

# Monitoring result for Jilin Bailong Arts&Crafts Co.,Ltd. on site Jilin Bailong Arts&Crafts Co.,Ltd.

## Monitoring

Monitored Party	: Jilin Bailong Arts&Crafts Co.,Ltd.	amfori ID	: 156-006160-000
Site	: Jilin Bailong Arts&Crafts Co.,Ltd.	Site amfori ID	: 156-006160-001
Address	: 2977 Wenkai Road,Hongzui Development Zone	Monitoring Activity	: amfori Social Audit - Manufacturing
	: 136000, Siping	Monitoring Type	: Full Monitoring
	: Jilin Sheng	Submission Date	: 25/04/2021
	: China	Expiration Date	: 25/04/2022

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## Overall rating



## Section rating

PA1: Social Management System	D
PA 2: Workers Involvement and Protection	B
PA 3: The Rights of Freedom of Association and Collective Bargaining	A
PA 4: No Discrimination	A
PA 5: Fair Remuneration	A
PA 6: Decent Working Hours	C
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 Labour	A
PA 12: Protection of the Environment	A
PA 13: Ethical Business Behaviour	B

## General description

[Location and size]:

Jilin Bailong Arts&Crafts Co.,Ltd was located at No.2977 Wenkai Road, Hongzui Development Zone, Siping, Jilin, China. And the business license number was 912203957536455914. The occupied land area was around 8824 square meters.

[Structure of facility]:

The auditee used one 2-storey production building, one 1-storey warehouse and one 4-storey office building (canteen was located on the first floor of this building). No dormitory or kitchen was provided in the auditee. The main product was wooden crafts. The main production processes were wood preparing, carving (including automated carving and hand carving), colored drawing, assembly and packing.

[Employee analysis]:

There were total 49 employees in the auditee including 13 males and 36 females. There was no young worker at the auditee.

[Summary of working hour]:

The auditee used fingerprint timekeeping system to record workers' working hours. The auditee had no obvious peak season. The attendance records from Mar 2020 to audit day were provided for review. Auditor selected Sep 2020, Jan 2021 and Feb 2021 as samples. Two shifts were arranged for security guards (1 shift: 7:00~15:00; 2nd shift: 15:00~23:00). One shift was arranged for rest employees (7:30-11:30, 12:30-16:30). The normal working hours were 8 hours per day and 40 hours per week. The maximum daily overtime hours were 2 hours. The monthly overtime hours were in compliance with local laws in sampled months. The maximum overtime hours were 36 hours in Sep 2020 and Jan 2021. No inconsistencies were found during this audit.

[Summary of compensation]:

The payroll records from Mar 2020 to Feb 2021 were provided for review. Auditor selected Sep 2020, Jan 2021 and Feb 2021 as samples. Workers were paid by hourly rate and wages paid on 20th of the following month by cash. The lowest wage paid to workers was RMB2500 per month which was higher than the local minimum wage requirement RMB1580 per month. Workers were paid 150% and 200% of normal rate for overtime at weekdays and overtime on weekends. No overtime was arranged at statutory holidays and normal wage was paid for workers at statutory holidays.

[Summary of interview]:

Worker interview was conducted by individually and in group. 5 employees were sampled, and no complaint was raised.

[Special scene during on site observed]:

1. There were no agency and contractor used by the auditee, so contractor license/permit or agency labor contract was not applicable.
2. There was no collective bargaining agreement in the auditee.
3. No any government waiver was provided.

## Site Details

Site : Jilin Bailong Arts&Crafts Co.,Ltd.

Site amfori ID : 156-006160-001

### GICS Classification

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Sector : Consumer Discretionary

Industry : Leisure Products

Industry Group : Consumer Durables & Apparel

Sub Industry : Leisure Products

### GS1 Classifications

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N.A.

### Product Process Classifications

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N.A.

## Metrics

### Key Metrics

Total workforce	49 Workers
Legal minimum wage in local currency	1580 Monthly
Lowest wage paid for regular work at the site	2200 Monthly
Calculated living wage in local currency	1900 Monthly
Total sample	5 Workers

### Other Metrics

Male workers	13 Workers
Female workers	36 Workers
Permanent workers - Male	13 Workers
Permanent workers - Female	36 Workers
Temporary workers - Male	0 Workers
Temporary workers - Female	0 Workers
Seasonal workers - Male	0 Workers
Seasonal workers - Female	0 Workers
Management - Male	3 Workers
Management - Female	4 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	1 Workers
Workers with disabilities - Female	0 Workers
Domestic migrant workers - Male	4 Workers
Domestic migrant workers - Female	3 Workers
Foreign migrant workers - Male	0 Workers
Foreign migrant workers - Female	0 Workers
Workers hired directly - Male	13 Workers
Workers hired directly - Female	36 Workers
Workers hired indirectly - Male	0 Workers
Workers hired indirectly - Female	0 Workers
Unionised workers - Male	13 Workers
Unionised workers - Female	36 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	3 Workers
Sample - Female	2 Workers

## Findings

### PA1: Social Management System

The factory had established social compliance policy and procedures based on BSCI standards. But the factory has not yet set up an effective management system to implement the BSCI Code of Conduct due to the findings mentioned in relevant performance areas.

