<table>
<thead>
<tr>
<th>Field</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Auditee</td>
<td>Chaozhou Yangguang Ceramics Co., Ltd</td>
</tr>
<tr>
<td>Audit Date From</td>
<td>06/08/2020</td>
</tr>
<tr>
<td>Audit Date To</td>
<td>06/08/2020</td>
</tr>
<tr>
<td>Expiry Date of the Audit</td>
<td>Please refer to the producer profile in the amfori BSCI platform</td>
</tr>
<tr>
<td>Auditing Company</td>
<td>BureauVeritas</td>
</tr>
<tr>
<td>Auditor’s Name(s)</td>
<td>Gabriel Chen(Lead)</td>
</tr>
<tr>
<td>Auditing Branch (if applicable)</td>
<td></td>
</tr>
</tbody>
</table>
### Rating Definitions

<table>
<thead>
<tr>
<th>Rating</th>
<th>Performance Area where:</th>
<th>Consequence</th>
</tr>
</thead>
</table>
| **A**    | • Minimum 7 Performance Areas rated A  
           • No Performance Areas rated C, D, or E  
           These are three examples:  
           A A A A A A A A A A A A A A A A  
           A A A A A A A A A A A A A B B B B  
           A A A A A A A B B B B B B B B B  |
| **Very Good** |                                                                                           | The auditee has the level of maturity to maintain its improvement process without the need for a follow-up audit. |
| **B**    | • Maximum 3 Performance Areas rated C  
           • No Performance Areas rated D or E  
           These are three examples:  
           A A A A A A A B B B B B B B B B  
           A A A A A A B B B B B B B B B B  
           B B B B B B B B B B B B B B B C  |
| **Good** |                                                                                           | The auditee has the level of maturity to maintain its improvement process without the need for a follow-up audit. |
| **C**    | • Maximum 2 Performance Areas rated D  
           • No Performance Areas rated E  
           These are three examples:  
           A A A A A A A C C C C C C C C C  
           A A A A A B B B B B B B C C C C  
           C C C C C C C C C C C C C C C C  |
| **Acceptable** |                                                                                          | The auditee needs a Remediation Plan within 60 days.                          |
| **D**    | • Maximum 6 Performance Areas rated E  
           These are three examples:  
           A A A A A A A A A A A A A D D D D  
           A A A A A A B B B B B C C C D D D E  
           D D D D D D D D E E E E E E E E   |
| **Insufficient** |                                                                                         | The auditee needs a Remediation Plan within 60 days.                          |
| **E**    | • Minimum 7 Performance Areas rated E  
           These are three examples:  
           A A A A A A A E E E E E E E E E  
           A A B B C D E E E E E E E E E   |
| **Unacceptable** |                                                                                         | amfori BSCI Participants shall closely oversee the auditee's progress as the producer may represent a higher risk than other business partners. |

#### Zero Tolerance

A Zero Tolerance issue was identified (see amfori BSCI System Manual Part V – Annex 5: amfori BSCI Zero Tolerance Protocol)  

Immediate actions are required. The amfori BSCI Zero Tolerance Protocol is to be followed.
# Main Auditee Information

<table>
<thead>
<tr>
<th>Name of producer:</th>
<th>Chaozhou Yangguang Ceramics Co., Ltd</th>
</tr>
</thead>
<tbody>
<tr>
<td>DBID number:</td>
<td>346562</td>
</tr>
<tr>
<td>Audit ID:</td>
<td>188914</td>
</tr>
<tr>
<td>Address:</td>
<td>Huangxiang Road, Quanfu Industrial Zone, Fengxi District, Chaozhou</td>
</tr>
<tr>
<td>Province:</td>
<td>Guangdong</td>
</tr>
<tr>
<td>Country:</td>
<td>China</td>
</tr>
<tr>
<td>Management Representative:</td>
<td>Ms. Chen Jie</td>
</tr>
<tr>
<td>Contact person:</td>
<td>Sihong Lin</td>
</tr>
<tr>
<td>Sector:</td>
<td>Non-Food</td>
</tr>
<tr>
<td>Industry Type:</td>
<td>Accessories</td>
</tr>
<tr>
<td>Product group:</td>
<td>other accessories (please specify)</td>
</tr>
<tr>
<td>Product Type:</td>
<td>Ceramics</td>
</tr>
</tbody>
</table>
Audit Details

Audit Range: ☒ Follow-up Audit

Audit Scope: ☒ Main Auditee & Farms

Audit Environment: ☒ Industrial

Audit Announcement: ☒ Fully-Unannounced

Random Unannounced Check (RUC): No

Audit extent (if applicable): none

Audit interferences or contingencies (if applicable): none

Overall rating: C

Need of follow-up: Yes

If YES, by: 06/08/2021

Rating per Performance Area (PA)

<table>
<thead>
<tr>
<th>PA 1</th>
<th>PA 2</th>
<th>PA 3</th>
<th>PA 4</th>
<th>PA 5</th>
<th>PA 6</th>
<th>PA 7</th>
<th>PA 8</th>
<th>PA 9</th>
<th>PA 10</th>
<th>PA 11</th>
<th>PA 12</th>
<th>PA 13</th>
</tr>
</thead>
<tbody>
<tr>
<td>D</td>
<td>C</td>
<td>A</td>
<td>A</td>
<td>C</td>
<td>D</td>
<td>A</td>
<td>A</td>
<td>A</td>
<td>A</td>
<td>A</td>
<td>A</td>
<td>A</td>
</tr>
</tbody>
</table>

