Manager		
H: Is further information available (If yes, please contact audit company for details)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
I: Previous audit date:	N/A		
J: Previous audit type:	N/A		
K: Were any previous audits reviewed for this audit	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A		

Audit attendance	Management	Worker Representatives	
	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, as Worker representatives were present.		
E: If Union Representatives were not present please explain reasons why: (only complete if no union reps present)	No union exists in the factory. There was a worker council committee formed by the workers whose representatives are present in opening meeting and closing meeting. worker council committee is responsible to solve worker's issues. According to the local law of Pakistan, workers are allowed to form unions and in case there is no union, worker council committee or joint work council should be present as alternative.		

Worker Analysis

The term "migrant worker" refers to a person who is engaged or has been engaged in a remunerated activity in a country of which they are not a national or permanent resident or has purposely migrated on a temporary basis to another in-country region to seek and engage in a remunerated activity.

Worker Analysis									
	Local			Migrant*					
	Permanent	Temporary	Agency	Permanent	Temporary	Agency	Home workers	Total	
Worker numbers – Male	80	0	0	0	0	0	0	80	
Worker numbers – female	05	0	0	0	0	0	0	05	
Total	85	0	0	0	0	0	0	85	
Number of Workers interviewed – male	08	0	0	0	0	0	0	08	
Number of Workers interviewed – female	02	0	0	0	0	0	0	02	
Total – interviewed sample size	10	0	0	0	0	0	0	10	

A: Nationality of Management	Pakistani	
B: Please list the nationalities of all workers, with the three most common nationalities listed first. <i>Please add more nationalities as applicable to site. Add more rows if required.</i>	Nationalities: B1: Nationality 1: <u>Pakistani</u> B2: Nationality 2: _____ B3: Nationality 3: _____	Was the list completed during peak season? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If no, please describe how this may vary during peak periods:
C: Please provide more information for the three most common nationalities.	C: approx % total workforce: Nationality 1 <u>100%</u> C1: approx % total workforce: Nationality 2 _____ C2: approx % total workforce: Nationality 3 _____	
D: Worker remuneration <i>(management information)</i>		D: _____% workers on piece rate D1: _____% hourly paid workers D2: _____% salaried workers Payment cycle: D3: _____% daily paid D4: _____% weekly paid D5: _____% monthly paid D6: _____% other D7: If other, please give details

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. If the auditor was not able to follow the BPG, please state within the declaration)	4 workers in 1 group	
D: Number of individual interviews (Please see SMETA Best Practice Guidance and Measurement Criteria)	D1: Male: 04	D2: Female: 02
E: 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. Note to auditor: please record details of migrant /agency/contractor workers in section 8 – Regular Employment, under Responsible Recruitment	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If no, please give details	
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?	No complaints raised by the workers during interviews.	
I: What did the workers like the most about working at this site?	During interviews workers gave positive remarks regarding facility working condition and environment.	
J: Any additional comment(s) regarding interviews:	None	
K: Attitude of workers to hours worked:	Workers were satisfied with hours of work as shift timings and overtime hours are within legal limits. Overtime working is voluntary, and workers are not forced to work overtime.	
L. Is there any worker survey information available?		
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
L1: If yes, please give details: Feedback form.		

N: Attitude of worker's 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

As per the interviewed committee members, all the committee members are happy with the factory management. Regular meetings are held and the grievances are taken care of by the management.

O: Attitude of managers:

(Include attitude to audit, and audit process. Both positive and negative information should be included)

The facility management was very receptive and showed a positive attitude towards the audit. All documents were provided on timely manner. At the end of the audit, all the non-compliances were accepted by the facility. The auditor took permission for taking photographs and conducting confidential employee interviews. The facility management granted permission to conduct a full audit, including employee interviews, facility walk through and document review.

M: 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

The Management of [REDACTED] agreed that the auditor can conduct confidential interviews with workers who were chosen freely without any influence by the company management; workers were selected randomly from different processes for group and individual interviews, conducted at an independent room that was located at the Management Office. The workers showed a cooperative attitude during the interview process. The overall attitude of workers toward management was positive, workers were happy with the on-time payments and encouraging working environment. They agreed with management policies of the company and praises for motivational and supportive behaviour of management.

The information of interview was as below:

- For child labour issue, all interviewees confirmed that the company requested national identity cards to verify their ages in recruiting. All interviewed workers declared their ages were over 18 years old and also showed their national identity cards for verification, youngest worker found in facility was 19 years old.
- For forced labour issue, the workers confirmed no "security money or deposit" was required and their original documents such as original identity cards were not retained by company.
- For discrimination issue, the workers' wages were paid based on their skills, production outputs and abilities. Workers are treated with respect & dignity, all interviewees confirmed that no discrimination was in practice by the company.
- For disciplinary practices issues, the interviewees said they were asked to observe the company rules and policies, no employees were fined or fired if they violate the company rules.
- For safety and health issue, the workers were satisfied with the working condition and the company provided orientation training for new workers and regular safety training to all workers. Fire drills were conducted twice per year for production area and admin, which included the evacuation.
- For working hour's issues, workers reported they worked for 6 days per week, 8 hours per day as per local law.
- For wages issue, the interviewed worker said they could obtain the wages in cash. Their wages were paid before 7th of every month. Workers' wages were calculated by monthly rate. For OT wages, the interviewees said the company having a policy; 200% of normal rate for overtime on working days and 300% of gazetted holidays. Legal leaves were provided to all employees as per local law.
- For treatment issue, the workers confirmed in interviews, no harsh or inhumane treatment was in practice and the management was encouraging and supportive to all employees.
- For freedom of association issue, there was a Worker Council Committee and workers confirmed the election process and nomination of worker representative. They could also complaint to their supervisors directly or wrote anonymous letter to the suggestion box, company also had open door policy for all workers to report any issue and suggestions.

Audit Results by Clause

0A: Universal Rights covering UNGP

0A: Universal Rights covering UNGP

[Click here to return to summary of findings](#)

0.A. Guidance for Observations

0.A.1 Businesses should have a policy, endorsed at the highest level, covering human rights impacts and issues, and ensure it is communicated to all appropriate parties, including its own suppliers.

0.A.2 Businesses should have a designated person responsible for implementing standards concerning Human rights

0.A.3 Businesses shall identify their stakeholders and salient issues.

0.A.4 Businesses shall measure their direct, indirect, and potential impacts on stakeholders (rights holders) human rights.

0.A.5 Where businesses have an adverse impact on human rights within any of their stakeholders, they shall address these issues and enable effective remediation.

0.A.6 Businesses shall have a transparent system in place for confidentially reporting, and dealing with human rights impacts without fear of reprisals towards the reporter.

Note for auditors and readers. This is not a full Human Rights Assessment, but instead a check on the business's implementation of processes to meet their Universal rights covering UNGP responsibilities.

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:

1. Facility has established Human Rights policy and trained all the worker on human rights and also guide them about the complaint mechanism.
2. Facility has established and maintained appropriate procedures to evaluate and select suppliers based on their ability to meet the requirements of this standard.
3. Workers are aware of the anonymous way to report grievance related to Human rights without fear of reprisals, etc.

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

Details:

- Human Rights Policy
- Social & ETI Code Policy communication records
- Social Policies and Collective Bargaining Agreements
- Training to workers on grievances Mechanism
- Senior Management Commitment & ETI Code Implementation

Any other comments: None

A: Policy statement that expresses commitment to respect human rights?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No A1: Please give details: Factory has developed the policy for Human Rights which is covered the topics such as Corporate Human Rights commitment on forced labor, child labor, discrimination and harassment and also communicated with their workers, business partners / suppliers. Moreover, all the human rights related topics are included in employee handbook. Human Rights Policy signed by Mr. Sajjad Ahmed, Manager HR & Compliance who is responsible to implement the requirement of Human Rights policy with in the factory and supply chain.
B: Does the business have a designated person responsible for implementing standards concerning Human Rights?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please give details: Name: Sajjad Ahmed Job title: Manager HR & Compliance
C: Does the business have a transparent system in place for confidentially reporting, and dealing with human rights impacts without fear of reprisals towards the reporter?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No C1: Please give details: Yes, company has a transparent system for documents and information. Open door policy and complaint / suggestion box.
D: Does the grievance mechanism meet UNGP expectations? (Legitimate, Accessible, Predictable, Equitable, Transparent, Rights-compatible, a source of continuous learning and based on stakeholder engagement)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No D1: If no, please give details: Facility has established grievance mechanism system in form of different channels worker council committee and suggestion complaints box system are used to deliver grievances to the upper management.
E: Does the business demonstrate effective data privacy procedures for workers' information, which is implemented?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No E1: Please give details: Facility has developed an effective database privacy system for workers and company information.

