

Client	Babyone - remmidemmi GmbH	QIMA Service Number	R-Cloud-22223821
Vendor	Huian Guanqun Light Industry Co., Ltd	Auditee	Huian Guanqun Light Industry Co., Ltd
Auditor	Joanna Mu	Date	02-Nov-2022
Industry	Textile, Apparel, Footwear & Accessories	Country/Region	China

Overall Score **9.1**

Audit Rating **Green** Approved

Overview Of Audit Findings						
Section	Section Score	Weight	Weighted Score	Critical NC	Major NC	Minor NC
1 Health & Safety, Hygiene	9.4	35%	3.3	0	1	1
2 Environmental Management	6.9	15%	1	0	1	4
3 Child Labour and Young Workers	10	15%	1.5	0	0	0
4 Working Hours, Wages & Benefit	8.7	20%	1.7	0	1	1
5 Labour Practices	10	15%	1.5	0	0	0
Overall Score			9.1	0	3	6

Factory Overall Score **9.1**

Your Supplier's Average **0**

Industry Average **8**

Country Average **7.9**

Valid until : 01-Nov-2023



Important Remarks

Positive Remarks

1. The buildings in the factory were in safety condition
 2. Senior management representative certificate was available for safety manager
 3. All fire fighting equipment in the factory were in working condition and workers got the training about fire fighting's and fire drills .
 4. All machines in the factory were in safety condition , warning signs and written instructions was available for the operators of machinery .
1. 5. The buildings were maintained in good condition without posing a threat to the health of workers, legal construction certificate was available for the building
 6. The factory provided the personal protective equipment to employees.
 7. The factory provided the test report for drinking water.
 8. Workers were trained on first aid , first aid kits were easily accessible and clearly marked, and there were enough supplies were available in first aid kits.
2. The factory provided documents (such as Environmental Impact Assessment report and Environmental approve report, Pollutant discharge permit, Noise and air inspection report, etc) for checking.
3. 1. All employees' personal files with ID copies were provided for review. There was no child labor or young worker identified in the factory.
 2. Factory contracted with all employees. Each employee was issue a copy.
- 1.All employees used IC card machine to record the working time.
4. 2.All employees were paid by local law
 - 3.All employees got salary at the end of the following month by bank transfer based hourly paid.
5. 1. No forced labor, prisoners or discrimination was identified.
 2. Written policy of discrimination, force labor was established in the factory.

Areas of Improvement

1. 1. Safeguarding devices such as eye protector baffle were not equipped on the 20% of the sewing machine.
 2. No machine operation training records were provided for review.
1. Factory did not provide the solid wastes inventory including kind, sources and quantities.
 2. The factory had not separated recyclable from non-recyclable wastes in workshops and warehouse. But no legal requirement.
2. 3. No actions to reduce/recycle/re-use solid waste.
 4. Based on documents review, documented energy control policy or procedure was not established.
 5. The factory can't demonstrate whether water use is monitored or that actions have been taken to reduce water use.
3. None
4. 1. The maximum monthly overtime working hours exceed the local law required 36 hours per month.
 2. Not all the employees were provided social insurance.
5. None

About Factory

Audit Parameters	
Audit Type	Initial
Announcement Type	Announced
Verification Method	Onsite Visit
Report Reviewed by:	Nia Sun

Time Recording			
Departure time from Home / Office	7:00 AM		
Time Recording Per MD	Man Day	Arrival time at Factory	Departure time from Factory
	1	9:30 AM	4:30 PM

GPS Coordinates	
Longitude	118.82169
Latitude	25.07922

Pictures



Picture of the Auditor



Final Product



Factory Gate



Map

Pictures



Factory Building



Material warehouse



Sewing workshop



Assembling workshop



Packing workshop



Sample Room

Pictures



Office



Licenses/Accreditations



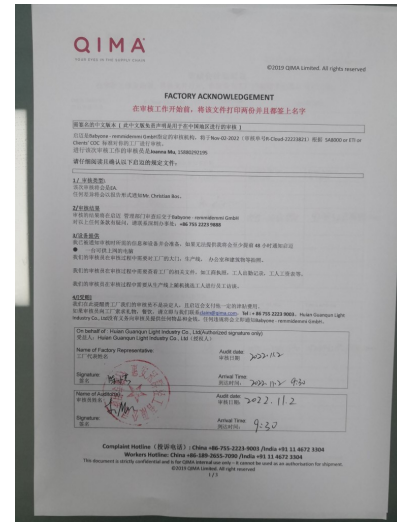
Workers Onsite



Workers Onsite

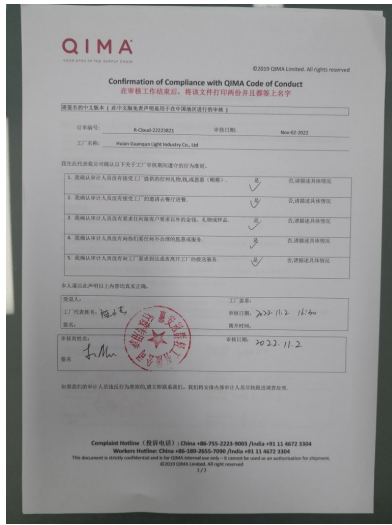


Raw Material in the Factory



Factory Disclaimer

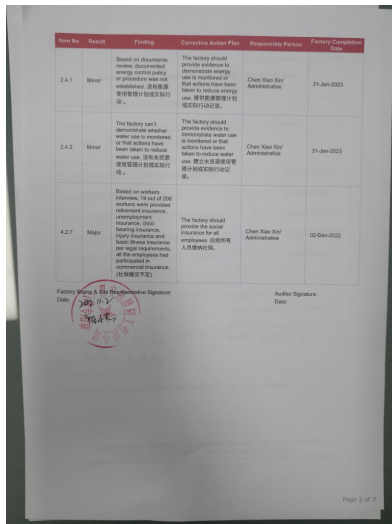
Pictures



Code of Conduct



Corrective Action Plan



Corrective Action Plan

Description of Audited Plant

Description of Audited Plant

1. The factory used one 6-storey building used as office, workshop and warehouse. One 5-storey building used as production workshop and warehouse, one flat building used as warehouse, one 2-storey building as workshop. One 5-storey building used as dormitory. Canteen and kitchen was on the 1F of the dormitory building. 5F of the 5-storey building was rent to the other factory named "PSK Trading Co., Ltd" with different business license, management and workers.)

2. Based on factory tour, the factory had the professional facilities for bag manufacture, and main production processes were Raw materials, Cutting, Sewing, Assembling, Inspection and Packing.

3. The audited address was same as the information shown on the business license and register.

Basic Factory Profile

Date of Formation	06-Aug-2010
Legal status	Limited
Location	New Street, Wangchuan Town, Huian County, Quanzhou City, Fujian Province, China
Factory Owner	Wu Qing Xia
Total Manpower	208
Number of Management Staffs	4

Basic Factory Profile				
Total Number of Workers	Male	Female	Total	Foreign Migrant Worker (if any)
	47	161	208	0
Factory Manager Name	Zheng Zhi Dong			
Health and Safety Manager Name	Zheng Zhi Dong			
Main Products	Bag			
Main Markets	USA			
Annual Turnover	70000000 CNY			
Payroll records of all employees	Payroll records from Oct 2021 to Sep 2022 were provided for review. Sep 2022(current month), Jun 2022 (random month), Mar 2022 (random month) were selected as sample month.			
Time cards for all employees	Payroll records from Oct 2021 to Sep 2022 were provided for review. Sep 2022(current month), Jun 2022 (random month), Mar 2022 (random month) were selected as sample month.			
Area (m2)	8000 square meters			
Factory Description	Workshop/Warehouse (Example: Cutting)	Description (Example: 3 lines)	Size (Example: 2,000 m2)	
	Cutting	2 lines	1000 m2	
	Sewing	10 lines	3400 m2	
	Assembling	1 line	1500 m2	
	Packing	3 lines	3000 m2	

Business License	
Business License Number	91350521559575710E
Business License Date of Issue	06-Aug-2010
Business License Expiry Date	05-Aug-2060

Homeworkers and Subcontractors	
Is there any subcontractor used by factory?	N/A No subcontractor used in the factory.
Description of Subcontractor used by factory?	No subcontractor used in the factory.
Is there any home workers used by factory?	N/A No home workers used in the factory.
Description of home workers used by factory	No home workers used in the factory.

1. Health & Safety, Hygiene

1.1. General			
Item No	Requirement	Result	Findings/Comment
1.1.1	Is a risk analysis conducted to identify the risks associated with production and is this risk analysis reviewed regularly and updated when necessary?	Pass	Factory has undertaken the risk analysis to identify the risks associated with production.
1.1.2	Is there a senior management representative for Health & Safety?	Pass	Factory has designated a senior management representative for health and safety.
1.1.3	Does the factory arrange health and safety training for new workers and for everyone who changes working roles?	Pass	Factory arranges training on health and safety for new workers or workers who changed working station, the training records were provided for review during audit day
1.1.4	Are there any hygiene and health issues that would impact the workers? Does the factory have a working environment that is well-ventilated, comfortable temperature, decent lighting, clean, tidy and enough room for each worker?	Pass	Based on on-site observation, the working environment is well-ventilated, comfortable temperature, decent lighting, clean, tidy and enough room for each worker.
1.1.5	Are all serious work-related accidents reported and recorded and corrective actions taken to prevent recurrence of work-related accidents?	Pass	Factory has established the work injuries handling procedure, and the accident logs were provided for review, no accident had happened during past 12 months.
1.1.6	Is appropriate and adequately maintained personal protective equipment (PPE) provided by the factory?	Pass	The factory had provided the PPEs to workers, for example: earplugs for polishing workers and gloves for printing workers
1.1.7	Have workers been trained in the use of PPE and are using provided equipment correctly?	Pass	Earplug was provided to cutting workers. The PPE training was conducted at least once per year, the latest was conducted on 26-Jun-2022
1.1.8	Do workers have access to an adequate amount of fresh drinking water?	Pass	The factory had provided bottle drinking water to workers, and all workers have access to an adequate amount of fresh drinking water.
1.1.9	Is there an adequate number of first aid kits?	Pass	Factory had equipped adequate first aid kits (total:six) in the workshops, which was adequate.
1.1.10	Are first aid kits easily accessible and clearly marked and the content within the expiry date, applicable and replaced when used?	Pass	The first aid kits were clearly marked and the worker could have access to them, and based on sampled check the first aid kits, all fist articles were in good condition.
1.1.11	Are adequate workers trained on first aid?	Pass	There was four qualified first aides available in the factory.
1.1.12	Are lavatory and or washroom facilities, clean, well maintained, adequate in number, separated by sex, and with relevant privacy?	Pass	The washrooms are clean, well maintained, adequate in number, separated by sex, and with relevant privacy. (Female:16 Male:16).
1.1.13	Are occupational health checks provided to applicable workers?	Pass	The factory had provided the occupational health check report of workers.