Executive summary of audit report

The auditee (business license number: 914451007769031435, factory name in Chinese: 潮州市阳光陶瓷有限公司, factory address in Chinese: 广东省潮州市枫溪全福工业区) was established on June 21, 2005 and specialized in the manufacture of ceramics. The main production activities in the factory included casting, glazing, firing, inspecting and packing. The auditee owned one 3-storey office building, one 3-storey production building and one 4-storey production building. The auditee did not provide housing facilities to workers. There were totally 93 employees in the factory, including 8 non-production employees and 85 production employees. There were 56 male employees and 37 female employees. The youngest employee working in the factory was 22 years old. Per factory management, there was no obvious peak or slack season for production. The factory used fingerprint and facial scanning system to record working hours. There were three shifts (the 1st from 08:00 to 16:00, the 2nd from 16:00 to 00:00, and the 3rd from 00:00 to 08:00) for workers in the firing workshop, and there was only one shift (from 08:00 to 17:30 with a break from 12:00 to 13:30) for other workers. Production workers were paid at hourly rates in cash at the end of each month. According to payroll and attendance records of 15 sampled workers (5 samples from September 2019, 5 samples from January 2020 and 5 samples from the most recent paid month June 2020), it was noted that the minimum wage paid to employees was CNY 9.77 per hour, which is above the local minimum wage of CNY 1410 per month or CNY 8.10 per hour since July 2018. Further, all sample employees were paid 150% of their normal wage for the overtime working hours on the normal working days and 200% of their normal wage for the overtime working hours on the rest days. No overtime working hours was noted on the statutory holidays. According to the social insurance payment receipt provided by factory management, it was noted that only 56 out of 93 employees (i.e. 60.22% of the total workforce) were provided with medical insurance, and only 50 out of 93 employees (i.e. 53.76% of the total workforce) were provided with pension, unemployment, accident and maternity insurance in July 2020. Commercial accident insurance, covering 47 employees (i.e. 50.54% of the total workforce) and effective from May 19, 2020 to May 18, 2021, was also provided by the factory to supplement the public social insurance scheme. According to the attendance time records for all 20 sampled employees (5 samples from September 2019, 5 samples from January 2020, 5 samples from the most recent paid month June 2020, and an extra of 5 employees from the recent yet-to-pay month July 2020 (this month is the most recent month with full attendance record but the wages are not due to release)), it was noted that the maximum overtime hours were 2 hours a day and 86 hours a month. The maximum weekly working hours were 60 hours a week and the maximum consecutive working days were 6 days. The attendance records were cross-checked against production records and confidential interviews were conducted with 5 employees from different departments. No inconsistencies regarding working hours were found. At the end of the audit, a closing meeting was held with the factory representatives. All of the findings were disclosed and discussed and a draft corrective action plan was explained to the factory representatives. Ms. Chen Jie/ Management Representative agreed with the findings and signed the corrective action plan. Opening and closing meeting attendees were Ms. Chen Jie/ Management Representative and Mr. Li Longping/ Worker Representative.

Remark:
1. There was no contractors/agencies/government waivers/collective bargaining used by the auditee, which made contractor licenses/agency labour contracts/government waivers/collective bargaining agreements not applicable.
2. This audit is a partial scope follow up audit where another audit body carried out the previous audit. Bureau Veritas does not accept any liability for any issues missed in the previous audit. This audit is focusing on performance areas in which issues were raised in the previous audit.
3. Audit Company: Bureau Veritas Consumer Products Service
Audit Company APSCA Number: 11600002
Lead Auditor Name: Gabriel Chen
APSCA Auditor Registered Number: RA21702035
### Auditee’s background information

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Auditee’s name</td>
<td>Chaozhou Yangguang Ceramics Co., Ltd</td>
</tr>
<tr>
<td>Local Name</td>
<td>(潮州 市 阳光 陶瓷 有限公司) (914451007769031435)</td>
</tr>
<tr>
<td>Legal status</td>
<td>Limited Company</td>
</tr>
<tr>
<td>Year in which the auditee was founded</td>
<td>2005</td>
</tr>
<tr>
<td>Address</td>
<td>Huangxiang Road, Quanfu Industrial Zone, Fengxi District,</td>
</tr>
<tr>
<td>Contact person (please select)</td>
<td>Sihong Lin</td>
</tr>
<tr>
<td>Province</td>
<td>Guangdong</td>
</tr>
<tr>
<td>Contact’s Email</td>
<td><a href="mailto:czszs@vip.163.com">czszs@vip.163.com</a></td>
</tr>
<tr>
<td>City</td>
<td>Chaozhou</td>
</tr>
<tr>
<td>Auditee’s official language(s) for written communications</td>
<td>Chinese</td>
</tr>
<tr>
<td>Region</td>
<td>North East Asia</td>
</tr>
<tr>
<td>Country</td>
<td>China</td>
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<tr>
<td>Website of auditee (if applicable)</td>
<td>None</td>
</tr>
<tr>
<td>GPS coordinates</td>
<td>N23°37'24&quot;, E116°36'33&quot;</td>
</tr>
<tr>
<td>Total turnover (in Euros)</td>
<td>3750000.00</td>
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<tr>
<td>Sector</td>
<td>Non-Food</td>
</tr>
<tr>
<td>Of which exports %</td>
<td>100.00</td>
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<tr>
<td>Industry</td>
<td>Accessories</td>
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<tr>
<td>Of which domestic market %</td>
<td>0.00</td>
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<tr>
<td>If other, please specify</td>
<td>N/A</td>
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<tr>
<td>Production volume</td>
<td>300,000 pieces per month</td>
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<td>Product Group</td>
<td>other accessories (please specify)</td>
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<tr>
<td>Production cost calculation</td>
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<tr>
<td>Product Type</td>
<td>Ceramics</td>
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<tr>
<td>Lost time injury calculation cost</td>
<td>No</td>
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<tr>
<td>Other relevant languages for the auditee</td>
<td>Chinese</td>
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</table>

### Auditee’s employment structure at the time of the audit

<table>
<thead>
<tr>
<th>Category</th>
<th>MALE WORKERS</th>
<th>FEMALE WORKERS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total number of workers</td>
<td>93</td>
<td></td>
</tr>
<tr>
<td>Permanent workers</td>
<td>56</td>
<td>37</td>
</tr>
<tr>
<td>Temporary workers</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>In management positions</td>
<td>6</td>
<td>2</td>
</tr>
<tr>
<td>Apprentices</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>On probation</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>With disabilities</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Migrants (national citizens)</td>
<td>28</td>
<td>31</td>
</tr>
<tr>
<td>Migrants (foreign citizens)</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Workers on the permanent payroll</td>
<td>56</td>
<td>37</td>
</tr>
<tr>
<td>Production based workers</td>
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<td>0</td>
</tr>
<tr>
<td>With shifts at night</td>
<td>10</td>
<td>0</td>
</tr>
<tr>
<td>Unionised</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Pregnant</td>
<td>-</td>
<td>0</td>
</tr>
<tr>
<td>On maternity leave</td>
<td>-</td>
<td>0</td>
</tr>
</tbody>
</table>
### Performance Area 1: Social Management System and Cascade Effect

**1. Previous Finding:** The auditee has set up documented BSCI procedure, and it is approved by the top management. However, some non-conforming items are still noted in the actual implementation. Appropriate Corrective Action Not Taken: The auditee did not strictly take a cyclical management system approach (i.e., plan, do, check and adjust) to ensure that all policies and procedures are followed and continuous improvement is made. Gaps were still noted in Performance Area 1, 2, 5, 6, 7 and 12 in which non-compliances were raised in the previous audit.

