

ALGI MONITORING TRACKING CHART	
Country	
Client	
Factory Name	
TOR Number	
Number of workers	272
Date of audit	September 7th, 2007
Days in the facility	1 day / 2 auditors

	Legal Reference □□□□	Monitor's Findings □□	Documentation □□□□	Facility Response □□□□
Legal Requirements / Licenses □□□□ / □□□	Not In Compliance / 不符合规定			
Licenses 许可证	Art. 27 of PRC Food Sanitation Law (Chapter 6): Without permit, no person may engage in food production or sale. 中国食品卫生法第六章第27条规定：未取得卫生许可证的，不得从事食品生产经营活动。	Facility does not have cafeteria sanitary license. 工厂食堂没有卫生许可证。	Factory Tour 巡厂发现	Factory stated the cafeteria sanitary license is under application process. 工厂表示卫生许可证在办理中。
Training /Complaint Mechanism/Code Awareness 培训/ 投诉机制/客户行为守则	Need Improvement / 需要改进			
CoC Posting □□□□□□	Auditor Suggestion 审核员建议	No CoC was posted in the production area. 工厂没有张贴客户行为准则。	Factory Tour 巡厂发现	Factory will ask for the Code of Conduct from the clients. 工厂将向客户索要客户行为准则。
Forced Labor 强制劳动	Need Improvement / 需要改进			
Written Policy 书面政策	Auditor Suggestion 审核员建议	Factory has no written policy regarding Forced Labor. 工厂没有关于强制劳工方面的政策。	Documents Review and Management Interview 文件查阅和管理层访谈	Factory stated they will make the corresponding policy within 10 days. 工厂表示在10天内制定该政策。
Child / Juvenile Labor 童工 / 未成年工	Not In Compliance / 不符合规定			
Registry of Underage Workers	Art. 9: Regulations for Special Protection of Juvenile Workers (Document No.498): Employment of juvenile workers should be under registration.	17 juvenile workers have taken the required physical examination, however factory does not register them with local labor bureau.	Documents Review and Management Interview	Factory stated they will register the said 17 juvenile workers with local labor bureau within 3 days.

	Legal Reference □□□□	Monitor's Findings □□	Documentation □□□□	Facility Response □□□□
使用未成年工的登记管理	未成年工特殊保护规定第九条：对未成年工的使用和特殊保护实行登记制度。未成年工须持《未成年工登记证》上岗。	现时工厂共有17名青少年工，都为他们安排了入职体检，但是没有向当地的劳动局备案。	文件查阅和管理层访谈	工厂表示在三天内去劳动局为17名青少年工备案。
Written Policy 书面政策	Auditor Suggestion	Factory has no written policy regarding Child/Juvenile Labor.	Documents Review and Management Interview	Factory stated they will make the corresponding policy within 10 days.
	审核员建议	工厂没有制定童工及未成年工政策。	文件查阅和管理层访谈	工厂表示在10天内制定该政策。
Harassment or Abuse 骚扰与虐待		Not In Compliance / 不符合规定		
Written Policy 书面政策	Auditor Suggestion	Factory has no written policy regarding Harassment or Abuse.	Documents Review and Management Interview	Factory stated they will make the corresponding policy within 10 days.
	审核员建议	工厂没有制定骚扰与虐待政策。	文件查阅和管理层访谈	工厂表示在10天内制定该政策。
Monetary Fines and Penalties 罚款	FLA benchmark: Employers will not use monetary fines and penalties for poor performance.	It is clearly stated in the employees' manual that facility will use monetary fine as disciplinary procedures. Reviews of the disciplinary records disclose that two boiler operators were fined five Yuan for wearing slippers during working hours.	Documents Review and Management Interview	Factory will pay more attention to the education of the workers, and will not fine them for poor performance.
	FLA 要求： 雇主不能够使用罚款和罚金的方法作为维持劳动纪律的方法，包括因为不良绩效或违反公司规则、制度和政策等等。	根据员工守则，工厂会对员工进行经济处罚。查阅奖惩记录也发现，两名锅炉工人因上班穿拖鞋，违反了工厂管理规定被处罚5元。	文件查阅和管理层访谈	工厂会加强对违法厂规员工进行教育，并且不再使用罚款来处罚违规员工。
Non Discrimination □□		Need Improvement / 需要改进		
Written Policy 书面政策	Auditor Suggestion	Factory has no written policy regarding Non Discrimination (Including a retrenchment policy)	Documents Review and Management Interview	Factory stated they will make the corresponding policy within 10 days.
	审核员建议	工厂没有制定非歧视政策。	文件查阅和管理层访谈	工厂表示在10天内制定该政策。
Freedom of Association □□□□		Need Improvement / 需要改进		

