



Sedex Members Ethical Trade Audit Report

Version 6.0



Audit Details

Sedex Company Reference: <i>(only available on Sedex System)</i>	ZC: ZC1055223	Sedex Site Reference: <i>(only available on Sedex System)</i>	ZS: ZS1079543
Business name (Company name):	GOKUL KNITT FABs		
Site name:	GOKUL KNITT FABs		
Site address: <i>(Please include full address)</i>	D.No .3/547, Kuppandampalayam, TKT Mill Backside, Palladam Road, Veerapandi PO, Tirupur- 641605, TamilNadu.	Country:	India
Site contact and job title:	Mr.R.Mohan Kumar – Managing Partner		
Site phone:	+91-421-2210062	Site e-mail:	mohan@gokulknittfabs.com
SMETA Audit Type:	<input checked="" type="checkbox"/> Labour Standards	<input checked="" type="checkbox"/> Health & Safety	<input type="checkbox"/> Environment <input type="checkbox"/> Business Ethics
Date of Audit:	07-Jul-2017		

Audit Company Name & Logo:

LEVERAGE LIMITED



Report Owner (payee):

GOKUL KNITT FABs

Audit Conducted By					
Commercial	<input checked="" type="checkbox"/>	Purchaser	<input type="checkbox"/>	Retailer	<input type="checkbox"/>
Brand owner	<input type="checkbox"/>	NGO	<input type="checkbox"/>	Trade Union	<input type="checkbox"/>
Multi-stakeholder	<input type="checkbox"/>	Combined Audit (select all that apply)			

Audit Content:

(1) A SMETA audit was conducted which included some or all of Labour Standards, Health & Safety, Environment and Business Ethics. The SMETA Best Practice Version 6.0 April 2017 was applied. The scope of workers included all types at the site e.g. direct employees, agency workers, workers employed by service providers and workers provided by other contractors. Any deviations from the SMETA Methodology are stated (with reasons for deviation) in the SMETA Declaration.

(2) The audit scope was against the following reference documents

2-Pillar SMETA Audit

- ETI Base Code
- SMETA Additions
 - Universal rights covering UNGP
 - Management systems and code implementation,
 - Responsible Recruitment
 - Entitlement to Work & Immigration,
 - Sub-Contracting and Home working,

4-Pillar SMETA

- 2-Pillar requirements plus
- Additional Pillar assessment of Environment
- Additional Pillar assessment of Business Ethics
- The Customer's Supplier Code (Appendix 1)

(3) Where appropriate non-compliances were raised against the ETI code / SMETA Additions & local law and recorded as non compliances on both the audit report, CAPR and on Sedex.

(4) Any Non-Compliance against customer code shall not be uploaded to Sedex. However, in the CAPR these 'Variances in compliance between ETI code / SMETA Additions/ local law and customer code' shall be noted in the observations section of the CAPR.

SMETA Declaration

I declare that the audit underpinning the following report was conducted in accordance with SMETA Best Practice Guidance and SMETA Measurement Criteria.

- (1) Where appropriate non-compliances were raised against the ETI code / SMETA Additions & local law and recorded as non-compliances on both the audit report, CAPR and on Sedex.
- (2) Any Non-Compliance against customer code alone shall not be uploaded to Sedex. However, in the CAPR these 'Variances in compliance between ETI code / SMETA Additions/ local law and customer code' shall be noted in the observations section of the CAPR.

Any exceptions to this must be recorded here (e.g. different sample size): Nil

Auditor Team (s) (please list all including all interviewers):

Lead auditor: S.Kumareshan

Team auditor: Nil

Interviewers: S.Kumareshan

Report writer: S.Kumareshan

Report reviewer: Joe Ye

Date of declaration: 12/7/2017

Note: The focus of this ethical audit is on the ETI Base Code and local law. The additional elements will not be audited in such depth or scope, but the audit process will still highlight any specific issues.














This report provides a summary of the findings and other applicable information found/gathered during the social audit conducted on the above date only and does not officially confirm or certify compliance with any legal regulations or industry standards. The social audit process requires that information be gathered and considered from records review, worker interviews, management interviews and visual observation. More information is gathered during the social audit process than is provided here. The audit process is a sampling exercise only and does not guarantee that the audited site prior, during or post-audit, are in full compliance with the Code being audited against. The provisions of this Code constitute minimum and not maximum standards and this Code should not be used to prevent companies from exceeding these standards. Companies applying this Code are expected to comply with national and other applicable laws and where the provisions of law and this Code address the same subject, to apply that provision which affords the greater protection. The ownership of this report remains with the party who has paid for the audit. Release permission must be provided by the owner prior to release to any third parties.

Non-Compliance Table

Issue <i>(please click on the issue title to go direct to the appropriate audit results by clause)</i> <i>Note to auditor, please ensure that when issuing the audit report, hyperlinks are retained.</i>	Area of Non-Conformity <i>(Only check box when there is a non-conformity, and only in the box/es where the non-conformity can be found)</i>				Record the number of issues by line*:			NC Findings Only <i>(note to auditor, summarise in as few words as possible NC's only)</i>
	ETI Base Code	Local Law	Additional Elements	Customer Code	NC	Obs	GE	
0A Universal Rights covering UNGP			<input checked="" type="checkbox"/>	<input type="checkbox"/>		1	0	<p>Summary of Observation: None</p> <p>It was noted that facility has not developed policy which express business commitment to respect universal rights. Further the policy was not communicated to stakeholders, employees. Training not provided.</p> <p>Summary of Good Example None</p>

0B	<u>Management systems and code implementation</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0	0	0	<ul style="list-style-type: none"> Summary of Non-Compliance: None Summary of Observation: None Summary of Good Example None
1.	Freely chosen Employment	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	0	0	0	<ul style="list-style-type: none"> Summary of Non-Compliance: None Summary of Observation: None Summary of Good Example None
2	<u>Freedom of Association</u>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	0	0	0	<ul style="list-style-type: none"> Summary of Non-Compliance: None Summary of Observation: None Summary of Good Example None
3	<u>Safety and Hygienic Conditions</u>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>	3	0	0	<ul style="list-style-type: none"> Summary of Non-Compliance: <p>It was noted through factory tour that pathway markings were faded out in first floor.</p> <p>It was noted through facility tour that needle guards were tampered in</p>

									<p>approximately 20% of sewing machines.</p> <p>It was noted through facility tour that ironers were not using ear plug during operation.</p> <ul style="list-style-type: none"> Summary of Observation: None Summary of Good Example None
4	<u>Child Labour</u>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	0	0	0	<ul style="list-style-type: none"> Summary of Non-Compliance: None Summary of Observation: None Summary of Good Example None
5	<u>Living Wages and Benefits</u>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	0	0	0	<ul style="list-style-type: none"> Summary of Non-Compliance: None Summary of Observation: None Summary of Good Example None
6	<u>Working Hours</u>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	0	0	0	<ul style="list-style-type: none"> Summary of Non-Compliance: None Summary of Observation: None

									<ul style="list-style-type: none"> Summary of Good Example None
7	<u>Discrimination</u>					0	0	0	<ul style="list-style-type: none"> Summary of Non-Compliance: None Summary of Observation: None Summary of Good Example None
8	<u>Regular Employment</u>					0	0	0	<ul style="list-style-type: none"> Summary of Non-Compliance: None Summary of Observation: None Summary of Good Example None
8A	<u>Sub-Contracting and Homeworking</u>					0	0	0	<ul style="list-style-type: none"> Summary of Non-Compliance: None Summary of Observation: None Summary of Good Example None
9	<u>Harsh or Inhumane Treatment</u>					0	0	0	<ul style="list-style-type: none"> Summary of Non-Compliance: None Summary of Observation: None

									<ul style="list-style-type: none"> Summary of Good Example None
10A	<u>Entitlement to Work</u>					0	0	0	<ul style="list-style-type: none"> Summary of Non-Compliance: None Summary of Observation: None Summary of Good Example None
10B2	Environment 2-Pillar					0	0	0	<ul style="list-style-type: none"> Summary of Non-Compliance: None Summary of Observation: None Summary of Good Example None
10B4	<u>Environment 4-Pillar</u>					NA	NA	NA	Not Audited
10C	<u>Business Ethics</u>					NA	NA	NA	Not Audited
General observations and summary of the site:									
<ul style="list-style-type: none"> Factory does not interfere with the workers' rights. There was no evidence of child labour in the factory. There was no evidence of forced/bonded/involuntary labour in the factory. 									

- In general, the working conditions at the facility was found good and well maintained.
- No discrimination was found on any grounds.
- Factory has not engaged any home workers.
- As confirmed by the employees during their interviews, there is no physical abuse or discipline, threat of physical ab abuse in the factory.
- Factory respects the legal minimum wages and all the workers are aware of their wages.
- Factory respects legal limits on working hours.
- Factory management was cooperative during the audit.

**Please note the table above records the total number of Non-compliances (NC), Observations (Obs) and Good Examples (GE). This gives the reviewer an indication of problem areas but does not detail severities of each issue – Reviewers need to check audit results by clause.*

Site Details

Site Details																
A: Company Name:	GOKUL KNITT FABS															
B: Site name:	GOKUL KNITT FABS															
C: Applicable business and other legally required licence numbers and documents for example, business license no, liability insurance, any other required government inspections	License No : TP13810 Fire NOC : 1426/2016															
D: Products/Activities at site, for example, garment manufacture, electricals, toys, grower	Garments Manufacture															
E: Site description: (Include size, location, and age of site. Also, include structure and number of buildings)	<p>The facility M/s Gokul Knitt Fabs is located at D.No .3/547, Kuppandampalayam, TKT Mill Backside, Palladam Road, Veerapandi PO, Tirupur-641605, TamilNadu, India. The total production area occupied by the facility is about 2534 square meter. The factory has been operating at this location since 2015. Factory operations were carried out in one building with three floors (i.e., ground floor, First floor and Second Floor) .</p> <table border="1"> <thead> <tr> <th>Production Building no</th> <th>Description</th> <th>Remark, if any</th> </tr> </thead> <tbody> <tr> <td>Ground Floor</td> <td>Fabric storage, cutting, Sewing</td> <td>Nil</td> </tr> <tr> <td>Floor 1</td> <td>Sampling, Ironing, Packing, Finished Goods Storage and Administrative Office</td> <td>Nil</td> </tr> <tr> <td>Floor 2</td> <td>Dining Hall and Rest Room</td> <td>Nil</td> </tr> <tr> <td>Is this a shared building?</td> <td>Nil</td> <td>Nil</td> </tr> </tbody> </table>	Production Building no	Description	Remark, if any	Ground Floor	Fabric storage, cutting, Sewing	Nil	Floor 1	Sampling, Ironing, Packing, Finished Goods Storage and Administrative Office	Nil	Floor 2	Dining Hall and Rest Room	Nil	Is this a shared building?	Nil	Nil
Production Building no	Description	Remark, if any														
Ground Floor	Fabric storage, cutting, Sewing	Nil														
Floor 1	Sampling, Ironing, Packing, Finished Goods Storage and Administrative Office	Nil														
Floor 2	Dining Hall and Rest Room	Nil														
Is this a shared building?	Nil	Nil														