In particular, no continuous improvement was made for issues related to workers’ overtime hours and social insurance coverage. This violated BSCI 1.1. Without an effective management system, the factory was unable to make continuous improvement for issues that had been raised. To set up an effective management system, the factory shall understand the content of the amfori BSCI Code and Terms of Implementation. Factory management represented that they would take corrective action as soon as possible.

**1.1 - Previous Finding:** Although the factory conducted capacity assessment, the legal compliance of working hours was not considered in the capacity assessment. Please refer to 6.2. Appropriate Corrective Action Not Taken: The auditee did not control workers’ overtime hours by planning its workforce capacity and workers needed to work overtime due to tight production schedule. To meet the expectations of the delivery order and/or contracts, the factory shall organise its workforce capacity reasonably, instead of simply increasing employees’ overtime hours. Factory management represented that they would use overtime hours by organising its workforce capacity in a better way.

**1.4 - Previous Finding:** The factory conducted capacity assessment, but the legal compliance of working hours was not considered in the capacity assessment. The auditee understood the importance and benefits of its own good social performance and the need to set up related procedures to integrate the amfori BSCI Code of Conduct into its daily business activities. Ms. Chen Jie was in charge of the implementation of amfori BSCI principles and values. An internal self-assessment was conducted in June 2020 to review its social performance. The auditee had monitored its significant areas of improvement with regard to their social performance and requested them to sign the amfori BSCI Code of Conduct and Terms of Implementation. However, gaps were noted in the implementation of its management system and workforce planning.

**Remarks from Auditee:**

Full Audit [Audit Id - 159710] Audit Date: 15/08/2019 PA Score: D Deadline date: 16/10/2019

None

---

### Areas of Improvement:

The auditee has set up documented BSCI procedure, and it is approved by the top management. Mr. Wenzhao Lin/General Manager is in charge of implementing BSCI in the business culture. The BSCI code of conduct was communicated to major suppliers such as ceramic raw material, glaze water materials. However, based on satisfactory evidence, the main auditee partially respects this principle.

- The auditee has set up documented BSCI procedure and implemented it. Ms. Chen Jie is in charge of the implementation of the amfori BSCI principles and values. An internal self-assessment was conducted in June 2020 to review its social performance. The auditee monitored its significant areas of improvement with regard to their social performance and requested them to sign the amfori BSCI Code of Conduct and Terms of Implementation. However, gaps were noted in the implementation of its management system and workforce planning.

**Remarks from Auditee:**

None

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### Good Practices:

- Full Audit

---

**Areas of Improvement:**

The factory conducts capacity assessment, but the legal compliance of working hours was not considered in the capacity assessment. The auditee did not control workers’ overtime hours by planning its workforce capacity and workers needed to work overtime due to tight production schedule. To meet the expectations of the delivery order and/or contracts, the factory shall organise its workforce capacity reasonably, instead of simply increasing employees’ overtime hours. Factory management represented that they would use overtime hours by organising its workforce capacity in a better way.

**Remarks from Auditee:**

Full Audit [Audit Id - 159710] Audit Date: 15/08/2019 PA Score: D Deadline date: 16/10/2019

None

---

**Remarks from Auditee:**

Full Audit [Audit Id - 159710] Audit Date: 15/08/2019 PA Score: D Deadline date: 16/10/2019

None
### Performance Area 2: Workers Involvement and Protection

#### 1- Followup Audit [Audit Id - 188914] Audit Date: 06/08/2020 PA Score: C

**GOOD PRACTICES:**
None

**AREAS OF IMPROVEMENT:**

The auditee had raised workers’ awareness on their rights with regards to working hours, remuneration, health and safety, etc., and had set up a grievance mechanism for workers to raise grievances related to their rights. Two worker representatives were elected by workers in December 2019. A suggestion box was available in the workplace. Workers were allowed to raise their suggestions or complaints through the worker representatives or suggestion box. However, gaps were still noted in the performance area.

被审核方提高了工人对其权利的意识，如关于工作时间、报酬、健康安全等，并建立了一个申诉机制以供工人进行关于他们权利的申诉。工人在2019年12月选举了2名工人代表。在工作场所也有一个意见箱可供使用。工人可以通过工人代表或意见箱提出他们的意见和不满。然而，该执行领域仍存在差距。

**2.3 - Previous Finding:** Some of the employees interviewed were not aware of the policy of paid annual leave. Appropriate Corrective Action Taken: It was noted that the interviewed workers were aware of their paid annual leave benefit.

前次问题: 部分受访的员工不清楚带薪年假的制度。已改善: 审核发现受访的员工清楚他们的带薪年假福利。

**2.4 - New Finding:** It was noted that workers and workers representatives were not fully aware of the content of the amfori BSCI Code of Conduct. This violated BSCI 2.4. Workers and workers representatives did not have an idea about the basic principles of the amfori BSCI Code of Conduct. Factory management shall have training materials related to BSCI Code content and make them available for the managers, workers and workers representatives. Factory management represented that they would take corrective action as soon as possible.

新问题: 审核员发现工厂工人和工人代表对amfori BSCI行为守则内容不了解。根据BSCI 2.4改善。工人和工人代表不清楚amfori BSCI行为守则的基本原则。工厂应有关于BSCI守则内容的培训资料，并且让经理、工人和工人代表使用该类资料。工厂表示将尽快改善。

**2.5 - New Finding:** It was noted that the factory did not establish or participate in an effective grievance mechanism for its external stakeholders. This violated BSCI 2.5. The factory’s external stakeholders may not have an approach to raise their grievance. According to document review, the auditee had a written procedure for the grievance mechanism, but external stakeholders were not involved in the mechanism. The factory shall establish an effective grievance mechanism for its external stakeholders. Factory management represented that they would take corrective action as soon as possible.

