

World centric验厂整改措施

Corrective Action for World Centric Audit

1、工厂饭堂许可证——我公司饭堂承包方正在积极申报中，并承诺在1个半月内拿到饭堂卫生许可证。

Cafeteria Sanitary License: The subcontractor of cafeteria is now applying and can be in place within 1 and half months.

2、张贴客户行为守则——我公司销售人员已向客户索要客户行为准则，客户表示积极配合，我公司拿到客户行为守则后将即刻粘贴。

Client CoC Posting: We are approaching our client to get the CoC. The CoC will be posted immediately after we get it.

3、强制劳工方面政策——公司不使用或支持使用强迫性劳动，也不要求员工在受雇起始时交纳"押金"或寄存身份证件。 禁止一切形式的强迫劳动，包括监狱劳动、契约劳动、抵债劳动、奴役劳动、以惩罚为恐吓手段的、被强迫的、或者非自愿的劳动。公司应根据劳动法与工人签署劳动合同，明确雇佣条件，确保工人清楚明白，招工时不得附带任何限制性的、不合理的条件。

Forced Labor Policy: The company shall not engage in or support the use of Forced Labor. No recruitment fee shall be charged and all original documents shall under workers' possession. All forms of Forced Labor shall be prohibited, including prison labor, contracted labor, bonded labor and forced labor based on threat or punishment. Contracts with clear employing terms based on China Labor Law shall be signed with all workers and the company shall make sure that all workers understand all terms. No unreasonable and restrictive terms shall be included in the contract.

公司明确工人的雇佣自由，不以任何形式收取押金或扣押工人身份证明文件作为雇佣条件，包括通过招工代理机构收取，也不以任何形式限制工人合法的辞工自由。公司使用招工代理而招工代理扣押工人身份证明文件，则视为公司的供应商使用了强迫劳动。

Workers' freedom in employment shall be respected. Recruitment fee shall not be charged by all means, including charging through recruitment agent. All original documents shall under workers' possession. Any form of restrictions on workers' resignation shall be prohibited. When recruiting agency is used, original documents found to be under recruiting agency's possession shall be considered as the use of forced labor by the company.

4. 童工及未成年工政策——Child Labor and Juvenile Labor Policy

(1)、公司不使用和支持使用童工

The company shall not engage in or support the use of child labour.

(2)、公司在招工时查验工人年龄证明，避免因为工人使用虚假的身份证明而招用童工。一旦发现童工，公司不会立即辞退童工，以致他们可能陷入更加严重的困境。公司会采取合适的补救措施，立即报告当地劳动局，尽快安排健康检查；若有疾病，先安排治疗直到痊愈，医疗费用由公司承担。公司配合劳动部门将童工送回其父母身边，必要时提供经济资助，使他接受学校教育直到超过儿童年龄为止。

The company shall verify the birth date of employees to avoid the recruitment of child labor due to faked identity certification. When children found to be working

in situations, the company shall not terminate employment immediately. Remediation shall be carried out including reporting to local labor bureau and physical examination. The company will afford all medical treatment fee. The founded child labor will be send back to the parents by the company and local government. Adequate supports shall be provided when needed to enable such children to attend and remain in school until no longer a child.

(3)、招工前为未成年工安排健康检查，办理未成工登记，避免安排未成年工从事对身体安全健康有危害的工作，同时避免未成年工加班加点。

Physical examination and registration should be arranged to juvenile workers before employment. Juvenile workers will not be exposed to hazardous working position and no OT will be arranged for them.

(4)、无论工作地点内外，公司不将儿童或未成年工置于危险、不安全、不健康的环境中。

The company shall not expose children or young workers to situations in or outside of the workplace that are hazardous, unsafe, or unhealthy.

