

Corrective action plan - Annex to Audit Report "China - Heshan Rondor - Apr 2012"

In the table below the issues that need improvement are summarized, split between requirements and recommendations. Recommendations are written in italics. Also indicated is whether management agreed with the findings of the audit team and what timeframe Requirements and recommendations - if applicable - include concrete articles in laws, decrees or any other legal texts and contain useful details (for example legal limits to overtime hours, the legally required content of a first aid box, etc.)

Labour standard / management system requirement	Conclusions - Mar 2011	Conclusions - Apr 2012	Management response to findings	Requirements/ Recommendations	Timeframe	Comments by FWF affiliate	Improvement observed	Status (to be discussed / pending / closed)	Date of last update	Responsible person
Sourcing practices of Mammot, Odlo, Mountain Force and UVU 1 Mammot, Odlo, Mountain Force 以及UVU的采购行为 1	No area for improvement found 无发现	Wages for a regular working week of some workers (mostly in the cutting and inspection department) are below the living wage benchmarks that FWF collected from local stakeholders. 有部分工人（尤其是裁剪和检验部门）基本工资低于当地相关机构评估出来的生活工资标准。	N/A 不适用	Requirement: Buyers to discuss how wage levels can be increased with the factory. <i>Recommendation: FWF expects its affiliates to take measures to facilitate that they work towards payment of Asia Floor Wage for a regular working week. On request, FWF could provide support for the process of establishing a framework for improved wages.</i> 标准：买家应当协商如何让工人的工资水平得到提高。 <i>建议：FWF希望他的成员公司可以采取一些措施协助工厂能逐步满足工人在标准工作周内正常工作时间内能得到亚洲基本工资。如需要，FWF也能够提供一些帮助关于如何构建一个提高工人工资水平的框架。</i>	N/A 不适用					
Monitoring system of Mammot, Odlo, Mountain Force and UVU 1 Mammot, Odlo, Mountain Force 以及UVU的监控系统 1	Factory has not posted FWF Code publicly in the factory. 工厂没有张贴FWF行为准则	FWF Code of Labour Practices has been posted in several places for view of workers. FWF商业行为准则在工厂内多个地方张贴出来给工人查阅。	N/A 不适用	N/A 不适用	N/A 不适用					
Management system of Hehsan Rondor to improve labour standards 1 鹤山华登高质时装有限公司用以提高劳工标准的管理体系 1	FWF Code has not been posted in the factory. 工厂没有张贴FWF行为准则。	FWF Code of Labour Practices has been posted in several places for view of workers. FWF商业行为准则在工厂内多个地方张贴出来给工人查阅。	N/A 不适用	N/A 不适用	N/A 不适用					
Management system of Hehsan Rondor to improve labour standards 2 鹤山华登高质时装有限公司用以提高劳工标准的管理体系 2	Workers are not informed of the FWF Code and do not know how to use FWF's complaints procedure. 工人不知晓FWF行为准则，也不知道如何使用FWF的投诉机制。	Factory has FWF Code of Labour Practices posted in several places for view of workers; workers confirm they are aware of the Code elements and FWF's complaints procedure. 工厂在多个地方张贴了FWF行为准则。工人确认他们对行为准则的内容知晓，同时，他们也了解FWF的申诉机制。	N/A 不适用	N/A 不适用	N/A 不适用					
Communication and consultation 1 沟通和协商 1	Some workers are not aware of the existence of the union. 有些工人不知道工会的存在。	Workers confirm they are aware of the existence of the union. 员工表示他们知晓工会的存在。	N/A 不适用	N/A 不适用	N/A 不适用					
No forced Labour 1 禁止强迫劳工 1	No area for improvement found 无发现	No area for improvement found 无发现	N/A 不适用	N/A 不适用	N/A 不适用					
No discrimination in employment 1 禁止歧视 1	No area for improvement found 无发现	No area for improvement found 无发现	N/A 不适用	N/A 不适用	N/A 不适用					
No exploitation of child labour 1 禁止使用童工 1	No area for improvement found 无发现	No area for improvement found 无发现	N/A 不适用	N/A 不适用	N/A 不适用					
Freedom of association and the right to collective bargaining 1 自由结社以及集体谈判的权利 1	The union secretaries are not selected through an open election. 工会的主席委员不是由民主选择产生。	Chairman and committees of the trade union are nominated by management instead of open democratic elections. 工会主席以及工会委员会是由管理层提名产生的，并不是通过民主选举产生。	Agree 同意	<i>Recommendation: Discuss with and support the union to hold an open election in its next term.</i> <i>建议：下届工会选举可以采取民主选举的形式产生主席以及委员会。</i>	Need further discussion. 需进一步讨论					
Payment of a living wage 1 最低生活工资 1	The monthly wages of the workers for 40-hours-work-week are below the Asian Floor Wage of 2244 yuan. 工人每月基本工资低于亚洲基本工资2244元/月	Wages for a regular working week of some workers (mostly in the cutting and inspection department) are below the living wage benchmarks that FWF collected from local stakeholders. 有部分工人（尤其是裁剪和检验部门）基本工资低于当地相关机构评估出来的生活工资标准。	Management state they are taking initiative to gradually increase they payment of workers in hope of meeting the living wage benchmarks; but they also expressed that it is not always suitable to have the same living wage benchmarks, e.g. Asia Floor Wage for all factories with different localities due to different purchasing power of currency and different local minimum wage. 管理层表示他们主动的逐步增加工人的工资，希望能满足不同的生活工资标准；同时他们也表示生活工资标准，例如亚洲基本生活工资，不是对每个不同地方的工厂都适用，因为不同国家地方的货币有不同的购买力，以及不同地方有不同的最低工资标准。	Requirement: Buyers to discuss how wage levels can be increased with the factory. <i>Recommendation: FWF expects its affiliates to take measures to facilitate that they work towards payment of Asia Floor Wage for a regular working week. On request, FWF could provide support for the process of establishing a framework for improved wages.</i> 标准：买家应当协商如何让工人的工资水平得到提高。 <i>建议：FWF希望他的成员公司可以采取一些措施协助工厂能逐步满足工人在标准工作周内正常工作时间内能得到亚洲基本工资。如需要，FWF也能够提供一些帮助关于如何构建一个提高工人工资水平的框架。</i>	Need further discussion. 需进一步讨论					

