

ALGI - TRACKING CHART	
CLIENT/Participating Company (PC):	World Centric
FACILITY NAME:	Wheat Straw Factory
CITY, COUNTRY :	China
TOR # :	8783
DATE OF AUDIT:	12/29/2009
AUDITORS:	1 auditor / 1 day

FLA Code/Benchmark 公平劳工协会标准	Compliance Status 合规状况	Describe noncompliance or uncorroborated evidence of noncompliance 具体情况 June 22-23, 2009	List sources/documentation used for reference and corroborating evidence (e.g. worker interviews, factory walkthrough, records review, etc.) 核实渠道	Cite and describe local and/or country laws used for additional reference 相关法律法规	Facility Response 工厂回应 include date of initial audit please June 22-23, 2009	Verification 确认 December 29, 2009	Facility Response 工厂回应 December 29, 2009
1. Code Awareness 1. 行为准则认知	In compliance						
GEN 1: Obligation of Participating Company: Establish and articulate clear, written workplace standards. Formally convey those standards to Company factories as well as to licensees, contractors and suppliers.	In compliance	World Centric or FLA Code of Conduct is not posted in the factory compound.	Factory walkthrough / Management interview		Factory will ask for CoC from World Centric immediately (within one week).	Corrected: As per factory tour, FLA Code of Conduct is posted in the workshop.	N/A
Gen1: 成员公司的责任: 建立一个清晰的书面工作间准则。公司要正式的传达给所有的供应商、分包商与授权采购商。	In compliance	工厂没有张贴world centric或FLA的客户行为准则。	走厂发现 / 管理层访谈		立即向客户索取, 并张贴 (一个星期内)	整改完毕: 走厂发现公平劳动协会行为准则张贴在车间。	N/A
GEN 2: Obligation of Participating Company: Ensure that all Company factories as well as contractors and suppliers inform their employees about the workplace standards orally and through the posting of standards in a prominent place (in the local languages spoken by employees and managers) and undertake other efforts to educate employees about the standards on a regular basis.	In compliance	Factory does not provide training on World Centric or FLA Code to workers.	Documentation review / Management interview		Factory will provide training to workers as soon as it gets the CoC (within one week)..	Corrected: As per document review and management interview, factory provided training on FLA CoC to workers on June 30, 2009.	N/A
Gen2: 成员公司的责任: 确保公司使用的工厂以及工厂的分包商、供应商向其工人口头传达并在工厂显著位置张贴行为准则。(张贴的行为准则需用工人与管理层的当地语言书写) 同时公司需定期向工人传达行为准则的内容。	In compliance	工厂没有进行world centric客户行为准则的培训。	文件查阅 / 管理层访谈		立即进行培训 (一个星期内)	整改完毕: 根据资料查阅和管理层访谈, 工厂在6月30日给员工做了FLA行为准则的培训。	N/A
2. Forced Labor 2. 强制劳工	Noncompliance						
There will not be any use of forced labor, whether in the form of prison labor, indentured labor, bonded labor or otherwise. 在任何情况下都不能使用强迫劳动, 无论其形式为监狱劳动、契约劳动、债务劳动或是其他的形式。							
F.4 Employment Terms/Prohibitions	Noncompliance	Labor contracts lack job description; working hours, rest and leave; labor compensation; social insurance or labor protection.	Documentation review / Management interview	Article 17 of law of the PRC on employment contracts: An employment contract shall specify the following matters: (1) The name, domicile and legal representative or main person in charge of the Employer; (2) The name, domicile and	Factory will correct the terms in labor contract immediately. (within one month)	Not corrected: Labor contracts lack terms of labor compensation.	Factory has amended the labor contract format, and plan to re-sign contracts with workers within next week.