新问题: 审核员发现工厂未建立或参与有效的外部利益相关方的申诉机制。根据BSCI 2.5改善。工厂的外部利益相关方可能无法进行申诉。根据文
件审核，被审核方制定了申诉机制的书面程序，但该机制未涵盖外部利益相关方。工厂应建立有效的外部利益相关方的申诉机制。工厂表示将尽快
改善。

**Remarks from Auditee:**

None

---

### Performance Area 2: Workers Involvement and Protection

#### Full Audit [Audit Id - 159710] Audit Date: 15/08/2019 PA Score: C

**Good practices**
None

**Areas of improvement**

Three workers representatives were freely elected at 2019. Workers representatives and management meet each quarter. The auditee adopts training and bulletin board and other steps to raise workers’ awareness on their own rights and obligations (e.g. PPE training was conducted) The grievance mechanism was established, and the grievance channel includes suggestion box, hot line and face to face communication. Mr. Wenzhao Lin/General Manager is in charge of investigating grievance case. However, based on satisfactory evidence, the auditee partially respects this BSCI principle.

工厂在2019年自由选举出3名员工代表。员工代表与管理层每季度举行会议。工厂采取培训，公告栏等步骤提高工人自身的权利和义务的意识，例如举办了个人防护用品的培训。工厂建立了申诉机制，申诉渠道包括意见箱，热线电话，或者当面沟通。林文钊总经理负责申诉案例的调查和处理。但基于令人满意的证据，被审核方部分地尊重BSCI的本条原则。

**2.3 - Remarks from Auditee**

None
### Performance Area 3: The rights of Freedom of Association and Collective Bargaining

<table>
<thead>
<tr>
<th>1- Followup Audit [Audit Id - 188914] Audit Date: 06/08/2020 PA Score: A</th>
<th>Deadline date:</th>
</tr>
</thead>
</table>

**GOOD PRACTICES:**
None

**AREAS OF IMPROVEMENT:**
No any non-compliance was raised in this PA in the previous audit, so this PA was not included in the follow-up audit scope and the rating in this PA remained unchanged.

Remarks from Auditee:

<table>
<thead>
<tr>
<th>Full Audit [Audit Id - 159710] Audit Date: 15/08/2019 PA Score: A</th>
<th>Deadline date:</th>
</tr>
</thead>
</table>

**Good practices**
None

**Areas of improvement**
There is no trade union. Three workers representatives were freely elected in 2019. No collective bargaining cases. Auditor interviewed one workers representative said there was no discrimination. Based on satisfactory evidence, the main auditee respects this principle.

Remarks from Auditee:

### Performance Area 4: No Discrimination

<table>
<thead>
<tr>
<th>1- Followup Audit [Audit Id - 188914] Audit Date: 06/08/2020 PA Score: A</th>
<th>Deadline date:</th>
</tr>
</thead>
</table>

**GOOD PRACTICES:**
None

**AREAS OF IMPROVEMENT:**
No any non-compliance was raised in this PA in the previous audit, so this PA was not included in the follow-up audit scope and the rating in this PA remained unchanged.

Remarks from Auditee:

<table>
<thead>
<tr>
<th>Full Audit [Audit Id - 159710] Audit Date: 15/08/2019 PA Score: A</th>
<th>Deadline date:</th>
</tr>
</thead>
</table>

**Good practices**
None

**Areas of improvement**
The auditee had established anti-discrimination policy and procedures (AS-019). The management was trained on this policy. The auditee communicates and make available discrimination policy to all employees through Orientation, training, Employee Handbook and Notice Board. The auditee takes measures to avoid or eradicate discrimination during hiring, promoting and firing process. Based on satisfactory evidence, the main auditee respects this principle.

Remarks from Auditee:
None
AREAS OF IMPROVEMENT:

The auditee had set up written procedures regarding wages and benefits. The auditee knew the local minimum wage standard (i.e. CNY 1410 per month or CNY 8.10 per hour) and did not hire any worker for a lower remuneration than the minimum wage. Wage records from July 2019 to June 2020 were provided for review and it was noted that workers were paid at least CNY 9.77 per hour. Moreover, the auditee paid workers timely and regularly, at the end of each month by cash. Workers were provided with benefits such as annual leave, sick leave, work-related injury compensation, etc. No illegal deductions were made from workers’ wages. However, gaps were noted in calculating living wages in the region and social insurance coverage.

Remarks from Auditee:

1. Previous Finding: Insufficient social insurance. The social insurance records of past 12 months were checked by the auditor. According to the social insurance record of July 2019, there were 89 people in the factory, of whom only 57 workers (64%) were provided with pension, unemployment, maternity and work injury insurance, 62 workers (70%) were provided with medical insurance. Remark: there was no retired, temporary, dispatched or newly joined worker. Some workers had no willingness to participate in social insurance. There was no government waiver. The factory bought additional commercial insurance for 23 people, valid from 07/05/2019 to 06/05/2020, but the insurance records did not cover all employees.

Previous Action Taken: According to the social insurance payment receipt provided by the factory, it was noted that only 56 out of 93 employees (i.e. 60.22% of the total workforce) were provided with medical insurance, and only 50 out of 93 employees (i.e. 53.76% of the total workforce) were provided with pension, unemployment, accident and maternity insurance in July 2020. Commercial accident insurance, covering 47 employees (i.e. 50.54% of the total workforce) and effective from May 19, 2020 to May 18, 2021, was also provided by the factory to supplement the public social insurance scheme. This violated Article 73 of the Labor Law of the People’s Republic of China. Not all employees are protected by social insurance. All workers in the factory were permanent workers, but the auditee could not afford to provide full coverage of social insurance for all workers currently due to low profit. The factory shall pay social benefits to all workers regardless if they are seasonal workers, migrant workers or any other vulnerable group of workers. Factory management represented that they would expand social insurance coverage step by step. 2. Previous Finding: Annual leave was not taken into consideration when paying wages for those resigned workers. Reference law: Article 12 of the measures for implementing paid annual leave for enterprise staff and workers. Appropriate Corrective Action Taken: It was noted that the factory had taken into consideration compensation for annual leaves when paying wages for resigned workers.

Remarks from Auditee:

Payrolls from July 2018 to June 2019 were provided and 15 samples were randomly selected for review. Wage was calculated at monthly rate. The paid minimum wage was RMB1550 per month, which meets the local minimum wage. Wages were paid through cash before 30th day of each month. Paid annual leave, public holidays, sick leave, marriage leave, maternity leave and funeral leave were defined and provided to workers. No illegal deduction was deducted from workers’ wage. The auditee provided the same pay for male/female employees in the same workstation. All employees were treated equally. Based on satisfactory evidence, the main auditee partially respects this principle.

Remarks from Auditee:

The factory was aware of fair remuneration and had collected the local legal minimum wage document. But they did not collect local living costs data to identify the possible gap between actual remuneration and living wages and took potential action to fill the gap.