Findings: None observed		
Finding: Observation <input type="checkbox"/> Company NC <input type="checkbox"/> Description of observation: Local law or ETI/Additional elements / customer specific requirement: Comments:		Objective evidence observed:

Good examples observed: None observed	
Description of Good Example (GE):	Objective Evidence Observed:

Measuring Workplace Impact

Measuring Workplace Impact Table

Workplace Impact		
A: Annual worker turnover: Number of workers leaving in last 12 months as a % of average total number of workers on site over the year (annual worker turnover)	A1: Last year: 2021 2%	A2: This year: 2022 1%
B: Current % quarterly (90 days) turnover: Number of workers leaving from the first day of the 90 days period through to the last day of the 90 day period / [(number of employees on the 1 st day of 90 day period + number of employees on the last day of the 90 day period) / 2]	0.5%	
C: Annual % absenteeism: Number of days lost through job absence in the year / [(number of employees on 1 st day of the year + number employees on the last day of the year) / 2] * number available workdays in the year	C1: Last year: 2021 1 %	C2: This year: 2022 2 %
D: Quarterly (90 days) % absenteeism: Number of days lost through job absence in the period / [(Number of employees on 1 st of the period + Number of employees on the last day of the period) / 2] * Number of available workdays in the month	0.5%	
E: Are accidents recorded?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No E1: Please describe: There is a system to record the accidents but no accidents happened so far.	
F: Annual Number of work related accidents and injuries per 100 workers: [(Number of work related accidents and injuries * 100) / Number of total workers]	F1: Last year: 2021 Number: 2	F2: This year: 2022 Number: 1
G: Quarterly (90 days) number of work related accidents and injuries per 100 workers: [(Number of work related accidents and injuries * 100) / Number of total workers]	0.5	
H: Lost day work cases per 100 workers: [(Number of lost days due to work accidents and work related injuries * 100) / Number of total workers]	H1: Last year: 2021 0	H2: This year: 2022 0
I: % of workers that work on average more than 48 standard hours / week in the last 6 / 12 months:	I1: 6 months ____0% workers	I2: 12 months ____0% workers
J: % of workers that work on average more than 60 total hours / week in the last 6 / 12 months:	J1: 6 months ____0% workers	J2: 12 months ____0% workers

0: Management systems and Code Implementation

0B: Management system and Code Implementation

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0.B.1 Suppliers are expected to implement and maintain systems for delivering compliance to this Code.

0.B.2 Suppliers are expected to be operating legally in premises with the correct business licenses and permissions and to have systems to ensure that all relevant land rights have been complied with

0.B.3 Suppliers shall appoint a senior member of management who shall be responsible for compliance with the Code.

0.B.4 Suppliers are expected to communicate this Code to all employees.

0.B.5 Suppliers should communicate this code to their own suppliers and, where reasonably practicable, extend the principles of this Ethical Code through their supply chain.

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:

1. The facility has system in place to implement the social code
2. Company has taken written commitment from all its suppliers to comply with social compliance code of conduct. company adopted and maintains procedure to evaluates and renew the suppliers annually.
3. The facility has appointed Mr. Sajjad Ahmed (Manager HR & Compliance) is responsible for implementation of ETI Base code in the facility.
4. Personnel files are found to be well maintained and kept in HR department and kept confidential.
5. The facility has drafted its policies on forced labour, child labour, discrimination, harassment and freedom of association.

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

Details:

- Social Policy Manual
- Employees Handbook
- Management Representative Labour contract
- Policy on forced labour, child labour, discrimination, harassment, general human rights, freedom of association
- Training records against company policies
- Business Licenses
- Personal files
- Notice boards

Any other comments:

The overall observation shows that the company has set a system to implement & monitor the social management system, appointed a Manager HR & Compliance to implement and maintain company's Social Management system. Company has a system to select business partners as per their company policy, company has communicated the ETI base code with their partners. Further, the company has a proper production plan as well as lost time reporting system implementing monthly/daily basis.

Management Systems:	
A: 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 A1: Please give details: No fines and prosecution are imposed on the factory in the last 06 months.
B: 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 B1: Please give details: The facility has its own policies and procedures on forced labour, child labour, discrimination, harassment & abuse and the policies are posted for worker's reference. The facility conducts training to the workers on legal requirements and ETI base code requirements. The facility does not retain any original documents of the employees and checks with a valid age proof document at the time of hire.
C: If Yes, is there evidence (an indication) of effective implementation? Please give details.	On the day of audit, no traces of forced labour, child labour, discrimination, harassment & abuse was observed. All interviewed employees reported that they are treated with dignity and respect. The facility conducts training to all employees related to health and safety, legal requirements etc. and maintains all training records.
D: 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 D1: Please give details: All managers are trained on child labour, discrimination, harassment & abuse.
E: If Yes, is there evidence (an indication) that training has been effective e.g. training records etc.? Please give details	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No E1: Please give details: Training records were available that shows the effective training was provided to workers on social practices, and ethics. Training effectiveness was assessed by interviewing workers and was well understood by the workers.
F: 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).	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No F1: Please give details:
G: Is there a Human Resources manager/department? If Yes, please detail.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No G1: Please give details: Factory has HR department to secure and ensure the rights of the worker.
H: Is there a senior person / manager responsible for implementation of the code	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

	H1: Please give details: Mr. Sajjad Ahmed is serving the factory as a Manager HR & Compliance is responsible for implementation of the code.
I: Is there a policy to ensure all worker information is confidential?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No I1: Please give details: All workers personnel information is secured in the form of employee files and kept under the supervision of Human Resources Department.
J: Is there an effective procedure to ensure confidential information is kept confidential?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No J1: Please give details: Yes, all information is secured by HR Department.
K: Are risk assessments conducted to evaluate policy and procedure effectiveness?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No K1: Please give details: Health and safety risks identified through risk assessment practices carried by management and there were also keeps a mechanism to identify potential risk factors audits and monthly inspection of facility.
L: Does the facility have a process to address issues found when conducting risk assessments, including implementation of controls to reduce identified risks?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No L1: Please give details: If any risk identified during risk assessment, management makes a plan to reduce or eliminate the risk by issuing notice to concern department.
M: Does the facility have a policy/code which require labour standards of its own suppliers?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No M1: Please give details: Factory does have a policy for implementation of code of conduct on their suppliers.
Land rights	
N: Does the site have all required land rights licenses and permissions (see SMETA Measurement Criteria)?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No N1: Please give details: The facility has approved building plan which is showing the legal land rights.
O: Does the site have systems in place to conduct legal due diligence to recognize and apply national laws and practices relating to land title?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No O1: Please give details: Not required by local law.
P: Does the site have a written policy and procedures specific to land rights. If yes, does it include any due diligence the company will undertake to obtain free, prior and informed consent, (FPIC) even if national/local law does not require it	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No P1: If yes, how does the company obtain FPIC: The facility's policy on land rights, includes any due diligence undertaken cover FPIC, even not required by the national law.

Q: Is there evidence that facility / site compensated the owner/lessor for the land prior to the facility being built or expanded.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Q1: Please give details: This is an owned facility by the owner of the company and does not require the approval for the expansion and building approvals.
R: Does the facility demonstrate that alternatives to a specific land acquisition were considered to avoid or minimize adverse impacts?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No R1: Please give details: All the alternatives to a specific land acquisition were considered to avoid or minimize adverse impacts.
S: Is There any evidence of illegal appropriation of land for facility building or expansion of footprint.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No S1: Please give details: This facility is completely legalized. No sign of illegal appropriation of land observed / evidenced during the audit.