F.4 雇用条款/禁止事项	Noncompliance	劳动合同中没有规定：工作内容和工作地点；工作时间和休息休假；劳动报酬；社会保险；劳动保护、劳动条件和职业危害防护。	文件查阅 / 管理层访谈	人民共和国劳动合同法第十七条 劳动合同应当具备以下条款： (一) 用人单位的名称、住所和法定代表人或者主要负责人； (二) 劳动者的姓名、住址和居	立即制定新的劳动合同模板 (一个月内)	没有整改： 劳动合同中没有规定劳动报酬。	工厂已经做了份新的合同模板，计划这周签完新合同。
3. Child Labor 3. 童工 No person will be employed at an age younger than 15 (or 14 where the law of the country of manufacture allows) or younger than the age for completing compulsory education in the country of manufacture where such age is higher than 15. 不能雇用15岁（或制造国法律允许的14岁）以下或年龄高于15岁但低于制造国完成义务教育的年龄的任何人。	In compliance						
4. Harassment or Abuse 4. 骚扰与虐待 Every employee will be treated with respect and dignity. No employee will be subject to any physical, sexual, psychological or verbal harassment or abuse. 每一个雇员都应被尊重和有尊严地对待。任何雇员都不能被施予身体的、性的、精神上或是言语上的骚扰或虐待。	In compliance						
H&A.8 Discipline/Monetary Fines and Penalties	Noncompliance	As payrolls for October 2008 review, factory uses monetary fines as a means to maintain labor discipline.	Documentation review / Management interview	Art. 16 of Interim Regulation on the Payment of Wages: Bearing damages for the employee's cause, the employer could ask for compensation from the employee according to the labor contract. The compensation could be deducted from the salary or wages of the employee. The deduction can be not more than 20% of the salary or wage regulated by local government and the final amount to be received by worker after the deduction should meet the minimum wage requirement.	Factory will return the deduction immediately (within one week).	Corrected: As per document review and worker interview, the money deducted in last October was repaid to workers. Not corrected: Although interviewees reflect no workers are subjected to any monetary penalty, terms of labor contract violates FLA benchmark: When Employee violates labor discipline and rules and regulations, Employer may take disciplinary action or penalize monetary fine against Employee according to the national	Factory has amended the labor contract format and plan to re-sign contracts with workers within next week.
H&A.8 纪律处罚/罚款和罚金	Noncompliance	08年10月工资表上有扣款。工厂使用经济性惩罚。	文件查阅 / 管理层访谈	工资支付暂行规定第16条：因劳动者本人原因给用人单位造成经济损失的，用人单位可按照劳动合同的约定要求其赔偿经济损失。经济损失的赔偿，可以从劳动者本人的工资中扣除。但每月扣除的部分不得超过劳动者当月工资的20%。若扣除后的剩余工资部分低于当地月最低工资标准，则按最低工资标准支付	立即返还扣款（一个星期内）	整改完毕：文件查阅与员工访谈得知，去年10月扣的钱已经退还给员工。 没有整改：尽管没有员工表示受到过经济处罚，但是劳动合同中有规定“乙方违反劳动纪律和规章制度的，甲方有权按国家和本单位的有关规定对乙方给予纪律处分或经济处罚，直至	工厂已经做了份新的合同模板，计划这周签完新合同。
5. Non-Discrimination 5. 不歧视	In compliance						

No person will be subject to any discrimination in employment, including hiring, salary, benefits, advancement, discipline, termination or retirement, on the basis of gender, race, religion, age, disability, sexual orientation, nationality, political opinion, or social or ethnic origin. 任何人都不能因其性别、种族、宗教信仰、年龄、残障、性倾向、国籍、政治见解、和社会出身或民族血统而受到任何就业方面的歧视，包括雇用、工资、福利、升职、纪律处罚、解聘或退休。							
6. Health and Safety 6. 健康与安全	Noncompliance						
Employers will provide a safe and healthy working environment to prevent accidents and injury to health arising out of, linked with, or occurring in the course of work or as a result of the operation of employer facilities. I工作场所守则规定：雇主应该提供一个安全和健康的工作环境，以防止在工作过程中或因操作雇主的设备而产生的、或导致的、或发生的健康事故和伤害。							