Remarks from Auditee:

1) Insufficient social insurance. The social insurance records of past 12 months were checked by the auditor. According to the social insurance
record of July 2019, there were 89 people in the factory, of whom only 57 workers (64%) were provided with pension, unemployment, maternity and work injury insurance. 62 workers (70%) were provided with medical injury insurance. Remark: there was no retired, temporary, dispatched or newly joined worker. Some workers had no willingness to participate in social insurance. There was no government waiver. The factory bought additional commercial insurance for 23 people, valid from 07/05/2019 to 06/05/2020, but the injury insurance still did not cover all employees.

Reference law: Social Insurance Law of the People's Republic of China, Article 10, 23, 33, 44, 53. 2 Annual leave was not taken into consideration when paying wages for those resigned workers. Reference law: Article 12 of the measures for implementing paid annual leave for enterprise staff and workers.

Remarks from Auditee
None
Performance Area 6 : Decent Working Hours

1- Followup Audit [Audit Id - 188914] Audit Date: 06/08/2020 PA Score: D Deadline date:06/08/2021

GOOD PRACTICES:
None

AREAS OF IMPROVEMENT:

The auditee had internal procedures with regards to working hours, such as overtime hours. Regular working hours were 8 hours per day and 40 hours in a week. Overtime hours were paid in a premium rate in accordance with legal requirement. Workers had the right to rest breaks in every working day (e.g. short breaks, meal break). There were three shifts (the 1st from 08:00 to 16:00, the 2nd from 16:00 to 00:00, and the 3rd from 00:00 to 08:00) for workers in the firing workshop, and there was only one shift (from 08:00 to 17:30 with a break from 12:00 to 13:30) for other workers. Working hours were recorded through fingerprint and facial scanning system. Working hour records from July 2019 to the audit day were provided for review. Workers worked 2 overtime hours a day at most and were provided with at least one day off in every seven days. However, gaps were noted with regard to workers’ monthly overtime hours.

- **Areas of Improvement:**
  - Previous Finding: Overtime hours exceeded the legal requirement. Fifteen employees were selected for checking their attendance records in June, March 2019 and October 2018, and found that their monthly overtime work was up to 66 hours, exceeding the 36 hours stipulated by law.
  - Law Reference: Article 41 of the Labor Law of the PRC. Appropriate Corrective Action Not Taken: It was noted that 16 out of 20 sampled employees worked in excess of the statutory overtime hour limits. A review of 20 sampled employees' time records (5 samples from September 2019, 5 samples from January 2020, 5 samples from the most recent paid month June 2020 and an extra of 5 employees from the recent yet-to-pay month July 2020 (this month is the most recent month with full attendance record but the wages are not due to release)) yielded the following: 4 out of 5 sampled employees worked in excess of 36 overtime hours per month (i.e. 80 hours) in September 2019, 4 out of 5 sampled employees worked in excess of 36 overtime hours per month (i.e. 44 hours) in January 2020, 4 out of 5 sampled employees worked in excess of 36 overtime hours per month (i.e. 82 hours) in June 2020, 4 out of 5 sampled employees worked in excess of 36 overtime hours per month (i.e. 86 hours) in July 2020, which was not in compliance with the legal requirement. This violated Article 41 of the Labor Law of the PRC. Excessive overtime hours may cause harm to employees’ health. Overtime hours shall be voluntary and paid in a premium rate, regardless if they are seasonal workers, migrant workers or any other vulnerable group of workers. Factory management respected that they would reduce overtime hours step by step.

- **Remarks from Auditee:**

Full Audit [Audit Id - 159710] Audit Date: 15/08/2019 PA Score: D Deadline date:16/10/2019

Good practices

None

Areas of improvement

Normal working hours: 5 days per week and 8 hours per day, The general work shift: 8:00-12:00; 13:30-17:30. The kiln workshop shift: 8:00-16:00; 16:00-00:00; 00:00-8:00; Working hours recording system: Face identification card machine. Working hours audit scope: Time records from July 2018 to audit day. Working hours sample amount: 15 samples from June, March 2019 and October 2018. Sample works maximum daily OT: 2 hours; Maximum weekly OT: 15 hours. Consecutive working days: at most 6 days. The overtime hours at weekday night and weekends were paid 150% of their normal wage. No overtime hours on statutory holidays. Based on satisfactory evidence, the main auditee respects this principle.

- **Areas of Improvement:**

6.2 - Overtime hours exceeded the legal requirement. Fifteen employees were selected for checking their attendance records in June, March 2019 and October 2018, and found that their monthly overtime work was up to 66 hours, exceeding the 36 hours stipulated by law. Law Reference: Article 41 of the Labor Law of the PRC. Appropriate Corrective Action Not Taken: It was noted that 16 out of 20 sampled employees worked in excess of the statutory overtime hour limits. A review of 20 sampled employees' time records (5 samples from September 2019, 5 samples from January 2020, 5 samples from the most recent paid month June 2020 and an extra of 5 employees from the recent yet-to-pay month July 2020 (this month is the most recent month with full attendance record but the wages are not due to release)) yielded the following: 4 out of 5 sampled employees worked in excess of 36 overtime hours per month (i.e. 80 hours) in September 2019, 4 out of 5 sampled employees worked in excess of 36 overtime hours per month (i.e. 44 hours) in January 2020, 4 out of 5 sampled employees worked in excess of 36 overtime hours per month (i.e. 82 hours) in June 2020, 4 out of 5 sampled employees worked in excess of 36 overtime hours per month (i.e. 86 hours) in July 2020, which was not in compliance with the legal requirement. This violated Article 41 of the Labor Law of the PRC. Excessive overtime hours may cause harm to employees’ health. Overtime hours shall be voluntary and paid in a premium rate, regardless if they are seasonal workers, migrant workers or any other vulnerable group of workers. Factory management respected that they would reduce overtime hours step by step.

- **Remarks from Auditee:**

None
### Performance Area 7: Occupational Health and Safety

- **Followup Audit** [Audit Id - 188914] Audit Date: 06/08/2020 PA Score: A 

**Deadline date:** 06/10/2020

**Good Practices:** None

#### Areas of Improvement:

The checkpoint 7.21/7.23/7.24 should be rated as "NA" since no dormitory, canteen and transportation were provided for employees. There is no "NA" option both offline and online, therefore it was input as "NOT RATED". The auditee had set up internal procedures on occupational health and safety and conducted risk assessments to identify the most common risks for workers and define the kind of preventive or remedial measures that may be necessary. The audit committee was set up by the auditee, and the OHS committee meetings were kept for review. Workers were trained on OHS including evacuation and fire-fighting drills. The last two evacuation and fire-fighting drills were conducted on April 13, 2020 and October 21, 2019 respectively. The auditee had written procedures with regards to accident or emergency and had established firefighting equipment, emergency exits and first aid kits. First aid kits and related procedures were available to ensure emergency treatment. The auditee provided access to potable water and toilets at all times in the workplace. However, gaps were still noted in the performance area.