	<p>The factory adopted the manual time recording to record the attendance of all employees. As informed by factory management, the factory arranged one shift for all the employees.</p> <p>The main products manufactured by the factory is all kinds of knitted garments.</p> <p>The main production processes are listed as follows: Fabric Receipt - Cutting -Sewing-Checking-Ironing-Packing & Dispatch</p> <p>A total of 76 employees are currently working in the facility. The employees work 6 days a week in one shift.</p> <p>Working hours in the factory are as below-: Working Hours : 8:30 am to 5:30 pm Morning Tea break : 10:30am to 10:45am Lunch Break : 12:30pm to 1:30pm Evening Tea break : 3:30pm to 3:45pm Weekly off : Sunday</p> <p>The wages were calculated on daily basis and paid on monthly basis on or before 7th of every month. It was given to understand by the factory management that their production is consistent at present.</p> <p>The factory extended their full cooperation during the audit.</p> <p>Visible structural integrity issues (large cracks) observed and without structural engineer evaluation</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>Details: Nil</p>
F: Site function:	<input type="checkbox"/> Agent

	<input checked="" type="checkbox"/> Factory Processing/Manufacturer <input type="checkbox"/> Finished Product Supplier <input type="checkbox"/> Grower <input type="checkbox"/> Homeworker <input type="checkbox"/> Labour Provider <input type="checkbox"/> Pack House <input type="checkbox"/> Primary Producer <input type="checkbox"/> Service Provider <input type="checkbox"/> Sub-Contractor
G: Month(s) of peak season: (if applicable)	Consistent throughout the year
H: Process overview: <i>(Include products being produced, main operations, number of production lines, main equipment used)</i>	Fabric receipt – Cutting – Sewing – Checking – Ironing-Packing - Dispatch
I: What form of worker representation / union is there on site?	<input type="checkbox"/> Union (name) <input checked="" type="checkbox"/> Worker Committee <input type="checkbox"/> Other (specify) <input type="checkbox"/> None
J: Is there any night production work at the site?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
K: Are there any on site provided worker accommodation buildings e.g. dormitories	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes approx. % of workers in on site accommodation
L: Are there any off site provided worker accommodation buildings	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes approx. % of workers
M: Were the site provided accommodation buildings included in	<input type="checkbox"/> Yes

this audit	<input checked="" type="checkbox"/> No If No, please give details : NA
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Audit Parameters			
A: Time in and time out	Day 1 Time in: 10:00 Day 1 Time out: 18:15	Day 2 Time in: NA Day 2 Time out: NA	Day 3 Time in: NA Day 3 Time out: NA
B: Number of Auditor Days Used:	1 auditor x 1 day		
C: Audit type:	<input checked="" type="checkbox"/> Full Initial <input type="checkbox"/> Periodic <input type="checkbox"/> Full Follow-up <input type="checkbox"/> Partial Follow-Up <input type="checkbox"/> Partial Other – Define		
D: Was the audit announced?	<input checked="" type="checkbox"/> Announced <input type="checkbox"/> Semi – announced: Window detail: weeks <input type="checkbox"/> Unannounced		
E: Was the Sedex SAQ available for review?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If No, why not		
F: Any conflicting information SAQ/Pre-Audit Info to Audit findings?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes , please capture detail in appropriate audit by clause		
G: Who signed and agreed CAPR (Name and job title)	Mr.R.Mohan Kumar – Managing Partner		
H: Is further information available (if Y please contact audit company for details)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		

I: Previous audit date:	18.12. 2015
J: Previous audit type:	Full Initial
K: Was any previous audit reviewed during this audit	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A

Audit attendance	Management	Worker Representatives	
	Senior management	Worker Committee representatives	Union representatives
A: Present at the opening meeting?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
B: Present at the audit?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
C: Present at the closing meeting?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
D: If Worker Representatives were not present please explain reasons why (only complete if no worker reps present)	Nil		
E: If Union Representatives were not present please explain reasons why: (only complete if no union reps present)	No Trade Union exists on site.		

Worker Analysis

“ The term "migrant worker" refers to a person who is engaged or has been engaged in a remunerated activity in a country of which they are not a national and where they do not intend to remain permanently or has purposely migrated on a temporary basis to another in-country region to seek and engage in a remunerated activity

Worker Analysis								
	Local			Migrant*				Total
	Permanent	Temporary	Agency	Permanent	Temporary	Agency	Home workers	
Worker numbers – Male	45	0	0	0	0	0	0	45
Worker numbers – female	31	0	0	0	0	0	0	31
Total	76	0	0	0	0	0	0	76
Number of Workers interviewed – male	6	0	0	0	0	0	0	6
Number of Workers interviewed – female	4	0	0	0	0	0	0	4
Total – interviewed sample size	10	0	0	0	0	0	0	10

A: Nationality of Management	Indian
B: Majority nationality of workers	Main countries: Country 1: India____ approx % total workforce_100____ Country 2: _____ approx % total workforce_____ Country 3: _____ approx % total workforce_____

C: Worker remuneration (management information)	<p>___0___% workers on piece rate</p> <p>___0___% hourly paid workers</p> <p>___100___% salaried workers</p> <p>Payment cycle:</p> <p>___0___% daily paid</p> <p>___0___% weekly paid</p> <p>___100___% monthly paid</p> <p>___0___% other – please give details</p>

Worker Interview Summary		
A: Were workers aware of the audit?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
B: Were workers aware of the code?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
C: Number of group interviews: <i>(Please specify number and size of groups. Please see SMETA Best Practice Guidance and Measurement Criteria. If the auditor was not able to follow the BPG, please state within the declaration)</i>	1 group of 4 employees	
D: Number of individual interviews <i>(Please see SMETA Best Practice Guidance and Measurement Criteria)</i>	Male: 2	Female: 4
E: All groups of workers are included in the scope of this audit such as; Direct employees, Casual and agency workers, Workers employed by service providers such as security and catering staff as well as workers supplied by other contractors. <i>Note to auditor: please record details of migrant /agency/contractor workers in section 8 – Regular Employment, under Responsible</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If N, please give details	

Recruitment	
F: Interviews were done in private and the confidentiality of the interview process was communicated to the workers?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
G: In general, what was the attitude of the workers towards their workplace?	<input checked="" type="checkbox"/> Favourable <input type="checkbox"/> Non-favourable <input type="checkbox"/> Indifferent
H: What was the most common worker complaint?	Nil
I: What did the workers like the most about working at this site?	Health and Safety, Working Hours, Wages paid in time.
J: Any additional comment(s) regarding interviews:	Nil
K: Attitude of workers to hours worked:	Satisfied with working hours. No overtime work in factory.
L. Is there any worker survey information available?	
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, please give details:	
M: Attitude of workers: (Include their attitude to management, workplace, and the interview process. Both positive and negative information should be included) Note: Do not document any information that could put workers at risk	
Through interview with workers, it was noted that all workers were satisfied with the factory and no negative comment was received. <ul style="list-style-type: none"> • Management is issuing appointment order to all employees on the day of joining. • Without age proof document, no employees appointed in facility. 	

- During the employees interview, it was found that employees were aware of their rights and duties.
- Employees had informed that manual in and out time recording used to record timing.
- During employees interview noted that all of them receive wages in time on or before 7th of every month.
- Employees were informed that facility does not have any employees with age less than 18 years.
- Employees interview confirmed that they work voluntarily in the facility including overtime during any urgent needs.
- First aid training provided to employees.
- No discrimination found in any form in facility. Everyone is treated equally.
- Employees were satisfied with the working conditions inside facility. No issues raised by the employees on this issue.

N: Attitude of worker's committee/union reps:

(Include their attitude to management, workplace, and the interview process. Both positive and negative information should be included) Note: Do not document any information that could put workers at risk

Through interview with worker representative noted that they are satisfied with the management and no negative comment was received.

O: Attitude of managers:

(Include attitude to audit, and audit process. Both positive and negative information should be included)

The factory management was found to be co-operative throughout the audit. Provided full access to auditor throughout the audit.

Audit Results by Clause

0A: Universal Rights covering UNGP

[\(Click here to return to NC-table\)](#)

0.A. Guidance for Observations

0.A.1 Businesses should have a policy, endorsed at the highest level, covering human rights impacts and issues, and ensure it is communicated to all appropriate parties, including its own suppliers.

0.A.2 Businesses should have a designated person responsible for implementing standards concerning Human rights

0.A.3 Businesses shall identify their stakeholders and salient issues.

0.A.4 Businesses shall measure their direct, indirect, and potential impacts on stakeholders (rights holders) human rights.

0.A.5 Where businesses have an adverse impact on human rights within any of their stakeholders, they shall address these issues and enable effective remediation.

0.A.6 Businesses shall have a transparent system in place for confidentially reporting, and dealing with human rights impacts without fear of reprisals towards the reporter.

Note for auditors and readers. This is not a full Human Rights Assessment, but instead a check on the business's implementation of processes to meet their Universal rights covering UNGP responsibilities.

Current Systems and Evidence Examined

To complete 'current systems' Auditors examine policies and written procedures in conjunction with relevant managers, to understand, and record what controls and processes are currently in place e.g. record what policies are in place, what relevant procedures are carried out, who is /are responsible for the management of this item of the code. Evidence checked should detail any documentary or verbal evidence shown to support the systems.

Current systems:

The facility publishes a universal rights statement on their standing order, but there is no formal training given to any employees on the need to protect universal rights. The terms and conditions for employees are stated in the employee contract and workers are trained in the grievance procedure

Evidence examined – to support system description (Documents examined & relevant comments. Include

renewal/expiry date where appropriate):

Details: Standing order, employee terms and conditions, Committee meeting records.

Any other comments: None

A: Policy statement that expresses commitment to respect human rights?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Please give details: No Policy available
B: Does the business have a designated person responsible for implementing standards concerning Human Rights?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please give details: Name: Ms.M.Hemalatha Job title: General Manager
C: Does the businesses have a transparent system in place for confidentially reporting, and dealing with human rights impacts without fear of reprisals towards the reporter?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please give details: Facility has grievance committee and confidential suggestion boxes for confidential reporting and dealing with universal rights impacts without fear of reprisals towards the reporter.
D: Does the business demonstrate effective data privacy procedures for workers' information, which is implemented?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please give details: All employee information and personnel files are kept secured with managing partner.

Findings

Finding: Observation ☒

Company NC ☐

Description of observation:

It was noted that facility has not developed policy which express business commitment to respect universal rights. Further the policy was not communicated to stakeholders, employees. Training not provided.