H&S.8 Permits and Certificates	Noncompliance	1. Factory does not have fire inspection certificate for its canteen. 2. Six air compressor operators were sent to training for renewing the license on May 20, however, the valid licenses have not been issued yet.	Documentation review / Management interview	Art.2 (Category of special posts): 1. electrician; 2. boiler operator; 3. operation on container with pressure; 4. operation with hoist; 5.operation involving explosion; 6.welding (gas cutting); 7. gas detection under mine; 8. auto vehicle driving; 9. vessel and turbine driving; 10. construction in high altitude; 11. others according with the definition of	1. Factory will try to get the fire inspection certificate as soon as possible. (within one week). 2. Six air compressor operators' license will be issued soon.	Corrected: Fire inspection certificate for canteen was reviewed by the auditor. Not corrected: Seven hoister operators and three air compressor operators were sent to training for renewing the license, however, the valid licenses have not been issued yet.	Factory said that the computer system of Liaocheng Special Equipment Inspection Bureau broken down, therefore the new certificates had not been issued yet.
H&S.8 许可证和证书	Noncompliance	1. 食堂没有消防验收合格报告。 2. 空压机操作工证书到期，已经送去培训，目前没有拿到新的操作证。	文件查阅 / 管理层访谈	中国劳动法第六章“劳动安全卫生”第55条规定：从事特种作业的劳动者必须经过专门培训并取得特种作业资格。 中华人民共和国国家标准特种作业人员安全技术考核管理规则第1条（基本定义）：对操作者本人	1. 工厂会尽快取得食堂消防验收合格报告。（一个星期内） 2. 操作证就快发下。	整改完毕： 工厂提供给了食堂消防验收合格报告。 没有整改： 7个起重工操作工和3个空压机操作工的证过期。他们已经送去重新培训，但是新的证书还没有发下。	工厂表示由于聊城市特检局电脑坏了，所以至今没有拿到新证件。
H&S.10 Safety Equipment and First Aid Training	In compliance	Factory has not installed a fire alarm system.	Factory walkthrough / Management interview		Factory will purchase fire alarm and install it soon. (within one week).	Corrected: As per factory tour, fire alarm was installed in the production workshop.	N/A
H&S.10 安全设施和紧急救援训练	In compliance	工厂没有安装火警铃。	走厂发现 / 管理层访谈		近日内购置安装（一个星期内）	整改完毕： 走厂发现火警铃已安装。	N/A
H&S.13 Chemical Management and Training	In compliance	There is no secondary container in the chemical storage area.	Factory walkthrough / Management interview	Regulations for Safe Use of Chemicals in the workplace, Art.20: The information concerning health and safety when utilizing hazardous chemicals shall be open to the	Factory will start to build secondary containers immediately and try to finish it within one week.	Corrected: As per factory tour, secondary container was provided in the chemical storage area.	N/A
H&S.13 化工品管理和培训	In compliance	化学品存放区域没有第二容器。	走厂发现 / 管理层访谈	工作场所安全使用化学品规定第20条：使用单位应将危险化学品的有关安全卫生资料向职工公开，教育职工识别安全标签、了解安全技术说明书、掌握必要的应	第二容器在建中，一周内完成。	整改完毕： 走厂发现化学品存放区域已有第二容器。	N/A
H&S.14 Material Safety Data Sheets/Worker Access and Awareness	In compliance	There is no MSDS posted in the chemical storage area.	Factory walkthrough / Management interview	Art. 12 of PRC Safe Use of Chemical Materials in Production Area: Safe use of chemical materials in Production area: The chemical materials used in the factory	Factory will ask chemical supplier for MSDS immediately and posted it. (within one week).	Corrected: As per factory tour, MSDS is posted in the chemical storage area.	N/A

H&S.14 物资安全数据记录/工人易懂和知情	In compliance	化学品存放区域没有张贴物质安全表。	走厂发现 / 管理层访谈	“工作场所安全使用化学品规定”第12条：使用单位使用的化学品应有标识，危险化学品应有安全标签，并向操作人员提供安全技术说明书。	立即向供应商要物质安全表并张贴。（一个星期内）	整改完毕：走厂发现化学品存放区域张贴了物质安全表。	N/A
H&S.20 Bodily Strain	Noncompliance	Workstations are not designed for ergonomic concerns.	Factory walkthrough / Management interview		Factory is looking for suitable chair with back and floor mats and correct this issue in one month.	Not corrected: Factory does not provide ergonomic chairs to workers with sitting jobs; floor mats to workers with standing jobs.	Factory has provided rest area with ergonomic chairs to workers. It will correct this issue within next week.
