

Monitored Party <b>Yuyao Ke'An Reflective Products Co., Ltd</b>	amfori ID <b>156-015191-000</b>	Address <b>Dushan, Sanqishi Village, Sanqishi Town, Yuyao City, 315412 Ningbo, Zhejiang Sheng, China</b>
Monitoring Activity <b>amfori Social Audit - Manufacturing</b>	Monitoring Type <b>Follow-up Monitoring</b>	Monitoring Partner <b>APCER</b>
Monitoring Start Date <b>20/09/2024</b>	Closing Meeting Finished Date <b>20/09/2024</b>	Submission Date <b>27/09/2024</b>
Expiration Date <b>07/10/2025</b>	Announcement Type <b>Fully Announced</b>	
Site <b>Yuyao Ke'An Reflective Products Co., Ltd</b>	Site amfori ID <b>156-015191-002</b>	

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## OVERALL RATING



## SECTION RATING

PA1: Social Management System	<b>C</b>	
PA 2: Workers Involvement and Protection	<b>A</b>	
PA 3: The Rights of Freedom of Association and Collective Bargaining	<b>A</b>	
PA 4: No Discrimination	<b>A</b>	
PA 5: Fair Remuneration	<b>B</b>	
PA 6: Decent Working Hours	<b>D</b>	

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PA 7: Occupational Health and Safety	<b>A</b>	
PA 8: No Child Labour	<b>A</b>	
PA 9: Special Protection for Young Workers	<b>A</b>	
PA 10: No Precarious Employment	<b>A</b>	
PA 11: No Bonded Labour	<b>A</b>	
PA 12: Protection of the Environment	<b>A</b>	
PA 13: Ethical Business Behaviour	<b>A</b>	

## GENERAL DESCRIPTION

Name of Lead auditor: Blue Peng; APSCA membership number: CSCA 21703917

Monitoring partner name: APCER (Monitoring firm APSCA #: 11600046)

Audit schedule details: The audit is planned for 1 auditor x 1 day

Announcement Type: Fully announced follow up monitoring (auditor only verified the performance areas of 1-2 and 5-7 identified with findings during last full audit. All other PAs were rated as N/A in the report)

Business partner information:

Yuyao Ke'An Reflective Products Co., Ltd (Local Name: 余姚市可安反光制品有限公司, Uniform Code of Social Credit: 91330281681093870K) was located at Dushan, Sanqishi Village, Sanqishi Town, Yuyao City, Ningbo City, Zhejiang Province, China (中国浙江省宁波市余姚市三七市镇三七市村独山). The factory was established on Dec. 29, 2008.

The factory was specialized in the manufacturing of reflective products. Main production activities include cutting, high frequency welding, sewing and packing. No production process or service was subcontracted.

As per management interview, peak season in the factory was not obvious.

Audited location information:

Total 3 buildings were located in the boundary and the property was owned by auditee. The total size used by the auditee is about 1000 square meters. No other factory shared in the boundary.

The layout of the buildings as below:

One 1-storey building was used as idle goods storage.

One 1-storey building was used as office, warehouse, cutting, high frequency welding, sewing and packing workshops.

One 1-storey building was used as warehouse.

The auditee didn't provide canteen, dormitory or transportation for employees. If needed, the employees have to resolve their accommodation issue by themselves.

Operating shifts and hours:

Normal working hour was 8 hours per day and 5 days per week. One shift was arranged for all workers, working hours 7:30-11:30, 12:30-16:30, and if needed, overtime started from 17:30 to 19:30. Time records from Sep. 2023 to the audit day were reviewed. 5 sampled workers of three sampled months were selected for review. Maximum 2 hours overtime per day, 58 hours per month (including work overtime on weekdays and Saturdays). 1 day off after 6 days consecutive working days was guaranteed. During the worker interview, workers confirmed that they worked overtime voluntarily.

Time recording system:

Workers scan fingerprint or face to record workers' working hours including regular working hours and overtimes.