Local law or ETI/Additional elements / customer specific requirement:

0.A.1 Businesses should have a policy, endorsed at the highest level, covering human rights impacts and issues, and ensure it is communicated to all appropriate parties, including its own suppliers.

Comments:

It is recommended that management adopt practices and controls to ensure that the factory developing policy which express business commitment to respect universal rights and fulfil all the requirements of this section.

Objective evidence observed:

Management Interview,
Document review.

Good examples observed:

Description of Good Example (GE):

No good examples noted beyond the basic requirements of the ETI base code or local law was observed.

Objective Evidence Observed:

Not applicable.

Measuring Workplace Impact

Workplace Impact		
A: Annual worker turnover: Number of workers leaving in last 12 months as a % of average total number of workers on site over the year (annual worker turnover)	Last year: _20_ %	This year _20_ %
B: Current % quarterly (90 days) turnover: Number of workers leaving from the first of the 90 day period through to the last day of the 90 day period / [(number of employees on the 1 st day of 90 day period + number of employees on the last day of the 90 day period) / 2]	15	
C: Annual % absenteeism: Number of days lost through job absence in the year / [(number of employees on 1 st day of the year + number employees on the last day of the year / 2] * number available workdays in the year	Last year: ____20__ %	This year ____20__ %
D: Quarterly (90 days) % absenteeism: Number of days lost through job absence in the period / [(Number of employees on 1 st of the period + Number of employees on the last day of the period / 2] * Number of available workdays in the month	20%	25%
E: Are accidents recorded?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please describe: Accident records in appropriate legal format maintained.	
F: Annual Number of work related accidents and injuries per 100 workers: [Number of work related accidents and injuries * 100) / Number of total workers]	Last year: 0 Number: 0	This year: 0 Number: 0

<p>G: Quarterly (90 days) number of work related accidents and injuries per 100 workers:</p> <p>[Number of work related accidents and injuries * 100) / Number of total workers]</p>	0	0
<p>H: Lost day work cases per 100 workers:</p> <p>[(Number of lost days due to work accidents and work related injuries * 100) / Number of total workers]</p>	Last year:0	This year: 0
<p>I: % of workers that work on average more than 48 standard hours / week in the last 6 / 12 months:</p>	<p>6 months</p> <p>___0___% workers</p>	<p>12 months</p> <p>___0___% workers</p>
<p>J: % of workers that work on average more than 60 total hours / week in the last 6 / 12 months:</p>	<p>6 months</p> <p>___0___% workers</p>	<p>12 months</p> <p>___0___% workers</p>

0: Management systems and Code Implementation

0B: Management system and Code Implementation

[\(click here to return to NC Table\)](#)

0.B.1 Suppliers are expected to implement and maintain systems for delivering compliance to this Code.

0.B.2 Suppliers are expected to be operating legally in premises with the correct business licenses and permissions and to have systems to ensure that all relevant land rights have been complied with

0.B.3 Suppliers shall appoint a senior member of management who shall be responsible for compliance with the Code.

0.B.4 Suppliers are expected to communicate this Code to all employees.

0.B.5 Suppliers should communicate this code to their own suppliers and, where reasonably practicable, extend the principles of this Ethical Code through their supply chain.

Current Systems and Evidence Examined

To complete 'current systems' Auditors examine policies and written procedures in conjunction with relevant managers, to understand, and record what controls and processes are currently in place e.g. record what policies are in place, what relevant procedures are carried out, who is/are responsible for the management of this item of the code. Evidence checked should detail any documentary or verbal evidence shown to support the systems.

Current systems:

The factory implements and maintains systems for delivering compliance to this Code.

Ms.M.Hemalatha/MR is responsible for compliance with the Code.

Evidence examined – to support system description (Documents examined & relevant comments. Include renewal/expiry date where appropriate):

During this audit, the social compliance policies, social compliance management manual, ETI Code of Conduct, Training Records, documents related to Control of suppliers and sub-contractors etc were reviewed.

Any other comments: Nil

Management Systems:	
A: In the last 12 months, has the site been subject to any fines/prosecutions for non-compliance to any regulations?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Please describe: No fines
B: Do policies and/or procedures exist that reduce the risk of forced labour, child labour, discrimination, harassment & abuse?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please describe: Policies and procedures available for verification.
C: If Yes, is there evidence (an indication) of effective implementation? Please give details.	Yes. All the Workers are given training and factory has displayed all the policies in notice boards.
D: Have managers and workers received training in the standards for forced labour, child labour, discrimination, harassment & abuse?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please describe: All the employees are given training during induction itself and factory has displayed all the policies in notice boards.
E: If Yes, is there evidence (an indication) that training has been effective e.g. training records etc.? Please give details	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please describe: Training records available.
F: Does the site have any internationally recognised system certifications e.g. ISO 9000, 14000, OHSAS 18000, SA8000 (or other social audits). Please detail (Number and date).	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please describe: SA8000, GOTS
G: Is there a Human Resources manager/department? If Yes, please detail.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please describe: Mr.M.Selvaraj was appointed as HR to look after all HR activities.
H: Is there a senior person /manager responsible for implementation of the Code	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please describe: General Manager is responsible

	for implementation of the code.
I: Is there a policy to ensure all worker information is confidential	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please describe: Policy developed and implemented
J: Is there an effective procedure to ensure confidential information is kept confidential	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please describe: Procedures developed and implemented
K: Are risk assessments conducted to evaluate policy and procedure effectiveness?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Details: The facility conducts periodic risk assessment to evaluate the effectiveness of policy and procedure.
L: Does the facility have a process to address issues found when conducting risk assessments, including implementation of controls to reduce identified risks?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Details: Identified risks are prioritised and corrective actions are takes based on severity of risks.
M: Does the facility have a policy/code which require labour standards of its own suppliers?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Details: ETI code and SA8000 standard was communicated to its own suppliers.
Land rights	
N: Does the site have all required land rights licenses and permissions (see SMETA Measurement Criteria)?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Details: Own Building
O: Does the site have systems in place to conduct legal due diligence to recognize and apply national	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

laws and practices relating to land title	Details: All legal approval obtained for the factory building.
<p>P: Does the site have a written policy and procedures specific to land rights.</p> <p>If yes, does it include any due diligence the company will undertake to obtain free, prior and informed consent, (FPIC) even if national/local law does not require it</p>	<p><input type="checkbox"/> Yes</p> <p><input checked="" type="checkbox"/> No</p> <p>If yes, how does the company obtain FPIC: NA</p>
<p>Q: Is there evidence that facility site compensated the owner/lessor for the land prior to the facility being built or expanded.</p> <p>Please give details.</p>	<p><input type="checkbox"/> Yes</p> <p><input checked="" type="checkbox"/> No</p> <p>Details: Own Building, hence not applicable.</p>
<p>R. Does the Facility demonstrate that alternatives to a specific land acquisition were considered to avoid or minimize adverse impacts</p> <p>Please give details.</p>	<p><input type="checkbox"/> Yes</p> <p><input checked="" type="checkbox"/> No</p> <p>Details: Own Building, hence not required.</p>
<p>S: Is There any evidence of illegal appropriation of land for facility building or expansion of footprint.</p>	<p><input type="checkbox"/> Yes</p> <p><input checked="" type="checkbox"/> No</p> <p>Details: No evidence found.</p>

Non-compliance:

<p>1. Description of non-compliance:</p> <p><input type="checkbox"/> NC against ETI/Additional Elements <input type="checkbox"/> NC against Local Law</p> <p><input type="checkbox"/> NC against customer code:</p> <p>No non compliance noted during the day of audit.</p> <p>Local law or ETI requirement:</p> <p>Not applicable.</p> <p>Recommended corrective action:</p> <p>Not applicable.</p>	<p>Objective evidence observed:</p> <p><i>(where relevant please add photo numbers)</i></p> <p>Not Applicable</p>
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Observation:	
<p>Description of observation:</p> <p>None to report.</p> <p>Local law or ETI requirement:</p> <p>Not Applicable</p> <p>Comments:</p> <p>Not Applicable</p>	<p>Objective evidence observed:</p> <p>Not Applicable</p>

<p>Good Examples observed:</p>

<p>Description of Good Example (GE):</p> <p>No good examples noted beyond the basic requirements of the ETI base code or local law was observed.</p>	<p>Objective evidence observed:</p> <p>Not Applicable</p>
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1: Freely Chosen Employment

[\(Click here to return to NC-table\)](#)

ETI

1.1 There is no forced, bonded or involuntary prison labour.

1.2 Workers are not required to lodge "deposits" or their identity papers with their employer and are free to leave their employer after reasonable notice.

Current Systems and Evidence Examined

To complete 'current systems' Auditors examine policies and written procedures in conjunction with relevant managers, to understand, and record what controls and processes are currently in place e.g. record what policies are in place, what relevant procedures are carried out, who is/are responsible for the management of this item of the code. Evidence checked should detail any documentary or verbal evidence shown to support the systems.

Current systems:

1. Based on document review, the factory had a policy which prohibits forced labour.
2. From the facility tours and interview with employees, the factory does not limit the employees' freedom
3. Workers were not required to deposit original employees ID card with the facility for employment.

Evidence examined – to support system description (Documents examined & relevant comments. Include

renewal/expiry date where appropriate):

1. Documented policy on Forced Labour Policy
2. Wages paid records
3. Record of hiring / dismissal or deductions.
4. Personnel records of employees.
5. Recruitment Procedures

Any other comments: Nil

<p>A: Is there any evidence of retention of original documents, e.g. passports/ID's</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>If Yes please give details and category of workers affected : No Evidence</p>
<p>B: Is there any evidence of a loan scheme in operation</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>If yes please give details and category of worker affected : No Evidence</p>
<p>C: Is there Any evidence of retention of wages /deposits</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>If yes please give details and category of worker affected : No Evidence</p>
<p>D: Are there any restrictions on workers' freedom to terminate employment?</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>Please describe finding: No restrictions</p>
<p>E: If any part of the business is UK based / registered & turnover is 36m+ there is a requirement to publish a 'modern day slavery statement.'</p> <p>F: Is there a modern day slavery statement published</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Please describe finding:</p> <p><input checked="" type="checkbox"/> Not applicable</p>
<p>G: Is there evidence of any restrictions on workers' freedoms to leave the site at the end of the</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>

work day	Please describe finding: No Evidence
H: Does the site understand the risks of forced / trafficked / bonded labour in it's supply chain	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes please give details and category of workers affected: Site aware of the risks. No workers affected. <input type="checkbox"/> Not applicable
I: Is the site taking any steps taking to reduce the risk of forced / trafficked labour?	<input type="checkbox"/> Yes <input type="checkbox"/> No Please describe finding: NA – No forced or trafficked employees engaged.