工厂基于BSCI标准建立起了一套社会责任政策和程序，但是当前审核在几个执行领域发现一些有待完善的地方，因此工厂尚未建立起执行BSCI行为准则的有效管理体系。

Records showed that the factory conducted capacity assessment, but didn't provide production cost calculation records for review.

工厂提供了记录显示进行了产能评估，但没有成本计算记录提供审核。

### PA 2: Workers Involvement and Protection

The factory had provided the training to employees regarding BSCI code of conduct. However, the interviewed worker representative wasn't clear about BSCI code of conduct.

工厂提供的培训记录显示工厂有提供BSCI行为准则的培训。但是访谈的员工代表不了解BSCI行为准则。

The auditee had established a grievance mechanism and workers were clear about how to raise grievance. But the provided documented grievance procedure was not complete for it did not define potential conflicts of interest (e.g. if grievance is against the person who administers the mechanism) and how to overcome them.

被审核方已经建立了有效的申诉机制，而且工人清楚如何提出申诉。但是，提供的书面申诉程序不完善，因为它没有规定潜在的利益冲突（如果申诉的对象是管理申诉机制的人员）以及如何解决该冲突。

### PA 5: Fair Remuneration

Basic living wage was guaranteed for workers in the factory per the wages records. But the factory management was not aware of living wage and local living cost.

根据工资记录显示工厂保障了最低生活需求工资的水平。工厂不清楚生活工资概念和当地生活成本。

### PA 6: Decent Working Hours

Although the factory did not have overtime issues at present, but they couldn't ensure that no such risk in the future because the factory did not provide production cost records for checking.

虽然工厂目前没有存在月加班超时，但是因为工厂没有提供生产成本记录查看，不能保证工厂以后没有加班超时的风险。

### PA 7: Occupational Health and Safety

The auditee was in line with part of the regulations on occupational health and safety relevant for its activities such as the regulations on escape routes and firefighting equipment, etc. The health and safety regulations were not fully followed due to the findings listed as follows in PA7.

被审核方部分符合了职业健康安全与其活动相关的规定如关于逃生路线、消防器材等方面的规定。由于存在本执行领域提到的下列问题，工厂没有完全遵循安全卫生的法规要求

Retired employee and new employees were not covered with work-related injury insurance or commercial accident insurance as per social insurance record of Mar 2021.

根据工厂提供的2021年3月的社保收据显示，退休人员和新进员工没有参加工伤保险或商业意外保险。

OHS risk assessment had been conducted in the auditee, and the workplace occupational hazards testing report was provided for review. However, the factory only provided on-the-job occupational disease physical examination to workers exposing to occupational hazards, no pre-job and off-the-job occupational health examination was provided for those workers contacting occupational hazards. (PRC Law on Prevention and Control of Occupational Diseases (2002) Amendment (2018), Article 35)

被审核方进行了职业健康安全风险评估并提供了工作场所职业危害因素检测报告。但是，被审核方只给接触到职业危害的员工提供了在岗职业病体检，没有给那些接触职业危害的员工提供岗前和离岗职业健康体检。

Trainings about handling chemicals were provided to employees, however, no secondary containments were provided for some chemicals in chemical transfer area.(Regulation for Safety of Dangerous Chemical, Article 20)

工厂有给员工提供处理化学的培训，但是化学品中转区域未设置二次容器。

## PA 12: Protection of the Environment

The auditee had provided contract signed with the unit who collected and disposed hazardous wastes, however, they could not provide the certificates of this unit. (PRC Prevention and Control of Environmental Pollution by Solid Waste Law (1995) Amendment (2016), Article 57)

工厂提供了与收集处理危险有害废物的单位的合同，但是不能提供该单位有效的资质证明。

## PA 13: Ethical Business Behaviour

The factory did not establish the policy regarding privacy of personal information and information security.

工厂没有建立有关个人信息隐私和信息安全的政策。