Salary payment details:

Payrolls from Sep. 2023 to Aug. 2024 were reviewed. 5 sampled workers of three sampled months were selected for review. The local minimum standard set at RMB 2260 per month since Jan. 1 2024, and RMB 2070 per month before Jan. 1 2024. The lowest wage paid by the factory to workers was RMB 2800 per month, which was above the legal minimum wage. Wage was calculated by monthly rate. The workers' overtime work was compensated legally. Wage was paid by cash on 15th of following month. The pay slip was provided to workers. National holidays, annual leave, sick leave etc. were provided.

Worker number information:

On the audit day, there were total 10 employees (including 4 males and 6 females) in the factory, of which 6 employees were production workers. 4 employees were migrant and all employees were hired by the factory directly. There was no vulnerable worker (such as pregnant, foreign migrant, young, disabled, temporary, seasonal, home-based worker) in the factory. The youngest employee was over 22 years old and was born on Sep. 24 2001 and started working in the factory on Oct. 12 2023. No special group worker (such as interns, apprentices, contractor workers etc.) was found in this factory. During this audit, 5 production workers (including 2 males and 3 females) and 1 male management were interviewed.

Good practices:

The factory provided local living wage prior the audit.

#### Worker organization details:

There was no union available in the factory, but there was one worker's representative elected by workers in Jan. 2024.

#### Circumstances:

The management agreed auditor to visit the whole areas of the factory and kept an open attitude during the audit. During the onsite tour, no obvious gap identified between the workforce and production capacity, and all production processes were running normally. There was no special circumstance during the audit.

#### Summary of findings:

The audit was basically fulfilled according to the audit plan sent prior to the audit. At the end of the audit, auditor communicated the findings in details to factory and allowed them to ask questions and make any needed clarifications. Finally, they agreed on the findings and signed the on-site audit findings report. The performance areas needed improvements were as follows: PA 1-2 and PA 5-7. No other serious issue was noted in this audit.

#### Living wage calculation:

- a. There is no GLWC benchmark for the audited location, so the data of Living Wage in the report were provided by the auditing company. Detailed data for Living Wage calculation were filled in the report.
- b. Generally, by Anker Methodology, Net Living Wage = Cost of Basic but Decent Life for a Family / Number of Workers per Family. Based on the concept of Anker methodology, the formula "Living Wage = per capita consumption expenditure x (0.5 x avg. household size) x 1.1" is used for calculation, because "per capita consumption expenditure" covers the daily basic costs of living.
- c. In the formula, the "Number of Workers per Family" is taken granted as two because of the realistic difficulty in investigation and calculation. The data on "avg. household size" all come from The Seventh National Census report. The data of "per capita consumption expenditure" generally come from local Statistics Bureaus, because those data meet the expectations of Anker methodology, for example, the participation of local people and organizations in order to increase its credibility and acceptance by stakeholders, and, transparency and detailed documentation and analysis to ensure that the living wage estimate is solid and credible.
- d. The factory had collected local data and calculated the Living Wage by using the table of Fair Remuneration Scan, which is RMB 2365/month. Relevant evidence was uploaded under Attachment.

#### Personal data protection:

As Personal Information Protection Law implemented in China since Nov 1, 2021, so workers' faces, names, ID numbers, contact information, brand names and logos etc. taken in the photos are protected in the sake of privacy.

#### Additional remark:

There was no agency, contractor or collective bargaining agreement used by the auditee, which makes these documents not applicable. Also, no government waiver was obtained currently, which makes the waiver not applicable.

## SITE DETAILS

Site  
**Yuyao Ke'An Reflective Products Co., Ltd**

Site amfori ID  
**156-015191-002**

### GICS Classification

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Sector <b>Consumer Discretionary</b>	Industry Group <b>Consumer Durables &amp; Apparel</b>	Industry <b>Textiles, Apparel &amp; Luxury Goods</b>
Sub Industry <b>Apparel, Accessories &amp; Luxury Goods</b>		

### amfori Process Classifications

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N.A.

### NACE Classification

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N.A.

### GS1 Classifications

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N.A.

### Water Stress Situation

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N.A.