1.2. Building Safety			
Item No	Requirement	Result	Findings/Comment
1.2.1	Are legal construction certificates (building structure) available?	Pass	The factory had provided the building safety certificates for all used buildings for review.
1.2.2	Are all site buildings, including dormitories maintained in good condition without posing a threat to the health of workers?	Pass	Based on on-site observation, all the buildings were maintained in good condition.

1.3. Fire Safety

Item No	Requirement	Result	Findings/Comment
1.3.1	Has the factory been certified by the local fire bureau, and made efforts to comply with recommendations from audits?	Pass	The factory had provided the fire safety certificates for all used buildings for review.
1.3.2	Does the factory have adequate exits for every floor and each building that meet all legal requirements?	Pass	The factory had two exits on the workshop floor.
1.3.3	Are emergency exits and evacuation routes clearly marked and along with emergency lighting?	Pass	Safety exits were equipped with the emergency lights and safety exits signs, and the fire alarms (total 5) were installed in the production area and warehouse.
1.3.4	Are means of evacuation set in line with legal regulations? Such as the width and design of evacuation route (including aisle, stair, passageways, etc), emergency evacuation plans, assembling point, etc.	Pass	Factory has established the fire/evacuation procedures and evacuation plans were post in workshop.
1.3.5	Are all evacuation routes free from obstructed all the time? Including unlocked/unblocked emergency exits, clear aisles, passageways, stairs, etc.	Pass	Based on on-site observation, the evacuation exit and route was unblocked.
1.3.6	Are there an adequate number of fire extinguishers and or other fire extinguishing systems in each building (including the dormitories)?	Pass	There were 27 fire hydrant and 84 fire extinguishers in the factory, which was adequate.
1.3.7	Are all fire extinguishing systems (including fire hoses) inspected, maintained properly and ready to use at all times?	Pass	Based on on-site observation and sample check, all the fire facilities were kept in good conditions, and were checked once per month, the latest check was conducted 1-Nov-2022.
1.3.8	Are there fire alarms on each floor and maintained in good condition?	Pass	Fire alarm was equipped in the workshop. (total 8 sets).
1.3.9	Are smoke detectors/sprinklers installed in all workshops/warehouses per legal requirements and maintained in good condition?	N/A	No local law required.
1.3.10	Are fire drills conducted regularly? Have sufficient emergency response personnel been designated and trained?	Pass	Factory performed the fire drills at least twice per year and relative records were available, the latest fire drill was conducted on 6-Aug-2022

1.4. Machines / Installations

Item No	Requirement	Result	Findings/Comment
1.4.1	Does the factory have appropriate maintenance/inspections for boilers, elevators, pressure vessels and other equipment per local regulation?	Pass	There was three cargo lift used in the factory, and the check report was provided for review.
1.4.2	Are adequate guarding or devices installed for moving/rotating parts of machine, pulleys and belts or any other dangerous parts of machines?	Major	Based on on-site observation, safeguarding devices such as eye protector baffle were not equipped on the 20% of the sewing machine. In accordance with Law of the PRC on Work Safety article 33. 针车没有安装护目挡板。
1.4.3	Are all electricians, welding operators and forklift drivers and other employees who operate special equipment trained and qualified per local regulations?	Pass	There was one part-time electrician available in the factory, and the factory provided the certificate for review.
1.4.4	Are all electrical panels, wires and outlets in the facility adequately protected?	Pass	Based on on-site observation, the electrical wires were protected properly.
1.4.5	Are there appropriate warning signs and written instructions for the operators of machinery?	Pass	The written instructions for the operators of machinery and warning signs were posted on-site.
1.4.6	Do operators of machinery get training about safety regulations and operating procedures?	Minor	No machine operation training records were provided for review. 未提供设备操作培训记录。

1.5. Hazardous Materials

Item No	Requirement	Result	Findings/Comment
1.5.1	Are hazardous materials / chemicals properly stored, with relevant container and secondary container?	N/A	The production process in the factory was cutting, sewing, assembling, inspection and packing. No hazardous materials used in the factory.

1.5.2	Does the factory have MSDS and warning / "No Smoking" signs for each chemical products?	N/A	The production process in the factory was cutting, sewing, assembling, inspection and packing. No hazardous materials used in the factory.
1.5.3	Are these materials only accessible to competent employees ?	N/A	The production process in the factory was cutting, sewing, assembling, inspection and packing. No hazardous materials used in the factory.
1.5.4	Are the designated employees properly trained for the handling of these hazardous materials?	N/A	The production process in the factory was cutting, sewing, assembling, inspection and packing. No hazardous materials used in the factory.
1.5.5	If required, is there adequate eye wash / shower station provided where chemical being handled and used?	N/A	The production process in the factory was cutting, sewing, assembling, inspection and packing. No hazardous materials used in the factory.

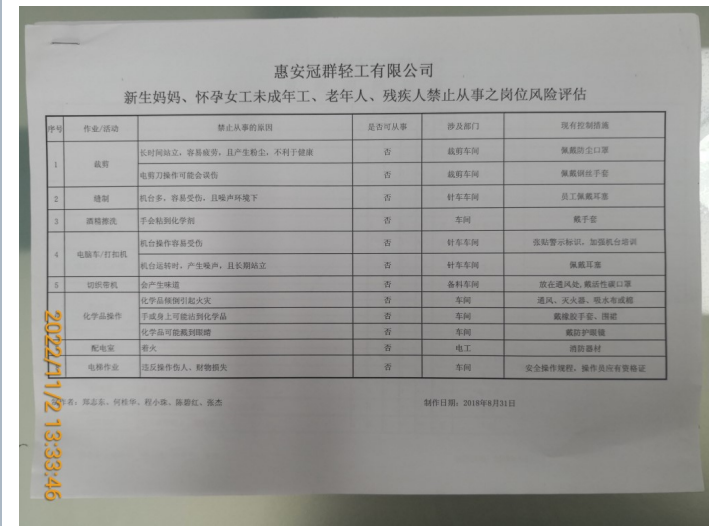
1.6. Canteen & Dormitories

Item No	Requirement	Result	Findings/Comment
1.6.1	Are the factory kitchen and canteen clean and hygienic with adequate facilities and the required permits and certificates, including canteen staff health certificate?	Pass	The canteen has provided health check certificates of the one food operators and the hygiene permit issued on 22-Jan-2018 for review.
1.6.2	Are workers' dormitories separated from production's building and/or warehouse?	Pass	The workers dormitory was separated from the production building.
1.6.3	Does each worker have adequate living space? Please indicate the space per worker and number of workers per room.	Pass	Each dormitory room was about 20 square meter for 3-4 workers and each worker has 5-6 M2 living space, which was adequate.
1.6.4	Are the dormitories clean? Are there adequate toilets with hand basins available to workers at adequate distance at dormitory? Are there adequate bathrooms available to workers at dormitory? Are sanitary areas clean and hygienic with available washing facilities.	Pass	The dormitory areas area to be in good conditions and sufficient facilities such as toilets/bath rooms were provided for workers confirmed by on-site observation.

Special Remarks

Positive Remarks	<ol style="list-style-type: none"> The buildings in the factory were in safety condition Senior management representative certificate was available for safety manager All fire fighting equipment in the factory were in working condition and workers got the training about fire fighting's and fire drills . All machines in the factory were in safety condition , warning signs and written instructions was available for the operators of machinery . The buildings were maintained in good condition without posing a threat to the health of workers, legal construction certificate was available for the building The factory provided the personal protective equipment to employees. The factory provided the test report for drinking water. Workers were trained on first aid , first aid kits were easily accessible and clearly marked, and there were enough supplies were available in first aid kits.
Negative Remarks	<ol style="list-style-type: none"> Safeguarding devices such as eye protector baffle were not equipped on the 20% of the sewing machine. No machine operation training records were provided for review.

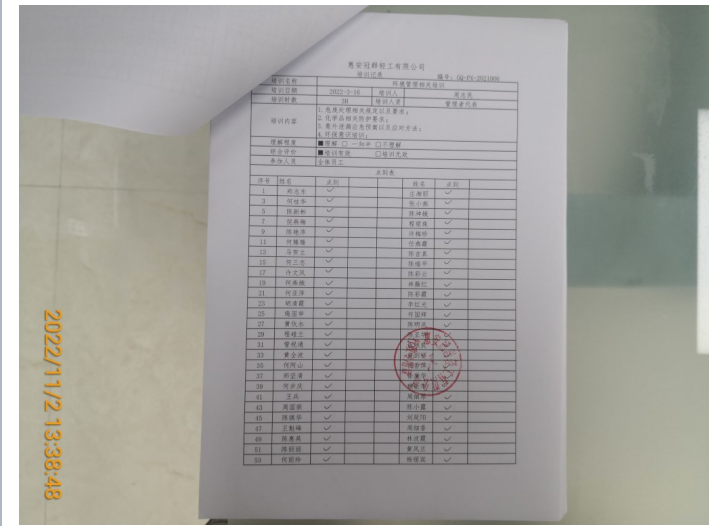
Pictures



risk analysis



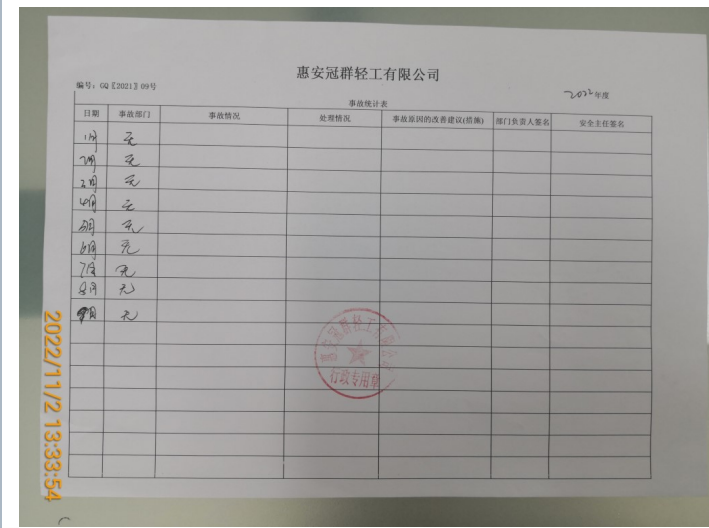
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Training record



