

Sedex Members Ethical Trade Audit (SMETA) Report

(Version 4.0 May 2012, 2/4 Pillar Audit; replaces version 2.4. Sept 2010)

Supplier name:	JianHua Tissue Product Manufacturer	
Site country:	China	
Site name:	JianHua Tissue Product Manufacturer	
SMETA Audit Type:	<input checked="" type="checkbox"/> 2-Pillar	<input type="checkbox"/> 4-Pillar

Audit Content:

(1) A SMETA audit was conducted which included some or all of Labour Standards, Health and Safety Business Practices and Environment. The SMETA Best Practice Methodology v.4.0 May 2012 was applied. 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:

Please check appropriate SMETA Audit Type in the above box:

2-Pillar SMETA Audit

- ETI Base Code
- SMETA Additions
 - o Management systems and code implementation,
 - o Entitlement to Work & Immigration,
 - o Sub-Contracting and Home working

4-Pillar SMETA Audit

- o 2-Pillar requirements plus
- o Additional Pillar assessment of Environment
- o Additional Pillar assessment of Business Practices

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.



Intertek

Audit Company Name: Intertek	Report Owner (payee): JianHua Tissue Product Manufacturer
Sedex Company Reference: <i>(only available on Sedex System):</i>	Not provided
Sedex Site Reference: <i>(only available on Sedex System)</i>	Not provided

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

Auditor Reference Number: (If applicable)	Not applicable
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SMETA Declaration

I declare that the audit underpinning the following report was conducted in accordance with SMETA best practice guidance.

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

Auditor Name(s) (please list all including all interviewers): Chilli Huang

Role: Auditor

Date: 4th September, 2013

Audit Details

Audit Details	
A: Report #:	GUZ-09351-04
B: Date of audit:	4 th September, 2013
C: Time in and time out:	Time in: 09:10 Time out: 16:30
D: Number of Auditor Days Used: <i>(number of auditor x number of days)</i>	One auditor in one day.
E: Audit type:	<input type="checkbox"/> Full Initial <input checked="" type="checkbox"/> Periodic <input type="checkbox"/> Full Follow-up <input type="checkbox"/> Partial Follow-Up <input type="checkbox"/> Partial Other - Define
F: Was the audit announced?	<input checked="" type="checkbox"/> Announced <input type="checkbox"/> Semi – announced <input type="checkbox"/> Unannounced
G: Was the Sedex SAQ available for review?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If no, why not?	The facility did not provide SAQ information.
I: Auditor name(s) and role(s):	Chilli Huang
J: Report written by:	Chilli Huang
K: Report reviewed by:	Shirley Lin
L: Report issue date:	11 th September, 2013
M: Supplier name:	JianHua Tissue Product Manufacturer
N: Site name:	JianHua Tissue Product Manufacturer
O: Site country:	China
P: Site contact and job title:	Mr. Ye Huasheng
Q: Site address:	No.130, Jianghai Road, Jiangmen City, Guangdong Province, China
Site phone:	0750-3811879
Site fax:	0750-3811872
Site e-mail:	info@bobogroup.com

R: Applicable business and other legally required licence numbers: for example, business license no, and liability insurance	Enterprise License Number: 440700000004019 Valid Date: till long term			
S: Products/Activities at site, for example, garment manufacture, electricals, toys, grower	Manufacture for tissue			
T: Audit results reviewed with site management?	Yes			
U: Who signed and agreed CAPR (Name and job title)	Mr. Ye Huasheng / Manager			
V: Did the person who signed the CAPR have authority to implement changes?	Yes			
W: Previous audit date:	Not provided			
X: Previous audit type:		SMETA 2-pillar	SMETA 4-pillar	Other
	Full Initial	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Periodic	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Full Follow-Up Audit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Partial Follow-Up	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Partial Other*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	*If other, please define:			

Audit Scope

Local Law	
(Please state legal requirement)	
A: Standard work week: (total hours excluding overtime)	8 hours per day and 40 hours per week
B: Maximum allowed overtime hours: (please state per day, week, month)	Not exceed 3 hours per day and 36 hours per month
C: Minimum work age:	16 years old
D: Minimum legal wage for standard hours: (please state per day, week, month)	The local minimum wage standard was set at RMB 1130 per month equivalent to RMB 6.49 (1130/21.75/8) per hour since 1st May 2013.
E: Minimum legal overtime wage: (please state per day, week, month)	The employing unit shall, according to the following standards, pay labourers remuneration higher than those for normal working hours under any of the following circumstances: 1) to pay no less than 150% of the normal wages if the extension of working hours is arranged; 1. to pay no less than 200% of the normal wages if the extended hours are arranged on days of rest and no deferred rest can be taken; and 2. to pay no less than 300% of the normal wages if the extended hours are arranged on statutory holidays.