Non-compliance:

1. Description of non-compliance:

☐ NC against ETI/Additional Elements

☐ NC against Local Law

☐ NC against customer code:

No non compliance noted during the day of audit.

Local law or ETI requirement:

Not applicable.

Recommended corrective action:

Not applicable.

Objective evidence observed:

(where relevant please add photo numbers)

Not Applicable

Observation:

Description of observation:

None to report.

Local law or ETI requirement:

Not Applicable

Comments:

Not Applicable

Objective evidence observed:

Not Applicable

Good Examples observed:

Description of Good Example (GE):

No good examples noted beyond the basic requirements of the ETI base code or local law was observed.

Objective evidence observed:

Not Applicable

2: Freedom of Association and Right to Collective Bargaining are Respected

[\(Click here to return to NC-table\)](#)

[\(Click here to return to Key Information\)](#)

ETI

2.1 Workers, without distinction, have the right to join or form trade unions of their own choosing and to bargain collectively.

2.2 The employer adopts an open attitude towards the activities of trade unions and their organisational activities.

2.3 Workers' representatives are not discriminated against and have access to carry out their representative functions in the workplace.

2.4 Where the right to freedom of association and collective bargaining is restricted under law, the employer facilitates, and does not hinder, the development of parallel means for independent and free association and bargaining.

Current Systems and Evidence Examined

To complete 'current systems' Auditors examine policies and written procedures in conjunction with relevant managers, to understand, and record what controls and processes are currently in place e.g. record what policies are in place, what relevant procedures are carried out, who is/are responsible for the management of this item of the code. Evidence checked should detail any documentary or verbal evidence shown to support the systems.

Current systems:

1. There was no union at the site.
2. Facility had provided confidential suggestion box and a grievance committee for the workers through which workers can raise their suggestions and complains if any.

Evidence examined – to support system description (Documents examined & relevant comments. Include renewal/expiry date where appropriate):

1. Documented policy for Freedom of Association and Collective Bargaining
2. Approved Standing order
3. Grievance committee/Grievance Policy
4. Interview with management and employee

Any other comments: Nil

A: What form of worker representation/union is there on site?	<input type="checkbox"/> Union (name) <input checked="" type="checkbox"/> Worker Committee <input type="checkbox"/> Other (specify) <input type="checkbox"/> None	
B: Is it a legal requirement to have a union?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
C: Is it a legal requirement to have a worker's committee?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
D: Is there any other form of effective worker/management communication channel? (Other than union/worker committee) e.g. H&S, sexual harassment	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Describe: Health and safety committee, Anti Harassment Committee, suggestion box Is there evidence of free elections? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
E: Does the supplier provide adequate facilities to allow the Union or committee to conduct related business?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Details: Committees are free to do their onsite activities.	
F: Name of union and union representative, if applicable:	NA	Is there evidence of free elections? <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A
G: If no union what is parallel means of consultation with workers e.g. worker committees?	Works Committee	Is there evidence of free elections? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A

H: Are all workers aware of who their representatives are?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
I: Were worker representatives freely elected?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Date of last election: 3 rd march 2017
J: Do workers know what topics can be raised with their representatives?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
K: Were worker representatives/union representatives interviewed	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If Yes , please state how many: 2	
L: State any evidence that union/worker's committee is effective? <i>Specify date of last meeting; topics covered; how minutes were communicated etc.</i>	Workers committee was conducted once in two months. Last meeting held on 15.05.2017. Employees needs and workplace environment needs are discussed in general . Further employees are free to speak directly to the top management about their grievances if any there and then.	
M: Are any workers covered by Collective Bargaining Agreement (CBA)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
N: If Yes what percentage by trade Union/worker representation	____% workers covered by Union CBA NA-No workers covered by CBA	____% workers covered by worker rep CBA NA-No workers covered by CBA
O: If Yes , does the Collective Bargaining Agreement (CBA) include rates of pay	<input type="checkbox"/> Yes <input type="checkbox"/> No NA-No workers covered by CBA	

Non-compliance:

1. Description of non-compliance:

☐ NC against ETI/Additional Elements

☐ NC against Local Law

☐ NC against customer code:

No non compliance noted during the day of audit.

Local law or ETI requirement:

Not applicable.

Recommended corrective action:

Not applicable.

Objective evidence observed:

(where relevant please add photo numbers)

Not Applicable

Observation:

Description of observation:

None to report.

Local law or ETI requirement:

Not Applicable

Comments:

Not Applicable

Objective evidence observed:

Not Applicable

Good Examples observed:

Description of Good Example (GE):

No good examples noted beyond the basic requirements of the ETI base code or local law was observed.

Objective evidence observed:

Not Applicable

3: Working Conditions are Safe and Hygienic

[\(Click here to return to NC-table\)](#)

[\(Click here to return to Key Information\)](#)

ETI

3.1 A safe and hygienic working environment shall be provided, bearing in mind the prevailing knowledge of the industry and of any specific hazards. Adequate steps shall be taken to prevent accidents and injury to health arising out of, associated with, or occurring in the course of work, by minimising, so far as is reasonably practicable, the causes of hazards inherent in the working environment.

3.2 Workers shall receive regular and recorded Health & Safety training, and such training shall be repeated for new or reassigned workers.

3.3 Access to clean toilet facilities and to potable water, and, if appropriate, sanitary facilities for food storage shall be provided.

3.4 Accommodation, where provided, shall be clean, safe, and meet the basic needs of the workers.

3.5 The company observing the code shall assign responsibility for Health & Safety to a senior management representative.

Current Systems and Evidence Examined

To complete 'current systems' Auditors examine policies and written procedures in conjunction with relevant managers, to understand, and record what controls and processes are currently in place e.g. record what policies are in place, what relevant procedures are carried out, who is/are responsible for the management of this item of the code. Evidence checked should detail any documentary or verbal evidence shown to support the systems.

Current systems:

1. Mr. M.Selvaraj/HR/HSR was appointed to be responsible to a healthy and safe work environment.
2. Workplace environment appeared to be clean and safe.
3. Facility has provided toilet facilities to their employees.
4. Facility had provided fire extinguishers throughout the facility.
5. Personal protective equipment were provided to all the concerned employees.
6. Emergency lights, fire alarm, first aid box provided.

Evidence examined – to support system description (Documents examined & relevant comments. Include renewal/expiry date where appropriate):

1. Documented Health & Safety Policy
2. First-aid training record
3. Maintenance record of Fire equipment and emergency equipment
4. Building construction and maintenance certificates
5. Emergency procedures
6. Warnings and labels in local language.
7. Drinking Water.
8. Toilets and sanitation.
9. Personal protective equipment
10. H& S Training
11. First Aid boxes.
12. Emergency lights, fire alarm installed.

Any other comments: Nil

<p>A: Does the facility have general Health & Safety and occupational Health & Safety policies and procedures that are fit for purpose and are these communicated to workers?</p>	<p><input checked="" type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p>Details: Facility has developed and implemented Health and safety policy and procedures. The same was communicated to employees through trainings. Policy was also displayed at prominent place.</p>
<p>B: Are the policies included in worker's manual?</p>	<p><input checked="" type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p>Details: Facility has provided the policies to workers. The same was displayed at prominent place.</p>
<p>C: Are there any structural additions without required permits/inspections (e.g. floors added)?</p>	<p><input type="checkbox"/> Yes</p> <p><input checked="" type="checkbox"/> No</p> <p>Details: Structural changes can be made after getting prior approval from concerned authority.</p>
<p>D: Are visitors to the site informed on H&S and provided with personal protective equipment</p>	<p><input checked="" type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p>Details: Informed on H&S and PPE requirements.</p>
<p>E: Is a medical room or medical facility provided for workers?</p> <p>If yes, do the room(s) meet legal requirements and is the size/number of rooms suitable for the number of workers.</p>	<p><input checked="" type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p>Details: First aid facility provided to employees. First aid trained employees were available in factory. Medical room was not applicable for the current employees strength.</p>
<p>F: Is there a doctor or nurse on site or there is easy access to first aider/ trained medical aid</p>	<p><input checked="" type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p>Details: First aid trained employees available onsite. First aid medicines available for first aid.</p>
<p>G: Where facility provides worker transport - it is fit for purpose, safe and</p>	<p><input type="checkbox"/> Yes</p>

maintained and operated by competent persons e.g. buses and other vehicles	<input checked="" type="checkbox"/> No Details: Transportation not provided.
H: Secure personal storage space is provided for workers in their living space and is fit for purpose	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Details: Secured storage space not provided to workers.
I: H&S Risk assessments are conducted (including evaluating the arrangements for workers doing overtime e.g. driving after a long shift) and there are controls to reduce identified risk	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Details: H&S risk assessments conducted. Facility take appropriate control measures to reduce the risks.
J: Is the site meeting its legal obligations on environmental requirements including required permits for use and disposal of natural resources	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please describe ; Facility has obtained sanitary certificate, further generator stack monitoring is carried out regularly.
K: Is the site meeting its customer requirements on environmental standards, including the use of banned chemicals	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please describe: Facility is not using any chemicals.

Non-compliance: 1

Description of non-compliance:

☒ NC against ETI/Additional Elements

☒ NC against Local Law

☐ NC against customer code:

It was noted through factory tour that pathway markings were faded out in first floor.

ETI requirement:

3.1 A safe and hygienic working environment shall be provided, bearing in mind the prevailing knowledge of the industry and of any specific hazards. Adequate steps shall be taken to prevent accidents and injury to health arising out of, associated with, or occurring in the course of work, by minimising, so far as is reasonably practicable, the causes of hazards inherent in the working environment.

Local law requirement:

In accordance with the Tamil Nadu Factories Rules, 1950, Chapter IV, SAFETY, SECTION 61 - Fire Protection –(2) Access for Fire Fighting. a) Building and plants shall be so laid out and roads, passageways etc, so maintained as to permit unobstructed access for fire fighting.

Recommended corrective action:

It is recommended that management adopt practices and controls to ensure that all the pathways are marked appropriately.

Objective evidence observed:

(where relevant please add photo numbers)

Facility tour

Non-compliance: 2

Description of non-compliance:

☒ NC against ETI/Additional Elements

☒ NC against Local Law

☐ NC against customer code:

It was noted through facility tour that needle guards were tampered in approximately 20% of sewing machines.

ETI requirement:

3.1 A safe and hygienic working environment shall be provided, bearing in mind the prevailing knowledge of the industry and of any specific hazards. Adequate steps shall be taken to prevent accidents and injury to health arising out of, associated with, or occurring in the course of work, by minimising, so far as is reasonably practicable, the causes of hazards inherent in the working environment.

Local law requirement:

In accordance with Factories Act 1948, Section 26 (1) (a), every set screw, bolt or key on any revolving shaft, spindle, wheel or pinion shall be so sunk, encased or otherwise effectively guarded as to prevent danger.