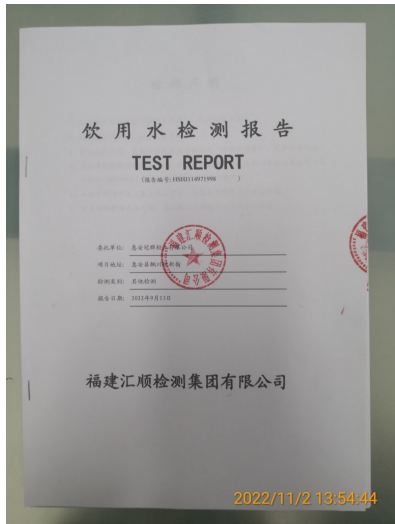
Workshop in average ventilated and lighting condition



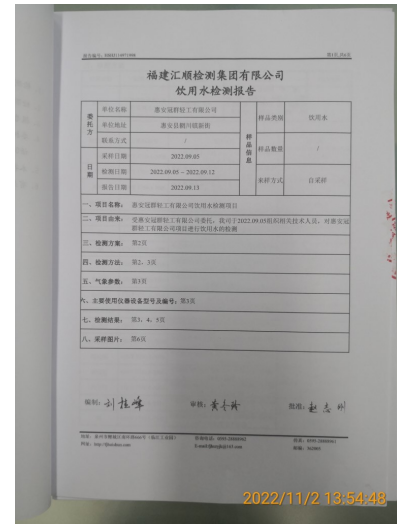
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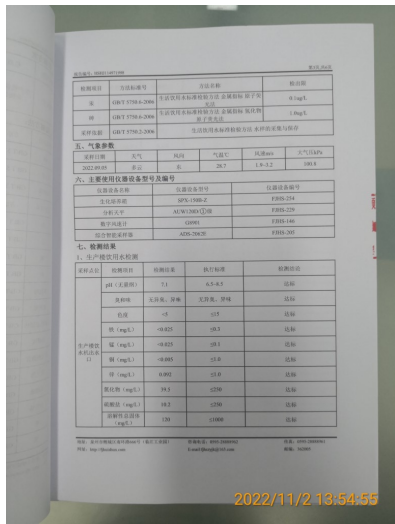
Drinking water



Drinking water testing report1



Drinking water testing report2



Drinking water testing report3



First aid certificate



First aid certificate

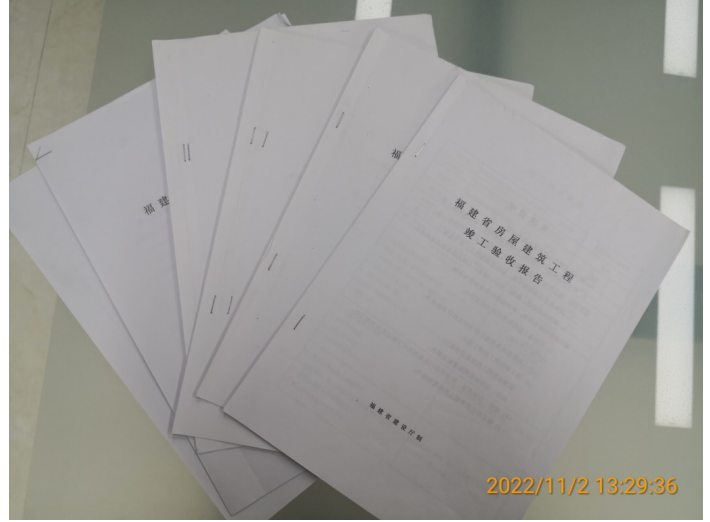


Toilet



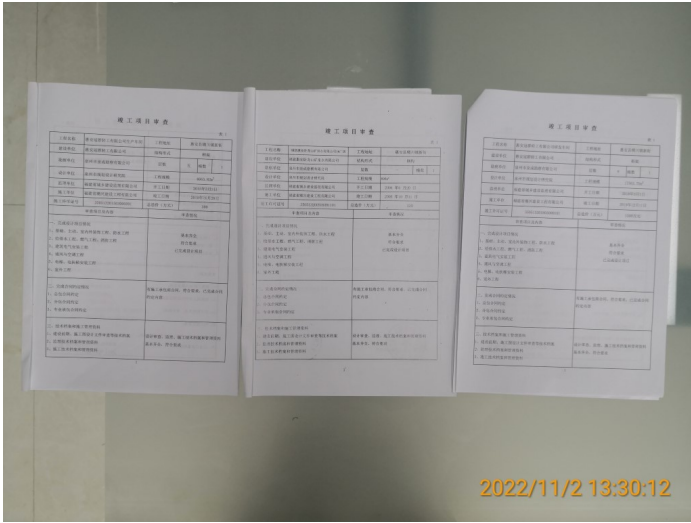
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Buildings construction in average safe condition



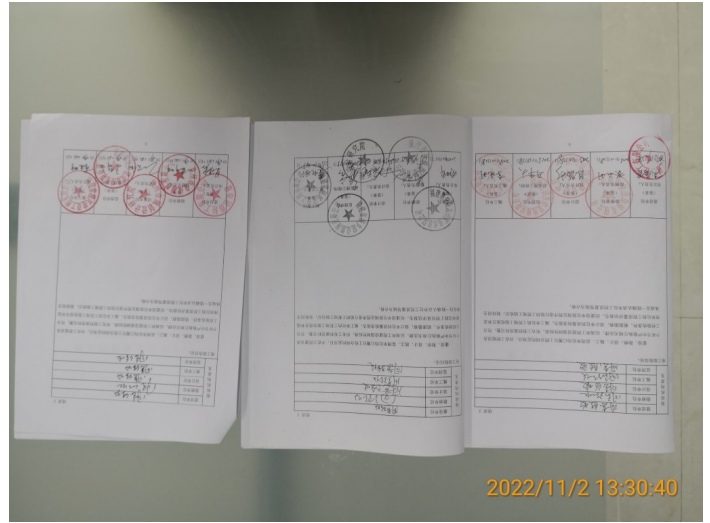
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Building structure approve records



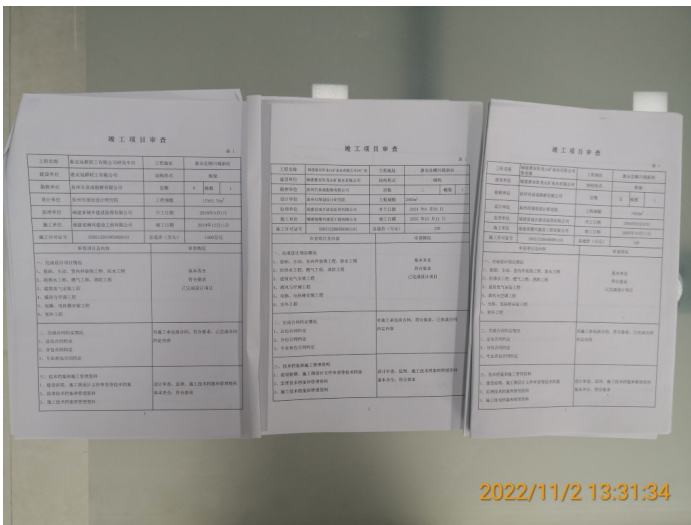
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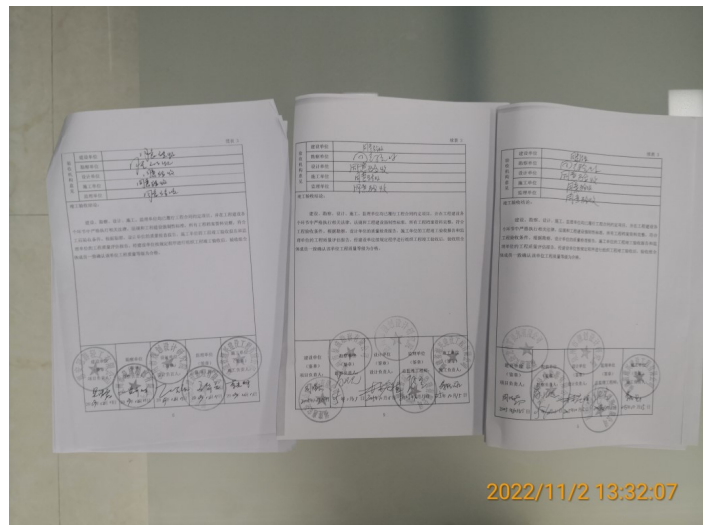
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Building structure approve records



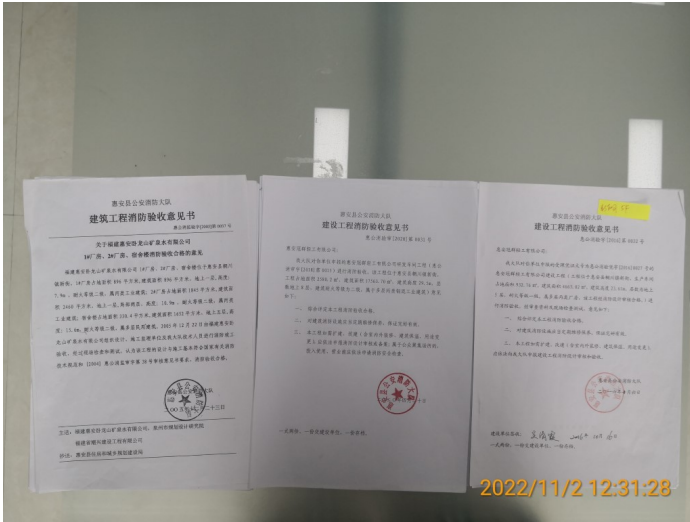
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Building structure approve records