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Written Policy 书面政策	Auditor Suggestion	Factory has no written policy regarding Freedom of Association.	Documents Review and Management Interview	Factory stated they will make the corresponding policy within 10 days.
	审核员建议	工厂没有制定自由结社的政策。	文件查阅和管理层访谈	工厂表示在10天内制定该政策。
Hours, Wages & Benefits 工作时间 工资和福利		Not In Compliance / 不符合规定		
Social Security 社会保障	Art. 72 of PRC Labor Law (Chapter 9 Social Security and Benefit): Management and employees must participate in social insurance programs. Art.73 PRC Labor Law: Workers shall be provided with social insurance benefits under the following circumstances: a) retirement; b) illness; c) disability caused by work-related injury or occupational disease; d) unemployment and e) child bearing.	Until August 2007, facility has bought medical, pension, child bearing and occupational injury insurances for 40 out of 280 workers and unemployment insurance for 49 workers. In addition, facility has covered 40 workers with group accident injury insurance.	Documents Review and Management Interview	Facility will discuss with upper management before coming up with a decision.
	中国劳动法第九章'社会保险和福利'第72条规定:用人单位和劳动者必须依法参加社会保险,缴纳社会保险费。第73条规定:劳动者在下列情形下,依法享受社会保险待遇:(一)退休;(二)患病、负伤;(三)因工伤残或者患职业病;(四)失业;(五)生育。	至2007年8月,工厂为全厂280名员工购买了40份团体人身意外伤害保险,40份医疗、养老、工伤和49份失业保险,和44份生育保险。	文件查阅和管理层访谈	工厂表示将与上级管理层讨论后再决定。
Payroll Registry 工资记录	Art. 6 of PRC Provisional Regulations for the Payment of Wages : Company shall record in writing the amount of wages paid to workers, date of the payment, names and signatures of the person receiving wages. The company shall have this records available for two years or more for examination.	Facility can only provide the audit team with the time records of June, July and August, and payroll records of June and July.	Documents Review and Management Interview	Factory stated they launched the trial production in March, 2007 and went into production formally in May, 2007. They will maintain the records of time and wage in the future.
	工资支付暂行规定第6条:用人单位必须书面记录支付劳动者工资的数额、时间、领取者的姓名以及签字,并保存两年以上备查。	厂只能提供6月,7月的考勤、工资和8月份的考勤。	文件查阅和管理层访谈	工厂表示新工厂在3月份才开始试产,5月份才开始正式投产。并表示以后会保存好工资工时。
Log of Hours 时间记录保持	Art. 44. 2 of PRC Labor Law (Chapter 4 Working Hours, Rest Days and Holidays): It is required to pay no less than 200% of the regular wage, if the employees are required to work on a rest day with no deferred rest provided.	Facility's payroll recording system is not clear because there are discrepancies between time records and payroll. Overtime wages showed on the payroll are not consistent with the time records. In addition, audit team can not find the hours worked by workers in the payroll. Therefore, audit team cannot verify whether the overtime wages of employees are compensated correctly as mandated by China Labor Law.	Documents Review and Management Interview	Factory will redesign the payroll system according to the regulations of China Labor Law.
	中国劳动法第四章'工作时间和休息休假'第44条第2款:休息日安排劳动者工作又不能安排补休的,支付不低于工资的百分之二百的工资报酬。	根据查阅工厂工资工时记录,发现考勤记录与工资不相符,工资表上无法显示工人的加班工资,而且在工资表上无法显示工人的加班时间。因此,无法进一步核实工人的加班工资是否符合法律要求。	文件查阅和管理层访谈	工厂表示会重新按劳动法规定将工资表细化。

