

ALGI - FLA Type Audit Tracking Chart / Corrective Action Plan

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| TOR : | 14616 |
| Client: | World Centric |
| Facility Name | Wheat Straw Fiber |
| Date: | 11/26/2013~11/27/2013 |
| Auditors: | 1 auditor |

| FLA Code/Benchmark 公平劳工协会标准 | Compliance Status 合规状况 | Describe noncompliance and Recommendation of corrective action 问题点描述及改善措施建议 | List sources (e.g. worker interviews, factory walkthrough, records review, etc.) 问题点来源 | Cite and describe local and/or country laws used for additional reference 引用法规 | Facility Response 工厂回应 |
|--|---------------------------|---|---|---|--|
| O. Code Awareness | In compliance | 0 | | | |
| A. Employment Relationship (ER) | In compliance | 0 | | | |
| B. Non-Discrimination (ND) | In compliance | 0 | | | |
| C. Harassment or Abuse (H/A) | In compliance | 0 | | | |
| D. Forced Labor (FL) | In compliance | 0 | | | |
| E. Child Labor (CL) | In compliance | 0 | | | |
| F. Freedom of Association and Collective Bargaining (FoA) | In compliance | 0 | | | |
| G. Health, Safety and Environment (HSE) | Non compliance | 2 | | | |
| employers shall provide a safe and healthy work-place setting 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 employers' facilities. employers shall adopt respon- | | | | | |
| H&S.5 Evacuation Requirements and Procedure | Non compliance | It was noted that one out of two emergency evacuation exits in the finished goods warehouse was blocked by goods. It is recommended that the factory should remove those goods to ensure all exits are clear all the time. | factory tour | In accordance with the PRC Fire Prevention Law article 16 (4), government offices, social groups, enterprises, public institutions and other entities shall take the following fire safety precautions: | Root Cause: Due to few people worked in this warehouse, the factory stacked these goods at that place temporarily. Corrective Action: The factory will remove those goods immediately to make sure the evacuation passages are clear. |
| H&S.6 Safety Equipment and First Aid Training | Non compliance | It was noted that scissors, tweezers, gloves were missing in first aid kits in the material warehouse and finished goods warehouse. It is recommended that factory should inspect all first | factory tour | In accordance with FLA Benchmark H&S.6 | Root Cause: Due to few people work in the material warehouse and finished goods warehouse, the factory forgot to restock some items in the first aid kits. Corrective Action: The factory will restock the first aid box in |
| H. Hours of Work (HoW) | Non compliance | 1 | | | |
| employers shall not require workers to work more than the regular and overtime hours allowed by the law of the country where the workers are employed. The regular work week shall not exceed 48 hours. | | | | | |
| HOW.1 General Compliance Hours of Work | Non compliance | Wages and Working hours could not be verified due to below inconsistencies found between production records and the attendance records: 1) Based on the Material Receiving records found in the material warehouse, it was noted that a worker named Ms. Meng Bian (边萌萌) from packing workshop had received material from Mr. Xiang Gao (高祥) /material keeper in the warehouse on October 1&3, 2013 (Chinese National Day) and October 4, 2013 (Friday) and Mr. Shao Bin Cui (崔少彬)/leader of packing workshop signed on the record as confirmation, however, the provided attendance records indicated that all related workers had rested on these days. 2) Based on the IPQC Inspection Records provided from the office, Ms. Ye Zhang (张叶) / QC had conducted the first article inspection and in-process inspection for the products on October 1, 2013 (Chinese National Day) and Mr. Ye Ye (叶叶) / QC had conducted the first article inspection and in-process inspection for the products on October 4, 2013 (Friday). | Document review and workers' interview | In accordance with FLA Benchmark C.16 | Root Cause: Many workers usually worked for a while on rest day, so they may not record their working hours on those days. (Remark: As per related workers interviews, they stated that all the records were recorded on the working days, and normally the leader also checked the records every day.) Corrective Action: The factory will supervise employees to record their working hours accurately. Recommended Completion Timescale: December 27, 2013 |
| I. Compensation (C) | Non compliance | 1 | | | |
| every worker has a right to compensation for a regular work week that is sufficient to meet the worker's basic needs and provide some discretionary income. employers shall pay at least the minimum wage or the appropriate prevailing wage, whichever is higher, comply with all legal requirements on wages, and provide any fringe benefits required by law or contract. | | | | | |

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| C.16 False Payroll Records | Non compliance | <p>Wages and Working hours could not be verified due to below inconsistencies found between production records and the attendance records:</p> <p>1) Based on the Material Receiving records found in the material warehouse, it was noted that a worker named Ms. Meng Bian (边萌萌) from packing workshop had received material from Mr. Xiang Gao (高祥) /material keeper in the warehouse on October 1&3, 2013 (Chinese National Day) and October 4, 2013 (Friday) and Mr. Shao Bin Cui (崔少彬)/leader of packing workshop signed on the record as confirmation, however, the provided attendance records indicated that all related workers had rested on these days.</p> <p>2) Based on the IPQC Inspection Records provided from the office, Ms. Ye Zhang (张叶)/ QC had conducted the first article inspection and in-process inspection for the products on October 1, 2013.</p> | Document review and workers' interview | In accordance with FLA Benchmark C.16 | <p>Root Cause: Many workers usually worked for a while on rest day, so they may not record their working hours on those days. (Remark: As per related workers interviews, they stated that all the records were recorded on the working days, and normally the leader also checked the records every day.)</p> <p>Corrective Action: The factory will supervise employees to record their working hours accurately.</p> <p>Recommended Completion Timescale: December 27, 2013</p> |
| J. Miscellaneous | In compliance | 0 | | | |