#### 7.1 - Previous Finding:

**Occupational hazard factors of dust generated by means such as grouting and embryo trimming have not been evaluated by the factory at present.** Meanwhile, workers in these posts did not receive regular physical examinations for occupational diseases. 

- **Appropriate Corrective Action Not Taken:** It was noted that the factory provided occupational health checks to employees in production workshops who were exposed to occupational hazards (i.e. dust, noise) in October 2019. However, occupational health checks were not provided to employees before they take the posts or leave the posts. This violated Article 35 Law of the People's Republic of China on the Prevention and Treatment of Occupational Diseases. Employees’ occupational diseases (if any) may not be found in time. The factory shall provide occupational health checks to employees before they take the posts, when they are at the posts and when they leave the posts. Factory management represented that they will take corrective action as soon as possible.

#### 7.2 - Previous Finding:

**Insufficient social insurance.** The social insurance records of past 12 months were checked by the auditor. According to the social insurance record of July 2019, there were 98 employees in the factory, of whom only 57 workers (64%) were provided with work injury insurance in July 2019. 

- **Important Corrective Action Not Taken:** According to the social insurance payment receipt provided by factory management, it was noted that 50 out of 93 employees (i.e. 53.76% of the total workforce) were provided with accident insurance in July 2020. 

<table>
<thead>
<tr>
<th>Previous Finding</th>
<th>Corrective Action Not Taken</th>
</tr>
</thead>
<tbody>
<tr>
<td>Insufficient social insurance</td>
<td>The factory failed to provide a special equipment operator certificate for the cargo lift operator in the factory for review. This violated Article 38 of Safety Management Regulation of Special Equipment. The lift may not be operated safely. Factory management shall maintain a special equipment operator certificate for the cargo lift operator to ensure safe operation. Factory management represented that they will take corrective action as soon as possible.</td>
</tr>
<tr>
<td>Occupational hazard factors of dust generated by means such as grouting and embryo trimming have not been evaluated by the factory at present.</td>
<td>Workers in these posts did not receive regular physical examinations for occupational diseases. Factory management represented that they will take corrective action as soon as possible.</td>
</tr>
</tbody>
</table>

#### 7.3 - Previous Finding:

**Appropriate Corrective Action Taken:** According to the social insurance payment receipt provided by factory management, it was noted that 50 out of 93 employees (i.e. 53.76% of the total workforce) were provided with accident insurance in July 2020. 

- **Important Corrective Action Taken:** The checkpoint 7.21/7.23/7.24 should be rated as "NA" since no dormitory, canteen and transportation were provided for employees. There is no "NA" option both offline and online, therefore it was input as "NOT RATED". The auditee had set up internal procedures on occupational health and safety and conducted risk assessments to identify the most common risks for workers and define the kind of preventive or remedial measures that may be necessary. The audit committee was set up by the auditee, and the OHS committee meetings were kept for review. Workers were trained on OHS including evacuation and fire-fighting drills. The last two evacuation and fire-fighting drills were conducted on April 13, 2020 and October 21, 2019 respectively. The auditee had written procedures with regards to accident or emergency and had established firefighting equipment, emergency exits and first aid kits. First aid kits and related procedures were available to ensure emergency treatment. The auditee provided access to potable water and toilets at all times in the workplace. However, gaps were still noted in the performance area.

#### 7.4 - New Finding:

**New: There was no active cooperation between management and workers when developing and implementing OHS systems.** This violated BSCI 7.4. Employees may not have appropriate ways to raise their opinions about developing and implementing systems towards ensuring OHS. The factory shall understand urgent demands from workers that need to be solved during active cooperation. Factory management represented that they will take corrective action as soon as possible.

#### 7.5 - Previous Finding:

**Some employees exposed to the dust did not wear masks.** Law Reference: In accordance with Article 42 of the Law of the People's Republic of China on Production Safety, employees exposed to the dust were wearing common masks, instead of anti-dust masks. This violated Article 42 of the Law of the People's Republic of China on Production Safety. Employees' health may be damaged if they do not wear proper PPE. When providing PPEs, the factory shall consider if the provided PPEs are effective, comfortable, suitable and free of charge. Factory management represented that they would provide more training as soon as possible.

#### 7.6 - Previous Finding:

**Some employees exposed to the dust did not wear masks.** Law Reference: In accordance with Article 42 of the Law of the People's Republic of China on Production Safety, employees exposed to the dust were wearing common masks, instead of anti-dust masks. This violated Article 42 of the Law of the People's Republic of China on Production Safety. Employees' health may be damaged if they do not wear proper PPE. When providing PPEs, the factory shall consider if the provided PPEs are effective, comfortable, suitable and free of charge. Factory management represented that they would provide more training as soon as possible.

#### 7.7 - New Finding:

**Some employees exposed to the dust did not wear masks.** Law Reference: In accordance with Article 42 of the Law of the People's Republic of China on Production Safety, employees exposed to the dust were wearing common masks, instead of anti-dust masks. This violated Article 42 of the Law of the People's Republic of China on Production Safety. Employees' health may be damaged if they do not wear proper PPE. When providing PPEs, the factory shall consider if the provided PPEs are effective, comfortable, suitable and free of charge. Factory management represented that they would provide more training as soon as possible.

#### 7.8 - Previous Finding:

**Some employees exposed to the dust did not wear masks.** Law Reference: In accordance with Article 42 of the Law of the People's Republic of China on Production Safety, employees exposed to the dust were wearing common masks, instead of anti-dust masks. This violated Article 42 of the Law of the People's Republic of China on Production Safety. Employees' health may be damaged if they do not wear proper PPE. When providing PPEs, the factory shall consider if the provided PPEs are effective, comfortable, suitable and free of charge. Factory management represented that they would provide more training as soon as possible.
Article 13 of the Construction Project Fire Safety Supervision and Management Regulation. Appropriate Corrective Action Taken: It was noted that the factory management provided the fire protection acceptance check for the 4-story production building for review. Previous Finding: After a three-story building has been expanded to four stories, there is no new completion acceptance report. Law Reference: Article 61 of Construction Law of the People's Republic of China. Appropriate Corrective Action Taken: It was noted that the factory management provided the report of inspection for completed building construction project for review.