	Legal Reference □□□□	Monitor's Findings □□	Documentation □□□□	Facility Response □□□□
Minimum Wage 工资与福利(最低工资标准)	Art. 57 of Implementation of PRC Labor Law: Employees, including those who are in probation period, training or internship period, must be paid no lower than the local minimum wage. 劳动部关于贯彻执行《中华人民共和国劳动法》若干问题的意见第57条规定：劳动者与用人单位形成或建立劳动关系后，试用、熟练、见习期间，在法定工作时间内提供了正常劳动，其所在的用人单位应当支付其不低于最低工资标准的工资。	The wages of workers on probation do not reach the minimum wage standard, facility provides all the probationers with a fixed wage of 700 Yuan/Month, including the wages for overtime hours. 试用期工人的工资不满足最低工资标准，工厂给所有试用期工人每月固定工资700块（包括加班工资）。	Documents Review and Management Interview 文件查阅和管理层访谈	Facility explained: except for the wage (700 Yuan/month), probationers are provided with meals and residence at the cost of the factory. Facility stated they will comply with the regulations of China Labor Law to guarantee all workers receive at least the minimum wages. 工厂解释：新工人试用期工资包吃包住。工厂表示今后严格按照劳动法规定满足每位工人的最低工资。
Limitations on OT Hours 加班时间	Art. 41 of PRC Labor Law (Chapter 4 Working Hours, Rest Days and Holidays): Employees should not be allowed to work more than 3 overtime hours per day and 36 overtime hours per month. 国劳动法第四章‘工作时间和休息休假’第41条：延长工作时间每日不得超过3小时，但是每月不得超过36小时。	The overtime hours of workers are 56 hours/month, which exceeds the limitations of 36 hours/month mandated by China Labor Law, however, the weekly working hours are less than 54 hours, which is in compliance with FLA requirements. 工人每月的加班小时为56小时，超过了劳动法的规定，但是每周工作时间控制在54小时。	Documents Review and Management Interview 文件查阅和管理层访谈	Factory will apply the Comprehensive Calculated Working Hour System in local labor bureau as soon as possible. 工厂表示将尽快向劳动局申请综合计时的。
Hour Limitations 工作时间的限制	Noticement??? Yes .of strictly executing work hours system of Guangdong: If the work position needs 24-hour work, enterprise shall carry out different work system, i.e., four work turns running three turns per day, it is prohibited to arrange two turns. Make sure workers have a continuous 24-hour rest. 《广东省〈关于严格执行工时制度有关问题的通知〉》：对于生产工艺流程不能中断，需24小时连续作业的岗位，企业应实行多班工作制，灵活安排轮班工作，如实行“四班三运转”办法等，禁止“两班”连续轮流作业的行为，确保劳动者每周至少有一个连续24小时的休息时间。	Six boiler operators work 2consecutive shifts within a day twice a month. For example, the first shift of a boiler operator is from 8:00 to 16:00, after having a rest of 8 hours, the same boiler operator will resume the second shift, which begins at 0:00 and ends at 8:00 (the next morning); Therefore, boiler operators will work for 16 hours in a 24-hour period. 6名锅炉工每月有两天的连续上两班的情况，具体为：8：00—16：00（第一班）；0：00—8：00（第二班）。每天上班时间为16小时	Documents Review and Management Interview 文件查阅和管理层访谈	Factory will adjust the boiler operators' shift time to make sure they do not work 2 shifts within a day. 工厂表示将调整锅炉工的换班时间，并安排换班休息。
Security □□		In Compliance / □□□□		
Health and Safety □□□□□		Not In Compliance / 不符合规定		

	Legal Reference □□□□	Monitor's Findings □□	Documentation □□□□	Facility Response □□□□
Fire Extinguisher 灭火器	Art. 14.5 of PRC Fire Prevention Law: The company should maintain fire protective equipments and the safety signs. The company must check and maintain the equipments regularly.	1. No fire extinguishers have been installed in dormitory, cafeteria and production areas.	Factory Tour	1. Factory stated they have bought enough fire extinguishers, but the installation process has not been completed yet.
	中国消防法第14条第5款: 按照国家有关规定配置消防设施和器材、设置消防安全标志, 并定期组织检验、维修, 确保消防设施和器材完好、有效。	1. 工厂没有在宿舍、食堂、车间安装灭火器。	巡厂发现	1. 工厂表示已购买足够的灭火器, 但还没有完全安装好。 2. 工厂表示与管理层讨论决定。
Exits 安全出口	Art. 10.2.6 of the Fire Prevention Standard for Building Design (new revision of GBJ 16-87): Employer shall install emergency lights on evacuation passages, exits and stairwells.	Four emergency exits are not equipped with emergency lights.	Factory Tour	Factory will install the emergency lights at once.
	建筑设计防火规范第十章第二节第6条: 用人单位应在疏散走道、楼梯、安全出口设置紧急照明。	生产车间的4个紧急逃生门没有安装应急灯。	巡厂发现	工厂表示马上安装应急灯。
Environment 环境保护		In Compliance / □□□□		