Audit Scope	
(Please select the code and additional requirements that were audited against during this audit)	
2-Pillar Audit	<input checked="" type="checkbox"/>
10B4: Environment 4-Pillar	<input type="checkbox"/>
10C: Business Practices	<input type="checkbox"/>

Note: The main 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		Area of Non-Conformity <i>(Only check box when there is a non-conformity)</i>			Record the number of issues by line*:		
		ETI Base Code	Local Law	Additional Elements	NC	Obs	GE
0	Management systems and code implementation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0	0	0
1	Employment Freely Chosen	<input type="checkbox"/>	<input type="checkbox"/>		0	0	0
2	Freedom of Association	<input type="checkbox"/>	<input type="checkbox"/>		0	0	0
3	Safety and Hygienic Conditions	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		5	0	0
4	Child Labour	<input type="checkbox"/>	<input type="checkbox"/>		0	0	0
5	Wages and Benefits	<input type="checkbox"/>	<input type="checkbox"/>		0	0	0
6	Working Hours	<input type="checkbox"/>	<input type="checkbox"/>		0	0	0
7	Discrimination	<input type="checkbox"/>	<input type="checkbox"/>		0	0	0
8	Regular Employment	<input type="checkbox"/>	<input type="checkbox"/>		0	0	0
8A	Sub-Contracting and Homeworking		<input type="checkbox"/>	<input type="checkbox"/>	0	0	0
9	Harsh or Inhumane Treatment	<input type="checkbox"/>	<input type="checkbox"/>		0	0	0
10A	Entitlement to Work		<input type="checkbox"/>	<input type="checkbox"/>	0	0	0
10B2	Environment 2-Pillar		<input type="checkbox"/>	<input type="checkbox"/>	0	0	0
10B4	Environment 4-Pillar		<input type="checkbox"/>	<input type="checkbox"/>	NA	NA	NA
10C	Business Practices		<input type="checkbox"/>	<input type="checkbox"/>		0	0

*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.

Audit Overview

Audit Overview			
	Management	Worker Representatives	
Audit attendance	Senior management	Worker Committee representatives	Union representatives
A: Present at the opening meeting?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" 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 type="checkbox"/> Yes <input checked="" 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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
D: If Worker Representatives not present please explain reasons why	There was no worker committee or union representative in the facility.		
E: If Union Representatives not present please explain reasons why:	There was no worker committee or union representative in the facility.		
F: Site description: (Include size, location and age of site. Also include structure and number of buildings)	<p>JianHua Tissue Product Manufacturer is located in No.130, Jianghai Road, Jiangmen City, Guangdong Province, China. The total land area occupied by the whole facility is about 3500 square meters. They started their operation at the existing location in 2005. One 2-storey building was used as the production floors and office, floor two to four in one 6-storey building were used as production floors, the other floors were not be used.</p> <p>A total of 21 employees are currently working in the facility, which includes 16 production employees and 5 non-production employees. There are 10 local employees in this facility. Others are migrant employees coming from different provinces of China such as Sichuan, Guangxi, etc. Employees work 5 days a week and 8 hours per day normally. The normal working hour is from 08:00-11:15, 12:00-16:45, overtime working hour is from 17:45-19:45. Employees' wages are calculated on hourly-rate basis and paid monthly.</p>		
G: 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		
H: Month(s) of peak season: (if applicable)	The peak season in the facility is not obvious as per management.		

I: Typical production level as a % of the total capacity by month (record below):

Site declaration only – this has not been verified by auditor.