7.22 - Previous Finding: No washbasin is installed at the toilets of the production area. Law Reference: In accordance with Article 6.1.6 of Code of Design of Manufacturing Equipment Safety and Hygiene Appropriate Corrective Action Taken: It was noted that washing facilities were available in the toilets of the production areas.

7.23 - Previous Finding: The factory did not provide workers with a canteen. Law Reference: It was noted that the factory management provided the furniture, canteen and transportation tool for workers.

7.24 - Previous Finding: The factory did not provide housing facilities to workers. Law Reference: It was noted that the factory management provided the dormitory, canteen and transportation tool for workers.

Remarks from Auditor:

Full Audit [Audit id - 159710] Audit Date: 15/08/2019 PA Score: B Deadline date: 16/10/2019

Good practices

None

Areas of improvement

Firefighting equipment included fire extinguishers, fire hydrants, fire alarm and so on. All of them were inspected monthly. No accident in the past one year. The injury insurance participants are not sufficient. All workers were given EHS training. Two fire drills were held in April 2019 and November 2018. Emergency safety exit was sufficient for each workshop. Aisles and safety exits were clearly marked and illuminated, and they were free of obstruction. Office buildings can be seen as three or four floors, each of which has an area of about 400 square meters, and are currently used as exhibition halls, where no one usually works. The building has only one escape staircase. But the factory has obtained the fire acceptance report. Dormitory, canteen and transportation tool are not available. However, based on satisfactory evidence, the main auditor agreed to respect this principle.

The social insurance records of past 12 months were checked by the auditor. According to the social insurance record of July 2019, there were 98 workers in the factory, of whom only 57 workers (64%) were provided with social insurance. Remark: there was no retired, temporary, dispatched or newly joined worker. Some workers had no willingness to participate in social insurance. There was no government waiver. The factory bought additional commercial insurance for 23 people, valid from 07/05/2019 to 06/05/2020, but the injury insurance still did not cover all employees. Reference law: Social Insurance Law of the People's Republic of China, Article 33.

Occupational hazard factors of dust generated by personnel processing诸如grouting and embryo trimming posts by putting masks near factory areas and complying with occupational diseases. Law Reference: Article 27 and 35 Law of the People's Republic of China on the Prevention and Treatment of Occupational Diseases. 工厂在提供相关职业卫生危害因素的同时，在这些岗位工作的员工没有进行定期的职业病体检。根据《中华人民共和国劳动保护职业病防治法》第35条。

No qualification certificate for the principal in charge or persons for the management of work safety in the facility. During document review, auditor found that the facility could not provide the qualification certificate of the principal in charge and persons for the management of work safety for review. Law/COC: In accordance with the Law of the PRC on Work Safety Article 24 企业管理者应为安全管理人员提供资格证书。在文件审核时，企业无法提供该企业主要负责人及安全管理人员的资格证书供审查。依据《中华人民共和国安全生产法》第24条。

Some employees exposed to the dust did not wear masks. Law Reference: In accordance with Article 42 of Law of the People's Republic of China on Production Safety.

Some workers were exposed to dust and did not wear masks. According to The People's Republic of China on安全生产法》第42条。

1. After a three-story building was expanded to four stories, no new fire acceptance report was obtained. Law Reference: Article 13 of the Construction Project Fire Safety Supervision and Management Regulation. After a three-story building has been expanded to four stories, there is no new completion acceptance report. Law Reference: Article 61 of Construction Law of the People's Republic of China.


17. Part of make-up machines are not equipped with pulley guards. Law Reference: In accordance with Article 6.1.6 of Code of Design of Manufacturing Equipment Safety and Hygiene. Department to provide pulley guards. According to the production equipment safety and hygiene standard, the factory shall not install pulley guards.

2. No washbasin is installed at the toilets of the production area. Law Reference: In accordance with Article 6.1.6 of Code of Design of Manufacturing Equipment Safety and Hygiene. Factory shall provide washbasins.

Areas of improvement
### Performance Area 8: No Child Labour

#### 1- Followup Audit [Audit Id - 188914] Audit Date: 06/08/2020 PA Score: A  
Deadline date: 

**GOOD PRACTICES:**  
None

**AREAS OF IMPROVEMENT:**  
None

Remarks from Auditee:  
None

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### Performance Area 9: Special protection for young workers

#### 1- Followup Audit [Audit Id - 188914] Audit Date: 06/08/2020 PA Score: A  
Deadline date: 

**GOOD PRACTICES:**  
None

**AREAS OF IMPROVEMENT:**  
None

Remarks from Auditee:  
None

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Remarks from Auditee:  
None
## Performance Area 10: No Precarious Employment

### GOOD PRACTICES:
None

### AREAS OF IMPROVEMENT:

To work against precariousness employment, the auditee ensured fair recruitment, hours of work, disciplinary measures, promotions, trainings, probationary periods and employment conduction. The auditee made workers understand employment conditions to workers before initiating the employment relationship. The work relation between the auditee and its workers was established in compliance with local laws and regulations by means of employment contracts. Employment contracts for all workers were kept for review. The auditee also maintained recruitment and dismissal procedures and records.

为防止缺乏保障就业, 被审核方确保公平的报酬、工时、惩戒措施、晋升、培训、试用期和雇佣条件。在开始建立雇佣关系前, 被审核方使工人理解雇佣条件。被审核方遵照当地法律法规通过劳动合同与其工人确立雇佣关系。被审核方保存了所有工人的劳动合同，还有雇用和解雇程序和记录。

### 10.2 - Previous Finding:
For those eligible employees who have worked for 10 consecutive years or have signed contracts for three consecutive times, the factory does not sign labor contracts with non-fixed terms. Law Reference: In accordance with Article 14 of the Law of the People’s Republic of China on Employment Contract.

**Remarks from Auditee:**

None

### Performance Area 11: No Bonded Labour

### GOOD PRACTICES:
None

### AREAS OF IMPROVEMENT:

Overall, the factory has good practice for no bonded labor. The factory has established the full policy and procedure for no engaging in any form of servitude, forced, bonded, indentured, trafficked or non-voluntary labor (AS027). Though worker interview and factory tour, no workers were subjected inhumane or degrading treatment, corporal punishment, mental or physical coercion or verbal abuse. Based on satisfactory evidence, the main auditee respects this principle.