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Building structure approve records



fire safety certificates



Exits sign and emergency light



Aisle



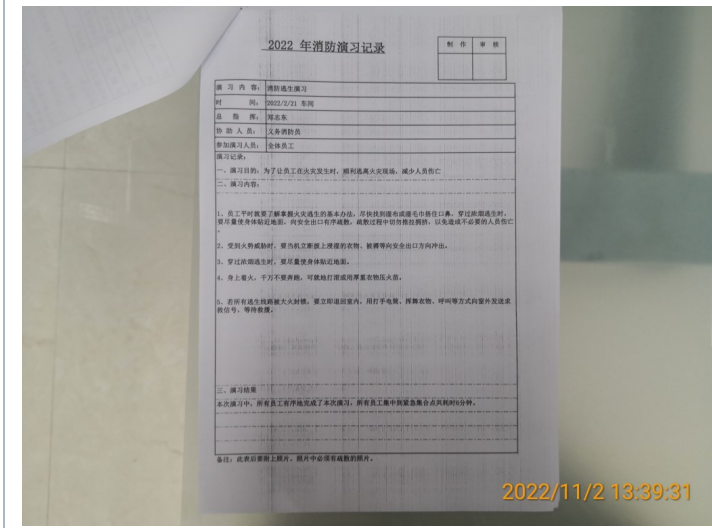
Fire extinguisher



Fire hydrant



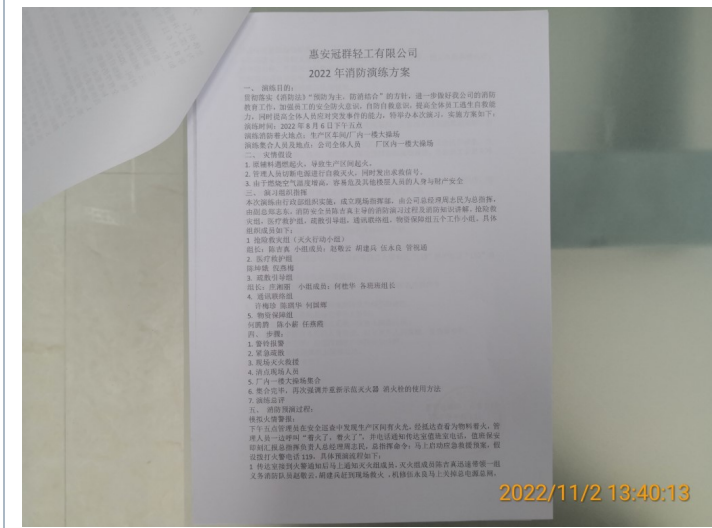
Fire alarm



Fire drill record



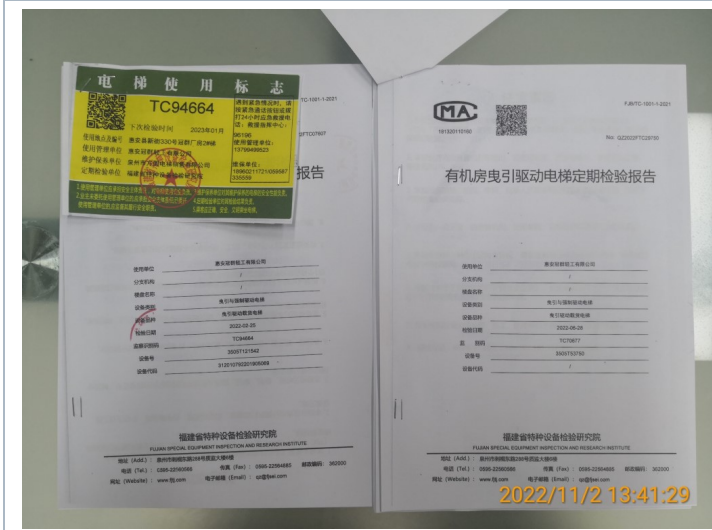
Fire drill record



Fire drill record



Fire drill record



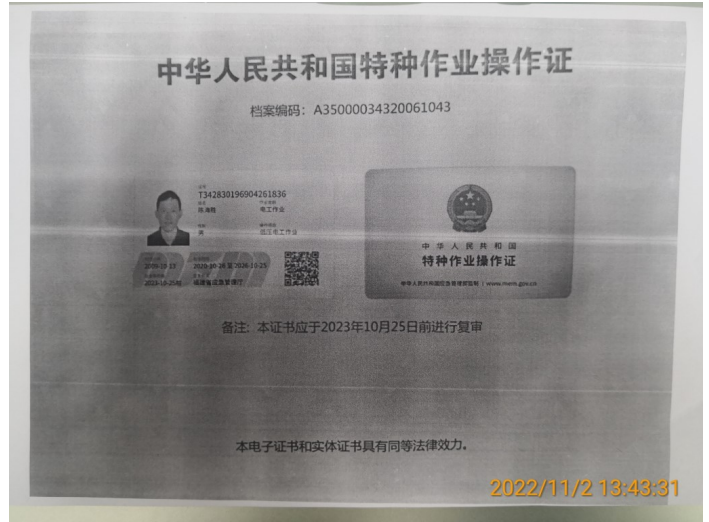
Cargo lift inspection report



Cargo lift inspection report



Eye protector baffle were not equipped on the 20% of the sewing machine



Electrician certificate



Canteen



Food business License



Food business License



Bedroom



Toilet in the bedroom

2. Environmental Management

2.1. Legal Authorizations			
Item No	Requirement	Result	Findings/Comment
2.1.1	Does factory have a valid Environmental Impact Assessment (where applicable)?	Pass	Factory had provided the complete Environmental Impact Assessment report and approval for review.
2.1.2	Does factory have a valid Approval Report of Environmental Impact Assessment, or relevant legal document to start operations?	Pass	The factory had obtained the environment acceptance approval and provided for review.
2.1.3	Does factory maintain a valid Pollutant Discharge Permit or equivalent, where applicable?	Pass	The factory had obtained the pollutant discharge permit and was provided for review.

2.2. Solid and Hazardous Wastes			
Item No	Requirement	Result	Findings/Comment
2.2.1	Does factory inventory all solid wastes, including kind, sources, and quantities?	Minor	Factory did not provide the solid wastes inventory including kind, sources and quantities. 未提供固体废弃物清单
2.2.2	Does factory adequately separate recyclable from non-recyclable wastes in workshops/warehouses?	Major	The factory had not separated recyclable from non-recyclable wastes in workshops and warehouse. But no legal requirement. 车间和仓库未区分可回收和非可回收垃圾。
2.2.3	Can factory prove that they have taken actions to reduce/recycle/re-use solid wastes as much as possible?	Minor	No actions to reduce/recycle/re-use solid waste. 未采取措施降低/回收/利用固废。
2.2.4	Does factory inventory all hazardous wastes, including kind, sources, and quantities?	N/A	Based on on-site observation and management interview, no chemical was used in the factory.
2.2.5	Does factory store hazardous wastes in a relevant way, closed, with control access and ensure it cannot spill?	N/A	Based on on-site observation and management interview, no chemical was used in the factory.
2.2.6	Is factory able to prove that hazardous wastes are transferred to 3rd party with relevant certifications, and keep records of wastes transfer including quantities?	N/A	Based on on-site observation and management interview, no chemical was used in the factory.

2.3. Waste Water, Air Emissions and Noise			
Item No	Requirement	Result	Findings/Comment
2.3.1	Does factory inventory all waste water, including domestic waste water and industrial waste water, with sources and quantities?	Pass	No waste water except the living water produced or discharged.
2.3.2	If applicable, is factory able to demonstrate that waste water is treated adequately before discharge, with relevant equipment and trained staff?	Pass	Based on management interview, the living water was discharged to local waste water treatment to discharge, no negative was found.
2.3.3	Is factory able to demonstrate that waste water at discharge point is meeting the local standards requirement (through lab testing reports)?	Pass	The waste water test report was provided for review.
2.3.4	When observing waste water discharge point, does water seem to have color or odor on audit day?	Pass	No negative evidence was found during audit day.
2.3.5	Does factory inventory all air emissions, with sources and identification of treatment needed?	Pass	The air emissions inventory was provided in the factory.
2.3.6	Is factory able to demonstrate that air quality at factory's boundaries is meeting the local standards requirement (through lab testing reports)?	Pass	The waste air test report was provided for review.
2.3.7	On audit day, is there any smell, fog, or dust observed by auditor on factory's direct environment, linked to factory's activity?	Pass	Based on on-site observation, it was noted that factory was kept in clean and ventilated condition

2.3.8	Is factory able to demonstrate that noise level at factory's boundaries is meeting the local standards requirement (through lab testing reports)?	Pass	Based on document review, valid inspection report available for noise level in place.
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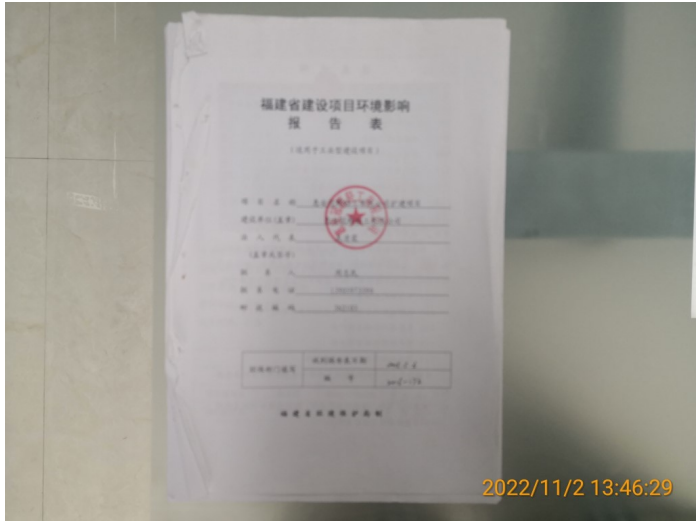
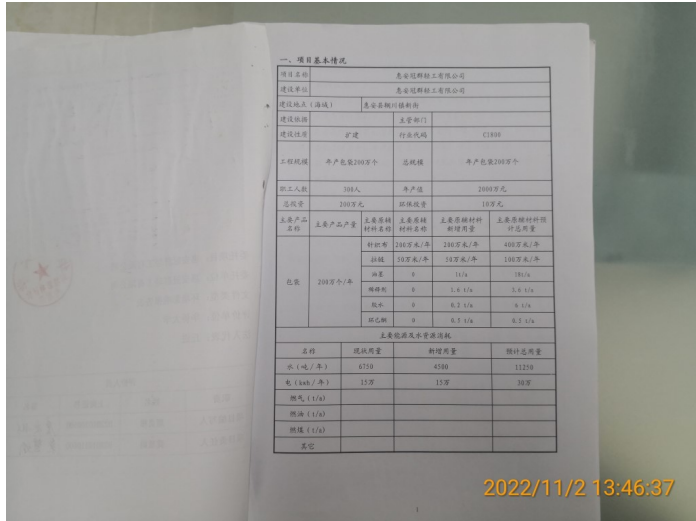
2.4. Energy and Water reduction