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
6%	6%	8%	10%	10%	10%	10%	11%	7%	6%	8%	8%

J: Process overview:

(Include products being produced, main operations, number of production lines, main equipment used)

The main product manufactured by the facility is tissue. The main production processes are listed as follows:
Cutting and Packing.

The main machine list of the facility is as following:

Pucker machine: 18 sets, cut machine:3 sets, packing machine:1 set etc.

K: 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.

6 employees were selected for the individual interview and total 4 employees in 1 group were selected for the group interview, all the interviewees were favourable with the management and facility environment and no negative information was raised.

L: Attitude of managers:

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

Generally, the facility management was found to be cooperative throughout the audit.

M: Summary of main findings: (positive and negative)

(This is a summary not a repeat of the section detail)

Audit Process:

This Periodic audit was conducted by Intertek Testing Services Shenzhen Ltd. One auditor assessed / verified the facility's operations against the ETI Base Code and local legislations on a sampling basis in one day.

Overview of opening meeting, facility management responses

At 09:10 am of 4th September, 2013, auditor entered the facility then held an opening meeting according to the ETI Base Code; the facility management Mr Ye Huasheng/manager and other facility staffs were present in the meeting. They stated that they would be co-operative with this audit.

10 attendance records and payroll records from July 2013 (current month), 10 attendance records and payroll records from June 2013 (randomly selected month) and 10 attendance records and payroll records from May 2013 (randomly selected month) were reviewed in this audit. 10 employees were interviewed, including 3 males and 7 females.

Summary of Findings (positive and negative):

In view of the findings raised, below non-compliances were found in the area of Safety and Hygienic Conditions. For other areas, no violations were noted.

1. It was noted that the facility did not provide the inspection certificate of cargo lift competency on one cargo lift for review.
2. It was noted that did not provide the cargo lift operators' certificates for review.
3. It was noted that did not provide the cargo lift safety management certificates for review.
(According to the management and document review ,the facility had applied the cargo lift safety management

- certificate, and the certificate will be awarded by qualification organization on September 25, 2013)
4. It was noted that no MSDS was provided for the chemical such as glue used in the workshop.
 5. It was noted that two fire extinguishers in one-2 storey production building were under pressure.

Please refer to the details of non-compliances in the individual sections.

Best Practices Observed
None observed.

Additional Auditor Remark:
Nil

Key Information

Key Information		
A: Do all workers (including migrant workers) have contracts of employment?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
B: Were appropriate records available to verify hours of work and wages?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
C: Were any inconsistencies found? (if yes describe nature)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <div style="display: inline-block; vertical-align: top; margin-left: 20px;"> <input type="checkbox"/> Poor record keeping <input type="checkbox"/> Isolated incident <input type="checkbox"/> Repeated occurrence </div>	
D: For the lowest paid production worker, are wages paid for standard hours (excluding overtime) below or above the legal minimum?	Wages found:	Please indicate the breakdown of workforce according to earnings:
	<input type="checkbox"/> Below legal min <input checked="" type="checkbox"/> Meet <input type="checkbox"/> Above	_____% of workforce earning under min wage _100_ % of workforce earning min wage _____% of workforce earning above min wage
E: % of piece rate workers: (if applicable)	N/A	
F: Combined hours (standard and overtime) over 60 per week found?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
G: Are the correct overtime premiums paid?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
H: Is there any night production work at the site?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
I: % of workers living in site provided accommodation (if applicable):	N/A	
J: Age of youngest worker found:	18 years old	
K: Workers under 18 subject to hazardous work assignments?	<input type="checkbox"/> Yes _____% of under 18's at this site (out of total workers) <input type="checkbox"/> No NA	
L: What form of worker representation / union is there on site?	<input type="checkbox"/> Union (name) <input type="checkbox"/> Worker Committee <input type="checkbox"/> Other (specify) <input checked="" type="checkbox"/> None	
M: Is it a legal requirement to have a union?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
N: Is It a legal requirement to have a workers committee?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

O: Is there any other form of effective worker/management communication channel? <i>(Other than union/worker committee)</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Describe: Suggestion box
P: Are there any External Processes?	<input type="checkbox"/> Sub-Contracting <input type="checkbox"/> Homeworking <input type="checkbox"/> Other External Process (detail) <input checked="" type="checkbox"/> No external processes
Management Systems:	
Q: Nationality of Management	China
R: Majority nationality of workers	China
S: Number of workers leaving in last 12 months as a % of average total number of workers on site over the year (annual worker turnover)	___10___ %
T: Were accurate records shown at the first request?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
If not, why not?	
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 any fines/prosecutions in the last 12 months.