Non-compliance: 01	
<p>1. Description of non-compliance: Noted during the factory visit that factory did not display ETI Code of Conduct in their premises.</p> <p> <input checked="" type="checkbox"/> NC against ETI/Additional Elements <input type="checkbox"/> NC against Local Law <input type="checkbox"/> NC against customer code: </p> <p>Local law and/or ETI requirement: <u>In accordance with ETI Code Section 08: Management system and Code Implementation. B.1 Suppliers are expected to implement and maintain systems for delivering compliance to this Code.</u></p> <p>Recommended corrective action: It was agreed by the factory management that they would make sure to display the ETI Code of Conduct in their premises.</p>	<p>Objective evidence observed: 1. Noted during factory visit.</p>

Observation: 01	
<p>Description of observation: Noted during management interview that SAQ was not completed by the factory management.</p> <p>Local law or ETI requirement: <u>In accordance with ETI Code 0.B.1 Suppliers are expected to implement and maintain systems for delivering compliance to this Code.</u></p> <p>Comments: It is agreed by the factory management that they will complete SAQ.</p>	<p>Objective evidence observed: 1. Noted during management interviews and documents review.</p>

Good Examples observed: None observed	
Description of Good Example (GE):	Objective evidence observed:

1: Employment is Freely Chosen

1: Freely Chosen Employment

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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:

1. Based on interview with the workers, management and document review, the employees could freely resign with proper notification in advance 30 days minimum.
2. The employees obtained their job by themselves by seeing advertisement or by recommendation from existing employee; they were not asking or forced to lodge deposits or their identity papers to the company at time of employment.
3. During facility visit, workers' interview and document review, there were no traces identified of forced, bonded or involuntary prison labour identified.

Workers were free to leave at the end of the company timing (18:00) as per local law.

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

Details:

- Checked personnel files of the 10 workers
- Employment agreements
- Terms and conditions.
- Attendance records 10 samples August from 2022 (recent month), 10 samples from January 2022 (random month) and 10 samples from September 2021 (initial month).
- Social Policy.

Any other comments:

The overall observation shows that the employees are free to leave the company when they resign from the services, with payment. There is no restriction on workers' movement within the premises. The workers are not forced to stay back once they get authorized leave from the management.

A: Is there any evidence of retention of original documents, e.g. passports/ID's	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No A1: If yes, please give details and category of workers affected:
B: Is there any evidence of a loan scheme in operation	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No B1: If yes, please give details and category of worker affected:
C: Is there any evidence of retention of wages /deposits	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No C1: If yes, please give details and category of worker affected:
D: Are there any restrictions on workers' freedom to terminate employment?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No D1: Please describe finding: N/A
E: If any part of the business is UK based or registered there & has a turnover over £36m, is there a published a 'modern day slavery statement?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Not applicable E1: Please describe finding: N/A
F: Is there evidence of any restrictions on workers' freedoms to leave the site at the end of the work day?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No F1: Please describe finding: No evidence found of restriction on leaving the site at the end of the shift it was verified through worker interview and attendance record generated by face & thumb scanning time keeping equipment.
G: Does the site understand the risks of forced / trafficked / bonded labour in its supply chain	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable G1: If yes, please give details and category of workers affected: Facility has communicated abolition or forced labour policy with their partners to understand the risk of bonded labour.
H: Is the site taking any steps taking to reduce the risk of forced / trafficked labour?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No H1: Please describe finding: Facility is working and implemented forced labour policy.

Non-compliance: None observed

1. Description of non-compliance:

☐ NC against ETI ☐ NC against Local Law: ☐ NC against customer code:

Local law and/or ETI requirement

Recommended corrective action:

Objective evidence observed:

(where relevant please add photo numbers)

Observation: None observed

Description of observation:

Local law or ETI requirement:

Comments:

Objective evidence observed:

Good Examples observed: None observed

Description of Good Example (GE):

Objective evidence observed:

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

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

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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:

1. Worker Council Committee was established in the company, 05 workers representatives were the members of this council. Worker's representatives were elected on 14th February 2022 for open attitude and communication between the company management and workers.
2. Workers representative's meetings were in practice to discuss any issues, demands and suggestions of the topic discussed in the meeting is to solve workers related issues.
3. The workers can complaint to their supervisors directly, through their representatives, or as per open door policy; directly to the management, although the suggestion box was available in the company for collecting workers complaints and suggestions.

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

Details:

- Worker Council Committee Document
- Election Records
- Worker Council Committee Meeting records
- Suggestion Boxes Record
- Safety committee meeting records

Any other comments:

The company has established a complete policy and procedures in place to ensure workers right to Freedom of Association and Right to Collective Bargaining are Respected collectively. No worker was found who is directly involved with any trade union (Discussed during interviews).

A: What form of worker representation/union is there on site?	<input type="checkbox"/> Union (name) <input checked="" type="checkbox"/> Worker Committee Worker Council Committee <input type="checkbox"/> Other (specify) <input type="checkbox"/> None	
B: Is it a legal requirement to have a union?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
C: Is it a legal requirement to have a worker's committee?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
D: Is there any other form of effective worker/management communication channel? (Other than union/worker committee e.g. H&S, sexual harassment)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No D1: Please give details: Company has defined workers communication policy, for which suggestion and complaint boxes were installed in the company. Company has also open-door policy or to convey through their department in-charge and directly to management. Worker council committee gives awareness to the labour about the proper usage of these channels so they can raise their voice against any issue they are having. D2: Is there evidence of free elections? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
E: Does the supplier provide adequate facilities to allow the Union or committee to conduct related business?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No E1: Please give details: There is no preferential or discriminatory behaviour practiced with workers' committee members. They work in their departments as per their assigned jobs.	
F: Name of union and union representative, if applicable:	No registered union in the company.	F1: Is there evidence of free elections? <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A
G: If there is no union, is there a parallel means of consultation with workers e.g. worker committees?	Worker Council Committee	G1: Is there evidence of free elections? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
H: Are all workers aware of who their representatives are?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	All the workers are aware with their representatives.
I: Were worker representatives freely elected?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	I1: Date of last election: 14th February, 2022
J: Do workers know what topics can be raised with their representatives?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
K: Were worker representatives/union representatives interviewed?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If Yes, please state how many: 01	

<p>L: Please describe any evidence that union/worker's committee is effective? Specify date of last meeting; topics covered; how minutes were communicated etc.</p>	<p>Worker Council Committee is effective and helpful to workers. Workers representative's meetings were in practice to discuss any issues, demands and suggestions of employees and to address the issues or suggestions to management. Last meeting was conducted and the topic discussed in the meeting is to solve workers related issues.</p>	
<p>M: Are any workers covered by Collective Bargaining Agreement (CBA)?</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	
<p>If Yes, what percentage by trade Union/worker representation</p>	<p>M1: ____% workers covered by Union CBA</p>	<p>M1: ____% workers covered by Union CBA</p>
<p>M3: If Yes, does the Collective Bargaining Agreement (CBA) include rates of pay?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	

Non-compliance: None observed	
<p>1. Description of non-compliance: <input type="checkbox"/> NC against ETI <input type="checkbox"/> NC against Local Law <input type="checkbox"/> NC against customer code: Local law and/or ETI requirement: Recommended corrective action:</p>	<p>Objective evidence observed: (where relevant please add photo numbers)</p>

Observation: None observed	
<p>Description of observation: Local law or ETI requirement: Comments:</p>	<p>Objective evidence observed:</p>
Good Examples observed: None observed	
<p>Description of Good Example (GE):</p>	<p>Objective evidence observed:</p>

3: Working Conditions are Safe and Hygienic

3: Working Conditions are Safe and Hygienic

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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:

- Workers and management interview show the factory had provided health and safety training to workers. Factory provided relevant records for review.
- Factory had planned and arranged the fire drill twice a year, which included the evacuation exercise. The factory provided relevant records for review.
- Based on on-site observation, the first aid kits were available in each department of each floor. Trained first aiders were available.
- Factory provided adequate number of toilets.
- EHS/OHS Committee is responsible for H&S issues in the factory.
- Approved Building Map and building stability certificate was available.
- The factory had established health and safety policy. Injury record was maintained.
- Emergency contact numbers were displayed prominently in production, management and main gate.

