

Monitored Party ZHANGJIAGANG KAILIDA PLASTIC CO.,LTD	amfori ID 156-016657-000	Address Tianzhuang Village, Gangkou, Fenghuang Town, 215600 Zhangjiagang, Jiangsu Sheng, China
Monitoring Activity amfori Social Audit - Manufacturing	Monitoring Type Full Monitoring	Monitoring Partner APCER
Monitoring Start Date 08/07/2024	Closing Meeting Finished Date 09/07/2024	Submission Date 17/07/2024
Expiration Date 17/07/2025	Announcement Type Semi Announced	
Site ZHANGJIAGANG KAILIDA PLASTIC CO.,LTD	Site amfori ID 156-016657-001	

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OVERALL RATING



SECTION RATING

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

PA 7: Occupational Health and Safety	A	
PA 8: No Child Labour	A	
PA 9: Special Protection for Young Workers	A	
PA 10: No Precarious Employment	A	
PA 11: No Bonded, Forced Labour or Human Trafficking	A	
PA 12: Protection of the Environment	A	
PA 13: Ethical Business Behaviour	A	

GENERAL DESCRIPTION

Name of lead auditor: Amy Li; APSCA membership number: CSCA 21703889.

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

Audit schedule details: The audit is planned for 1 auditor x 1.5 days.

Announcement Type: Semi Announced Full Monitoring.

Business partner information:

ZHANGJIAGANG KAILIDA PLASTIC CO., LTD is located at Tianzhuang Village, Gangkou, Fenghuang Town, Zhangjiagang, Jiangsu, China (中国江苏省张家港市凤凰镇港口恬庄村). Based on the interview with management & workers and onsite observation, this site address is covered by the registration address in the business license. The company started its operation on February 12, 2015. The factory's local name is “张家港市凯利达塑料有限公司 (91320582330855335X)”. The main products manufactured by the factory were PVC flooring, etc.

The main production processes include refinement, printing, hot pressing, cutting, tempering, gluing, finishing and packing, etc. Through document review, management interview and workers' interview, the peak months were not obvious in the factory.

Audited location information:

The auditee rented 7 buildings from the landlord named “Zhangjiagang Jiatong Electric Machinery Co., Ltd”, details as below:

One 1-storey production building: printing, cutting and tempering workshops;

One 1-storey mixing building: refinement workshop and material warehouse;

One 1-storey mixing building: finished warehouse, gluing, finishing and packing workshops;

One 1-storey production building: hot pressing workshop;

One 2-storey dormitory building: 1F-dormitory, 2F-dormitory;

One 2-storey dormitory and canteen building: 1F-canteen and kitchen, 2F-dormitory;

One 4-storey mixing building: 1F-idle, 2F-office, 3F&4F-dormitory.

The total size used by the auditee is about 10,187 square meters currently. Related rental contract was provided for review. There was no other factory in the same compound.

The dormitory and canteen were provided for free. All employees could choose to have meals in the canteen or not. 90% migrant employees lived in the dormitory. All other employees lived near the factory, lived at home or rented a house.

Operating shifts and hours:

Attendance records from June 2023 to the audit day were reviewed in this audit. By cross checking those records, production records and interviews with the management, workers and worker representative, no inconsistency on working hours was identified during the audit. All employees ran in 1 shift, from 7:30 to 17:00 with 1.5 hours lunch break from 11:00 to 12:30, workers generally had overtime work at night for 2 hours from 18:00 to 20:00 & 5 nights per week, 8 hours from 7:30 to 17:00 on Saturday (lunch break from 11:00 to 12:30); but they always had one day off per week.

Time recording system:

Fingerprint attendance machine was used for recording check in/out time and every employee should record their working time when they entered and exited the facility.