Item No	Requirement	Result	Findings/Comment
2.4.1	Can factory demonstrate that energy use is monitored and that actions have been taken to reduce energy use?	Minor	Based on documents review, documented energy control policy or procedure was not established. 没有能源使用管理计划或实际行动。
2.4.2	Can factory demonstrate that water use is monitored and that actions have been taken to reduce water use?	Minor	The factory can't demonstrate whether water use is monitored or that actions have been taken to reduce water use. 没有水资源使用管理计划或实际行动。

Special Remarks

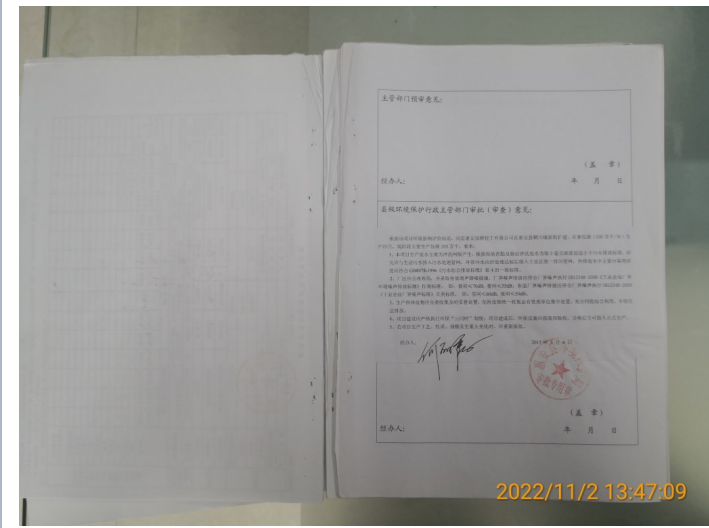
Positive Remarks	The factory provided documents (such as Environmental Impact Assessment report and Environmental approve report, Pollutant discharge permit, Noise and air inspection report, etc) for checking.
Negative Remarks	<ol style="list-style-type: none"> 1. Factory did not provide the solid wastes inventory including kind, sources and quantities. 2. The factory had not separated recyclable from non-recyclable wastes in workshops and warehouse. But no legal requirement. 3. No actions to reduce/recycle/re-use solid waste. 4. Based on documents review, documented energy control policy or procedure was not established. 5. The factory can't demonstrate whether water use is monitored or that actions have been taken to reduce water use.

Pictures

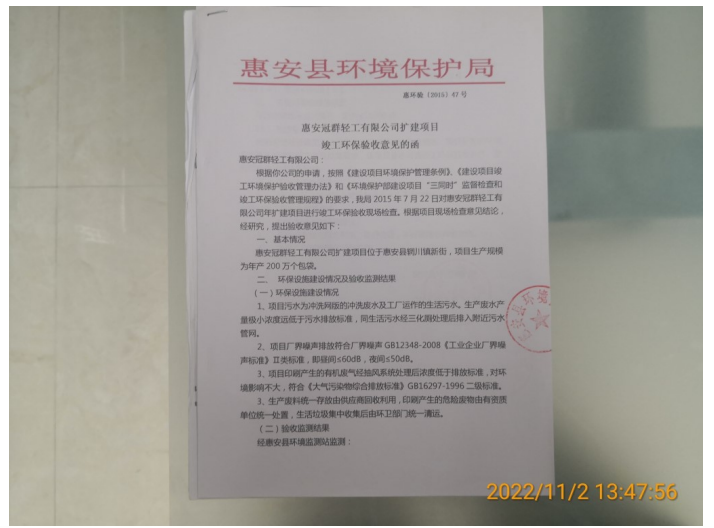
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Environmental Impact Assessment Report	Environmental Impact Assessment Report

一、项目基本情况

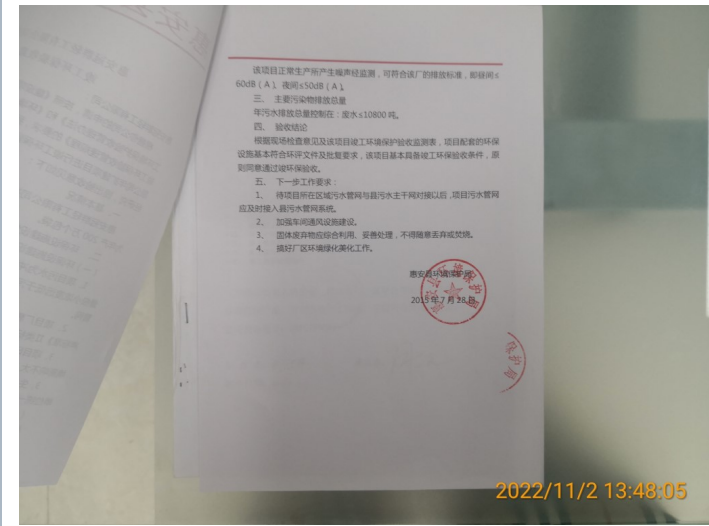
项目名称	嘉德鞋业鞋业有限公司		
建设单位	嘉德鞋业鞋业有限公司		
建设地点 (海域)	嘉德鞋业鞋业有限公司		
建设性质	扩建	行业代码	C1910
工程规模	年产鞋类200万个	总投资	年产鞋类200万个
职工人数	300人	年产值	2000万元
总投资	300万元	环保投资	100万元
主要产品名称	主要材料	主要能源	主要原料名称
	材料名称	材料名称	材料名称
总量	针织布	200万米/年	200万米/年
	注塑	100万米/年	100万米/年
	油漆	0	10t/a
	糊粉剂	0	1.0 t/a
废水	废水	0	0.2 t/a
	生活污水	0	0.2 t/a
	其他废水	0	0.2 t/a
主要能源及水资源消耗			
名称	消耗数量	消耗数量	消耗数量
水 (吨/年)	4750	4500	11250
电 (kwh/年)	15万	15万	30万
燃气 (t/a)			
燃油 (t/a)			
燃煤 (t/a)			
其它			



Environmental Impact Assessment Report



Environmental Impact Assessment Report



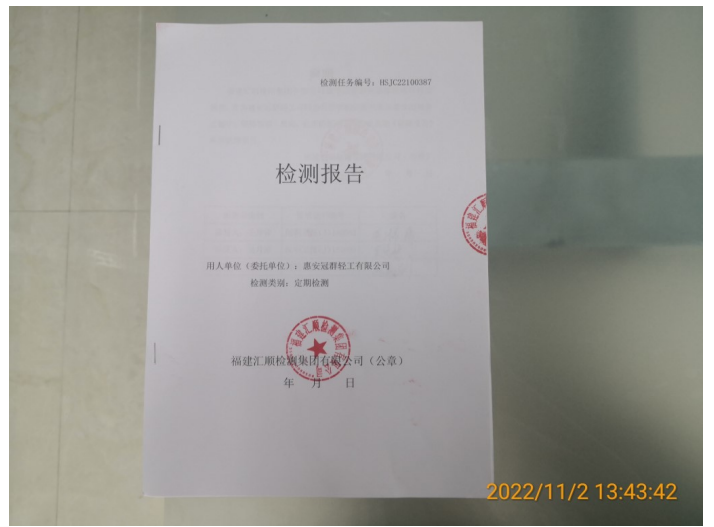
Environmental Impact Assessment Report



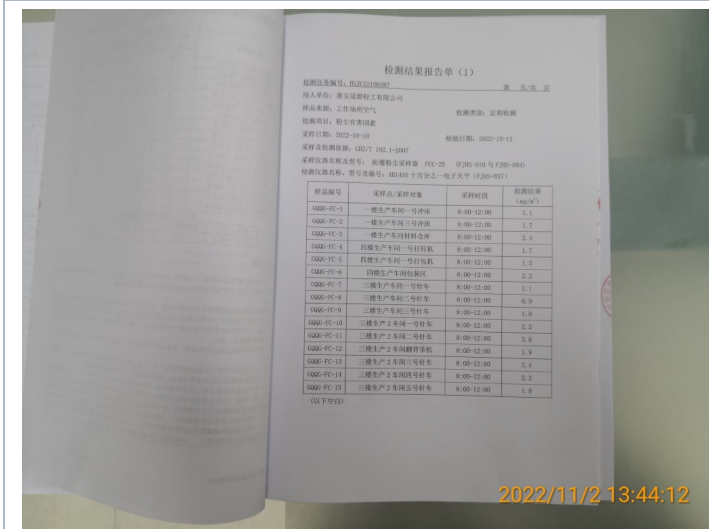
Pollutant Discharge Permit



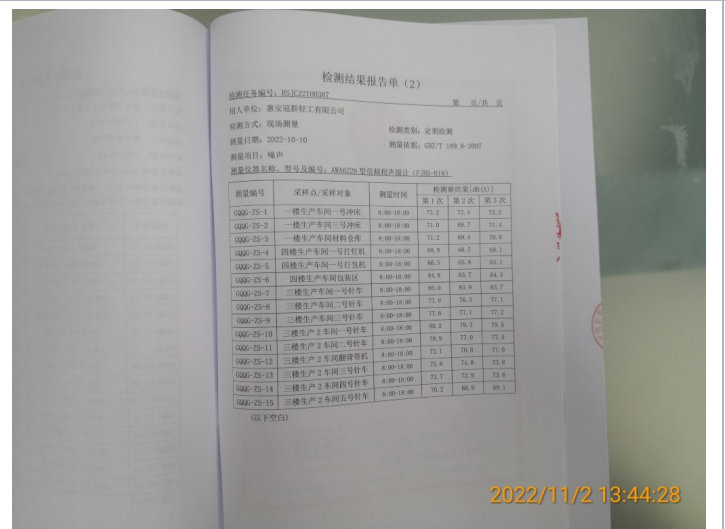
Not separated recyclable from non-recyclable wastes



Monitoring report



Air monitoring report



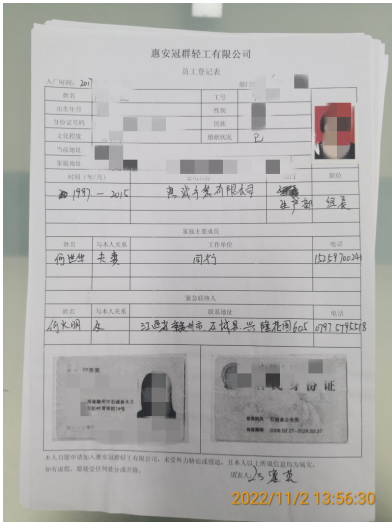
Noise monitoring report

3. Child Labour and Young Workers

3.1. Child Labour			
Item No	Requirement	Result	Findings/Comment
3.1.1	Does the factory complies with the legal minimum age? Please note the age of the youngest worker found.	Pass	The youngest worker is 22 years old, who was born on 21-Jun-2000 who was hired on 23-Sep-2022, no child labor (below 16 old years) was found confirmed by all the personal files review and on-site observation.
3.1.2	Does the factory have effective procedures such as verifying suspected young worker documents to confirm the correct age of the worker at the time of recruitment?	Pass	The factory has age verification method to confirm the correct age of the worker at the time of recruitment.
3.1.3	Does the factory keep copies or records of ID documents of all workers or similar way to check age?	Pass	The factory signs contracts with all workers and keeps copies or records of ID documents of workers to check age.
3.1.4	Does the factory understand the requirements of laws and regulations on child labour? If so, is there a written child labor policy?	Pass	Based on management interview, the management were familiar with relevant requirements of law, and factory has established a written child labor policy and recruitment policy.