H&S.20 身体劳损	Noncompliance	工厂没有实行人体工程学。	走厂发现 / 管理层访谈		正在考察相关产品，准备购置使用，一个月内整改完。	没有整改：工厂没有给长期坐着的员工提供靠背椅，给长期站着的员工提供脚垫。	工厂在休息区域提供了靠背椅给员工。工厂表示会在下周前整改完这个问题。
7. Freedom of Association and Collective Bargaining 7. 自由结社与集体合同	Noncompliance						
Employers will recognize and respect the right of employees to freedom of association and collective bargaining. 雇主应该承认和尊重雇员自由结社与集体谈判的权利。							
FOA.2 Right to Freely Associate	Noncompliance	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) which violates workers' right to freely associate.	N/A	Art. 7 of PRC Labor Law: Laborers have the right to participate in and organize trade unions. Unions represent and safeguard the legal interests of workers and engaged with activities	N/A	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)	N/A
FOA.2 自由结社的权利	Noncompliance	中国工会法没有给予员工自由结社的权利。	N/A	劳动法第七条规定：劳动者有权依法参加和组织工会。	N/A	中国工会法没有给予员工自由结社的权利。	N/A
8. Hours of Work 8. 工作时间	Noncompliance						
Except in extraordinary business circumstances, employees will (i) not be required to work more than the lesser of (a) 48 hours per week and 12 hours overtime or (b) the limits on regular and overtime hours allowed by the law of the country of manufacture or, where the laws of such country will not limit the hours of work, the regular work week in such country plus 12 hours overtime; and (ii) be entitled to at least one day off in every seven day period. 除非是在特别的商业情况下，雇员应(i)不能被要求工作时间超过以下两种情况之较低者(a)每周48小时及每周12小时加班工作或(b)制造国法律允许的一般工作时间和加班工作小时数，或者如果该国法律未对工作时间做出限制时，采用每周正常的工作小时数加上每周12小时的加班工作；(ii)每7天时间至少享受1天的休息时间。							

HOW.2 Rest Day	Noncompliance			Art. 38 of PRC Labor Law: Employer shall guarantee that its laborers have at least one day off per week. Reply to Questions on Working Hours, Art.9: a) The employer shall negotiate with the Union and the employees on how to implement the system of comprehensive calculated		New finding: Auditor found amendments from "I" to "X" in the time records, besides the actual attendance days do not equal the number of "I" in the manual time records. Since the manual time records were not reliable, it cannot be verified whether workers are	Factory started to use electronic time recording system from Dec. 26, 2009.