Salary payment details:

Payroll records from June 2023 to May 2024 were reviewed in this audit. Wages were paid by cash no later than 30th of each month in the following month. All employees' wages were calculated by monthly rate and the lowest basic wage was no less than RMB 2,700 per month in all selected months, which was no less than local legal minimum payment requirement (RMB 2,280 per month before January 1, 2024 & RMB 2,490 per month since January 1, 2024). For overtime premium, 150% and 200% of basic wages were paid to employees for their overtime hours on workdays and rest days respectively, and no overtime was arranged on statutory holidays.

Worker number information:

There were total 71 employees included 48 males and 23 females in the factory according to worker roster, site observation and the interview with management and workers. There were 51 production employees (36 males and 15

females), 18 non-production employees (including management employees and office staff) and 2 other employees (including warehouse worker and kitchen worker). No children or young workers worked in the factory. 56.34% 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 is over 23 years old, who was born on November 16, 2000 and started the work in the factory on March 2, 2020. No special group worker (such as interns, apprentices, contractor workers etc.) was found in this factory. During this audit, 11 production workers (including 4 males and 7 females) and 1 female management were interviewed.

Good practices:

1. The auditee knew and calculated the basic living wage.
2. The auditee provided free meals and dormitory for employees.

Worker organization details:

There was no Trade Union or worker committee available in the factory, but there were 2 worker's representatives elected by workers.

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, PA 5-7 and PA12. No other serious issue was noted in this audit.

Living wage calculation:

- a. GLWC benchmark for Suzhou City was filled in this audit report, which is RMB 4,543 per month.
- b. The factory had collected local data and calculated the Living Wage by using the table of Fair Remuneration Scan, which is RMB2,502.5/month. Relevant evidence was uploaded under Attachment. During this audit, the factory's data were accepted and used when PA5.4 was evaluated.

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.

Remark:

1. 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.
2. The auditee had the other business license "张家港凯尔达塑料有限公司 (91320582550260210M)". The auditee explained that two companies had the same operation address, factory buildings, equipment, workers and management systems, etc. Part document was named after the other name, such as EIA documents.

SITE DETAILS

Site
**ZHANGJIAGANG KAILIDA
PLASTIC CO.,LTD**

Site amfori ID
156-016657-001

GICS Classification

Sector	Industry Group	Industry
Consumer Discretionary	Consumer Durables & Apparel	Household Durables

Sub Industry
Home Furnishings

amfori Process Classifications

N.A.

GS1 Classifications

N.A.

NACE Classification

N.A.

Water Stress Situation

N.A.

METRICS

Key Metrics

Total workforce	71	Workers
Legal minimum wage in local currency	2,490	Monthly
Lowest wage paid for regular work at the site	2,700	Monthly
Calculated living wage in local currency	4,543	Monthly
Total sample	11	Workers

Other Metrics

Male workers	48	Workers
Female workers	23	Workers
Non-binary workers	0	Workers
Permanent workers - Male	48	Workers
Permanent workers - Female	23	Workers
Permanent workers - Non-binary	0	Workers
Temporary workers - Male	0	Workers
Temporary workers - Female	0	Workers
Temporary workers - Non-binary	0	Workers
Seasonal workers - Male	0	Workers
Seasonal workers - Female	0	Workers
Seasonal workers - Non-binary	0	Workers
Management - Male	1	Workers
Management - Female	1	Workers
Management - Non-binary	0	Workers
Apprentices - Male	0	Workers
Apprentices - Female	0	Workers
Apprentices - Non-binary	0	Workers
Workers on probation - Male	0	Workers
Workers on probation - Female	0	Workers
Workers on probation - Non-binary	0	Workers
Workers with night shift - Male	0	Workers
Workers with night shift - Female	0	Workers
Workers with night shift - Non-binary	0	Workers
Workers with disabilities - Male	0	Workers
Workers with disabilities - Female	0	Workers
Workers with disabilities - Non-binary	0	Workers
Domestic migrant workers - Male	26	Workers
Domestic migrant workers - Female	14	Workers
Domestic migrant workers - Non-binary	0	Workers
Foreign migrant workers - Male	0	Workers