Recommended corrective action:

It is recommended that management adopt practices and controls to ensure that needle guards are not tampered at any point of time.

Objective evidence observed:

(where relevant please add photo numbers)

Facility tour

Non-compliance: 3

<p>Description of non-compliance:</p> <p><input checked="" type="checkbox"/> NC against ETI/Additional Elements <input checked="" type="checkbox"/> NC against Local Law</p> <p><input type="checkbox"/> NC against customer code:</p> <p>It was noted through facility tour that ironers were not using ear plug during operation.</p> <p>ETI requirement:</p> <p>3.1 A safe and hygienic working environment shall be provided, bearing in mind the prevailing knowledge of the industry and of any specific hazards. Adequate steps shall be taken to prevent accidents and injury to health arising out of, associated with, or occurring in the course of work, by minimising, so far as is reasonably practicable, the causes of hazards inherent in the working environment.</p> <p>Local law requirement:</p> <p>In accordance with Factories Act 1948, Chapter I, Section 7 (A) (1), every occupier shall ensure, so far as is reasonably practicable, the health, safety and welfare of all workers while they at the work in the factory.</p> <p>Recommended corrective action:</p> <p>It is recommended that management adopt practices and controls to ensure that all the employees are using appropriate PPE at all times.</p>	<p>Objective evidence observed:</p> <p><i>(where relevant please add photo numbers)</i></p> <p>Facility tour</p>
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Observation:	
Description of observation:	Objective evidence

<p>None to report.</p> <p>Local law or ETI requirement:</p> <p>Not Applicable</p> <p>Comments:</p> <p>Not Applicable</p>	<p>observed:</p> <p>Not Applicable</p>
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Good Examples observed:	
<p>Description of Good Example (GE):</p> <p>No good examples noted beyond the basic requirements of the ETI base code or local law was observed.</p>	<p>Objective evidence observed:</p> <p>Not Applicable</p>

4: Child Labour Shall Not Be Used

[\(Click here to return to NC-table\)](#)

[\(Click here to return to Key Information\)](#)

ETI

4.1 There shall be no new recruitment of child labour.

4.2 Companies shall develop or participate in and contribute to policies and programmes which provide for the transition of any child found to be performing child labour to enable her or him to attend and remain in quality education until no longer a child.

4.3 Children and young persons under 18 shall not be employed at night or in hazardous conditions.

4.4 These policies and procedures shall conform to the provisions of the relevant ILO Standards.

Current Systems and Evidence Examined

To complete 'current systems' Auditors examine policies and written procedures in conjunction with relevant managers, to understand, and record what controls and processes are currently in place e.g. record what policies are in place, what relevant procedures are carried out, who is/are responsible for the management of this item of the code. Evidence checked should detail any documentary or verbal evidence shown to support the systems.

Current systems:

1.The facility has established following system to ensure no recruitment of child labour:

- a) Facility verifies the original proof of age document during the pre-employment interview and a copy is maintained in the personal file of the employee.
- b) Facility had established child labour remediation policy.

2.From facility tour, physical appearance of employees and interviews with management, there was no evidence of child labour or young labour employed by the facility.

Evidence examined – to support system description (Documents examined & relevant comments. Include renewal/expiry date where appropriate):

- 1. Documented Policy on Child Labour Prevention.
- 2. Child labour remediation policy displayed.
- 3. Age proof record of employees
- 4. Physical appearance of employees

5. Interview with the employees.

Any other comments: Nil

A: Legal age of employment	14 -18 years with restriction, 18 Years completed without restriction.
B: Age of youngest worker found:	20 years
C: Children present on workflow but not working at time of audit	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
D: % of under 18's at this site (of total workers)	0 %
E: Workers under 18 subject to hazardous work assignments? <u>(Go to clause 3 – Health and Safety)</u>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Y give details : No workers engaged below 18 years. No hazardous substances used by facility.

Non-compliance:

1. Description of non-compliance:

- ☐ NC against ETI/Additional Elements
 ☐ NC against Local Law
☐ NC against customer code:

No non compliance noted during the day of audit.

Local law or ETI requirement:

Not applicable.

Objective evidence observed:

(where relevant please add photo numbers)

Not Applicable

<p>Recommended corrective action:</p> <p>Not applicable.</p>	
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Observation:	
<p>Description of observation:</p> <p>None to report.</p> <p>Local law or ETI requirement:</p> <p>Not Applicable</p> <p>Comments:</p> <p>Not Applicable</p>	<p>Objective evidence observed:</p> <p>Not Applicable</p>

Good Examples observed:	
<p>Description of Good Example (GE):</p> <p>No good examples noted beyond the basic requirements of the ETI base code or local law was observed.</p>	<p>Objective evidence observed:</p> <p>Not Applicable</p>

5: Living Wages are Paid

[\(Click here to return to NC-table\)](#)

[\(Click here to return to Key information\)](#)

ETI

5.1 Wages and benefits paid for a standard working week meet, at a minimum, national legal standards or industry benchmark standards, whichever is higher. In any event wages should always be enough to meet basic needs and to provide some discretionary income.

5.2 All workers shall be provided with written and understandable information about their employment conditions in respect to wages before they enter employment and about the particulars of their wages for the pay period concerned each time that they are paid.

5.3 Deductions from wages as a disciplinary measure shall not be permitted nor shall any deductions from wages not provided for by national law be permitted without the expressed permission of the worker concerned. All disciplinary measures should be recorded.

Current Systems and Evidence Examined

To complete 'current systems' Auditors examine policies and written procedures in conjunction with relevant managers, to understand, and record what controls and processes are currently in place e.g. record what policies are in place, what relevant procedures are carried out, who is/are responsible for the management of this item of the code. Evidence checked should detail any documentary or verbal evidence shown to support the systems.

Current systems:

1. Applicable minimum wages paid to all the employees. Wage slips were being issued to all employees.
2. No deductions were made from the wages of the workers as a disciplinary measure.
3. Wages were paid in time, on monthly basis.
4. Company had a documented system to comply with applicable laws to ensure that the wages paid are in conformance to the standard and applicable local laws.
5. The company had established Policy and Procedures to ensure that the wages paid to the employees always be enough to meet basic need.

Evidence examined – to support system description (Documents examined & relevant comments. Include renewal/expiry date where appropriate):

1. Wage record & payroll record verified from July 2016 to audit date.

2. Record for deductions from wages.
3. Payslips verified.
4. Worker interview
5. Local and national laws
6. Wages and benefits policy
7. Local legal minimum wage documents

Any other comments: Nil

Non-compliance:

1. Description of non-compliance:

- ☐ NC against ETI/Additional Elements
 ☐ NC against Local Law
 ☐ NC against customer code:

No non compliance noted during the day of audit.

Local law or ETI requirement:

Not applicable.

Recommended corrective action:

Not applicable.

Objective evidence observed:

(where relevant please add photo numbers)

Not Applicable

Observation:

Description of observation:

Objective evidence observed:

<p>None to report.</p> <p>Local law or ETI requirement:</p> <p>Not Applicable</p> <p>Comments:</p> <p>Not Applicable</p>	<p>Not Applicable</p>
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Good Examples observed:	
<p>Description of Good Example (GE):</p> <p>No good examples noted beyond the basic requirements of the ETI base code or local law was observed.</p>	<p>Objective evidence observed:</p> <p>Not Applicable</p>

Summary Information

Criteria	Local Law (Please state legal requirement)	Actual at the Site (Record site results against the law)	Is this part of a Collective Bargaining Agreement?
A: Standard/Contracted work hours: (Maximum legal and actual required working hours excluding overtime, please state if possible per day, week, and month)	Legal maximum: 48 hours/week	48 hours/week	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
B: Overtime hours: (Maximum legal and actual overtime hours, please state if possible per day, week, and month)	Legal maximum: 2 hours per day, 12 hours	Nil- No overtime work performed	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

	per week and 50 hours per quarter		
D: wage for standard/contracted hours: <i>(Minimum legal and actual minimum wage at site, please state if possible per hr, day, week, and month)</i>	Legal minimum: INR 185.81/day/shift	INR 192/day/shift	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
E: overtime wage: <i>(Minimum legal and actual minimum overtime wage at site, please state if possible per hr, day, week, and month)</i>	Legal minimum: 200% of normal wages	200% of normal wages- However employees were not engaged for overtime.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Wages analysis:		
(Click here to return to Key Information)		
A: Were accurate records shown at the first request?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
B: If No , why not?	NA	
C: Sample Size Checked <i>(State number of worker records checked and from which weeks/months – should be current, peak, and random/low. Please see SMETA Best Practice Guidance and Measurement Criteria)</i>	10 Samples for June 2017 10 Samples for March 2017 10 Samples for October 2016	
D: Are there different legal minimum wage grades? If Yes , please specify all.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	If Yes , please give details:
E: If there are different legal minimum grades, are all workers graded and paid correctly?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	If No , please give details:
F: For the lowest paid production	Lowest Wages	Please indicate the breakdown of workforce

workers, are wages paid for standard/contracted hours (excluding overtime) below or above the legal minimum?	found: <i>Note: full time employees and please state hour / week / month etc.</i>	per earnings: All the employees are receiving more than minimum wages.
	<input type="checkbox"/> Below legal min <input type="checkbox"/> Meet <input type="checkbox"/> Above	____% of workforce earning under min wage ____% of workforce earning min wage _100_% of workforce earning above min wage
G: Bonus (amount specify)	Bonus Scheme found: 8.33 on earned wages <i>Note: full time employees and please state hour / week / month etc.</i>	
H: What deductions are required by law e.g. social insurance? Please state all types:	Employees State Insurance and Employees Provident Fund	
I: Have these deductions been made? Please list all deductions that have/have not been made.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If No, please describe :	
J: Were appropriate records available to verify hours of work and wages?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
K: Were any inconsistencies found? (if yes describe nature)	<input type="checkbox"/> Yes <input type="checkbox"/> Poor record keeping <input checked="" type="checkbox"/> No <input type="checkbox"/> Isolated incident <input type="checkbox"/> Repeated occurrence:	
L: Do records reflect all time worked? (For instance, are workers asked to	<input checked="" type="checkbox"/> Yes	

attend meetings before or after work but not paid for their time)	<input type="checkbox"/> No Details: Time records and other records matches. No inconsistencies noted.
M: Is there a defined living wage: <i>This is <u>not</u> normally minimum legal wage. If answered Yes, please state amount and source of info:</i> Please see SMETA Best Practice Guidance and Measurement Criteria.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Please specify amount/time: NA
If yes, what was the calculation method used.	<input type="checkbox"/> ISEAL/Anker Benchmarks <input type="checkbox"/> Asia Floor Wage <input type="checkbox"/> Figures provided by Unions <input type="checkbox"/> Living Wage Foundation UK <input type="checkbox"/> Fair Wear Wage Ladder <input type="checkbox"/> Fairtrade Foundation Other – please give details:
N: Are there periodic reviews of wages? If Yes give details (include whether there is consideration to basic needs of workers plus discretionary income).	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Details: Review based on update of minimum wages by appropriate government.
O: Are workers paid in a timely manner in line with local law?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
P: Is there evidence that equal rates are being paid for equal work:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Details: Equal rates paid to equal work. Confirmed through interview and wage record review.
Q: How are workers paid:	<input checked="" type="checkbox"/> Cash <input type="checkbox"/> Cheque <input type="checkbox"/> Bank Transfer

	<input type="checkbox"/> Other If other explain:
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6: Working Hours are not Excessive

[\(Click here to return to NC-table\)](#)

[\(Click here to return to Key Information\)](#)

ETI

6.1 Working hours must comply with national laws, collective agreements, and the provisions of 6.2 to 6.6 below, whichever affords the greater protection for workers. Sub-clauses 6.2 to 6.6 are based on international labour standards.