HOW.2 休息日	Noncompliance			中国劳动法第四章工作时间和休息休假第38条：用人单位应当保证劳动者每周至少休息一日。劳动部关于职工工作时间有关问题的复函第9条：1.企业实行综合计算工时工作制以及在实行综合		新问题： 由于手工考勤有被修改，实际的出勤天数与"I"不符，故无法判断员工每7天是否有1天休息。	从12月26日已经开始用电子考勤。
HOW.6 Time Recording System	Noncompliance	Factory uses manual time records which could not reflect the real working time accurately.	Documentation review / Management interview		Factory will start to use electronic time record system from next month.	Not corrected: Factory uses manual time records which do not reflect the real working hours of the worker accurately. Line supervisors mark "I" as workers' attendance and "X" as absence on manual time records. Auditor found suspicious from "I" to "X" in the time records, besides the actual attendance days	Factory started to use electronic time recording system from Dec. 26, 2009.
HOW.6 时间记录系统	Noncompliance	工厂使用手工考勤，无法准确地反映员工上班时间。	文件查阅 / 管理层访谈		下个月起安排上电子考勤设备	没有整改： 工厂使用手工考勤，无法准确地反映员工上班时间。审核员发现手工考勤有把"I"修改成"X"，实际的出勤天数与"I"不符，所以判断手工考	从12月26日已经开始用电子考勤。
HOW.14 Annual Leave	Noncompliance	Factory does not provide worker with paid annual leave.	Documentation review / Management interview / Worker interview	Art 3 of Announcement of the State Council on the Regulations of Paid Annual Leave of Employees: Where an employee has served one full year but less than 10 years accumulatively, he is entitled to five days of annual leave. If he has served 10 full years but less than 20 years, annual leave is 10 days. If he has	Factory is working on implement of paid annual leaves and will correct this issue as soon as possible.	Not corrected: Although factory has established policy on annual leave, it does not implement this policy in practice. According to the leave records from June to December, no worker has ever enjoyed this benefit.	Factory will implement this policy starting from this month.
HOW.14 年假	Noncompliance	工厂没有提供带薪年假。	文件查阅 / 管理层访谈 / 员工访谈	职工带薪年假条例第三条：职工累计工作已满1年不满10年的，年休假5天；已满10年不满20年的，年休假10天；已满20年的，年休假15天。国家法定休假日、休	部分员工刚满一年，正在开展此项工作	没有整改： 尽管工厂建立了带薪年假政策，但是工厂没有实行政策，至今没有员工享受过此福利。	从12月份开始实行。
9. Wages, Benefits and Overtime Compensation 9. 工资、福利与加班工资	Noncompliance						

<p>WAGES AND BENEFITS: Employers recognize that wages are essential to meeting employees' basic needs. Employers will pay employees, as a base, at least the minimum wage required by local law or the prevailing industry wage, whichever is higher, and will provide legally mandated benefits.</p> <p>雇主承认工资对满足雇员的基本需要是至关重要的。雇主应向至少向雇员支付当地法律规定的最低工资，或是该行业的普遍工资，二者孰高，并为雇员提供法律规定的各项福利。</p> <p>OVERTIME COMPENSATION: In addition to their compensation for regular hours of work, employees will be compensated for overtime hours at such premium rate as is legally required in the country of manufacture or, in those countries where such laws will not exist, at a rate at least equal to their regular hourly compensation rate.</p> <p>除了正常时间工作的报酬之外，还应支付雇员加班补贴，应按制造国法律规定的高于平时工资的比例计算加班费，若这些国家没有这样的法律，则至少按与他们在正常时间工作时的报酬相等的比例计算。</p>							
WBOT.2 Minimum Wage	Noncompliance			Art. 48 of PRC Labor Law (Chapter 5 Wages and Salaries): Employer shall pay workers wages no lower than government established minimum.		New finding: Since the manual time records were not reliable, it cannot be verified whether piece rate workers are paid above the minimum wage.	Factory started to use electronic time recording system from Dec. 26, 2009.