Foreign migrant workers - Female	0	Workers
Foreign migrant workers - Non-binary	0	Workers
Workers hired directly - Male	48	Workers
Workers hired directly - Female	23	Workers
Workers hired directly - Non-binary	0	Workers
Workers hired indirectly - Male	0	Workers
Workers hired indirectly - Female	0	Workers
Workers hired indirectly - Non-binary	0	Workers
Unionised workers - Male	0	Workers
Unionised workers - Female	0	Workers
Unionised workers - Non-binary	0	Workers
Workers under CBA - Male	0	Workers
Workers under CBA - Female	0	Workers
Workers under CBA - Non-binary	0	Workers
Pregnant workers	0	Workers
Workers on parental leave - Male	0	Workers
Workers on parental leave - Female	0	Workers
Workers on parental leave - Non-binary	0	Workers
Sample - Male	4	Workers
Sample - Female	7	Workers
Sample - Non-binary	0	Workers

FINDINGS

PA1: Social Management System

Site: ZHANGJIAGANG KAILIDA PLASTIC CO.,LTD | Site amfori ID: 156-016657-001

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
Finding	
<p>By on-site observation, interviewing with management, worker representative and workers as well as documents review, it was noted that the social accountability management system was established in the factory. However, part procedures were not operated effectively, they did not have effective corrective/preventive action plans for the existing findings yet, also did not communicate related procedures to related parties to make sure they understand and execute related procedures, which resulted in the findings identified on PA1-2, PA5-7 and PA12. For example, in PA6, the auditee had established related working hour procedure, and appointed manager (Chunfang Jiang) to take responsible for it, however, part employees' overtime exceeded law requirement in part months, overtime was not fully controlled. This question is rated as partially because the general condition in the factory is acceptable and no serious issue was found.</p>	<p>基于现场观察，管理层，员工代表，员工访谈，以及文件审核，工厂有建立管理体系。但是部分程序没有有效运行，针对现有的问题还没有有效的纠正预防措施，没有和相关部门进行有效沟通，确保他们理解相关的程序。导致在PA1-2&5-7&12区域发现问题。例如，在第六部分，工厂有建立相关的工作时间的程序，有专门的经理(蒋春芳)负责，但是部分员工在部分月份加班超出了法规要求，加班时间没有得到完全控制。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
Finding	
<p>According to interviewing with management as well as documents review, it was noted that the factory had established the workforce planning and cost accounting procedures, while they did not conduct workforce capacity evaluation, which led to employees' monthly overtime exceeded legal limits systematically. This question is rated as partially because corresponding procedures has been established but not effectively implemented.</p>	<p>通过与管理层的访谈以及文件查看，审核发现工厂有建立产能规划和成本核算的程序，但没有进行产能评估，导致员工出现系统性月加班超时情况。这个问题被评为部分符合的原因是工厂已经建立相应程序，但并未有效的执行。</p>

PA 2: Workers Involvement and Protection

Site: ZHANGJIAGANG KAILIDA PLASTIC CO.,LTD | Site amfori ID: 156-016657-001

Question: 2.4 Is there satisfactory evidence that the auditee builds sufficient competence among managers, workers and workers representatives to successfully embed responsible practices in the business operation?

ENGLISH	LOCAL LANGUAGE
Finding	
<p>Based on management and workers interview, document review and onsite observation, 5 out of 11 interviewed workers were not aware of the social responsibility requirements. This question is rated as partially because the factory had posted amfori BSCI COC on site and provided related training to workers while they didn't evaluate the effectiveness of the training.</p>	<p>根据管理层和员工访谈，文件审查以及现场观察，5/11名被访谈的工人不了解社会责任的相关要求。此问题被评为部分符合，因为工厂已将 amfori BSCI 行为守则张贴在现场并且给员工提供了相关的培训，但是没有验证培训效果。</p>

Question: 2.5 Is there satisfactory evidence that the auditee has established, or participates in, an effective operational-level grievance mechanism for individuals and communities?