6.2 Working hours, excluding overtime, shall be defined by contract, and shall not exceed 48 hours per week.

6.3 All overtime shall be voluntary. Overtime shall be used responsibly, taking into account all the following: the extent, frequency and hours worked by individual workers and the workforce as a whole. It shall not be used to replace regular employment. Overtime shall always be compensated at a premium rate, which is recommended to be not less than 125% of the regular rate of pay.

6.4 The total hours worked in any 7-day period shall not exceed 60 hours, except where covered by clause 6.5 below.

6.5 Working hours may exceed 60 hours in any 7-day period only in exceptional circumstances where **all** of the following are met:

- this is allowed by national law;
- this is allowed by a collective agreement freely negotiated with a workers' organisation representing a significant portion of the workforce;
- appropriate safeguards are taken to protect the workers' health and safety; and
- The employer can demonstrate that exceptional circumstances apply such as unexpected production peaks, accidents or emergencies.

6.6 Workers shall be provided with at least one day off in every 7-day period or, where allowed by national law, 2 days off in every 14-day period.

Current Systems and Evidence Examined

To complete 'current systems' Auditors examine policies and written procedures in conjunction with relevant managers, to understand, and record what controls and processes are currently in place e.g. record what policies are in place, what relevant procedures are carried out, who is/are responsible for the management of this item of the code. Evidence checked should detail any documentary or verbal evidence shown to support the systems.

Current systems:

1. The company used manual time records in which the employees acknowledging their time of in & out
2. Review of time records from July 2016 to audit date and workers interview, show that no overtime had been carried out in the facility.
3. The facility worked in a single shift. The employees work 6 days a week.
4. Regular hours were 48hrs/week.
5. All employees receive at least one day off in every seven day period.
6. The working hours were displayed on the notice board.

Evidence examined – to support system description (Documents examined & relevant comments. Include renewal/expiry date where appropriate):

1. Time Record (In-Out) record from July 2016 to audit date
2. Payroll records
3. Working hour's policy.

Any other comments: Nil

Non-compliance:

1. Description of non-compliance:

☐ NC against ETI/Additional Elements

☐ NC against Local Law

☐ NC against customer code:

No non compliance noted during the day of audit.

Local law or ETI requirement:

Not applicable.

Recommended corrective action:

Not applicable.

Objective evidence observed:

(where relevant please add photo numbers)

Not Applicable

Observation:

Description of observation:

None to report.

Local law or ETI requirement:

Not Applicable

Comments:

Not Applicable

Objective evidence observed:

Not Applicable

Good Examples observed:

Description of Good Example (GE):

No good examples noted beyond the basic requirements of the ETI base code or local law was observed.

Objective evidence observed:

Not Applicable

Working hours' analysis

Please include time e.g. hour/week/month

[\(Go back to Key information\)](#)

Systems & Processes

A. What timekeeping systems are used: time card etc.

Describe: manual time card. Employees acknowledges the timings.

B: Is sample size same as in wages section

☒ Yes

☐ No

If N, please give details

C: Are standard/contracted working hours defined in **all** contracts/employment agreements?

☒ Yes

☐ No

If NO, please give details including % and which type of workers do NOT have standard hours defined in contracts/employment agreements.

Details

D: Are there any other types of contracts/employment agreements used?

☐ Yes

☒ No

If YES, please complete as appropriate:

☐ 0 hrs

☐ Part time

☐ Variable hrs

☐ Other

If "Other", Please define:

E. Do any standard/contracted working hours defined in contracts/employment agreements exceed 48 hours per week	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<i>If Y please %detail hours, % and types of workers &affected and frequency</i> Details:
F: Are workers provided with at least 1 day off in every 7-day-period, or 2 in 14-day-period (where the law allows)?	Please select all applicable: <input checked="" type="checkbox"/> 1 in 7 days <input type="checkbox"/> 2 in 14 days <input type="checkbox"/> No If 'No', please explain:	Is this allowed by local law? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	Maximum number of days worked without a day off (in sample):	
	Maximum 6 days worked without a day off.	
Standard/Contracted Hours worked		
G: Standard working hours over 48 per week found	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	If yes, % of workers & frequency
H: Any local waivers/local law or permissions which allow averaging/annualised hours for this site?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<i>If YES, please give details</i> NA
Overtime Hours worked		
I: Actual overtime hours worked in sample (State per day/week/month)	NA – No overtime work performed	

J: Combined hours (standard/contracted plus= total) 60 found?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
K: Approximate percentage of total workers on highest overtime hours	_____% NA – No overtime work performed	
L: Is overtime voluntary?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Conflicting Information However no overtime work performed	Please detail evidence e.g. Wording of contract/employment agreement/handbook/worker interviews/refusal arrangements:
Overtime Premiums		
M: Are the correct legal overtime premiums paid?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A – there is no legal requirement to OT premium NA – No overtime work performed	Please give details of normal day overtime premium as a % of standard wages:
N: Is overtime paid at a premium?	<input type="checkbox"/> Yes <input type="checkbox"/> No NA – No overtime work performed	If yes, please describe % of workers & frequency:

<p>O: ETI Code requires a prevailing standard to give greatest worker protection.</p> <p>If a site pays less than 125% OT premium and this is allowed under local law, are there other considerations? Please complete the boxes where relevant. Multi select is possible.</p>	<div> <input type="checkbox"/> No <input type="checkbox"/> Consolidated pay (May be standard wages above minimum legal wage, with no/low overtime premium) <input type="checkbox"/> Collective Bargaining agreements <input type="checkbox"/> Other </div> <div>Please explain any checked boxes above e.g. detail of consolidated pay CBA or Other</div> <div>NA</div>
<p>P: If more than 60 total hours per week and this is legally allowed, are there other considerations? Please complete the boxes where relevant. Multi select is possible.</p>	<div> <input checked="" type="checkbox"/> Overtime is voluntary <input type="checkbox"/> Onsite Collective bargaining allows 60+ hours/week <input type="checkbox"/> Safeguards are in place to protect worker's health and safety <input type="checkbox"/> Site can demonstrate exceptional circumstances <input type="checkbox"/> Other reasons (please specify) </div> <div>Please explain any checked boxes above</div> <div>However no overtime work performed</div>
<p>Q: Is there evidence that overtime hours are being used for extended periods to make up for labour shortages or increased order volumes?</p>	<div> <input type="checkbox"/> Yes <input type="checkbox"/> No </div> <p>If yes, please describe</p> <p>NA – No overtime work performed</p>
<p>R: If sufficient workers cannot be hired, are new working time arrangements explored to ensure that overtime is the exception rather</p>	<div> <input type="checkbox"/> Yes <input type="checkbox"/> No </div> <p>NA – No overtime work performed</p>

than the rule.	
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7: No Discrimination is Practiced

[\(Click here to return to NC-table\)](#)

ETI

7.1 There is no discrimination in hiring, compensation, access to training, promotion, termination or retirement based on race, caste, national origin, religion, age, disability, gender, marital status, sexual orientation, union membership or political affiliation.

Current Systems and Evidence Examined

To complete 'current systems' Auditors examine policies and written procedures in conjunction with relevant managers, to understand, and record what controls and processes are currently in place e.g. record what policies are in place, what relevant procedures are carried out, who is/are responsible for the management of this item of the code. Evidence checked should detail any documentary or verbal evidence shown to support the systems.

Current systems:

1. From review of documentation and interviews with employees, there was no case of discrimination based on gender, religion etc. in hiring, compensation, access to training, promotion, termination or retirement
2. The human resource department is responsible for the investigation and disposal of discrimination case.
3. Facility had provided suggestion boxes, which is opened on regular basis.
4. The factory provides equal access to employment as well as equal pay for equal work.

Evidence examined – to support system description (Documents examined & relevant comments. Include renewal/expiry date where appropriate):

1. Documented policy on Discrimination.
2. Interaction with the employees.
3. Hiring procedure, compensation, access to training, promotion, termination or retirement

Any other comments: Nil

A: Gender breakdown of Management

Male: __60__ %

+ Supervisors (Include as one combined group)	Female_40____ %
B: Number of women who are in skilled or technical roles e.g. where specific qualifications are needed i.e. machine engineer / laboratory analyst	1 lab technician 1 pattern maker 11 checker 10 Tailor
C: Is there any evidence of discrimination based on race, caste, national origin, religion, age, disability, gender, marital status, sexual orientation, union membership or political affiliation?:	<input type="checkbox"/> Hiring <input type="checkbox"/> Compensation <input type="checkbox"/> access to training <input type="checkbox"/> promotion <input type="checkbox"/> termination or retirement No evidence of discriminated noted during audit process

Professional Development	
A: What type of training and development are available for workers?	Please give details : H&S safety training, Induction Training, Training on standard requirements

B: Are HR decisions on e.g. promotion, training, compensation based on objective, transparent criteria?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If no, please give details:
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Non-compliance:

1. Description of non-compliance:

☐ NC against ETI/Additional Elements

☐ NC against Local Law

☐ NC against customer code:

No non compliance noted during the day of audit.

Local law or ETI requirement:

Not applicable.

Recommended corrective action:

Not applicable.

Objective evidence observed:

(where relevant please add photo numbers)

Not Applicable

Observation:

Description of observation:

None to report.

Local law or ETI requirement:

Not Applicable

Comments:

Not Applicable

Objective evidence observed:

Not Applicable

Good Examples observed:

Description of Good Example (GE):

No good examples noted beyond the basic requirements of the ETI base code or local law was observed.

Objective evidence observed:

Not Applicable

8: Regular Employment Is Provided

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ETI

8.1 To every extent possible work performed must be on the basis of recognised employment relationship established through national law and practice.