WBOT.2 最低工资	Noncompliance			中国劳动法第五章“工资”第48条：用人单位支付劳动者的工资不得低于当地最低工资标准。 最低工资规定第12条：在劳动者提供正常劳动的情况下，用人单位支付给劳动者的工资在剔除下列各项后，不得低于当地最低工资标准：（一）延长工作时间工资；（二）中班、夜班、高温、低温、井下、有毒有害等特殊		新问题：由于手工考勤有被修改，故无法判断计件员工是否达到最低工资。	从12月26日已经开始用电子考勤。
WBOT.4 Timely Payment of Wages	In compliance	Wage pay day exceeds one month of the end of the last pay period.	Documentation review / Management interview	Art. 50: Wages shall be paid to the workers in cash and on a monthly basis. Under no circumstances is it allowed to deduct or delay the payment.	Factory promised to pay wage for May on June 24.	Corrected: As per bank receipt from June to November review, factory pays salary on every 24th for the 25th day of preceding month to 26th day of current month. Information is also confirmed with	N/A
WBOT.4 按时支付工资	In compliance	工资支付周期超过一个月。	文件查阅 / 管理层访谈	中国劳动法第50条规定：工资应当以货币形式按月支付给劳动者本人。不得克扣或者无故拖欠劳动者的工资。	6月24日已支付5月份工资	整改完毕：6月至9月的银行进账单显示工厂每月24日支付上个月25日至这个月26日的工资。员工访谈也表示工资在每月24日支付。	N/A

WBOT.5 Holidays, Leave, Legal Benefits and Bonuses	Noncompliance	1. All employees are covered with pension, medical, work injury and unemployment. No workers are enrolled in maternity insurance, but factory provides paid maternity leave to workers. 2. Factory does not provide paid legal holiday (off-work) to workers.	Documentation review / Management interview	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. Art. 73 of PRC Labor Law	1. Factory expressed that maternity insurance is not implemented in local area yet. 2. Factory will start to provide paid legal holiday to workers from June.	Not corrected: All employees are covered with pension, medical, work injury and unemployment. No workers are enrolled in maternity insurance, but factory provides paid maternity leave to workers. Corrected: Factory provide 35RMB per day for National and Mid-autumn holiday (off-work) to workers.	Factory expressed that maternity insurance is not implemented in local area yet.
WBOT.5 假期, 休假, 法定福利和奖金	Noncompliance	1. 所有员工都参加了养老, 医疗, 工伤, 失业保险。没有人参加生育保险, 但是工厂有给产假工资。 2. 计件工人没有带薪法定假。	文件查阅 / 管理层访谈	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;	1. 工厂表示当地没有生育保险。 2. 自6月份起给予计件工人没有带薪法定假。	没有整改: 所有员工都参加了养老, 医疗, 工伤, 失业保险。没有人参加生育保险, 但是工厂有给产假工资。 整改完毕: 工厂11月支付35元一天的国庆和中秋的	当地政府没有开始实行生育保险。
WBOT.10 Premium/Overtime Compensation	Noncompliance	Factory does not pay weekend's overtime compensation to workers.	Documentation review / Management interview	Art. 44.1 of PRC Labor Law: The employer shall pay workers no less than 150 % of their regular wages if they are required to work overtime. Art. 44. 2 of PRC Labor Law : Payment of	Factory will pay weekend's overtime compensation from June.	Not corrected. Since the manual time records were not reliable, it cannot be verified that overtime compensation are properly paid.	Factory started to use electronic time recording system from Dec. 26, 2009.
WBOT.10 加付款/加班费	Noncompliance	计件工人双休日加班没有支付加班费。	文件查阅 / 管理层访谈	中国劳动法第四章“工作时间和休息休假”第44条第1款: 安排劳动者延长工作时间的, 支付不低于工资的百分之一百五十的工资报酬。	自6月份起, 按规定支付加班费	没有整改: 由于手工考勤不准确, 故无法判断加班工资是否足额支付。	从12月26日已经开始用电子考勤。
10. Miscellaneous 10. 其他	In compliance						
Subcontracting, homework and other issues not covered by above benchmarks and code requirements. 分包商、家庭工等其它以上准则未涵盖的要求							