ENGLISH	LOCAL LANGUAGE
Finding	
<p>By on-site observation, interviewing with management, worker representative and workers as well as documents review, it was noted that the audited factory did not post complaint procedure beside the suggestion box. Also, the auditee had not set up the indicators of satisfaction on their grievance mechanism, no regular satisfaction level survey record of recent 12 months was provided for review. This question is rated as partially because the auditee had effective grievance channels, and all interviewees were satisfied, no suggestion was raised in recent 12 months.</p>	<p>基于现场观察，管理层，员工代表，员工访谈，以及文件审核，被审核的工厂没有在意见箱的旁边张贴申诉程序。且被审核方没有建立对其申诉机制的满意指标，也没有提供最近12个月的满意度的调查报告供查看。这个问题被评为部分符合，是因为被审核方有有效的投诉渠道，所有被访谈的员工都很满意，最近12个月没有提出任何的意见。</p>

PA 5: Fair Remuneration

Site: ZHANGJIAGANG KAILIDA PLASTIC CO.,LTD | Site amfori ID: 156-016657-001

Question: 5.5 Is there satisfactory evidence that the auditee provides workers with the social benefits that are legally granted without negative impact on their pay, level of seniority, position, or promotion prospects?

ENGLISH	LOCAL LANGUAGE
Finding	
<p>By interviewing with management, worker representative and workers as well as documents review, it was noted that the factory's social</p>	<p>基于管理层，员工代表，员工访谈，以及文件审核，审核员发现工厂的社会保险覆盖不足。工厂提供了2023年6月到2024年5月的社保收据，根据厂方</p>

Finding

insurance coverage was insufficient, social insurance receipts from June 2023 to May 2024 were provided for review. As the social insurance receipt of the latest month (May 2024), 30 out of 52 (around 57.69%) employees not retired yet had been covered by medical, maternity, retirement, work-related injury and unemployment insurance. All employees were provided with commercial insurance valid from July 28, 2023 to July 27, 2024. There was no temporary, new employee or dispatched employee. There were 19 retirees. The factory had not obtained a waiver from the local social insurance authority. This question is rated as no because the social insurance coverage rate was low. (PRC Labor Law Article 72&73)
Remark: The reason of other employees did not purchase social insurance was that they had rural insurance at home. The auditee did not collect related rural insurance information.

提供的最近月2024年5月社会保险缴费单据显示工厂有30/52 (约57.69%) 名未退休员工提供了医疗,生育,养老,失业,工伤保险。为所有其他员工提供了商业保险 (有效期2023.7.28到2024.7.27)。没有临时工,新员工或派遣工。有19名退休员工。工厂未获得当地社保局的批文。这个问题被评为不符合,因为工厂的社保参保率低。(《中华人民共和国劳动法》第七十二条&七十三条)
备注:其他员工没有购买社会保险的原因是因为他们家里有农保。工厂没有收集农保的相关信息。

PA 6: Decent Working Hours

Site: ZHANGJIAGANG KAILIDA PLASTIC CO.,LTD | Site amfori ID: 156-016657-001

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

Finding

By interviewing with management, worker representative and workers as well as documents review, time records and payroll from three sampled months of 11 sample workers (December of 2023, March of 2024, May of 2024), it was noted that monthly overtime of all randomly selected worker was 82 hours in December of 2023, monthly overtime of all randomly selected worker was 82 hours in March of 2024, monthly overtime of all randomly selected worker was 76 hours in May of 2024, which exceeded legal overtime limit: 36 hours per month. The maximum monthly overtime was 82 hours. This question is rated as no because the overtime was systematic in the audited factory. (PRC Labor Law Article 41)

基于管理层,员工代表,员工访谈,以及文件审核,11名抽样员工2023年12月,2024年3月,2024年5月的工资和考勤记录发现,随机抽样中的11名员工在2023年12月,11名员工在2024年3月,11名员工在2024年5月,加班时间为82小时,82小时,76小时,超过法定36小时的限制。最大月加班时间为82小时。这个问题被评为不符合,是因为工厂的加班是系统性的。(《中华人民共和国劳动法》第四十一条)