Worker Analysis

Worker Analysis								
	Local			Migrant				Total
	Permanent	Temporary	Agency	Permanent	Temporary	Agency	Home workers	
Worker numbers – male	7	0	0	7	0	0	0	14
Worker numbers – female	3	0	0	4	0	0	0	7
Total	10	0	0	11	0	0		21
Number of Workers interviewed	8	0	0	0	2	0	0	10

Contractors:

(Individuals supplying workers to site with the workers paid by contractors, not by site)

A: Any contractors on site?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
B: If yes, how many workers supplied by contractors	N/A
C: Are all contractor workers paid according to law: (please record evidence)	N/A

Migrant Workers:

Please see SMETA Best Practice Guidance - Page 37

D: Originating Locations/Countries:	Different provinces such as Sichuan, Guangxi, of China
E: Work undertaken by migrant workers:	Cutting, Packing
F: Were migrant workers recruited through an agency?	No
If yes, is there a contract with the agency? Provide details of agencies and contractual arrangements	N/A

G: Percentage of migrant workers in company provided accommodation:	0%
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Audit Results by Clause

0: Management systems and code implementation:

- 0.1 Suppliers are expected to implement and maintain systems for delivering compliance to this Code.
 0.2 Suppliers shall appoint a senior member of management who shall be responsible for compliance with the Code.
 0.3 Suppliers are expected to communicate this Code to all employees.
 0.4 Suppliers should communicate this code to their own suppliers and, where reasonably practicable, extend the principles of this Ethical Code through their supply chain.

Evidence of Compliance and Current Status

Please Note: include evidence examined & description of current status.

Documents checked & comments:
 Compliance policy and relevant documents.

Description of Current Status:
 The facility implements and maintains systems for delivering compliance to this Code.
 One senior manager is responsible for compliance with the Code.

Non-compliance:

1. Description of non-compliance:

☐ NC against ETI/Additional Elements
 None observed

☐ NC against Local Law

Objective evidence observed:

Not applicable

Local law or ETI requirement:

Not applicable

Recommended corrective action:

Not applicable

Observation

Description of observation:

None observed

Objective evidence observed:

Not applicable

Local law or ETI requirement:

Not applicable

Comments: Not applicable	
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Good Examples observed:	
Description of Good Example (GE): None observed	Objective evidence observed: Not applicable

1: Employment is Freely Chosen

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.

Evidence of Compliance and Current Status

Please Note: include evidence examined & description of current status.

Documents checked & comments:

The facility policy of freely chosen was available for review.

Description of current status:

The facility established a policy to ensure employment is freely chosen. The policy includes the following clause:

1. The facility does not require deposit or withhold employees' ID cards.
2. The facility does not limit the employees' freedom.
3. There is no forced, bonded or involuntary prison labour.
4. Employees are free to leave their employer after reasonable notice.

Non-compliance:

1. Description of non-compliance:

☐ NC against ETI/Additional Elements
None observed

☐ NC against Local Law

Local law or ETI requirement:

Not applicable

Recommended corrective action:

Not applicable

Objective evidence observed:

Not applicable

Observation

Description of observation:

None observed

Local law or ETI requirement:

Not applicable

Comments:

Not applicable

Objective evidence observed:

Not applicable

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Good Examples observed:	
Description of Good Example (GE): None observed	Objective evidence observed: Not applicable

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

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.

Evidence of Compliance and Current Status:

Please Note: include evidence examined & description of current status.

Documents checked & comments:
Employees interview and management interview

Description of current status:
Through the facility management interview and employees' interview, it was noted that there wasn't union in the facility. Employees can raise their concerns through telephone, suggestion box, meeting and their team leader or above.