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No excessive working hours 1 禁止超时加班 1	Some workers punch card earlier than work time and later than the time they stop working. 有些员工打卡的时间早于他们正常的上班時間，或者晚于他们正常的下班時間。	Although some workers punch time card earlier or later than the official working time, factory makes a precise calculation of all working hours including OT for all workers and pays workers accurately based on the working hours that recorded. 尽管有些员工打卡时间与工厂官方的上下班時間有差距，但是工厂准确的计算员工的上班時間，包括加班時間，同时根据记录的工时支付员工工資。	N/A 不适用	N/A 不适用	N/A 不适用					
No excessive working hours 2 禁止超时加班 2	Some workers have worked more than 60 hours (a worker has worked 72 hours) in some weeks. 有些员工在某些工作周内的上班時間超过60小时（一名员工每周工作72小时）。	Workers work around 60 hours a week in the year round; yet in peak season, some workers work more than 60 hours and the maximum is 74 hours. 年平均每周工作時間在60小时左右；但是在生产旺季，部分工人每周工作時間最高到达74小时。	Management state they basically can control the weekly working hours to be 60 hours in the year round; and they will recruit more workers to share the workload of the existent workers to reduce the excessive overtime hours in peak season. 管理层表示基本上他们能控制年平均每周工作時間在60小时；他们表示会在生产旺季招聘多点的工人来分担现存工人的工作量，从而减少旺季的过度加班情况。	Requirement: Factory should maintain its weekly working hours to be less than 60 hours as required by the FWF Code of Labour Practices. 标准：根据FWF的要求，工人一周工作時間不得超过60小时。	1 year 1年					
No excessive working hours 3 禁止超时加班 3	Some workers have worked seven days without one rest day. 有些员工连续工作7天。	As per review of payroll and attendance records of the past 7 months (Oct 2011 to Apr 2012); no instance of 7 consecutive days is found. In order to reduce the excessive overtime hours, factory regulates that worker who can not make minimum wage based on their piece output are not allowed to work for OT. 查阅过去7个月的考勤记录（2011年10到2012年4月），没有发现连续工作7天的情况。 为了控制过度加班，工厂不允许件资不能到达最低工资标准的员工加班。	N/A 不适用	N/A 不适用	N/A 不适用					
No excessive working hours 4 禁止超时加班 4	Some workers have worked more than 3 hours OT in some work days. 有些员工在某些工作日，每天加班超过法定规定的3小时。	Some workers worked more than 3 regular overtime hours up to 5.5 hours per day; and 32 out of 36 sampled workers worked more than 36 overtime hours a month up to 139 hours as per review of attendance records of Dec 11, Feb and Mar 12. 查阅2011年12月以及2012年2月，3月的考勤记录，有些员工每天最大加班小时超过3小时，最高达到5.5小时。同时，36名抽样员工中有32名月加班小时超过36小时，最高到达139小时。	Management state OT is on voluntary basis; Some workers send their kids to school in the morning, when it is still very early, then go to factory to work; some workers prefer to have a quick lunch and resume working earlier than the official working time; thus the daily overtime hours for some workers might exceed 3 hours, up to 4.5 hours. 管理层表示加班自愿；有些员工早上很早送孩子上学后就来工厂工作；有些员工喜欢很快的吃完午饭继续工作，因此，部分员工每天加班小时会超过3小时。	Requirement: In accordance with Article 41 of the Labor Law of the PRC, after consultation with the trade union and employees, the employer may extend working hours due to its production or business needs, but the extended working hours shall not generally exceed one hour a day; in special circumstances that require an extension of working hours, the extended working hours shall not exceed 3 hours a day and 36 hours a month on condition that the health of employees is guaranteed. 标准：根据《中华人民共和国劳动法》第41条：在确保劳动者身体健康的条件下，加班時間一天不超过3小时，一个月不得超过36小时。	1 year 1年					
Safe and healthy working environment 1 职业健康安全 1	The wooden box for storing detergents placed in the rear section is not properly protected against leakages. 在后道存放清洁剂的水箱没有二次防泄漏保护。	The wooden box storing detergents in the rear section is now properly protected by a metal container from leakages. 后道存放清洁剂的水箱底部用金属容器固定，防止泄露。	N/A 不适用	N/A 不适用	N/A 不适用					
Safe and healthy working environment 2 职业健康安全 2	The storing tank for diesel placed at the back of the senior staff canteen is not properly protected against leakages. 在高级员工餐厅后部的存放柴油的储油罐没有二次防泄漏保护。	Factory takes immediate action to equip the tank for diesel placed at the back of the senior staff canteen with secondary containment against leakages and a shelf to protect damages from the rain and sun. 工厂采取快速措施为高级员工餐厅后面存放的油箱加装了一个2次防泄漏水泥装置；同时在油箱顶部装了一个顶棚用以防止日晒雨淋对油箱的破坏。	N/A 不适用	N/A 不适用	N/A 不适用					
Safe and healthy working environment 3 职业健康安全 3	The fire alarm for the work place for computerized-embroidery is far away from the work place and workers with earmuffs will not be alerted visually. 电脑绣花车间的消防警铃离员工的工作岗位太远，有可能导致带耳塞的员工看不见警铃。	New fire alarm system has been installed within the embroidering section, where it can be heard and easily visible to workers. 在绣花车间加装了一个消防警铃，离工人很近，容易让工人看到以及引起工人的警惕。	N/A 不适用	N/A 不适用	N/A 不适用					