PA 7: Occupational Health and Safety

Site: ZHANGJIAGANG KAILIDA PLASTIC CO.,LTD | Site amfori ID: 156-016657-001

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

ENGLISH	LOCAL LANGUAGE
Finding	
<p>By on-site observation, interviewing with management, worker representative and workers as well as documents review, it was noted that the health & safety management system was established in the factory, and EHS Manager (Zhongkai Tao) took responsible for it. The latest EHS meeting was conducted on June 20, 2024. However, it was not operated effectively, which resulted in some findings in PA7 regarding legal occupational health and safety regulations as well as amfori BSCI Code of Conduct during the audit. This question is rated as partially because the general health and safety condition in the factory is acceptable and no serious issue was found.</p>	<p>基于现场观察，管理层，员工代表，员工访谈，以及文件审核，因为工厂有建立健康安全管理体系，有专门的EHS经理(陶仲开)负责。最新的健康安全会议在2024.6.20举行。但是，体系没有有效运行，导致在PA7发现违反职业健康安全相关法规及amfori BSCI行为准则的问题。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: 7.9 Is there satisfactory evidence that the auditee makes visible potential hazards to the workers and visitors through signs and warnings?

ENGLISH	LOCAL LANGUAGE
Finding	
<p>Based on site observation, it was noted that no anti-scald warning sign was posted nearby the drinking water station. This question is rated as partially because factory conducted related risk assessment and the risk level is relatively low. (PRC on Work Safety, Article 32)</p>	<p>根据现场观察，工厂饮水区旁未张贴“小心烫伤”的安全提醒。此问题被评为部分符合，是因为工厂有做相关的风险评估，此类风险等级相对较小。（《中华人民共和国安全生产法》第32条）</p>

Question: 7.22 Is there satisfactory evidence that the auditee provides workers with clean washing facilities, changing rooms and toilets that are also respectful of local customs?

ENGLISH	LOCAL LANGUAGE
Finding	
<p>By on-site observation, interviewing with management, worker representative and workers, it was noted that no toilet paper or soap was provided in all toilets in the factory. This question is rated as partially because the number of toilet seats were sufficient, the toilets were clean, clean washing facilities were provided, etc.</p>	<p>基于现场观察，管理层，员工代表，员工访谈，工厂所有的厕所都没有提供厕纸和肥皂。这个问题被评为部分符合，因为洗手间蹲位数量充足，且干净，提供了卫生的洗手设施等。</p>



PA 12: Protection of the Environment

Site: ZHANGJIAGANG KAILIDA PLASTIC CO.,LTD | Site amfori ID: 156-016657-001

Question: 12.1 Is there satisfactory evidence that the auditee continuously identifies the significant impacts and environmental implications associated to its activity?

ENGLISH

LOCAL LANGUAGE

Finding

Based on management interview and document review, the auditee had identified the significant impacts and environmental implications associated to its activity, but there was no grievance mechanism in place to address the environmental concerns of surrounding communities. This question is rated as partially because the factory monitored waste water, waste gas and boundary noise regularly, and the result met the regulatory standard.

根据管理层访谈和文件审查，受审核方识别了其商业活动的重大影响以及对环境造成的后果，但受审核方没有建立有关周围社区环境问题的申诉机制。这个问题被评为部分符合，因为工厂定期监测了废水，废气及厂界噪声，且结果达标。



ORGANIZATION:	ZHANGJIAGANG KAILIDA PLASTIC CO.,LTD	AMFORI ID	156-016657-001	AUDIT DATE(S)	08/07/2024 - 09/07/2024
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Factory name