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

Details:

- Civil defence certificate no: 08(01)97-CDMICDO-(W)
- Fire Drill Record dated 30-08-2022
- Water Test Report dated 10-08-2022
- Air quality test report 10-08-2022
- Electrical Inspection Record dated 04-07-2022
- Injury Record – No injury / accident record in last 6 month.
- Air quality test date: 10- Aug-222
- Emissions test date: 10- Aug-222
- Waste disposal date 16th August 2022
- Training Records dated 23-08-2022
- Building Map
- Risk Assessment dated 20-07-2022
- Fire Extinguishers Inspection dated 20-08-2022

- Fire Alarm Inspection dated 20-08-2022
- Emergency Lights Inspection dated 20-08-2022
- Electrical installation inspection Checklist dated 05-09-2022
- Machine Maintenance inspection record dated 06-09-2022
- Safety Warning Signs Inspection

Any other comments:

The overall observation shows that the company has established a complete 'health & safety' policy procedure. The production floor was quite clean. Evacuation maps were available in all areas. Sufficient drinking water was available in the production floors. Fire extinguishers were also properly charged and ready for use. The overall health & safety condition of the company was found to be good.

<p>A: Does the facility have general and occupational Health & Safety policies and procedures that are fit for purpose and are these communicated to workers?</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No A1: Please give details: Procedures and policies were available; Workers and management interview shows the company had provided health and safety training to workers. The company provided relevant records for review.</p>
<p>B: Are the policies included in workers' manuals?</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No B1: Please give details: Factory does have social compliance manual which include the following policies. Child Labour Discrimination policy Forced Labour Working hours Overtime hours Hiring policy Firing policy/ retrenchment Wages policy Working hours policy Environmental policy Social compliance policy</p>
<p>C: Are there any structural additions without required permits/inspections (e.g. floors added)?</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No C1: Please give details:</p>
<p>D: Are visitors to the site informed on H&S and provided with personal protective equipment</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No D1: Please give details: Yes provided (Face Mask and ear muffs).</p>
<p>E: Is a medical room or medical facility provided for workers?</p> <p>If yes, do the room(s) meet legal requirements and is the size/number of rooms suitable for the number of workers.</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No E1: Please give details: No medical room provided for workers, as there was no such legal requirement. However, facility has provided medical facility like first aid medicine and trained first aiders in each section to act on any case of emergency.</p>

F: Is there a doctor or nurse on site or there is easy access to first aider/ trained medical aid?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No F1: Please give details: Factory has trained first aiders on each department and floors.
G: Where the facility provides worker transport - is it fit for purpose, safe, maintained and operated by competent persons e.g. buses and other vehicles?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No G1: Please give details: Transport is not provided by the facility and it is not a legal requirement.
H: Is secure personal storage space provided for workers in their living space and is fit for purpose?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No H1: Please give details: Factory did not provide any dormitory facility for the workers and it is not a legal requirement.
I: Are H&S Risk assessments are conducted (including evaluating the arrangements for workers doing overtime e.g. driving after a long shift) and are there controls to reduce identified risk?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No I1: Please give details: Factory management conducted periodic risk assessment to evaluate the risks on every aspect.
J: Is the site meeting its legal obligations on environmental requirements including required permits for use and disposal of natural resources?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No J1: Please give details: Facility has developed the policy for Environment protection and natural resource preservation, facility has an agreement with waste management company for disposal of waste.
K: Is the site meeting its customer requirements on environmental standards, including the use of banned chemicals?	<input type="checkbox"/> Yes <input type="checkbox"/> No K1: Please give details: Not applicable as the facility does not use any chemicals in its production process.

Non-compliance: 04

1. Description of non-compliance:

Noted during factory visit that one electrical panel in building two at knitting section on ground floor was found without safety warning sign and rubber mat under electrical panel.

☒ NC against ETI ☒ NC against Local Law ☐ NC against customer code:

Local law and/or ETI requirement

Code 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.

Local law requirement

In accordance with Electricity Rules, 1937 of section 60 Sub-Section "e". the word 'Caution', both in English and in the vernacular, shall be affixed permanently in a conspicuous position, where possible, on every generator and every motor and every controlling or regulating apparatus in connection with such generator or motor: Provided that, where it is not possible to affix them on the generator, motor, or apparatus, they shall be affixed as near as possible: Provided also that, where the generator, motor, controlling or regulating apparatus, is within an enclosure accessible only to an authorized person, one notice affixed to the enclosure shall be sufficient for the purposes of this Subrule.

Recommended corrective action:

It is agreed by the facility management that they will post warning signs and place rubber mat under electrical panel at the knitting section on ground floor.

2. Description of non-compliance:

Noted during factory visit that workers working in knitting section in building two on ground floor were not using PPEs i.e Dust mask, Safety shoes and Ear plugs.

☒ NC against ETI ☒ NC against Local Law ☐ NC against customer code:

Local law and/or ETI requirement:

Code 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.

Objective evidence observed:

1. Noted during factory visit. (See NC photo 1).

2. Noted during factory visit. (See NC photo 2).

Local law requirement

In accordance with the Factories Act 1934 (XXV of 1934), Chapter III, Health & Safety, section 16 (1) dust and fume, in every factory, in which by reason of the manufacturing process carried on, there is given off any dust or fume or other impurity of such a nature and to such an extent as is likely to be injurious or offensive to the workers employed therein, effective measures shall be taken to prevent its accumulation in any work room and its inhalation by workers.

Recommended corrective action:

It is agreed by the facility management they will provide PPEs i.e Dust mask, Safety shoes and Ear plugs to knitting workers and it will be ensured that all workers use PPEs during working.

3. Description of non-compliance:

Noted during factory visit that one fire extinguisher in building one in finishing section on ground floor was found blocked by work in process fabric bags.

☒ NC against ETI ☒ NC against Local Law ☐ NC against customer code:

Local law and/or ETI requirement:

Code 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.

Local law requirement

In accordance with the Local law Ref THE SINDH FACTORIES ACT, 2015. SINDH ACT NO. XIII OF 2016. CHAPTER III Health and Safety section 29 precautions in case of fire.

Recommended corrective action:

It is agreed by the facility management they will remove work in process fabric bags from building one in finishing section on ground floor.

4. Description of non-compliance:

Noted during factory visit that one sewing machine out of forty sewing machines in building one in sewing section on first floor, was found without eye guard.

☒ NC against ETI ☒ NC against Local Law ☐ NC against customer code:

Local law and/or ETI requirement:

Code 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.

3. Noted during factory visit. (See NC photo 3).

4. Noted during factory visit. (See NC photo 4).

<p>Local law requirement <u>In accordance with the Sindh Factories Act 2015 Fencing of machinery section 30 (1) (1) In every factory the following shall be securely fenced by the safeguards of substantial construction which shall be kept in position while the parts of machinery required to be fenced are in motion or in use, namely – (d) of (iii) every dangerous part of any machinery.</u></p> <p>Recommended corrective action: It is agreed by the factory management that they will install needle guard on stitching machine in building one in sewing section on first floor, and it will be ensured that all safety gadgets should be in place at all times for safe machine operations.</p>	
--	--

Observation: None observed	
<p>Description of observation:</p> <p>Local law or ETI requirement:</p> <p>Recommended corrective action:</p>	<p>Objective evidence observed:</p>

Good Examples observed: None observed	
<p>Description of Good Example (GE):</p>	<p>Objective Evidence Observed:</p>

4: Child Labour Shall Not Be Used

4: Child Labour Shall Not Be Used

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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

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:

1. There are no apparent concerns related to child labour at the facility.
2. The facility has a policy in place to participate in and contribute to programmes that provide for the transition of a child found to performing child labour in order to enable the child to attend and remain in quality education until no longer a child.
3. No juvenile workers (under the age of 18) are employed at the facility.
4. All practices regarding youth employment at the facility appear to be in line with ILO conventions.

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

Details:

- Social Policy Manual
- Recruitment notices
- Policy on child labour and remediation
- Verification of 10 personnel files for a valid age proof document.

Any other comments:

During factory tour, no person found to be hired under the age of 18 years.

