

ALGI MONITORING TRACKING CHART	
Country	
Client	
Factory Name	
TOR Number	
Number of workers	37
Date of audit	August 22,2007
Days in the facility	1 day / 1 auditor

	Legal Reference □□□□	Monitor's Findings □□	Documentation □□□□	Facility Response □□□□
<b>Legal Requirements / Licenses</b> □□□□ / □□□		<b>In Compliance / 符合规定</b>		
<b>Training /Complaint Mechanism/Code Awareness</b> 培训/ 投诉机制/客户行为守则		<b>Needs Improvement / 需要改进</b>		
Policy 政策	Auditor's Suggestion  □□□□□	Facility should post its internal policy or any external CoC regarding Social Compliance  工厂需要张贴有关社会责任方面的内部政策或外部的商业行为准则。	Management Interview  管理层访谈	Management promised to fix the problems as soon as possible.  管理层承诺将立刻着手进行改善。
Training 培训	Auditor's Suggestion  □□□□□	Facility should offer training on social compliance to employees.  工厂需要向员工提供针对社会责任方面的培训。	Management Interview  管理层访谈	Management promised to fix the problems as soon as possible.  管理层承诺将立刻着手进行改善。
<b>Forced Labor</b> 强制劳动		<b>Needs Improvement / 需要改进</b>		
Policy 政策	Auditor's Suggestion  □□□□□	No written policy regarding this benchmark was established by facility.  工厂没有建立针对该方面的书面政策。	Management Interview  管理层访谈	Management promised to fix the problems as soon as possible.  管理层承诺将立刻着手进行改善。
<b>Child / Juvenile Labor</b> 童工 / 未成年工		<b>Not In Compliance / 不符合规定</b>		
Policy 政策	Auditor's Suggestion  □□□□□	No written policy regarding this benchmark was established by facility.  工厂没有建立针对该方面的书面政策。	Management Interview  管理层访谈	Management promised to fix the problems as soon as possible.  管理层承诺将立刻着手进行改善。
Policy on Juvenile Workers Protection 未成年工保护政策	Auditor's Suggestion  □□□□□	Facility failed to establish any written policy on Juvenile Protection.  工厂没有制定针对未成年工保护的书面政策。	Management Interview  管理层访谈	Management promised to fix the problems as soon as possible.  管理层承诺将立刻着手进行改善。

	Legal Reference □□□□	Monitor's Findings □□	Documentation □□□□	Facility Response □□□□
Juvenile Workers 未成年工	Art. 9: Regulations for Special Protection of Juvenile Workers (Document No.498): Employment of juvenile workers should be under registration. Art. 65 of PRC Labor Law (chapter 7): Employer shall carry out regular physical examinations for underage workers. Regulations for Special Protection of Underage Workers, Art.6: Employer shall carry out regular physical examinations for underage workers as required by follows: a) Before arrangement of working positions; b) working for 1 year; c) an employee just over 18 shall take physical examination if it has been more than 6 months since last physical examination.	Facility has 3 juveniles in the payroll, but none of them have received mandated special health exams or government registration.	Management Interview	Management promised to fix the problems as soon as possible.
	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。 中国劳动法第七章第65条规定：用人单位应当对未成年工定期进行健康检查。未成年工特殊保护规定第6条规定，用人单位应按下列要求对未成年工定期进行健康检查：（一）安排工作岗位之前；（二）工作满一年；（三）年满十八周岁，距前一次的体检时间已超过半年。	公司现有3名未成年工，没有对他们进行相关的体检并在劳动部门登记备案。	管理层访谈	管理层承诺将立刻着手进行改善。
<b>Harassment or Abuse 骚扰与虐待</b>		<b>Needs Improvement / 需要改进</b>		
Policy 政策	Auditor's Suggestion  □□□□□	No written policy regarding this benchmark was established by facility.  工厂没有建立针对该方面的书面政策。	Management Interview  管理层访谈	Management promised to fix the problems as soon as possible.  管理层承诺将立刻着手进行改善。
Records for Disciplinary 处罚纪录	Auditor's Suggestion  □□□□□	No written records of disciplinary action were maintained by facility.  工厂没有留存有关员工处分的书面纪录。	Management Interview  管理层访谈	Management promised to fix the problems as soon as possible.  管理层承诺将立刻着手进行改善。
<b>Non Discrimination □□</b>		<b>Needs Improvement / 需要改进</b>		
Policy 政策	Auditor's Suggestion  □□□□□	No written policy regarding this benchmark (Including a retrenchment policy) was established by facility.  工厂没有建立针对该方面的书面政策。	Management Interview  管理层访谈	Management promised to fix the problems as soon as possible.  管理层承诺将立刻着手进行改善。
<b>Freedom of Association □□□□</b>		<b>Needs Improvement / 需要改进</b>		
Policy	Auditor's Suggestion	No written policy regarding this benchmark was established by facility.	Management Interview	Management promised to fix the problems as soon as possible.