Factory buildings



Eye wash



First aid kit





Chemical warehouse



MSDS



Fire facility onsite testing



Fire alarm



Exit sign and emergency light



Fire hydrant



Fire evacuation plan



Fire facility onsite testing



Exit route with marking



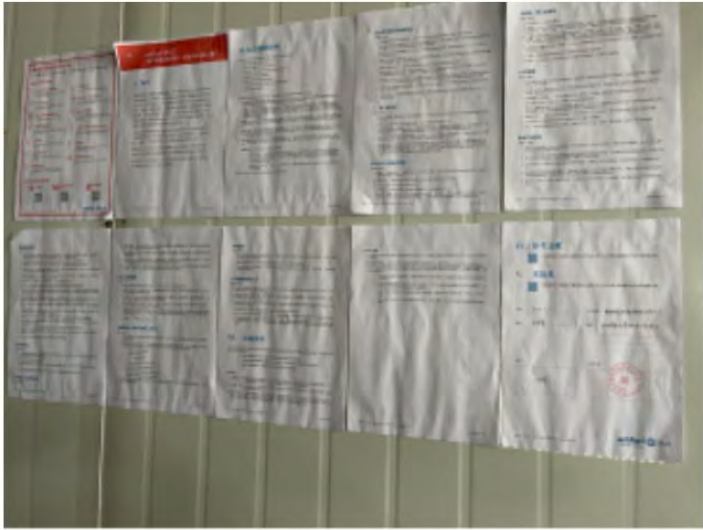
Fire extinguishers



Canteen inside



Kitchen



BSCI COC poster on site



Dormitory and canteen buildings



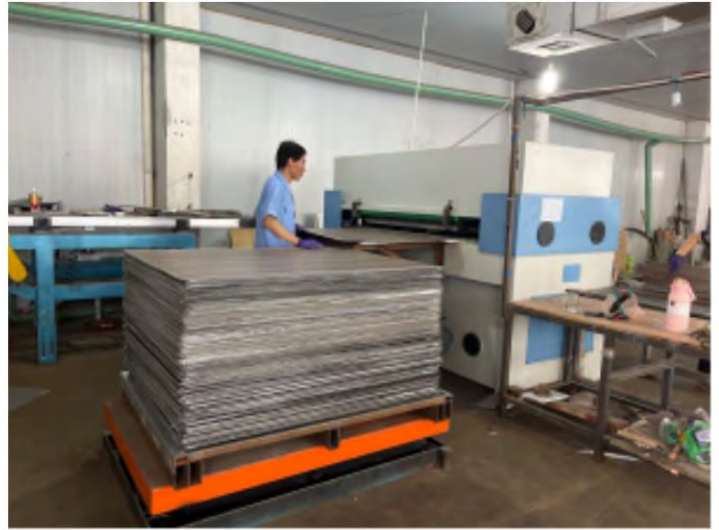
Dormitory inside



Printing



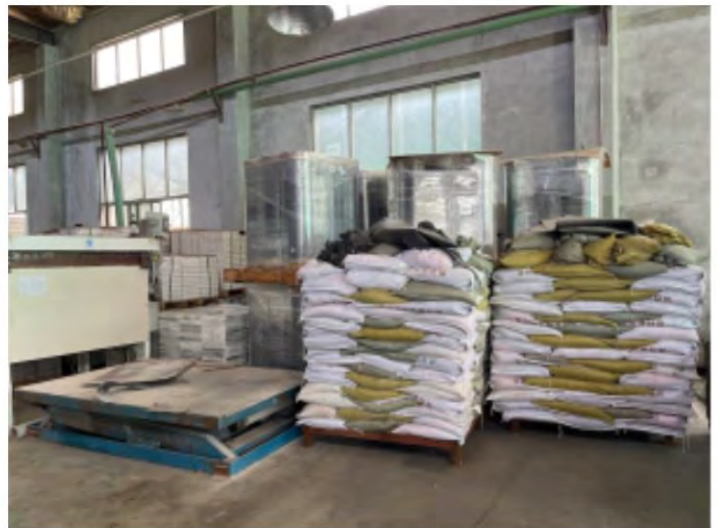
Tempering



Cutting



Refinement



Material warehouse



Hot pressing



Gluing



Finished warehouse



Finishing and packing



PPE used by employee



PPE notice



Toilet



Suggestion box



Time recorder



Potable water



NC Missing toilet paper and soap