A: Legal age of employment:	On site: 18 years / adult workers (without restriction)
B: Age of youngest worker found:	19 Years
C: Are there children present on the work floor but not working at the time of audit?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
D: % of under 18's at this site (of total workers)	0%
E: Are workers under 18 subject to hazardous work assignments? (Go to clause 3 – Health and Safety)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No E1: If yes, give details

Non-compliance: None observed	
1. Description of non-compliance: <input type="checkbox"/> NC against ETI <input type="checkbox"/> NC against Local Law <input type="checkbox"/> NC against customer code: Local law and/or ETI requirement: Recommended corrective action:	Objective evidence observed: <i>(where relevant please add photo numbers)</i>

Observation: None observed	
Description of observation: Local law or ETI requirement: Comments:	Objective evidence observed:

Good Examples observed: None observed	
Description of Good Example (GE):	Objective Evidence Observed:

5: Living Wages are paid

5: Living Wages are Paid

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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:

1. There were no deductions made for disciplinary practices.
2. There were no reports of non-compliances regarding wages at the facility and the payroll of the facility workers showed that wages were paid in line with legal requirements.
3. Wages are paid before the expiry of 07th of every month and a copy of wage slips is issued to the employees at least a day prior to the disbursement of wages.
4. All employees are guaranteed with minimum wages and are provided with all legal benefits like Annual leave and Employees Life Insurance.
5. No illegal deductions noticed nor reported by workers.

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

Details:

- Social Policy Manual
- Employment Agreements
- Payrolls records 10 samples from August from 2022 (recent month), 10 samples from January 2022 (random month) and 10 samples from September 2021 (initial month) for review.
- Attendance records 10 samples from August from 2022 (recent month), 10 samples from January 2022 (random month) and 10 samples from September 2021 (initial month) for review.
- Production records (from work floors to check for discrepancies)
- Leave records
- Settlement records
- EOBI (Employees Old Age Benefit Institutions)
- Attendance records of 10 workers were checked.
- Payroll and Payment records of 10 workers were checked.
- Social Security for workers
- Group Insurance Policy

Any other comments: None

Non-compliance: None observed	
1. Description of non-compliance: <input type="checkbox"/> NC against ETI <input type="checkbox"/> NC against Local Law <input type="checkbox"/> NC against customer code: Local law and/or ETI requirement: Recommended corrective action: :	Objective evidence observed: <i>(where relevant please add photo numbers)</i>

Observation: None observed	
Description of observation: Local law or ETI requirement: Comments:	Objective evidence observed:

Good Examples observed: None observed	
Description of Good Example (GE):	Objective Evidence Observed:

Summary Information

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: 48 hours per week	A1: 48 hours per week	A2: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
B: Overtime hours: (Maximum legal and actual overtime hours, please state if possible per day, week, and month)	Legal maximum: 2 hours per day and 12 hours per week	B1: 0 hours per day	B2: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
C: 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 25,000 / month	C1: PKR 25,000 / month	C2: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
D: Overtime wage: (Minimum legal and actual minimum overtime wage at site, please state if possible per hr, day, week, and month)	Legal minimum: 200% of normal wage on work day, 300% of normal wage on week rest day, 300% of normal wage on National holiday.	D1: 200% of normal wage on work day, 300% of normal wage on week rest day, 300% of normal wage on National holiday.	D2: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Wages analysis:

Wages analysis: (Click here to return to Key Information)			
A: Were accurate records shown at the first request?		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
A1: If No , why not?			
B: Sample Size Checked (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)		10 samples from August 2022 (recent month), 10 samples from January 2022 (random month) and 10 samples from September 2021 (Initial month) for review.	
C: Are there different legal minimum wage grades? If Yes , please specify all.		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	C1: If Yes , please give details: Unskilled PKR 25,000 / month.
D: If there are different legal minimum grades, are all workers graded and paid correctly?		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	D1: If No , please give details: N/A
E: For the lowest paid production workers, are wages paid for standard/contracted hours (excluding overtime) below or above the legal minimum?		<input type="checkbox"/> Below legal min <input checked="" type="checkbox"/> Meet <input checked="" type="checkbox"/> Above	E1: Lowest actual wages found: Note: full time employees and please state hour / week / month etc. Company paid 25,000 PKR as lowest minimum wage which is as per law.
F: Please indicate the breakdown of workforce per earnings:		F1: ___% of workforce earning under minimum wage F2: ___46% of workforce earning minimum wage F3: ___54% of workforce earning above minimum wage	
G: Bonus Scheme found: Please specify details:		Bonus Scheme found: Note: type of employee (e.g. full time, temp, etc.) and please state which units e.g. /hour /week /month etc. All employees are paid an annual bonus which is equal to one monthly salary as per law dated 28-07-2022.	
H: What deductions are required by law e.g. social insurance? Please state all types:		Income tax, EOBI	
I: Have these deductions been made?		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	I1: Please list all deductions that have been made.
			I2: Please list all deductions that have not been made.
			1. EOBI 2. Taxes Please describe: Taxes and EOBI deductions were made from salaries.
			1. Late comings 2. other disciplinary actions

			Please describe: Late comings were not deducted.
J: Were appropriate records available to verify hours of work and wages?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
K: Were any inconsistencies found? (if yes describe nature)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	K1: Type <input type="checkbox"/> Poor record keeping <input type="checkbox"/> Isolated incident <input type="checkbox"/> Repeated occurrence:	
L: Do records reflect all time worked? (For instance, are workers asked to attend meetings before or after work but not paid for their time)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No L1: Please give details: All the provided records were consolidated with each other.		
M: Is there a defined living wage: This is <u>not normally</u> minimum legal wage. If answered yes, please state amount and source of info: Please see SMETA Best Practice Guidance and Measurement Criteria.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No M1: Please specify amount/time:		
M2: If yes, what was the calculation method used.	<input type="checkbox"/> ISEAL/Anker Benchmarks <input type="checkbox"/> Asia Floor Wage <input type="checkbox"/> Figures provided by Unions <input type="checkbox"/> Living Wage Foundation UK <input type="checkbox"/> Fair Wear Wage Ladder <input type="checkbox"/> Fairtrade Foundation Other – please give details:		
N: Are there periodic reviews of wages? If Yes give details (include whether there is consideration to basic needs of workers plus discretionary income).	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No N1: Please give details: Factory is paying minimum wage as per law and as per compensation and benefits policy company will review the salaries on annual basis.		
O: Are workers paid in a timely manner in line with local law?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
P: Is there evidence that equal rates are being paid for equal work:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No P1: Please give details: As verified through the payroll records for the months August 2022, January 2022 and September 2021 for review. The wages are equally paid as employees worked.		
Q: How are workers paid:	<input checked="" type="checkbox"/> Cash <input type="checkbox"/> Cheque <input type="checkbox"/> Bank Transfer <input type="checkbox"/> Other Q1: If other, please explain:		

6: Working Hours are not Excessive

6: Working Hours are not Excessive

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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:

1. Facility has installed electronically scanning system to track the working hours of the facility.
2. As per the reviewed attendance records for the month of 10 samples from August 2022 (recent month), 10 samples from January 2022 (random month) and 10 samples from September 2021 (initial month) for review.
3. The regular working hours are maintained as per the legal requirement of 48 hours a week.
4. Overtime is observed to be not conducted in the facility for the sampled months.
5. 7th day rest is observed to be guaranteed to all sampled employees reviewed for the sampled months of 10 samples from August 2022 (recent month), 10 samples from January 2022 (random month) and 10 samples from September 2021 (initial month) for review.

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

Details:

- Employment Agreements

- Payrolls for 10 employees for the month of 10 samples from August 2022 (recent month), 10 samples from January 2022 (random month) and 10 samples from September 2021 (initial month) for review.
- Attendance records for 10 employees for the month of August 2022 (recent month), 10 samples from January 2022 (random month) and 10 samples from September 2021 (initial month) for review.
- Working records (from computers, to check for discrepancies)
- Leave Records

Any other comments:

The overall observation shows that the company has a working hour policy posted in all prominent places in the premises. As per records provided by the company, the company uses the workers daily in and out time. As per provided records, the highest working hours is 8 hours/day and 48 hours/week which was within the legal limit of working hours. The maximum continuous working days were noted 6 days.