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政策	□□□□	工厂没有建立针对该方面的书面政策。	管理层访谈	管理层承诺将立刻着手进行改善。
<b>Hours, Wages &amp; Benefits</b> 工作时间 工资和福利		<b>Needs Improvement / 需要改进</b>		
Auditor's Suggestion		Facility should 1) Guarantee that all employees receive wages which are legal and accurately calculated on time; 2) Offer pay stubs with detailed items to each employees; 3) Buy social insurance for workers according to local requirements.	Management Interview	Management promised to strictly implement these issues according to relevant law and local requirements.
Wages and Benefits 工资和福利	□□□□	工厂需要保证每个员工按时收到他们的工资，且工资是符合法定要求，并被正确计算的；要提供给员工列明细则的工资条；根据当地要求为员工购买社会保险等。	管理层访谈	管理层承诺将根据相关法律和当地规定严格执行。
<b>Security</b> □□		<b>In Compliance / 符合规定</b>		
Auditor's Suggestion		No written policy regarding this benchmark was established by facility.	Management Interview	Management promised to fix the problems as soon as possible.
Policy 政策	□□□□	工厂没有建立针对该方面的书面政策。	管理层访谈	管理层承诺将立刻着手进行改善。
<b>Health and Safety</b> □□□□		<b>Not In Compliance / 不符合规定</b>		
FLA requirement		No written policy regarding health and safety was established by the facility	Management Interview	Management promised to fix the problems as soon as possible.
FLA要求		工厂没有建立有关健康安全的书面政策。	管理层访谈	工厂管理层承诺将立即改进。
Auditor's Suggestion		Fire equipments should not be obstructed and need to be serviced by outside agency regularly.	Factory Tour	Management promised to fix the problems as soon as possible.
Fire Equipment 消防器材	□□□□	工厂的消防器材不能被堵塞，并且需要定期的由外部机构进行检查。	巡厂发现	工厂管理层承诺将立即改进。
Art. 52 of PRC (Chapter 6 Labor Health and Safety): The employer shall establish a system for labor safety and sanitation. Management must train workers in safety and sanitation. Management must prevent accidents and reduce occupational hazards.		No personnel in facility has received training on First Aid.	Management Interview	Management promised to fix the problems as soon as possible.
Training on First Aid 急救培训		劳动法第52条规定：用人单位必须建立、健全劳动安全卫生制度，严格执行国家劳动安全卫生规程和标准，对劳动者进行劳动安全卫生教育，防止劳动过程中的事故，减少职业危害。	管理层访谈	工厂管理层承诺将立即改进。
Art. 31 of PRC Factory Safety and Sanitary Regulations: Production areas must have first aid kits.		No first aid kit was equipped in facility	Factory Tour	Management promised to fix the problems as soon as possible.
First Aid Kit 急救箱		工厂安全卫生规程第31条规定：工作场所应该备有急救箱。	巡厂发现	工厂管理层承诺将立即改进。

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Emergency Light 应急灯	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. 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。	No emergency lights are equipped. 工厂没有安装应急灯。	Factory Tour 巡厂发现	Management promised to fix the problems as soon as possible. 工厂管理层承诺将立即改进。
Fire Drill 消防演习	Art. 40 of Factory fire control rules: The factory must have fire drills at least twice a year. 机关、团体、企业、事业单位消防安全管理规定第40条:至少每半年进行一次消防演练。	Facility should have a plan to conduct emergency evacuation drills and fire drills at least twice annually. 工厂需要制定计划,每年至少进行两次逃生和消防演习。	Management Interview 管理层访谈	Management promised to fix the problems as soon as possible. 管理层承诺将立刻着手进行改善。
Noise 噪音	Ear plugs should be offered to any employee who exposes to surrounding where noise is over 85 db. 对于在超过85分贝噪音环境下工作的员工,工厂应该提供耳塞。	No ear plugs are provided to employees exposed to noisy surrounding. (about 90db) 公司的部分员工暴露在90分贝左右的噪音环境下,而没有配备耳塞。	Factory Tour 巡厂发现	Management promised to fix the problems as soon as possible. 工厂管理层承诺将立即改进。
PPE 个人防护用品	Art. 54 of PRC Labor Law: The employer shall provide laborers with PPE. Art. 74 of Factory Safety and Health Rules: Factory should provide working clothes or aprons and, according to needs, PPE to all affected workers. 中国劳动法第六章第54条:用人单位必须为劳动者提供符合国家规定的劳动安全卫生条件和必要的劳动防护用品。 工厂安全卫生规程第74条规定:工厂应该供给工人工作服或者围裙,并且根据需要分别供给工作帽、口罩、手套、护腿和膝盖等防护用品。	No proper PPE, such as goggles or respirator, were provided to workers in Grinding Room. 粉碎间的员工没有配发必要的个人防护用具,如呼吸器和护目镜。	Factory Tour 巡厂发现	Management promised to fix the problems as soon as possible. 工厂管理层承诺将立即改进。
Electrical Panel 电路分路器	Auditor's Suggestion 审核员建议	Electrical panels were not properly labeled to clearly identify the source. 电路控制器没有明确标示出所控制之设备。	Factory Tour 巡厂发现	Management promised to fix the problems as soon as possible. 工厂管理层承诺将立即改进。
Environment 环境保护		In Compliance / 符合规定		