3.2. Young Workers			
Item No	Requirement	Result	Findings/Comment
3.2.1	Are young workers exempted from hazardous work?	N/A	No young worker was found during audit day.
3.2.2	Are young workers exempted from night shift?	N/A	No young worker was found during audit day.
3.2.3	Are young workers exempted from overtime?	N/A	No young worker was found during audit day.
3.2.4	Are young workers registered and given annual health checks?	N/A	No young worker was found during audit day.
3.2.5	Does the factory understand the requirements of laws and regulations on young workers? If so, is there a written policy or procedure for young worker protection?	N/A	No young worker was found during audit day.

Special Remarks	
Positive Remarks	1. All employees' personal files with ID copies were provided for review. There was no child labor or young worker identified in the factory. 2. Factory contracted with all employees. Each employee was issue a copy.
Negative Remarks	None

Pictures	
	
Personal file with ID card copy	

4. Working Hours, Wages & Benefit

4.1. Working Hours			
Item No	Requirement	Result	Findings/Comment
4.1.1	Do the working hours of individual workers comply with local regulation? Do the working hours exceeds the international recommendation of 60 hours / week ?	Minor	<p>Legal normal working hours 8 hours per day and 5 days per week Legal overtime 3 hours per day and 36 hours per month. Actual normal working hours: 8 hours/ day, 40 hours /week Actual overtime hours: 2 hours/day, 12 hours/ week Actual weekly hours (normal+ overtime): 40(normal)+12(overtime)=52 hours</p> <p>Attendance records from Oct 2021 to Sep 2022 were provided for review, no peak season was noted. All employees used electrical attendance machine to record the working time. Total 10 employees' attendance records in Sep 2022 (current month), Jun 2022 (random month) and Mar 2022 (random month) were selected.</p> <p>Per attendance records and payroll records checking, the maximum monthly overtime working hours was exceed the local law required 36 hours per month. The max monthly overtime hours of 9 out of 10 randomly selected employees were 50 hours in Sep 2022 (current month) , 48-50 hours in Jun 2022 (random month) and 52 hours in Mar 2022 (random month).</p>
4.1.2	Do workers have 1 day off within 7 days (or 2 days off within 14 days where applicable)?	Pass	Based on the attendance records provided and worker interview, the workers normally arranged rest on Sundays.
4.1.3	Does the factory record the working hours of individual workers in a reliable manner?	Pass	Factory recorded the working hours of individual workers by electrical attendance recorder .
4.1.4	Are workers given reasonable time for lunch and rest breaks?	Pass	The workers had rested two hour (12:00 am-14:00 pm) confirmed by on-site observation , workers interview and procedure review.
4.1.5	Are workers assigned overtime on a voluntary basis?	Pass	Overtime is conducted on a voluntary basis confirmed by workers interview and management interview.
4.1.6	Are paid leaves, legal vacations and statutory holidays granted to workers and could be used without restriction?	Pass	Workers have legal vacation, national holidays and paid leave confirmed by workers interview and leave records.

4.2. Wages and Benefits			
Item No	Requirement	Result	Findings/Comment
4.2.1	Is there any evidence that the legal minimum wage is not paid for regular working hours ? Please specify	Pass	Local law required RMB 1960/ month since 01-Apr-2021 and RMB 1960/ month before 01-Apr-2021. The basic salary in the factory was 1960 RMB per month and RMB 11.26 per hour which was above the local law requirement.
4.2.2	Are overtime hours paid with legal premium?	Pass	Per payroll records checking, the OT hours were paid with legal premium 150% for normal OT, 200% for weekend OT and 300% for holiday OT which was following local law.
4.2.3	Are payroll records maintained in a reliable manner for at least 12 months?	Pass	The factory has a clear written employment conditions on compensation, compensation methods and benefits that is communicated to and understood by all workers confirmed by workers interview, and the related procedures were posted on-site.

4.2.4	Does the factory have written employment conditions on compensation, compensation methods and benefits that is communicated to and understood by all workers?	Pass	Wages are paid around 30th of next month by bank transfer
4.2.5	Is the payment paid at a reasonable and legal frequency (monthly), and in a form convenient for workers (cash, bank, ...)?	Pass	According to the document review, employee interview, workers were provided pay slips.
4.2.6	Do workers receive a pay slip to sign that has information that will allow them to confirm their wages and see all deductions and bonuses?	Pass	Based on documents review, only tax was deducted confirmed by workers interview and wage records, which was acceptable.
4.2.7	Are deductions fair, reasonable and legal (such as social insurance or other tax)?	Major	Based on workers interview, 19 out of 208 workers were provided retirement insurance, unemployment insurance, child-bearing insurance, injury insurance and basic illness insurance per legal requirements, all the employees had participated in commercial insurance. (社保缴交不足)
4.2.8	Are all workers provided social insurance as per local legal requirements? If no, please specify what is the percentage of employees without social insurance scheme.	Pass	Paid leave were provided for workers confirmed by workers and document review. The maternity leave policy are documented, no case had happened.
4.2.9	Are legally required allowances, paid leaves and statutory holidays paid in accordance with local law?	Pass	No disciplinary deduction was found confirmed by workers interview and document review.
4.2.10	If deductions as disciplinary practices are used, are they falling under regulatory rules?	N/A	No deduction was used as disciplinary practices.

Special Remarks	
Positive Remarks	<ol style="list-style-type: none"> All employees used IC card machine to record the working time. All employees were paid by local law All employees got salary at the end of the following month by bank transfer based hourly paid.
Negative Remarks	<ol style="list-style-type: none"> The maximum monthly overtime working hours exceed the local law required 36 hours per month. Not all the employees were provided social insurance.

Pictures

Employee: 0006, Department: 模具车间, Date: 2022/11/2 13:57:20

日期	星期	打卡时间
2022-09-01	星期日	07:50, 12:05, 13:05, 18:14
2022-09-02	星期一	07:53, 12:05, 13:09, 18:08, 18:53, 21:07
2022-09-03	星期二	07:57, 12:05, 13:05, 18:09
2022-09-04	星期三	07:56, 12:05, 13:05, 18:09
2022-09-05	星期四	07:56, 12:05, 13:05, 18:09
2022-09-06	星期五	07:56, 12:05, 13:05, 18:09
2022-09-07	星期六	07:56, 12:05, 13:05, 18:09
2022-09-08	星期日	07:56, 12:05, 13:05, 18:09
2022-09-09	星期一	07:56, 12:05, 13:05, 18:09
2022-09-10	星期二	07:56, 12:05, 13:05, 18:09
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2022-09-28	星期六	07:56, 12:05, 13:05, 18:09
2022-09-29	星期日	07:56, 12:05, 13:05, 18:09
2022-09-30	星期一	07:56, 12:05, 13:05, 18:09

Employee: 0007, Department: 模具车间, Date: 2022/11/2 13:57:25

日期	星期	打卡时间
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2022-09-24	星期二	07:56, 12:05, 13:05, 18:09
2022-09-25	星期三	07:56, 12:05, 13:05, 18:09
2022-09-26	星期四	07:56, 12:05, 13:05, 18:09
2022-09-27	星期五	07:56, 12:05, 13:05, 18:09
2022-09-28	星期六	07:56, 12:05, 13:05, 18:09
2022-09-29	星期日	07:56, 12:05, 13:05, 18:09
2022-09-30	星期一	07:56, 12:05, 13:05, 18:09

Monthly overtime working hours was exceed the local law required 36 hours per month

Monthly overtime working hours was exceed the local law required 36 hours per month

5. Labour Practices

5.1. Ability for Workers to be represented towards management			
Item No	Requirement	Result	Findings/Comment
5.1.1	If applicable by Local Law, do workers have the right to join or for trade unions and bargain collectively, without interference of employer?	Pass	The Chinese constitution guarantees Freedom of Association; however, the Trade Union Act prevents the establishment of trade unions independent of the sole official trade union – the All China Federation of Trade Unions (ACFTU). As a consequence, all trade unions of factories in China are under the management of ACFTU. And most of the trade union representatives are appointed directly by it. Additionally, the trade union activity is limited on the right to organize and bargain collectively in China. There was no trade union in the factory.
5.1.2	If there is no union, are there fair and effective parallel means to resolve grievances of workers?	Pass	The employees in the factory could complain to management directly.
5.1.3	Are worker representatives freely elected? Are regular meetings scheduled with minutes recorded? Are trainings provided to workers to make sure they are aware of their rights and grievance options?	Pass	Per workers interview, workers are free to express their complaint directly to factory management.
5.2. Forced Labor			
Item No	Requirement	Result	Findings/Comment
5.2.1	Is there evidence that work is conducted in voluntary basis, with no threat of penalty or sanctions, and the factory do not use forced, bonded or involuntary prison labour?	Pass	Based on workers interview and on-site observation, the work was conducted in voluntary basis, with no threat of penalty or sanctions, and the factory do not use forced, bonded or involuntary prison labor.
5.2.2	Is there evidences that factory do not require workers to lodge deposits or original documents such as work permits/ID papers, cards, training certificates, etc.?	Pass	The factory did not require workers to lodge deposits or original documents such as work permits/ID papers, cards, training certificates, etc.
5.2.3	Are workers free to quit their jobs within the legal framework and without debts forcing them to continue working for the factory?	Pass	Workers were free to quit their jobs within the legal framework and without debts forcing them to continue working for the factory confirmed by workers interview and on-site observation.
5.2.4	The factory doesn't withhold any part of workers salary or benefits in order to force such worker to continue working for the factory?	Pass	The factory did not withhold any part of workers salary or benefits in order to force such worker to continue working for the factory confirmed by workers interview and on-site observation.
5.2.5	Are workers allowed to leave the factory compound after work at any time and freely move about during a shift (attend to hygiene etc)? If not, please specify.	Pass	Workers were allowed to leave the factory compound after work at any time and freely move about during a shift confirmed by workers interview and on-site observation.
5.2.6	Does factory impose unreasonable curfews in dormitories that restrict the movement of workers during their leisure time (curfews should be agreed to by residents to be reasonable for personal safety)?	Pass	The factory did not impose unreasonable curfews in dormitories that restrict the movement of workers during their leisure time.
5.3. Discrimination			
Item No	Requirement	Result	Findings/Comment
5.3.1	Is non-discrimination guarantee in term of employment, promotion, compensation, welfare, dismissal and retirement, etc. within the company based on criteria of race, birth, religion, national or social origins, sex, family responsibilities, marital status, handicap, sexual orientation or political opinions?	Pass	No negative evidence of discrimination in gender was identified during the audit. And the discrimination procedure was available in the factory.