Non-compliance: None observed

1. Description of non-compliance:

☐ NC against ETI ☐ NC against Local Law ☐ NC against customer code:

Local law and/or ETI requirement:

Recommended corrective action:

Objective evidence observed:

(where relevant please add photo numbers)

Observation: None observed

Description of observation:

Local law or ETI requirement:

Comments:

Objective evidence observed:

Good Examples observed: None observed

Description of Good Example (GE):

Objective Evidence Observed:

Working hours' analysis

Working hours' analysis Please include time e.g. hour/week/month (Go back to Key information)			
Systems & Processes			
A. What timekeeping systems are used: time card etc.		Describe: The facility has electronically time keeping system to track the working hours of the employees.	
B: Is sample size same as in wages section?		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No B1: If no, please give details:	
C: Are standard/contracted working hours defined in all contracts/employment agreements?		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	C1: If NO, please give details including % and which type of workers do NOT have standard hours defined in contracts/employment agreements. Please give details:
D: Are there any other types of contracts/employment agreements used?		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	D1: If YES, please complete as appropriate: <div> <input type="checkbox"/> 0 hrs <input type="checkbox"/> Part time <input type="checkbox"/> 0 hrs <input type="checkbox"/> Other </div> If "Other", Please define:
E. Do any standard/contracted working hours defined in contracts/employment agreements exceed 48 hours per week?		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	E1: If yes , please detail hours, %, types of workers affected and frequency Please give details: None
F: Are workers provided with at least 1 day off in every 7-day-period, or 2 in 14-day-period?		F2: Please select all applicable: <input checked="" type="checkbox"/> 1 in 7 days <input type="checkbox"/> 2 in 14 days <input type="checkbox"/> No If 'No', please explain:	F3: Is this allowed by local law? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
		Maximum number of days worked without a day off (in sample):	
		6 days	
Standard/Contracted Hours worked			
G: Were standard working hours over 48 hours per week found?		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	G1: If yes, % of workers & frequency: None

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	H1: If yes, please give details: None
Overtime Hours worked		
I: Actual overtime hours worked in sample (State per day/week/month)	Highest OT hours: 0 hours per day 0 hours per week 0 hours per month	
J: Combined hours (standard or contracted + overtime hours = total) over 60 found? Please give details:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
K: Approximate percentage of total workers on highest overtime hours:	00%	
L: Is overtime voluntary?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Conflicting Information	L1: Please detail evidence e.g. Wording of contract / employment agreement / handbook / worker interviews / refusal arrangements: Overtime is voluntary as per employee hand book and labour contract.
Overtime Premiums		
M: Are the correct legal overtime premiums paid?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A – there is no legal requirement to OT premium	M1: Please give details of normal day overtime premium as a % of standard wages: 200 %+ of normal wages.
N: Is overtime paid at a premium?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	N1: If yes, please describe % of workers & frequency: Overtime paid at premium 200% of normal wage on work day, 300% of normal wage on week rest day, 300% of normal wage on national holiday.
O: If the site pays less than 125% OT premium and this is allowed under local law, are there other considerations? Please complete the boxes where relevant.	<input 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	
	O1: Please explain any checked boxes above e.g. detail of consolidated pay / CBA or Other	
	N/A	

<p>P: If more than 60 total hours per week and this is legally allowed, are there other considerations? Please complete the boxes where relevant.</p>	<p><input type="checkbox"/> Overtime is voluntary</p> <p><input type="checkbox"/> Onsite Collective bargaining allows 60+ hours/week</p> <p><input type="checkbox"/> Safeguards are in place to protect worker's health and safety</p> <p><input type="checkbox"/> Site can demonstrate exceptional circumstances</p> <p><input type="checkbox"/> Other reasons (please specify)</p> <p>P1: Please explain any checked boxes above e.g. detail of consolidated pay / CBA or other:</p>
<p>Q: Is there evidence that overtime hours are being used for extended periods to make up for labour shortages or increased order volumes?</p>	<p><input type="checkbox"/> Yes</p> <p><input checked="" type="checkbox"/> No</p> <p>Q1: If yes, please give details:</p>
<p>R: If sufficient workers cannot be hired, are new working time arrangements explored to ensure that overtime is the exception rather than the rule.</p>	<p><input type="checkbox"/> Yes</p> <p><input checked="" type="checkbox"/> No</p>

7: No Discrimination is practiced

7: No Discrimination is Practiced

[\(Click here to return to summary of findings\)](#)

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:

1. There are no apparent concerns with regard to discrimination in any form at the facility. It was observed that promotion & training opportunity is based on the worker's willingness and competency.
2. Further all the interviewed employees reported that they are treated with dignity and respect and they receive same and similar treatment like other workers

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

Details:

- Social Policy Manual
- Labour contracts
- Payrolls (check for equal remuneration is paid for equal work done)
- Attendance records (attendance checked check for equal opportunities to work overtime)
- Policy on Discrimination
- Notice board

Any other comments: None

A: Gender breakdown of Management + Supervisors (Include as one combined group)	A1: Male: <u>94</u> % A2: Female: <u>06</u> %
B: Number of women who are in skilled or technical roles e.g. where specific qualifications are needed i.e. machine engineer / laboratory analyst:	0
C: Is there any evidence of discrimination based on race, caste, national origin, religion, age, disability, gender, marital status, sexual orientation, union membership or political affiliation?:	<input type="checkbox"/> Hiring <input type="checkbox"/> Compensation <input type="checkbox"/> Access to training <input type="checkbox"/> Promotion <input type="checkbox"/> Termination or retirement <input checked="" type="checkbox"/> No evidence of discrimination found C1: Please give details: No signs of discrimination found in the facility (documents reviews, workers interview and factory tour). Factory has strict policy against discrimination.

Professional Development	
A: What type of training and development are available for workers?	The company has provided trainings on Professional Development to newly and existent employees on periodically basis.
B: Are HR decisions e.g. promotion, training, compensation based on objective, transparent criteria?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If no, please give details:
Non-compliance: None observed	
1. Description of non-compliance: <input type="checkbox"/> NC against ETI <input type="checkbox"/> NC against Local Law <input type="checkbox"/> NC against customer code: Local law and/or ETI requirement: Recommended corrective action:	Objective evidence observed: <i>(where relevant please add photo numbers)</i>
Observation: None observed	
Description of observation: Local law or ETI requirement: Comments:	Objective evidence observed:
Good Examples observed: None observed	
Description of Good Example (GE):	Objective Evidence Observed:

8: Regular Employment Is Provided

8: Regular Employment Is Provided

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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.

Additional Elements: Responsible Recruitment

8.3 Suppliers have full understanding of the entire recruitment process and assess all labour recruiters and intermediaries against legal and/or ethical requirements.

8.4 There are effective management systems in place to identify and monitor the hiring and management of all migrant workers, contract workers, agency workers, temporary or casual labour. The supplier shall implement processes to enable adequate control over agencies with regards the above points and related legislation.

8.5 Employment agencies must only supply workers registered with them.

8.6 Workers pay no recruitment fee at any stage of the recruitment process.

8.7 Worker contracts accurately reflect the agreed payment and terms in the recruitment process and are understood and signed by workers.

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:

1. Employees have Employment Agreements which are equivalent to labour contracts as they outline their rights as employees, their remuneration, etc.
2. All interviewed employees have informed the auditor that they have a received copy of Labour Contract. There were no apparent concerns on the day of assessment.
3. The facility does not have temporary employees.

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

Details:

- Social Policy Manual
- Labour contracts (for 10 employee)
- Payrolls (for 10 employees)
- Leave records
- Employment Agreements

Any other comments:

The overall observation shows that the facility follows all the requirement of local law related to employment. During the employees' interview, employees stated that they sign Labour Contract with the facility and obtained the copies of their Employment Agreement prior to joining.