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Safe and healthy working environment 4 职业健康安全 4	A small step on the ground near the stairway constitutes a danger during emergency. 楼梯外地面的一小步，在紧急情况下会导致危险的情况发生。	Factory has painted a warning yellow-and-black line and 'be aware of the step' on the ground to remind people of the potential danger. 地面上画了黄黑警戒线以及写着“小心梯级”来提醒工人注意存在的安全隐患。	N/A 不适用	N/A 不适用	N/A 不适用					
Legally binding employment relationship 1 法定雇佣关系 1	60% of all employees in the factory have joined the national social insurance and the factory further insured for accidents and injuries of all employees through a private company insurance plan. 工厂为全厂60%在员工购买了社保，同时为员工购买了商业工伤保险。	At the time of the audit in Apr 2012, 67% workers have been registered with all 5 kinds of social insurances. In addition, for those who do not have government insurance, factory covers them with commercial injury and medical insurance. 到2012年4月份的审核为止，一共有67%的工人参与了5项社保的购买；另外，工厂也为没有参与社保的员工购买了商业工伤保险以及医疗保险。	Management state they are quite willing to provide workers with social insurance benefits, yet, some workers, especially those from other provinces do not want to buy insurance by arguing that they need to pay for their own part of insurance fee, or they have already bought insurance at their hometown. Management made efforts to educate workers the importance of buying social insurance and obtained written consent of giving up buying insurance from the workers who are not willing to buy insurances. 管理层表示他们很愿意给所有的员工提供社保福利，但是有些员工，尤其是省外的员工不愿意购买，他们的理由是不想自己出钱，有些说已经在家乡买了保险。 管理层在教育员工购买社保的重要性上做出努力，并取得不愿意购买社保的员工放弃购买社保的书面同意。	Requirement: In accordance with Article 73 of the Labor Law of the People's Republic of China, employees shall, in accordance with the law, be entitled to social insurance benefits under the following circumstances: (1) retirements; (2) illness or injury; (3) disability caused by work-related injury or occupational disease; (4) unemployment; and (5) maternity. The survivors of the insured laborers shall be entitled to subsidies for survivors in accordance with the law. The conditions and standards for laborers to enjoy social insurance benefits shall be stipulated by laws, rules and regulations. The social insurance amount that laborers are entitled to, must be timely paid in full amount. Recommendation: As a first step, the factory could offer injury commercial insurance to workers that are presently not participating in the social insurance system of the state. 标准：根据《中华人民共和国劳动法》第73条：劳动者在下列情形下，依法享受社会保险待遇：（一）退休；（二）患病、负伤；（三）因工伤残或者患职业病；（四）失业；（五）生育。劳动者死亡后，其遗属依法享受遗属津贴。劳动者享受社会保险待遇的条件和标准由法律、法规规定。劳动者享受的社会保险金必须按时足额支付。 作为符合要求的第一步，工厂应至少给没有参加社保的员工提供商业工伤保险。	1 year 1年					