8.2 Obligations to employees under labour or social security laws and regulations arising from the regular employment relationship shall not be avoided through the use of labour-only contracting, sub-contracting, or home-working arrangements, or through apprenticeship schemes where there is no real intent to impart skills or provide regular employment, nor shall any such obligations be avoided through the excessive use of fixed-term contracts of employment.

Additional Elements: Responsible Recruitment

8.3 Suppliers have full understanding of the entire recruitment process and assess all labour recruiters and intermediaries against legal and/or ethical requirements.

8.4 There are effective management systems in place to identify and monitor the hiring and management of all migrant workers, contract workers, agency workers, temporary or casual labour. The supplier shall implement processes to enable adequate control over agencies with regards the above points and related legislation.

8.5 Employment agencies must only supply workers registered with them.

8.6 Workers pay no recruitment fee at any stage of the recruitment process.

8.7 Worker contracts accurately reflect the agreed payment and terms in the recruitment process and are understood and signed by workers.

Current Systems and Evidence Examined

To complete 'current systems' Auditors examine policies and written procedures in conjunction with relevant managers, to understand, and record what controls and processes are currently in place e.g. record what policies are in place, what relevant procedures are carried out, who is/are responsible for the management of this item of the code. Evidence checked should detail any documentary or verbal evidence shown to support the systems.

Current systems:

1.Through interaction with the management & interview with the employees, it was noted that there was no temporary workers employed in the facility.

2.No home-working was used by factory.

Evidence examined – to support system description (Documents examined & relevant comments. Include renewal/expiry date where appropriate):

Personal files of employees.

Any other comments: Nil

Non-compliance:

1. Description of non-compliance:

☐ NC against ETI/Additional Elements

☐ NC against Local Law

☐ NC against customer code:

No non compliance noted during the day of audit.

Local law or ETI requirement:

Not applicable.

Recommended corrective action:

Not applicable.

Objective evidence observed:

(where relevant please add photo numbers)

Not Applicable

Observation:

Description of observation:

None to report.

Local law or ETI requirement:

Not Applicable

Comments:

Not Applicable

Objective evidence observed:

Not Applicable

Good Examples observed:

Description of Good Example (GE):

No good examples noted beyond the basic requirements of the ETI base code or local law was observed.

Objective evidence observed:

Not Applicable

Responsible Recruitment

All Workers

A: Were all workers presented with terms of employment at the time of recruitment, did they understand them and are they same as current conditions?

- ☒ Terms & Conditions presented
- ☒ Understood by workers
- ☒ Same as actual conditions

	If any are unchecked, please describe finding and specific category(ies) of workers affected:
B: Did workers' pay any fees, taxes, deposits or bonds for the purpose of recruitment/placement?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes Please describe details and specific category(ies) of workers affected
C: If yes, check all that apply:	<input type="checkbox"/> Recruitment / hiring fees <input type="checkbox"/> Service fees <input type="checkbox"/> Application costs <input type="checkbox"/> Recommendation fees <input type="checkbox"/> Placement fees <input type="checkbox"/> Administrative, overhead or processing fees <input type="checkbox"/> Skills tests <input type="checkbox"/> Certifications <input type="checkbox"/> Medical screenings <input type="checkbox"/> Passports/ID's <input type="checkbox"/> Work / resident permits <input type="checkbox"/> Birth certificates <input type="checkbox"/> Police clearance fees <input type="checkbox"/> Any transportation and lodging costs after employment offer <input type="checkbox"/> Any transport costs between work place and home <input type="checkbox"/> Any relocation costs after commencement of employment <input type="checkbox"/> New hire training / orientation fees <input type="checkbox"/> Medical exam fees <input type="checkbox"/> Deposit bonds or other deposits <input type="checkbox"/> Any other non-monetary assets <input type="checkbox"/> Other
C: If any checked, give details:	NA

Migrant Workers:

The term "migrant worker" refers to a person who is engaged or has been engaged in a remunerated activity in a country of which they are not a national and where they do not intend to remain permanently or has purposely migrated on a temporary basis to another in-country region to seek and engage in a remunerated activity

A: Type of work undertaken by migrant workers:	NA – No migrant employees engaged by facility	
B: Migrant worker recruitment	Total number of (in country recruitment agencies) used: Total number of (outside of local country) recruitment agencies used NA – No migrant employees engaged by facility	
C: Migrant workers' voluntary deductions (such as for remittances) confirmed in writing by the worker and evidence of transaction is supplied by the facility to the worker.	<input type="checkbox"/> Yes <input type="checkbox"/> No Please describe finding: NA – No migrant employees engaged by facility	Observations
D: Are Any migrant workers in skilled, technical, or management roles Migrant Workers (this should include all migrant workers including permanent workers, temporary and/or seasonal workers)	<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes number and example of roles NA – No migrant employees engaged by facility	

NON-EMPLOYEE WORKERS

Recruitment Fees:	
A: Are there any fees	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

<p>B: If yes, check all that apply:</p>	<input type="checkbox"/> Recruitment / hiring fees <input type="checkbox"/> Service fees <input type="checkbox"/> Application costs <input type="checkbox"/> Recommendation fees <input type="checkbox"/> Placement fees <input type="checkbox"/> Administrative, overhead or processing fees <input type="checkbox"/> Skills tests <input type="checkbox"/> Certifications <input type="checkbox"/> Medical screenings <input type="checkbox"/> Passports/ID's <input type="checkbox"/> Work / resident permits <input type="checkbox"/> Birth certificates <input type="checkbox"/> Police clearance fees <input type="checkbox"/> Any transportation and lodging costs after employment offer <input type="checkbox"/> Any transport costs between work place and home <input type="checkbox"/> Any relocation costs after commencement of employment <input type="checkbox"/> New hire training / orientation fees <input type="checkbox"/> Medical exam fees <input type="checkbox"/> Deposit bonds or other deposits <input type="checkbox"/> Any other non-monetary assets <input type="checkbox"/> Other
<p>C: If any checked, give details:</p>	<p>NA</p>

<p>Agency Workers (if applicable)</p> <p><i>(workers sourced from a local agent who are not directly paid by the site, but paid by the agency. Usually the agencies are paid by the site and the wages of the individual workers are paid by the agency.)</i></p>	
<p>A: Number of agencies used (average):</p>	<p>And names if available:</p>

	NA – No agency employees engaged by facility
B: Were agency workers' age/pay/hours included within scope of this audit	<input type="checkbox"/> Yes <input type="checkbox"/> No NA – No agency employees engaged by facility
C: Were sufficient documents for agency workers available for review?	<input type="checkbox"/> Yes <input type="checkbox"/> No NA – No agency employees engaged by facility
D: Is there a legal contract / agreement with all agencies?	<input type="checkbox"/> Yes <input type="checkbox"/> No NA – No agency employees engaged by facility
E: Does the site have a system for checking labour standards of agencies? If yes, please give details.	<input type="checkbox"/> Yes <input type="checkbox"/> No Please describe: NA – No agency employees engaged by facility

Contractors:

Note: contractors in this context are generally individuals who supply several workers to a site. Usually the contractors are paid by the site and the wages of the workers are paid by the contractor. Common terms include, gang bosses, labor provider,

A: Any contractors on site?	<input type="checkbox"/> Yes
-----------------------------	------------------------------

	<input checked="" type="checkbox"/> No Please describe finding: If Y, how many contractors are present
B: If Yes , how many workers supplied by contractors	NA – No contract employees engaged by facility
C: Do all contractor workers understand their terms of employment?	<input type="checkbox"/> Yes <input type="checkbox"/> No Please describe finding: NA – No contract employees engaged by facility
D: If Yes , please give evidence for contractor workers being paid per law:	

8A: Sub-Contracting and Homeworking

[\(Click here to return to NC-table\)](#)

[\(Click here to return to Key Information\)](#)

8A.1 There should be no sub-contracting unless previously agreed with the main client.

8A.2 Systems and processes should be in place to manage sub-contracting, homeworking and external processing.

Note to auditor on homeworking:

Report on whether it is direct or via agents. How many workers, relationship with site and what control systems are in place.

Note to auditor on subcontracting : auditor should use this section for subcontractors of part made or wholly made finished goods, this section should not be used for raw material manufacturers unless instructed otherwise by customers

Current Systems and Evidence Examined

To complete 'current systems' Auditors examine policies and written procedures in conjunction with relevant managers, to understand, and record what controls and processes are currently in place e.g. record what policies are in place, what relevant procedures are carried out, who is/are responsible for the management of this item of the code. Evidence checked should detail any documentary or verbal evidence shown to support the systems.

Current systems:

Facility uses sub-contractor for the below processes. Production documents were verified.

Facility was not using any home workers.

Evidence examined – to support system description (Documents examined & relevant comments. Include renewal/expiry date where appropriate):

Factory tour, production records, material in/out record.

If any processes are sub-contracted – please populate below boxes

Process Subcontracted	Knitting	Dyeing
Name of factory	Hari Knits	Sri Lakshmi Textile Process

Address	17/1, Sakthi Rice Mill Compound, Mangalam Rd., Tirupur	SF No 47/1, Kosavankadu, Karaipudur Village, Arulapuram, Tirupur
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Process Subcontracted	Washing and Compacting	Printing & Embroidery
Name of factory	G.K Knit Finisher	Gokila Garments
Address	No 184, AB Nagar West, Gandhi Nagar, Tirupur	306/3A, Kupbandampalayam, Veerapandi PO, Tirupur

Process Subcontracted	Washing and Compacting	Yarn
Name of factory	Tailor India	Sulochana Cotton Spinning Mills
Address	4/77, BCD Palladam Road, Veerapandi Po, Tirupur	424, Kamaraj Road, Tirupur

Details: Nil

Non-compliance:

1. Description of non-compliance:

☐ NC against ETI/Additional Elements

☐ NC against Local Law

☐ NC against customer code:

No non compliance noted during the day of audit.

Local law or ETI requirement:

Not applicable.