# METRICS

## Key Metrics

Total workforce	10	Workers
Legal minimum wage in local currency	2,260	Monthly
Lowest wage paid for regular work at the site	2,800	Monthly
Calculated living wage in local currency	5,099.73	Monthly
Total sample	5	Workers

## Other Metrics

Male workers	4	Workers
Female workers	6	Workers
Permanent workers - Male	4	Workers
Permanent workers - Female	6	Workers
Temporary workers - Male	0	Workers
Temporary workers - Female	0	Workers
Seasonal workers - Male	0	Workers
Seasonal workers - Female	0	Workers
Management - Male	2	Workers
Management - Female	0	Workers
Apprentices - Male	0	Workers
Apprentices - Female	0	Workers
Workers on probation - Male	0	Workers
Workers on probation - Female	0	Workers
Workers with night shift - Male	0	Workers
Workers with night shift - Female	0	Workers
Workers with disabilities - Male	0	Workers
Workers with disabilities - Female	0	Workers
Domestic migrant workers - Male	2	Workers
Domestic migrant workers - Female	2	Workers
Foreign migrant workers - Male	0	Workers
Foreign migrant workers - Female	0	Workers
Workers hired directly - Male	4	Workers
Workers hired directly - Female	6	Workers
Workers hired indirectly - Male	0	Workers
Workers hired indirectly - Female	0	Workers
Unionised workers - Male	0	Workers
Unionised workers - Female	0	Workers
Workers under CBA - Male	0	Workers
Workers under CBA - Female	0	Workers
Pregnant workers	0	Workers

Workers on parental leave - Male	0	Workers
Workers on parental leave - Female	0	Workers
Sample - Male	2	Workers
Sample - Female	3	Workers

# FINDINGS



## PA1: Social Management System

Site: Yuyao Ke'An Reflective Products Co., Ltd | Site amfori ID: 156-015191-002

**Question:** 1.1 Is there satisfactory evidence that the auditee has set up an effective management system to implement the amfori BSCI Code of Conduct?

ENGLISH	LOCAL LANGUAGE
<b>Finding</b>	
<p>Uncorrected. By interviewing with management, worker representative and workers as well as documents review, factory already established the social responsibility management manual and procedures based on amfori BSCI principles and local legal requirements. Relevant laws and regulations had been collected and updated by assigned person periodically. The factory management also conducted regular internal audits and provided related training for workers. However, the management system was not operated effectively as there were findings identified in PA2, PA5, PA6 and PA7, such as monthly overtime not controlled well. This question is rated as partially because the general condition in the factory is acceptable and no serious issue was found.</p>	<p>未改进。通过与管理层、工人代表和工人的面谈以及文件审查，工厂已经根据amfori BSCI原则和当地法律要求建立了社会责任管理手册和程序。相关法律法规由专人定期收集和更新。工厂管理层还定期进行内部审计，并为工人提供相关培训。但是，由于PA2, PA5, PA6和PA7中发现的每月加班控制不佳等问题，管理系统没有有效运行。这个问题被评为部分符合，因为工厂的总体情况是可以接受的，没有发现严重的问题。</p>

**Question:** 1.4 Is there satisfactory evidence that the auditee's workforce capacity is properly organised to meet the expectations of the delivery order and/or contracts?

ENGLISH	LOCAL LANGUAGE
<b>Finding</b>	
<p>Uncorrected. By interviewing with management, worker representative and workers as well as documents review, the factory had established work capacity planning procedure, but it was not effective due to the workers' monthly overtime exceeded the legal requirement. This question is rated as partially because the factory had established related procedure, but not well implemented.</p>	<p>未改进。通过与管理层工人代表和工人的面谈以及文件审查，工厂已建立一个产能规划流程，但是没有效果，原因是工人的月加班时间超法规要求。这个问题被评为部分符合，因为工厂已经建立了相应的程序，但是没有很好地执行。</p>



## PA 2: Workers Involvement and Protection

Site: Yuyao Ke'An Reflective Products Co., Ltd | Site amfori ID: 156-015191-002



**Question:** 2.2 Is there satisfactory evidence that the auditee defines long-term goals for protecting workers in line with the aspirations of the amfori BSCI Code of Conduct?