5. 骚扰、虐待、歧视政策——Harassment, Abuse and Discrimination Policy

(1)、在涉及聘用、报酬、培训机会、升迁、解职或退休等事项上，公司不从事或支持基于种族、社会等级、国籍、宗教、身体残疾、性别、性取向、工会会员、政治归属或年龄之上的歧视。

The company shall not engage in or support discrimination in hiring, remuneration, access to training, promotion, termination or retirement based on

race, caste, national origin, religion, disability, gender, sexual orientation, union membership, political affiliation, or age.

- (2)、公司不干涉员工行使遵奉信仰和风俗的权利，和满足涉及种族、社会阶层、国籍、宗教、残疾、性别、性取向、工会会员和政治从属需要的权利。

The company shall not interfere with the exercise of the rights of personnel to observe tenets or practices, or to meet needs relating to race, caste, national origin, religion, disability, gender, sexual orientation, union membership, or political affiliation.

- (3)、公司不允许性强迫、威胁、虐待或剥削的侵扰行为，包括姿势、语言和身体的接触。

The company shall not allow behaviour, including gestures, language and physical contact, that is coercive, threatening, abusive or exploitative.

- (4)、公司不侵犯工人的基本人权和尊严，不得允许强迫性、威胁性、凌辱性或剥削性的性侵犯行为，包括姿势、语言和实际的接触。

The company shall not interfere workers' basic human rights and dignity and shall not allow behaviour, including gestures, language and physical contact, that is sexually coercive, threatening, abusive or exploitative.

6、罚款—— Monetary fines

- (1)、公司不从事或支持体罚、精神或肉体协迫以及言语侮辱。

The company shall not engage in or support the use of corporal punishment, mental or physical coercion, and verbal abuse.

(2)、公司尊重工人的人格和尊严，不采取体罚、辱骂、或其他侮辱人格行为。

The company shall respect workers' dignity and shall not engage in the use of corporal punishment, verbal abuse and any other form of humiliation.

(3) 公司采用一种公开公平的、旨在教育工人的惩罚程序。惩罚规定对工人公开，对于违反厂规的工人采取诸如口头警告、书面警告、严重警告等方式教育工人认识到自己的错误，尽快纠正不良行为。公司为违规工人提供申诉的渠道。

The company shall adopt a fair and open disciplinary procedure aiming at education to employees. All employees shall be informed of the disciplinary procedure. Oral warning, written warning and severer warning shall be given to affected employees to let them learn from mistakes. An appeal channel shall be provided by the company.

7、自由结社 Freedom of Association

(1)、公司尊重所有员工自由组建和参加工会以及集体谈判之权利。

The company shall respect the right of all personnel to form and join trade unions of their choice and to bargain collectively.

(2)、在结社自由和集体谈判权利受法律限制时，公司应协助所有员工通过类似渠道获取独立、自由结社以及谈判的权利。

The company shall, in those situations in which the right to freedom of association and collective bargaining are restricted under law, facilitate parallel means of independent and free association and bargaining for all such personnel.

(3)、公司保证此类员工代表不受歧视并可在工作地点与其所代表的员工保持接触。

The company shall ensure that representatives of such personnel are not the subject of discrimination and that such representatives have access to their members in the workplace.

8、工资工时记录——工资标准已经符合劳动法要求，我公司财务人员从8月份开始已经开始把工资细化。

Payroll and time records: Payroll system is in compliance with China Labor Law. Our financial staffs started to specify the payroll system from August.

9、工资与福利——严格按照劳动法要求。

Payment and Benefit: now following China Labor Law strictly.

10、综合计时制——已申请综合计时制，大约一个月左右可以批下来。

Comprehensive Working Hour System: Already applied and will obtain the system in about one month.

11、工作时间的限制——工厂已经调整锅炉工的换班时间，安排换班时休息。

Working Hour Limits: Factory arranged shifts for boiler worker to ensure their rests.

12、灭火器、应急灯——灭火器、应急灯已经安装好，电铃已经开始联系安装，大概2个月左右安装好。

Fire Extinguisher, Emergency Light: Fire extinguishers and emergency lights already installed. Installation of fire alarm is in the process and will finish in about 2 month.