Non-compliance: None observed	
1. Description of non-compliance: <input type="checkbox"/> NC against ETI <input type="checkbox"/> NC against Local Law <input type="checkbox"/> NC against customer code: Local law and/or ETI requirement: Recommended corrective action:	Objective evidence observed: <i>(where relevant please add photo numbers)</i>

Observation: None observed	
Description of observation: Local law or ETI requirement: Comments:	Objective evidence observed:

Good Examples observed: None observed	
Description of Good Example (GE):	Objective Evidence Observed:

Responsible Recruitment

All Workers	
A: Were all workers presented with terms of employment at the time of recruitment, did they understand them and are they same as current conditions?	<input checked="" type="checkbox"/> Terms & Conditions presented <input checked="" type="checkbox"/> Understood by workers <input checked="" type="checkbox"/> Same as actual conditions A1: If any are unchecked, please describe finding and specific category(ies) of workers affected: Not applicable
B: Did workers' pay any fees, taxes, deposits or bonds for the purpose of recruitment/placement?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No B1: If yes, please describe details and specific category(ies) of workers affected:

C: If yes, check all that apply:	<input type="checkbox"/> Recruitment / hiring fees <input type="checkbox"/> Service fees <input type="checkbox"/> Application costs <input type="checkbox"/> Recommendation fees <input type="checkbox"/> Placement fees <input type="checkbox"/> Administrative, overhead or processing fees <input type="checkbox"/> Skills tests <input type="checkbox"/> Certifications <input type="checkbox"/> Medical screenings <input type="checkbox"/> Passports/ID's <input type="checkbox"/> Work / resident permits <input type="checkbox"/> Birth certificates <input type="checkbox"/> Police clearance fees <input type="checkbox"/> Any transportation and lodging costs after employment offer <input type="checkbox"/> Any transport costs between work place and home <input type="checkbox"/> Any relocation costs after commencement of employment <input type="checkbox"/> New hire training / orientation fees <input type="checkbox"/> Medical exam fees <input type="checkbox"/> Deposit bonds or other deposits <input type="checkbox"/> Any other non-monetary assets <input type="checkbox"/> Other – C1: If other, please give details:
D: If any checked, give details:	N/A

<p align="center">Migrant Workers:</p> <p><i>The term "migrant worker" refers to a person who is engaged or has been engaged in a remunerated activity in a country of which they are not a national or permanent resident or has purposely migrated on a temporary basis to another in-country region to seek and engage in a remunerated activity</i></p>		
A: Type of work undertaken by migrant workers:	No migrant workers found in the facility.	
B: Please give details about recruitment agencies for migrant workers:	B1: Total number of (in country recruitment agencies) used: B2: Total number of (outside of local country) recruitment agencies used:	
C: Are migrant workers' voluntary deductions (such as for remittances) confirmed in writing by the worker and is evidence of the transaction supplied by the facility to the worker?	<input type="checkbox"/> Yes <input type="checkbox"/> No C1: Please describe finding: N/A	C2: Observations:
D: Are Any migrant workers in skilled, technical, or management roles Migrant Workers (this should include all migrant workers including permanent workers, temporary and/or seasonal workers)	<input type="checkbox"/> Yes <input type="checkbox"/> No D1: If yes, number and example of roles: N/A	

NON-EMPLOYEE WORKERS

Recruitment Fees:	
A: Are there any fees?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
B: If yes, check all that apply:	<input type="checkbox"/> Recruitment / hiring fees <input type="checkbox"/> Service fees <input type="checkbox"/> Application costs <input type="checkbox"/> Recommendation fees <input type="checkbox"/> Placement fees <input type="checkbox"/> Administrative, overhead or processing fees <input type="checkbox"/> Skills tests <input type="checkbox"/> Certifications <input type="checkbox"/> Medical screenings <input type="checkbox"/> Passports/ID's <input type="checkbox"/> Work / resident permits <input type="checkbox"/> Birth certificates <input type="checkbox"/> Police clearance fees <input type="checkbox"/> Any transportation and lodging costs after employment offer <input type="checkbox"/> Any transport costs between work place and home <input type="checkbox"/> Any relocation costs after commencement of employment <input type="checkbox"/> New hire training / orientation fees <input type="checkbox"/> Medical exam fees <input type="checkbox"/> Deposit bonds or other deposits <input type="checkbox"/> Any other non-monetary assets <input type="checkbox"/> Other B1 – If other, please give details:
C: If any checked, give details:	Not Applicable

Agency Workers (if applicable) <i>(workers sourced from a local agent who are not directly paid by the site, but paid by the agency, Usually the agencies are paid by the site and the wages of the individual workers are paid by the agency.)</i>	
A: Number of agencies used (average):	A1: Names if available: Not applicable
B: Were agency workers' age / pay / hours included within the scope of this audit?	<input type="checkbox"/> Yes <input type="checkbox"/> No
C: Were sufficient documents for agency workers available for review?	<input type="checkbox"/> Yes <input type="checkbox"/> No
D: Is there a legal contract / agreement with all agencies?	<input type="checkbox"/> Yes <input type="checkbox"/> No D1: Please give details:

<p>E: Does the site have a system for checking labour standards of agencies? If yes, please give details.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>E1: Please give details:</p>
---	---

<p>Contractors:</p> <p><i>Note: contractors in this context are generally individuals who supply several workers to a site. Usually the contractors are paid by the site and the wages of the workers are paid by the contractor. Common terms include, gang bosses, labor provider,</i></p>	
<p>A: Any contractors on site?</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>A1: If yes, how many contractors are present, please give details:</p>
<p>B: If Yes, how many workers supplied by contractors?</p>	<p>None</p>
<p>C: Do all contractor workers understand their terms of employment?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>C1: Please describe finding: N/A</p>
<p>D: If Yes, please give evidence for contractor workers being paid per law:</p>	<p>N/A</p>

8A: Sub-Contracting and Homeworking:

8A: Sub-Contracting and Homeworking

[\(Click here to return to summary of findings\)](#)

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

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.

Note to auditor on subcontracting: auditor should use this section for subcontractors of part made or wholly made finished goods, this section should not be used for raw material manufacturers unless instructed otherwise by customers

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:

1. As confirmed by the facility management and as observed during the facility walk through it was confirmed that the facility has all the production process in-house like cutting, stitching, quality checking and packing.
2. Verified through document review, factory tour, management interview and employee interview that no sub-contracting & Home-working was used by this factory.

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

- Production process flow diagram
- Inward and Outward receipts
- Subcontractor policy
- Internal audit records for subcontractor

Details: None

Non-compliance: None observed

1. Description of non-compliance:

☐ NC against ETI/Additional Elements

☐ NC against Local Law

☐ NC against customer code:

Local law and/or ETI /Additional Elements requirement:

Recommended corrective action:

Objective evidence observed:

(where relevant please add photo numbers)

Observation: None observed	
Description of observation: Local law or ETI/Additional elements requirement: Comments:	Objective evidence observed:

Good Examples observed: None observed	
Description of Good Example (GE):	Objective Evidence Observed:

Summary of sub-contracting – if applicable	
<input checked="" type="checkbox"/> Not Applicable please x	
A: Has the auditor made a simple calculation to compare capacity with workers' work load in order to identify possible unrecorded work or undeclared sub-contracting	<input type="checkbox"/> Yes <input type="checkbox"/> No A1: Please describe:
B: If sub-contractors are used, is there evidence this has been agreed with the main client?	<input type="checkbox"/> Yes <input type="checkbox"/> No B1: If Yes, summarise details:
C: Number of sub-contractors/agents used:	
D: Is there a site policy on sub-contracting?	<input type="checkbox"/> Yes <input type="checkbox"/> No D1: If Yes, summarise details:
E: What checks are in place to ensure no child labour is being used and work is safe?	

Summary of homeworking – if applicable			
<input checked="" type="checkbox"/> Not Applicable please x			
A: If homeworking is being used, is there evidence this has been agreed with the main client?	<input type="checkbox"/> Yes <input type="checkbox"/> No A1: If Yes , summarise details:		
B: Number of homeworkers	B1: Male:	B2: Female:	Total:
C: Are homeworkers employed direct or through agents?	<input type="checkbox"/> Directly <input type="checkbox"/> Through Agents		C1: If through agents, number of agents:
D: Is there a site policy on homeworking?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
E: How does the site ensure worker hours and pay meet local laws for homeworkers?			
F: What processes are carried out by homeworkers?			
G: Do any contracts exist for homeworkers?	<input type="checkbox"/> Yes <input type="checkbox"/> No G1: Please give details:		
H: Are full records of homeworkers available at the site?	<input type="checkbox"/> Yes <input type="checkbox"/> No		

9: No Harsh or Inhumane Treatment is allowed

9: No Harsh or Inhumane Treatment is Allowed (Click here to return to summary of findings)

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.