ENGLISH	LOCAL LANGUAGE
<b>Finding</b>	
<p>Uncorrected. According to interviewing with management as well as documents review, it was noted that factory had set long-term of goals to protect employees as per BSCI COC, while they did not monitor the achieving situation in last 12 months. This question is rated as partially because long-term of goals are feasible but they have not been implemented.</p>	<p>未改进。通过与管理层的访谈以及文件查看，审核发现工厂已根据 BSCI 的行为准则制定保护工人的长期目标，但没有监控过去12个月的目标达成情况。这个问题被评为部分符合的原因是长期目标是可行的，但并未执行。</p>

## PA 5: Fair Remuneration

Site: Yuyao Ke'An Reflective Products Co., Ltd | Site amfori ID: 156-015191-002

**Question:** 5.5 Is there satisfactory evidence that the auditee provides workers with the social benefits that are legally granted?

ENGLISH	LOCAL LANGUAGE
<b>Finding</b>	
<p>Uncorrected. By interviewing with management and workers as well as documents review, insufficient social insurance was provided for workers. In current month, there were total 10 permanent employees (including 2 retired employees, no newly hired, temporary or dispatched employee). 6 out of 8 employees (75%) were participated in accident insurance, basic retirement insurance, basic illness, unemployment insurance and child-bearing insurance. The commercial accident insurance was not provided for other employees. No any social insurance waiver was obtained by factory. This question is rated as no because the participation of social insurance was less than 80%. (Labor Law of P.R.C, Article 72 &amp; 73) Remark: Through worker and management interviews, they stated that participating in social insurance was voluntary and some employees were reluctant to participate in social insurance.</p>	<p>未改进。通过与管理层和工人的面谈以及文件审查，提供给员工的社保参保不足。当前月，工厂有10人(其中退休人员2人，无新聘、临时、派遣员工)。8个员工中有6人(75%)购买了工伤保险，养老保险，医疗保险，失业保险和生育保险。工厂没有给其他员工购买商业意外险。工厂没有获得相关社保批文。这个问题被评为不符合，因为社保参保率低于80%。(《中华人民共和国劳动法》第72条和第73条) 备注：通过对员工和管理层的访谈，他们表示，参加社会保险是自愿的，部分员工不愿意参加社会保险。</p>

## PA 6: Decent Working Hours

Site: Yuyao Ke'An Reflective Products Co., Ltd | Site amfori ID: 156-015191-002

**Question:** 6.2 CRUCIAL: Is there satisfactory evidence that the auditee request of overtime is in line with the requirements of the amfori BSCI Code of Conduct?

ENGLISH	LOCAL LANGUAGE
<b>Finding</b>	
<p>Uncorrected. According to workers' attendance records from Sep. 2023 to the audit day, workers' monthly overtime working hours exceeded 36 hours for all months except Feb. 2024. For three sampled months of 5 sampled workers: 5 workers' overtime were 58 hours in Aug. 2023; 5 workers' overtime were 52 hours in May 2024; 5 workers' overtime were 54 hours in Aug. 2024. This question is rated as no because systematic monthly overtime exceeding legal requirement existed in the factory. (PRC Labor Law article 41)</p>	<p>未改进。根据工人的2023年9月至审核当日的考勤，除了2024年2月份外，工人所有月的月加班超出36小时。抽样3个月的5个抽样的工人：5个工人在2023年12月加班时间为58小时，5个工人在2024年5月加班时间为52小时，5个工人在2024年8月加班时间为54小时。这个问题被评为不符合，因为工厂存在系统性月加班违反法规要求的情况。（《中华人民共和国劳动法》第41条）</p>

## PA 7: Occupational Health and Safety

Site: Yuyao Ke'An Reflective Products Co., Ltd | Site amfori ID: 156-015191-002

**Question:** 7.1 Is there satisfactory evidence that the auditee observes occupational health and safety regulations applicable for its activities?