5.3.2	The factory doesn't insist on blood tests, pregnancy or virginity tests before hiring?	Pass	The factory doesn't insist on blood tests, pregnancy or virginity tests before hiring.
5.3.3	Is there a written anti-discrimination policy?	Pass	The written anti-discrimination policy was available in the factory.

5.4. Disciplinary Practices

Item No	Requirement	Result	Findings/Comment
5.4.1	Is mental / physical /sexual coercion forbidden and avoided in the factory? If not, please give details of the situation.	Pass	The mental / physical /sexual coercion was forbidden and avoided in the factory.
5.4.2	Does the factory have documented disciplinary rules that are clearly communicated to all workers?	Pass	Factory has established the documented disciplinary rules, and posted the rulers on-site.
5.4.3	Does the company keep a record of fines/disciplinary actions?	Pass	No fines or disciplinary actions occurred confirmed by workers interview and management interview.
5.4.4	Are the complaint and appeal methods defined and proved to be efficient?	Pass	The complaint and appeal procedure was established in the factory.

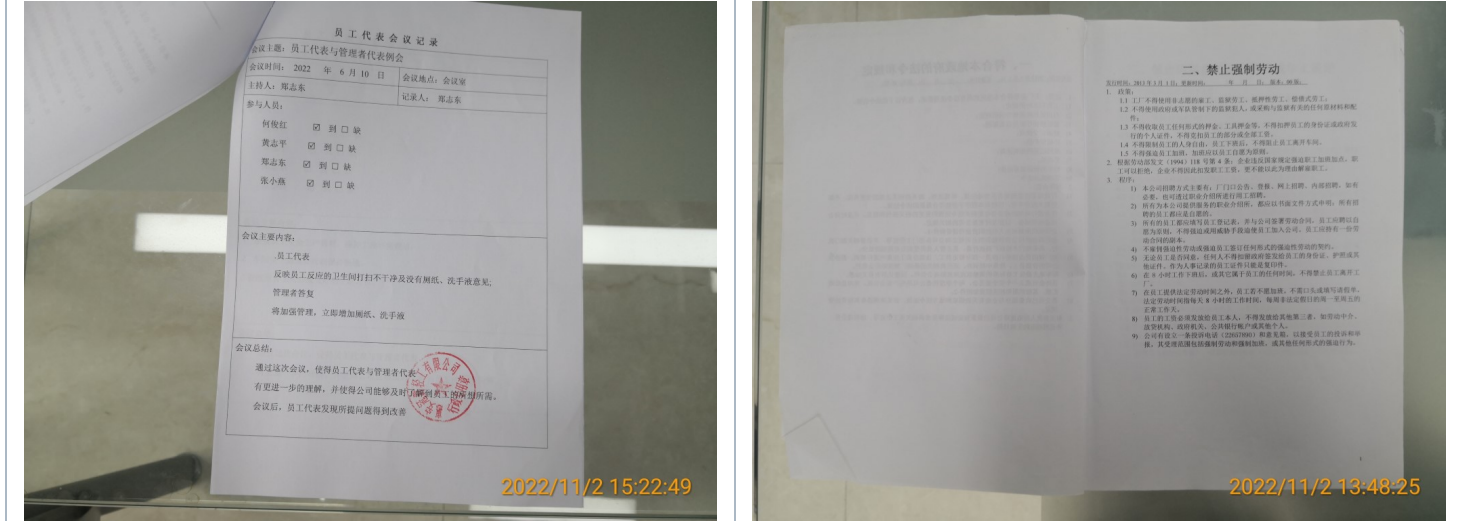
5.5. Regular Employment

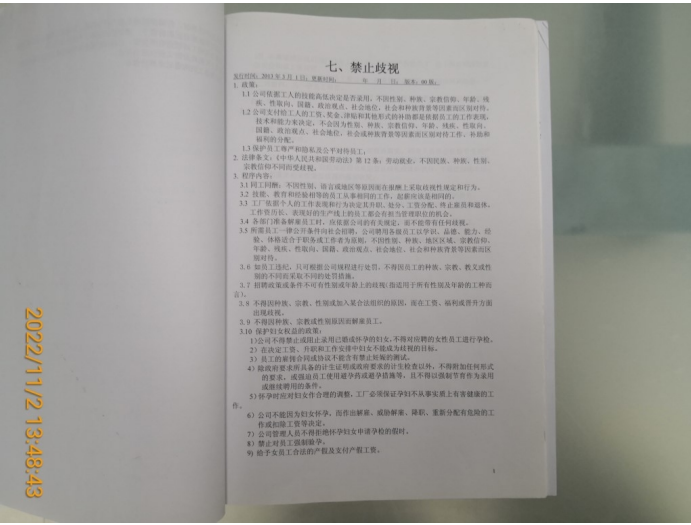
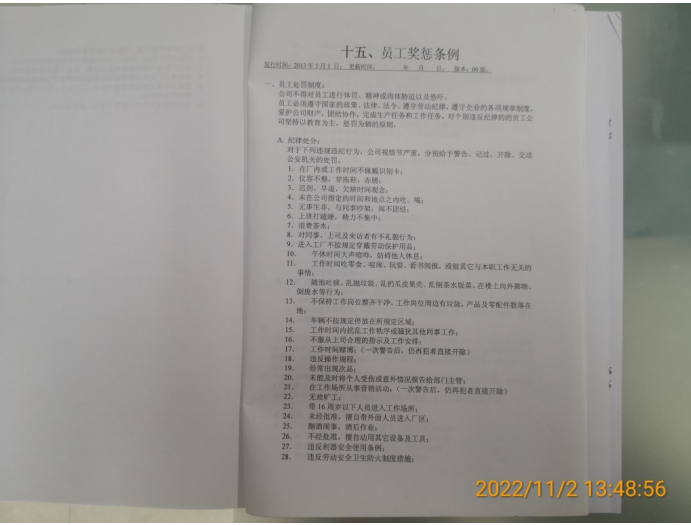
Item No	Requirement	Result	Findings/Comment
5.5.1	Does the factory sign labor contracts with all employees and issue a copy to them? Are these labour contracts accurately reflect the agreed payment and terms in the recruitment process, and understood by workers?	Pass	The factory signed labor contracts with all employees and issued a copy to them. These labour contracts accurately reflect the agreed payment and terms in the recruitment process, and understood by workers.
5.5.2	Does the factory require workers to pay recruitment fees at any stage of the recruitment process?	Pass	The factory did not require workers to pay recruitment fees at any stage of the recruitment process.
5.5.3	Does the employment of agency/ dispatch workers and temporary workers (if any) comply with legal requirements?	N/A	No employment of agency or dispatch workers or temporary workers were used in the factory.
5.5.4	Does the employment of foreign migrant workers (if any) comply with legal requirements?	N/A	No foreign migrant workers in the factory.
5.5.5	If applicable, does factory ensure that all legally mandated requirements for special categories of workers are implemented? Including apprentices, trainees, homeworkers, pregnant or disabled workers, etc.	N/A	No apprentices, trainees, homeworkers, pregnant or disabled workers used in the factory.

Special Remarks

Positive Remarks	1. No forced labor, prisoners or discrimination was identified. 2. Written policy of discrimination, force labor was established in the factory.
Negative Remarks	None

Pictures



<p style="text-align: center;">Meeting record</p> 	<p style="text-align: center;">Forced labor policy</p> 
<p style="text-align: center;">Discrimination policy</p>	<p style="text-align: center;">Disciplinary policy</p>

Employee's interview

Interview No	Dept.	Comments*
1	Cutting.	No finding was noted
2	Cutting.	No finding was noted
3	Cutting.	No finding was noted
4	Cutting.	No finding was noted
5	Cutting.	No finding was noted
6	Sewing.	No finding was noted
7	Sewing.	No finding was noted
8	Production.	No finding was noted