Objective evidence observed:

(where relevant please add photo numbers)

Not Applicable

Recommended corrective action: Not applicable.	
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Observation:	
Description of observation: None to report. Local law or ETI requirement: Not Applicable Comments: Not Applicable	Objective evidence observed: Not Applicable

Good Examples observed:	
Description of Good Example (GE): No good examples noted beyond the basic requirements of the ETI base code or local law was observed.	Objective evidence observed: Not Applicable

Summary of sub-contracting – if applicable	
<input type="checkbox"/> Not Applicable please x	
A: Has the auditor made a simple calculation to compare capacity with workers' work load in order to identify possible unrecorded work hours or undeclared sub-contracting	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please describe: Capacity planning based on current order and shipped order.
B: If sub-contractors are used, is there evidence this has been agreed with the main client?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes , summarise details: Not required by client
C: Number of sub-contractors/agents used	6
D: Is there a site policy on sub-contracting?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If Yes , summarise details: Supplier and subcontractor policy
E: What checks are in place to ensure no child labour is being used and work is safe?	Onsite evaluations

Summary of homeworking – if applicable			
<input checked="" type="checkbox"/> Not Applicable please x			
A: If homeworking is being used, is there evidence this has been agreed with the main client?	<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes , summarise details:		
B: Number of homeworkers	Male:	Female:	Total:
C: Are homeworkers employed direct or through agents?	<input type="checkbox"/> Directly		

	<input type="checkbox"/> Through Agents
D: If through agents, number of agents	
E: Is there a site policy on homeworking?	<input type="checkbox"/> Yes <input type="checkbox"/> No
F: How does site ensure worker hours and pay meet local laws for homeworkers?	
G: What processes are carried out by homeworkers?	
H: Do any contracts exist for homeworkers	<input type="checkbox"/> Yes <input type="checkbox"/> No Please give details:
I: Are full records of homeworkers available at the site?	<input type="checkbox"/> Yes <input type="checkbox"/> No

9: No Harsh or Inhumane Treatment is Allowed

[\(Click here to return to NC-table\)](#)

ETI

9.1 Physical abuse or discipline, the threat of physical abuse, sexual or other harassment and verbal abuse or other forms of intimidation shall be prohibited.

Additional elements:

9.2 companies should provide access to a confidential grievance mechanism for all workers

A: Are there published, anonymous and/or open channels available for reporting any violations of Labour standards and H&S or any other grievances to a 3 rd party?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please describe: Suggestion box, committee meetings
B: If Yes , are workers aware of these channels and have access? Please give details.	Workers were given awareness on grievance mechanisms.
C: If yes, what type of mechanism is used e.g. hotline, whistle blowing mechanism, comment box etc. Please give details.	Suggestion boxes, committee meetings, and can directly inform top management.
D: Is there a grievance mechanism in place for:	<input checked="" type="checkbox"/> Workers <input type="checkbox"/> Communities <input type="checkbox"/> Suppliers <input type="checkbox"/> Other Details: Suggestion box
E: Are there any open disputes?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, please give details

F: Does grievance mechanism meet with UNGP requirement of e.g. (Legitimate, Accessible, Predictable, Equitable, Transparent, Rights-compatible, a source of continuous learning and based on stakeholder engagement)?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If no, please give details
G: Does the site \ encourage its business partners (e.g., suppliers) provide individuals and communities with access to effective grievance mechanisms (e.g., help lines or whistle blowing mechanism	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If No Please give details : Not discussed with business partners
H: Is there a published and transparent disciplinary procedure	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If No please explain
I: If yes, are workers aware of these the disciplinary procedure	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If no please give details
J: Does the disciplinary procedure allow for deductions from wages (fines) for disciplinary purposes (see wages section)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes please give details

Current Systems and Evidence Examined

To complete 'current systems' Auditors examine policies and written procedures in conjunction with relevant managers, to understand, and record what controls and processes are currently in place e.g. record what policies are in place, what relevant procedures are carried out, who is /are responsible for the management of this item of the code. Evidence checked should detail any documentary or verbal evidence shown to support the systems.

Current systems:

1. Through the interview with the factory management and employees, it was noted that no case of harsh, inhumane or abuse of the employees were noted.

2. Base on the facility's disciplinary policies, below issues were forbidden :

- Physical harassment.
- Illegal movement during working hours.
- Abuse & threat.
- Mental harassment.
- Any types of sexual harassment

Evidence examined – to support system description (Documents examined & relevant comments. Include renewal/expiry date where appropriate):

1. Documented policy on Anti-Harassment and Forced Labour

2. Interview with the employees.

Any other comments: Nil

Non-compliance:

1. Description of non-compliance:

- ☐ NC against ETI/Additional Elements ☐ NC against Local Law
- ☐ NC against customer code:

No non compliance noted during the day of audit.

Local law or ETI requirement:

Not applicable.

Recommended corrective action:

Not applicable.

Objective evidence observed:

(where relevant please add photo numbers)

Not Applicable

Observation:

Description of observation:

None to report.

Local law or ETI requirement:

Not Applicable

Comments:

Not Applicable

Objective evidence observed:

Not Applicable

Good Examples observed:

Description of Good Example (GE):

No good examples noted beyond the basic requirements of the ETI base code or local law was observed.

Objective evidence observed:

Not Applicable

10. Other Issue areas: 10A: Entitlement to Work and Immigration

[\(Click here to return to NC-table\)](#)

Additional Elements

10A.1 Only workers with a legal right to work shall be employed or used by the supplier.

10A.2 All workers, including employment agency staff, must be validated by the supplier for their legal right to work by reviewing original documentation.

Current Systems and Evidence Examined

To complete 'current systems' Auditors examine policies and written procedures in conjunction with relevant managers, to understand, and record what controls and processes are currently in place e.g. record what policies are in place, what relevant procedures are carried out, who is/are responsible for the management of this item of the code. Evidence checked should detail any documentary or verbal evidence shown to support the systems.

Current systems:

1. Facility did not employed any foreign nationals.
2. There are no immigration workers in the facility.

Evidence examined – to support system description (Documents examined & relevant comments. Include renewal/expiry date where appropriate):

Personnel files of employees

Any other comments: Nil

Non-compliance:

<p>1. Description of non-compliance:</p> <p><input type="checkbox"/> NC against ETI/Additional Elements <input type="checkbox"/> NC against Local Law</p> <p><input type="checkbox"/> NC against customer code:</p> <p>No non compliance noted during the day of audit.</p> <p>Local law or ETI requirement:</p> <p>Not applicable.</p> <p>Recommended corrective action:</p> <p>Not applicable.</p>	<p>Objective evidence observed:</p> <p><i>(where relevant please add photo numbers)</i></p> <p>Not Applicable</p>
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Observation:	
<p>Description of observation:</p> <p>None to report.</p> <p>Local law or ETI requirement:</p> <p>Not Applicable</p> <p>Comments:</p> <p>Not Applicable</p>	<p>Objective evidence observed:</p> <p>Not Applicable</p>

Good Examples observed:

Description of Good Example (GE):

No good examples noted beyond the basic requirements of the ETI base code or local law was observed.

Objective evidence observed:

Not Applicable

10. Other issue areas 10B2: Environment 2-Pillar

[\(Click here to return to NC-table\)](#)

To be completed for a 2-Pillar SMETA Audit, and remove the following page which is 10B4 environment 4 pillar

10B2.1 Suppliers must comply with the requirements of local and international laws and regulations including having necessary permits.

10B2.2 The supplier should be aware of and comply with their end clients' environmental requirements.

Note for auditors and readers, This is not a full environmental assessment but a check on basic systems and management approach.

Current Systems and Evidence Examined

To complete 'current systems' Auditors examine policies and written procedures in conjunction with relevant managers, to understand, and record what controls and processes are currently in place e.g. record what policies are in place, what relevant procedures are carried out, who is /are responsible for the management of this item of the code. Evidence checked should detail any documentary or verbal evidence shown to support the systems.

Current systems:

1. Ms.M.Hemalatha/MR was responsible to ensure environmental performance.
- 2.The company was found to be aware of and was committed to comply with their end client's environmental requirements.
- 3.There were no hazardous operations involved in the manufacturing process of the company.

Evidence examined – to support system description (Documents examined & relevant comments. Include

renewal/expiry date where appropriate):

Documented Policy on Environment

Any other comments: Nil

Non-compliance:

1. Description of non-compliance:

☐ NC against ETI/Additional Elements

☐ NC against Local Law

☐ NC against customer code:

No non compliance noted during the day of audit.

Local law or ETI requirement:

Not applicable.

Recommended corrective action:

Not applicable.

Objective evidence observed:

(where relevant please add photo numbers)

Not Applicable

Observation:

Description of observation:

None to report.

Local law or ETI requirement:

Objective evidence observed:

Not Applicable





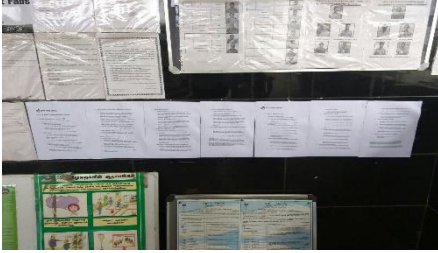






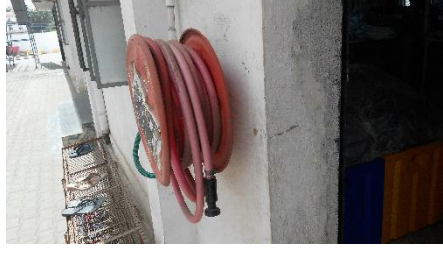
<p>Not Applicable</p> <p>Comments:</p> <p>Not Applicable</p>	
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Good Examples observed:	
<p>Description of Good Example (GE):</p> <p>No good examples noted beyond the basic requirements of the ETI base code or local law was observed.</p>	<p>Objective evidence observed:</p> <p>Not Applicable</p>

Other Findings Outside the Scope of the Code
<p>Nil</p>

Community Benefits
<p><i>(Please list below any specific community benefits that the site management stated that they were involved in, for example, HIV programme, education, sports facilities)</i></p>
<p>Nil</p>

Photo Form

		
Facility Outside View	Name Board	Policies Displayed
		
Working Hours Displayed	ETI Code Displayed	Cutting Department
		
Sewing Department	Checking Department	Ironing Department
		
Packing Department	Fabric Storage	Fire Hydrant



Pathways Marked


Committee Members Names
Displayed

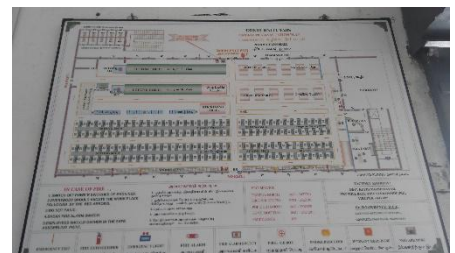

EXIT Marked



Fire Alarm Call Point



Suggestion Box



Evacuation Plan



First Aid Box



Emergency Numbers Displayed



Fire Cylinder



Dining Hall	Drinking Water	Rest Room
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Lab	Emergency Light	Law Abstracts Displayed

		
NC-Needle Guard tampered	NC-Faded Pathway	NC-Ironers not using Ear Plug



For more information visit: Sedexglobal.com

Your feedback on your experience of the SMETA audit you have observed is extremely valuable. It will help to make improvements to future versions.

You can leave feedback by following the appropriate link to our questionnaire:

[Click here for Buyer \(A\) & Buyer/Supplier \(A/B\) members:](#)

http://www.surveymonkey.com/s.aspx?sm=riPsbE0PQ52ehCo3lnq5lw_3d_3d

[Click here for Supplier \(B\) members:](#)

http://www.surveymonkey.com/s.aspx?sm=d3vYsCe48fre69DRglY_2brg_3d_3d