ENGLISH	LOCAL LANGUAGE
<b>Finding</b>	
<p>Uncorrected. By interviewing with management, worker representative and workers as well as documents review, factory already established the OHS management system based on amfori BSCI principles and local legal requirements. Relevant laws and regulations had been collected and updated by assigned person periodically. The OHS management system was not operated effectively by factory, that led to partial issues detected in this PA. This question is rated as partially because the general condition of health and safety in the factory is acceptable and no serious issue was found.</p>	<p>未改进。通过与管理层、工人代表和工人的面谈以及文件审查，工厂已经根据amfori BSCI原则和当地法律要求建立了职业健康安全管理系统。相关法律法规由专人定期收集和更新。工厂没有有效地执行其职业健康安全管理系统，导致在这个表现区域还有部分问题存在。这个问题被评为部分符合，因为工厂的健康安全总体情况是可以接受的，没有发现严重的问题。</p>

**Question:** 7.2 Is there satisfactory evidence that the auditee seeks to improve workers' protection in case of accident, including through compulsory insurance schemes?

ENGLISH	LOCAL LANGUAGE
<b>Finding</b>	
<p>Uncorrected. By interviewing with management and workers as well as documents review, 4 out of 10</p>	<p>未改进。通过与管理层、工人的面谈以及文件审查，企业一共有10人，其中有4个人没有购买工伤保</p>

Finding	
employees were not provided with accident insurance or commercial injury insurance. This question is rated as partially because most workers were covered by work-related injury insurance.	险或商业意外险。这个问题被评为部分符合，因为大多数工人有参加工伤保险。

**Question:** 7.11 Is there satisfactory evidence that the auditee confirms that the equipment and buildings used for production are stable and safe?

ENGLISH	LOCAL LANGUAGE
Finding	
<p>Uncorrected. According to interviewing with management, document review as well as site tour.</p> <p>1. The factory management failed to provide construction safety certificate and fire service certificate for production buildings. The buildings occupied a total construction area of 1,000 square meters and completed in 2003. (PRC Construction Law Article 61 and PRC Fire Prevention Law Article 11)</p> <p>2. Part of goods stored against wall in warehouse. (Rules Concerning Warehouse Safety and Fire Control Article 18)</p> <p>This question is rated as no because the factory has not obtained any valid government issued building safety certification or exemption documents.</p>	<p>未改进。通过与管理层访谈，文件查看以及现场走访。</p> <p>1. 工厂未能提供厂房的建筑工程竣工验收报告和消防验收合格证明。厂房的总建筑面积为1,000平米,于2003年竣工。(《中华人民共和国建筑法》第六十一条和《中华人民共和国消防法》第十一条)</p> <p>2. 工厂仓库部分货物靠墙堆放。(《仓库防火安全管理规划》第18条)</p> <p>这个问题被评为不符合是因为工厂未获取任何政府出具的建筑安全合格的有效文件或者豁免文件。</p>

**Question:** 7.17 Is there satisfactory evidence that the auditee ensures adequate safeguards for any machine part, function, or process which may cause injury to workers?

ENGLISH	LOCAL LANGUAGE
Finding	
<p>Uncorrected. According to site tour and management interview.</p> <p>1. The sewing machines used in sewing workshop were not installed with finger protective device, and 1 out of 1 high posted sewing machine was not installed with needle guards. (General Rules for Designing the Production Facilities in accordance with Safety and Health Requirements 6.1.2)</p> <p>2. The transmission belt of 1 out of 1 cutting machine used in cutting workshop was not equipped with pulley guards. (General Rules for Designing the Production Facilities in accordance with Safety and Health Requirements 6.1.6)</p>	<p>未改进。通过现场走访和管理人员访谈。</p> <p>1. 缝纫车间使用的平车未安装护指装置，1/1台高头车未安装护眼挡板。(《生产设备安全卫生设计总则》6.1.2)</p> <p>2. 裁剪车间1/1台裁切机没有为外露的传动皮带安装皮带保护罩。(《生产设备安全卫生设计总则》6.1.6)</p> <p>这个问题被评为部分符合的原因是工厂为员工提供了定期的机器安全培训，最近12个月未发生类似的工伤。</p>

**Finding**

This question is rated as partially because the factory provided machine safety training for employees regularly, and no similar accident happened in recent 12 months.