总的来说, 工厂有一个好的实践在没有强迫劳动方面。工厂建立了完善的程序和政策关于不参与到任何形式的奴役、强迫劳动、抵债性劳动、契约奴役、拐卖或非自愿劳动 (AS027)。通过工人访谈和现场走访, 没有工人受到不人道或有辱人格的待遇、受到体罚、精神上或身体上压迫和或语言虐待。基于令人满意的证据, 被审核方尊重BSCI的本条原则。

**Remarks from Auditee:**

None
### Performance Area 12: Protection of the Environment

1- Followup Audit [Audit Id - 188914] Audit Date: 06/08/2020 PA Score: A

#### GOOD PRACTICES:
None

#### AREAS OF IMPROVEMENT:

- The auditee had policies and procedures to incorporate relevant environmental laws and assessed the impacts of its production operations to prevent or minimise harming the surrounding communities, resources and environment. The auditee had procedures in place to identify and separate the type of waste generated and define specific handling requirement and had procedures to promote water conservation and water waste deduction. No waste was found being dumped into natural environment or burned in open fires during the audit. However, gaps were still noted in the performance area.

#### 12.1 - Previous Finding:
The factory failed to provide an environmental impact assessment report. The factory representative said it got lost. Law Reference: In accordance with the Article 16 of Law of the People’s Republic of China on Appraising of Environment Impacts. Appropriate Corrective Action Not Taken: It was noted that factory management was unable to provide the report of environmental impact assessment for review. This violated Article 16 of Law of the People’s Republic of China on Appraising of Environment Impacts. The factory shall obtain environmental impact assessment report. Factory management represented that they would take corrective action as soon as possible.

#### 12.4 - Previous Finding:
The hazardous waste is not given to the qualified recycling unit for treatment. Law Reference: In accordance with Article 57 of Law of the People’s Republic of China on Prevention and Control of Solid Waste Pollution. Appropriate Corrective Action Taken: It was noted that hazardous wastes have been disposed by a qualified contractor.

### Remarks from Auditee:

- Full Audit [Audit Id - 159710] Audit Date: 15/08/2019 PA Score: C

#### Good practices:
None

#### Areas of improvement:
- The factory has obtained a pollutant discharge permit, which includes wastewater and waste gas. Based on satisfactory evidence, the auditee partially respects this BSCI principle.

#### 12.3 - The factory failed to provide an environmental impact assessment report. The factory representative said it got lost. Law Reference: In accordance with the Article 16 of Law of the People’s Republic of China on Appraising of Environment Impacts.

#### 12.4 - The hazardous waste is not given to the qualified recycling unit for treatment. Law Reference: In accordance with Article 57 of Law of the People’s Republic of China on Prevention and Control of Solid Waste Pollution.

### Remarks from Auditee:
None
### Performance Area 13: Ethical Business Behaviour

<table>
<thead>
<tr>
<th>1- Followup Audit [Audit Id - 188914] Audit Date: 06/08/2020 PA Score: A</th>
<th>Deadline date:</th>
</tr>
</thead>
</table>

**GOOD PRACTICES:** None

**AREAS OF IMPROVEMENT:**

- The auditee established the ethical business behaviour procedure, identified the situations and activities where acts of corruption, extortion or bribery are most likely to occur, and provided relevant training about ethical business behaviour to management and workers. The auditee had a serious commitment to avoid falsification, fraud and misrepresentation. Proper investigation and disciplinary action would follow if any staff member behaved unethically. The auditee disclosed accurate information about its activities and opposed any falsification, fraud and misrepresentation.

被审核方建立了商业道德的程序，识别了可能导致贿赂和腐败发生的情况，并对管理人员和工人进行了商业道德的培训。被审核方已承诺防发生伪造、欺诈和不当陈述。若任何员工出现不道德的商业行为，被审核方将进行合适调查并采取惩戒措施。被审核方泄露其活动的准确信息，并反对伪造、欺诈和不当陈述。

13.4 - Previous Finding: Documents containing employees’ private information, such as personnel files, labor contracts, and payroll, are not stored in lockers. Appropriate Corrective Action Taken: It was noted that documents containing employees’ private information (e.g. personnel files, labour contracts, payroll records, etc.) had been stored in lockers.

前次问题: 包含员工个人隐私信息的文件，例如人事档案、劳动合同、工资表，没有储存在可以上锁的柜子里面。已改善：审核发现工厂已将包含员工个人隐私信息的文件(如人事档案、劳动合同、工资表等)储存在上锁的柜子里。

**Remarks from Auditee:**

Full Audit [Audit Id - 159710] Audit Date: 15/08/2019 PA Score: A Deadline date: 16/10/2019

Good practices

None

Areas of improvement

The auditee has established relevant business ethics procedures, including Anti-bribery Procedure and personnel information protection procedure (No Number). The auditee identified ethics risk and made preventive action. Training on business ethics was provided to workers. Based on satisfactory evidence, the main auditee partially respects this principle.

被审核方建立了商业道德相关程序，包括了反贿赂程序和个人信息保护程序(无编号)。被审核方识别了商业道德风险，制定了预防措施。提供了商业道德相关培训的员工。基于令人满意的证据，被审核方部分尊重BSCI的本条原则。

13.4 - Documents containing employees’ private information, such as personnel files, labor contracts, and payroll, are not stored in lockers.

包含员工个人隐私信息的文件，例如人事档案、劳动合同、工资表，没有储存在可以上锁的柜子里。

**Remarks from Auditee**

None
<table>
<thead>
<tr>
<th>Audit Type</th>
<th>Date</th>
<th>Audit Id</th>
<th>PA1</th>
<th>PA2</th>
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<td>06/08/2020</td>
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Producer: Chaozhou Yangguang Ceramics Co., Ltd
DBID: 346562 and Audit Id: 188914
Audit Date: 06/08/2020
Audit Type: Follow-up Audit

Producer Photos

External photo(s) of the production unit(s):
- 13.4 Locker for confidential documents.JPG
- 7.22 Washing facility in toilet.JPG
- amfori BSCI COC.jpg
- Attendance recording facility.JPG
- Casting workshop.JPG
- Drinking water.JPG
- Emergency light and exit sign.JPG
- Emergency light testing.JPG
- Evacuation plan.JPG
- Evacuation sign.jpg
- Eye washing facility.jpg
- Factory gate.jpg
- Factory name.jpg
- Fire alarm.jpg
- Fire hydrant and fire extinguishers.jpg