Additional elements:

9.2 companies should provide access to a confidential grievance mechanism for all workers

A: Are there published, anonymous and/or open channels available for reporting any violations of Labour standards and H&S or any other grievances to a 3 rd party?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No A1: Please give details: The factory provided access to a confidential grievance mechanism for all workers.
B: If Yes , are workers aware of these channels and have access? Please give details.	All employees were trained on the facility confidential grievance mechanism.
C: If yes, what type of mechanism is used e.g. hotline, whistle blowing mechanism, comment box etc. Please give details.	Suggestion box and employees also could communicate to HR staff and top management directly as there is an open-door policy.
D: Which of the following groups is there a grievance mechanism in place for?	<input checked="" type="checkbox"/> Workers <input checked="" type="checkbox"/> Communities <input checked="" type="checkbox"/> Suppliers <input type="checkbox"/> Other D1: Please give details: The grievance mechanism includes a provision for non-retaliation, and it allows workers to report issues anonymously. The facility has placed a suggestion box outside the facility for the communities to raise their issues and also meets the communities time to time in person. For suppliers, at the time of signing the agreement it is told that they can raise their issues by filling a complaint application easily available on the main gate or HR department.
E: Are there any open disputes?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No E1: If yes, please give details
F: Does the site encourage its business partners (e.g. suppliers) to provide individuals and communities with access to effective grievance mechanisms (e.g. helplines or whistle blowing mechanism)?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No F1: If no, please give details
G: Is there a published and transparent disciplinary procedure?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No G1: If no, please explain

H: If yes, are workers aware of these the disciplinary procedure?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
I: Does the disciplinary procedure allow for deductions from wages (fines) for disciplinary purposes (see wages section)?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
H1: If no, please give details I1: If yes, please give details	

<p align="center">Current Systems and Evidence Examined</p> <p><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></p> <p>Current systems:</p> <ol style="list-style-type: none"> As per the interviewed employee's testimony, all employees are treated with dignity and respect and there were no signs of physical abuse, sexual or other harassment and verbal abuse. <p>Evidence examined – to support system description (Documents examined & relevant comments. Include renewal/expiry date where appropriate):</p> <p>Details:</p> <ul style="list-style-type: none"> Social Policy Manual Disciplinary Policy Personal Files (10 personnel files were checked for proof of identity documentation). Payroll records for the month of 10 samples <p>Any other comments: None</p>
--

Non-compliance: None observed	
<p>1. Description of non-compliance:</p> <p> <input type="checkbox"/> NC against ETI <input type="checkbox"/> NC against Local Law <input type="checkbox"/> NC against customer code: </p> <p>Local law and/or ETI requirement:</p> <p>Recommended corrective action:</p>	<p>Objective evidence observed: (where relevant please add photo numbers)</p>

Observation: None observed	
<p>Description of observation:</p> <p>Local law or ETI requirement:</p> <p>Comments:</p>	<p>Objective evidence observed:</p>

Good Examples observed: None observed	
<p>Description of Good Example (GE):</p>	<p>Objective Evidence Observed:</p>

10 A: Entitlement to Work and Immigration

10. Other Issue areas: 10A: Entitlement to Work and Immigration

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

Additional Elements

10A.1 Only workers with a legal right to work shall be employed or used by the supplier.

10A.2 All workers, including employment agency staff, must be validated by the supplier for their legal right to work by reviewing original documentation.

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:

1. There are no foreign nationals employed onsite.
2. All employees' personal data files have photocopies of documentation showing that they have local citizenship and do not need special permission to work in the factory.
3. The facility does also have contractual employees and all employees are on facility payroll.

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

Details:

- Social Policy Manual
- Employee pay roll
- Personal data files (10 personnel files were checked for proof of identity documentation).

Any other comments: None

Non-compliance: None observed

1. Description of non-compliance:

- ☐ NC against ETI/Additional Elements
☐ NC against customer code:

☐ NC against Local Law

Objective evidence observed:
 (where relevant please add photo numbers)

Local law and/or ETI /Additional Elements requirement:

Recommended corrective action:

Observation: None observed

Description of observation:

Local law or ETI/Additional Elements requirement:

Comments:

Objective evidence observed:

Good examples observed: None observed	
Description of Good Example (GE):	Objective Evidence Observed:

10 B 2: Environment 2-pillar

10. Other issue areas 10B2: Environment 2-Pillar

[\(Click here to return to summary of findings\)](#)

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:

1. Company has established Environmental policies and environmental management system. The facility has a proper practice to handle the waste of the facility. The overall cleaning condition of the facility is satisfactory.

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

Details:

- Environmental policy.
- Waste Records
- Waste Outward Gate pass
- Aspect impact Analysis Reports

Any other comments:

The overall observation shows that the company has developed a precise policy and procedure on environment management system. The waste collection and disposal records are properly maintained. According to the policy the waste is collected every week by the local authority. The company does not produce any wastewater. The company conducted risk assessment (environmental impact assessment).

Non-compliance: None observed	
1. Description of non-compliance: <input type="checkbox"/> NC against ETI/Additional Elements <input type="checkbox"/> NC against Local Law Local law and/or ETI/Additional Elements requirement: Recommended corrective action:	Objective evidence observed: <i>(where relevant please add photo numbers)</i>

Observation: None observed	
Description of observation: Local law or ETI/additional elements requirement: Comments:	Objective evidence observed:

Good examples observed: None observed	
Description of Good Example (GE):	Objective Evidence Observed:

Other findings

Other Findings Outside the Scope of the Code

Nothing to report

Community Benefits
(Please list below any specific community benefits that the site management stated that they were involved in, for example, HIV programme, education, sports facilities)

Nothing to report








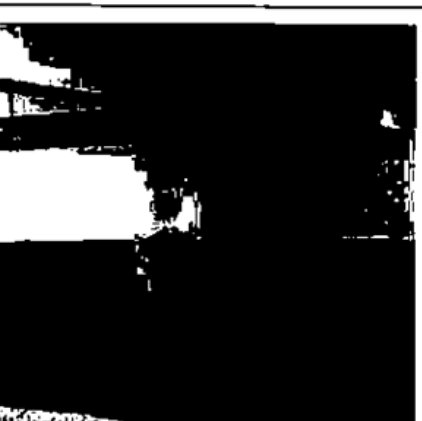
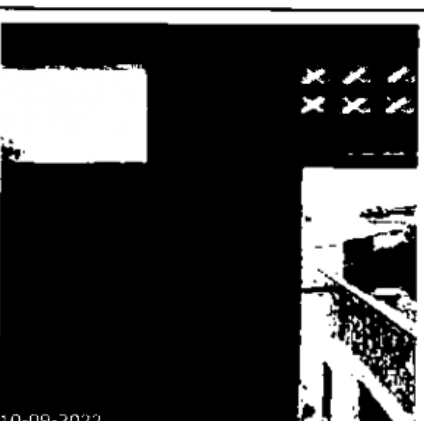
Appendix 1








Comparison between ETI code and Customer's Supplier's Code. Any areas where a site complies with the Customer's Supplier Code, but not with the ETI code are discussed at the audit close out meeting and recorded on the CAPR. Note to supplier "for this customer it may not be necessary to complete corrective actions where NC's DO NOT meet the ETI code, but DO meet your customer's code. If the audit is shared with other customers who work to the ETI code or an equivalent international standard, corrective actions will be necessary."




☒ Not Applicable please x

Photo Form





General Photos:

		
Company Name	Factory Main Gate	Factory Building View
		
Company policies and notice	No Smoking / Covid-19 Safety Instruction	Emergency Exit
		
Emergency Exit Stairs	Fire Extinguisher	Fire Alarm point

		
Smoke detector	Raw material warehouse	Knitting
		
Cutting	Stitching	Checking
		
Pressing	Packing	Finished Goods warehouse

		
Personal protective equipment	Drinking water point	Generator

Photos of Non- Compliances:

		
NC Photo # 1: Noted during factory visit that one electrical panel in building two at knitting section on ground floor was found without safety warning sign and rubber mat under electrical panel.	NC Photo # 2: Noted during factory visit that workers working in knitting section in building two on ground floor were not using PPEs i.e Dust mask, Safety shoes and Ear plugs.	NC Photo # 3: Noted during factory visit that one fire extinguisher in building one in finishing section on ground floor was found blocked by work in process fabric bags.
	Nil	Nil
NC Photo # 4: Noted during factory visit that one sewing machine out of forty sewing machines in building one in sewing section on first floor, was found without eye guard.		



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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 Buyer (A) & Buyer/Supplier (A/B) members:

http://www.surveymonkey.com/s.aspx?sm=riPsbE0PQ52ehCo3Inq5Iw_3d_3d

Click here for Supplier (B) members:

http://www.surveymonkey.com/s.aspx?sm=d3vYsCe48fre69DRgIY_2brg_3d_3d

Click here for Auditors:

<https://www.surveymonkey.co.uk/r/BRTVCKP>