Corrective Action Plan

Item No	Result	Finding/Violation	Responsible Person	Factory Completion Date	Corrective Action
1.4.2	Major	Based on on-site observation, safeguarding devices such as eye protector baffle were not equipped on the 20% of the sewing machine. In accordance with Law of the PRC on Work Safety article 33. 针车没有安装护目挡板。	Chen Xiao Xin/ Administrative	02-Dec-2022	The factory should install the safety devices for all sewing machines. 应给缝纫机安装所有保护装置。
1.4.6	Minor	No machine operation training records were provided for review. 未提供设备操作培训记录。	Chen Xiao Xin/ Administrative	31-Jan-2023	The machinery training should be provided to workers and keep related records. 应进行机器操作培训，并保留相关记录。
2.2.1	Minor	Factory did not provide the solid wastes inventory including kind, sources and quantities. 未提供固体废弃物清单	Chen Xiao Xin/ Administrative	31-Jan-2023	Factory should provide the solid wastes inventory including kind, sources and quantities. 应提供固废分类清单，含种类，来源和数量等。
2.2.2	Major	The factory had not separated recyclable from non-recyclable wastes in workshops and warehouse. But no legal requirement. 车间和仓库未区分可回收和非可回收垃圾。	Chen Xiao Xin/ Administrative	02-Dec-2022	The factory should separate recyclable from non-recyclable wastes in workshops and warehouse.区分可回收和不可回收废弃物。
2.2.3	Minor	No actions to reduce/recycle/re-use solid waste. 未采取措施降低/回收/利用固废。	Chen Xiao Xin/ Administrative	31-Jan-2023	The actions to reduce/recycle/re-use solid waste should be provided. 采取措施降低/回收/利用固废。
2.4.1	Minor	Based on documents review, documented energy control policy or procedure was not established. 没有能源使用管理计划或实际行动。	Chen Xiao Xin/ Administrative	31-Jan-2023	The factory should provide evidence to demonstrate energy use is monitored or that actions have been taken to reduce energy use. 提供能源管理计划或实际行动记录。
2.4.2	Minor	The factory can't demonstrate whether water use is monitored or that actions have been taken to reduce water use. 没有水资源使用管理计划或实际行动。	Chen Xiao Xin/ Administrative	31-Jan-2023	The factory should provide evidence to demonstrate water use is monitored or that actions have been taken to reduce water use. 建立水资源使用管理计划或实际行动记录。

Item No	Result	Finding/Violation	Responsible Person	Factory Completion Date	Corrective Action
4.1.1	Minor	<p>Legal normal working hours 8 hours per day and 5 days per week Legal overtime 3 hours per day and 36 hours per month. Actual normal working hours: 8 hours/ day, 40 hours /week Actual overtime hours: 2 hours/day, 12 hours/ week Actual weekly hours (normal+ overtime): 40(normal)+12(overtime)=52 hours</p> <p>Attendance records from Oct 2021 to Sep 2022 were provided for review, no peak season was noted. All employees used electrical attendance machine to record the working time. Total 10 employees' attendance records in Sep 2022 (current month), Jun 2022 (random month) and Mar 2022 (random month) were selected.</p> <p>Per attendance records and payroll records checking, the maximum monthly overtime working hours was exceed the local law required 36 hours per month. The max monthly overtime hours of 9 out of 10 randomly selected employees were 50 hours in Sep 2022 (current month) , 48-50 hours in Jun 2022 (random month) and 52 hours in Mar 2022 (random month).</p>	Chen Xiao Xin/ Administrative	02-Dec-2022	The factory should ensure that overtime not exceed legal requirement.
4.2.7	Major	<p>Based on workers interview, 19 out of 208 workers were provided retirement insurance, unemployment insurance, child-bearing insurance, injury insurance and basic illness insurance per legal requirements, all the employees had participated in commercial insurance. (社保缴交不足)</p>	Chen Xiao Xin/ Administrative	02-Dec-2022	The factory should provide the social insurance for all employees. 应给所有人员缴纳社保。

Factory Disclaimer

Q I M A
YOUR EYES IN THE SUPPLY CHAIN

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FACTORY ACKNOWLEDGEMENT

在审核工作开始前，将该文件打印两份并且都签上名字

需签名的中文版本（此中文版免责声明是用于在中国地区进行的审核）

启运是Babyone - remmidemmi GmbH指定的审核机构，将于Nov-02-2022（审核单号R-Cloud-2223821）根据 SA8000 or ETI or Clients' COC 标准对您的工厂进行审核。
进行该次审核工作的审核员是Joanna Mu, 15880292195

请仔细阅读且确认以下启运的规定文件：

1/ 审核类型
该次审核将会是EA。
任何差异将会以报告形式通知Mr. Christian Bos.

2/审核结果
审核的结果将在启运 管理部门审核后交于Babyone - remmidemmi GmbH
对以上任何条款有疑问，请联系深圳办事处：+86 755 2223 9888

3/设备提供
我已通知审核时所需的信息和设备并会准备，如果无法提供我会至少提前 48 小时通知启运
● 一台可供上网的电脑
我们的审核员在审核过程中需要对工厂的大门，生产线，办公室和建筑物等拍照。
我们的审核员在审核过程中需要查看工厂的相关文件，如工商执照，工人出勤记录，工人工资表等。
我们的审核员在审核过程中需要从生产线上随机挑选工人进行员工访谈。

4/费用
我们在启运提醒工厂我们的审核员不是决定人，且启运会支付他一定的津贴费用。
如果审核员向工厂索取礼物，餐饮，请立即与我们联系claim@qima.com, Tel: +86 755 2223 9003. Huian Guanqun Light Industry Co., Ltd没有义务向审核员提供任何物品和金钱。任何违规将会立即通知Babyone - remmidemmi GmbH.

On behalf of: Huian Guanqun Light Industry Co., Ltd.(Authorized signature only)
受益人: Huian Guanqun Light Industry Co., Ltd (授权人)

Name of Factory Representative: 工厂代表姓名	Audit date: 审核日期
Signature: 签名	Arrival Time: 到达时间
Name of Auditor(s): 审核员姓名	Audit date: 审核日期
Signature: 签名	Arrival Time: 到达时间

Complaint Hotline (投诉电话): China +86-755-2223-9003 /India +91 11 4672 3304
Workers Hotline: China +86-189-2655-7090 /India +91 11 4672 3304
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Factory Disclaimer

Code of Conduct

Q I M A
YOUR EYES IN THE SUPPLY CHAIN

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Confirmation of Compliance with QIMA Code of Conduct
在审核工作结束后，将该文件打印两份并且都签上名字

需签名的中文版本 (此中文版免责声明是用于在中国地区进行的审核)

订单编号: R-Cloud-22223821 审核日期: Nov-02-2022

工厂名称: Huian Guanqun Light Industry Co., Ltd

我在此代表我公司确认以下关于工厂审核期间遵守的行为准则。

1. 我确认审计人员没有接受工厂提供的任何礼物、钱、或恩惠（贿赂）。	是 <input checked="" type="checkbox"/>	否,请描述具体情况
2. 我确认审计人员没有接受工厂的邀请去餐厅进餐。	是 <input checked="" type="checkbox"/>	否,请描述具体情况
3. 我确认审计人员没有要求任何除客户要求以外的金钱、礼物或样品。	是 <input checked="" type="checkbox"/>	否,请描述具体情况
4. 我确认审计人员没有向你们要任何不合理的恩惠或服务。	是 <input checked="" type="checkbox"/>	否,请描述具体情况
5. 我确认审计人员没有向工厂要求到达或者离开工厂的接送服务。	是 <input checked="" type="checkbox"/>	否,请描述具体情况

本人谨以此声明以上内容均真实正确。

受益人:	工厂盖章:
工厂代表姓名: 陈永志	审核日期: 2022.11.2 16:30
签名:	离开时间:
审核员姓名:	审核日期: 2022.11.2
签名: [Signature]	


如果我们的审计人员违反行为准则的,请立即联系我们。我们将安排内部审计人员尽快跟进调查处理。

Complaint Hotline (投诉电话): China +86-755-2223-9003 /India +91 11 4672 3304
Workers Hotline: China +86-189-2655-7090 /India +91 11 4672 3304
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Corrective Action Plan

 Corrective Action Plan						
Client	Babyone - remmidemmi GmbH		QIMA Service Number	R-Cloud-22223821		
Supplier	Huian Guanqun Light Industry Co., Ltd		Auditor(s)	Joanna Mu		
Factory	Huian Guanqun Light Industry Co., Ltd		Date	02-Nov-2022		
Industry	Textile, Apparel, Footwear & Accessories		Country/Region	China		
Audit Type	EA/Announced					
Item No	Result	Finding	Corrective Action Plan	Responsible Person	Factory Completion Date	
1.4.2	Major	Based on on-site observation, safeguarding devices such as eye protector baffle were not equipped on the 20% of the sewing machine. In accordance with Law of the PRC on Work Safety article 33. 针车没有安装护目挡板。	The factory should install the safety devices for all sewing machines. 应给缝纫机安装所有保护装置。	Chen Xiao Xin/ Administrative	02-Dec-2022	
1.4.6	Major	No machine operation training records were provided for review. 未提供设备操作培训记录。	The machinery training should be provided to workers and keep related records. 应进行机器操作培训, 并保留相关记录。	Chen Xiao Xin/ Administrative	02-Dec-2022	
2.2.1	Minor	Factory did not provide the solid wastes inventory including kind, sources and quantities. 未提供固体废物清单。	Factory should provide the solid wastes inventory including kind, sources and quantities. 应提供固废分类清单, 含种类, 来源和数量等。	Chen Xiao Xin/ Administrative	31-Jan-2023	
2.2.2	Minor	The factory had not separated recyclable from non-recyclable wastes in workshops and warehouse, but no legal requirement. 车间和仓库未区分可回收和非可回收垃圾。	The factory should separate recyclable from non-recyclable wastes in workshops and warehouse. 区分可回收和不可回收废弃物。	Chen Xiao Xin/ Administrative	31-Jan-2023	
2.2.3	Minor	No actions to reduce/recycle/re-use solid waste. 未采取措施降低回收利用固废。	The actions to reduce/recycle/re-use solid waste should be provided. 采取措施降低回收/利用固废。	Chen Xiao Xin/ Administrative	31-Jan-2023	

Item No	Result	Finding	Corrective Action Plan	Responsible Person	Factory Completion Date
2.4.1	Minor	Based on documents review, documented energy control policy or procedure was not established. 没有能源使用管理计划或实际行动。	The factory should provide evidence to demonstrate energy use is monitored or that actions have been taken to reduce energy use. 提供能源管理计划或实际行动记录。	Chen Xiao Xin/ Administrative	31-Jan-2023
2.4.2	Minor	The factory can't demonstrate whether water use is monitored or that actions have been taken to reduce water use. 没有水资源使用管理计划或实际行动。	The factory should provide evidence to demonstrate water use is monitored or that actions have been taken to reduce water use. 建立水资源使用管理计划或实际行动记录。	Chen Xiao Xin/ Administrative	31-Jan-2023
4.2.7	Major	Based on workers interview, 19 out of 208 workers were provided retirement insurance, unemployment insurance, child-bearing insurance, injury insurance and basic illness insurance per legal requirements, all the employees had participated in commercial insurance. (社保缴交不足)	The factory should provide the social insurance for all employees. 应给所有人员缴纳社保。	Chen Xiao Xin/ Administrative	02-Dec-2022

Factory Stamp & Site Representative Signature:  Date: 2022.11.2

Auditor Signature: _____ Date: _____

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Corrective Action Plan