Non-compliance:

1. Description of non-compliance:

☐ NC against ETI/Additional Elements
None observed

☐ NC against Local Law

Local law or ETI requirement:
Not applicable

Recommended corrective action:
Not applicable

Objective evidence observed:

Not applicable

Observation

Description of observation:
None observed

Local law or ETI requirement:
Not applicable

Comments:

Objective evidence observed:
Not applicable

Not applicable	
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A: Name of union and union representative, if applicable:	N/A. There isn't union in the facility.	
If no union what is parallel means of consultation with workers e.g. worker committees?	Suggestion box	
B: Is there any evidence that this is effective? <i>Specify date of last meeting; topics covered; how minutes were communicated etc.</i>	There was no complaint in the past year.	
C: Are any workers covered by Collective Bargaining Agreement (CBA)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
If yes what percentage by trade Union/worker representation	____% workers covered by Union CBA	____% workers covered by worker rep CBA
D: Does the Collective Bargaining Agreement (CBA) include rates of pay	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> No CBA	

Good Examples observed:	
Description of Good Example (GE): None observed	Objective evidence observed: Not applicable

3: Working Conditions are Safe and Hygienic

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.

Evidence of Compliance and Current Status

Please Note: include evidence examined & description of current status.

Documents checked & comments:

Fire safety inspection report, fire drill records, special appliance operator certificates, occupational hazards factor testing report, catering service license, health and safety training records.

Description of current status:

Through facility tour, it was noted that the facility maintained a comfortable temperature throughout work floors. They were well ventilated. The electrical system was in a good condition. All switches in the electrical control panels had been labelled. The facility posted the evacuation plans on work floors, which indicated escape routes and the location of the fire extinguishers. Sufficient exit signs and emergency lights were installed. Sufficient first aid kits stocked with necessary supplies were provided in workshops. Drinkable water was available in workshops. Employees receive regular and recorded health & safety training.

Non-compliance:

1. Description of non-compliance:

☒ NC against ETI ☒ NC against Local Law

It was noted that the facility did not provide the inspection certificate of cargo lift competency on one cargo lift for review.

Local law or ETI requirement

In accordance with Special Appliance Quality Safety Monitoring Regulation article 28, the operating unit with special appliances should follow the requirements of Quality Technical Monitoring Administration Department, to apply for regularly inspection at the Special Appliance inspection unit one month before the expiry date of the safety inspection approval. After the application, the Special Appliance inspection unit shall follow the requirements of the Quality Technical Monitoring Administration Department to carry out the inspection on time. The Special Appliance shall not be used when it has not undergone regularly inspection or if it failed the inspection.

Objective evidence observed:

On site observation and document review.

Recommended corrective action:

It is recommended that facility should apply for the regularly inspection for cargo lift in Special Appliance inspection unit at least one month before the expiry date of the safety inspection.

2. Description of non-compliance:

☒ NC against ETI ☒ NC against Local Law

It was noted that did not provide the cargo lift operators' certificates for review.

Local law or ETI requirement:

In accordance with Special Appliance Quality Safety Monitoring Regulation article 38, the operator of special appliances (mentioned in Article 2, such as boiler, compressing equipment, lift, lifting appliance, Operators and managers of special vehicles in the factory (onsite) shall undergo relevant examination and qualifications to obtain special appliances certificate from the Special Appliance Quality Safety Monitoring department before operating those appliances.

Recommended corrective action:

It is recommended that all those employees should obtain proper certificates before operating those appliances.

3. Description of non-compliance:

☒ NC against ETI ☒ NC against Local Law

It was noted that did not provide the cargo lift safety management certificates for review.

(According to the management and document review ,the facility had applied the cargo lift safety management certificate, and the certificate will be awarded by qualification organization on September 25 2013)

Local law or ETI requirement:

In accordance with Special Appliance Quality Safety Monitoring Regulation article 38, the operator of special appliances (mentioned in Article 2, such as boiler, compressing equipment, lift, lifting appliance, Operators and managers of special vehicles in the factory (onsite) shall undergo relevant examination and qualifications to obtain special appliances certificate from the Special Appliance Quality Safety Monitoring department before operating those appliances.

Recommended corrective action:

It is recommended that all those employees should obtain proper certificates before operating those appliances.

4. Description of non-compliance:

☒ NC against ETI ☒ NC against Local Law

It was noted that no MSDS was provided for the chemical such as glue used in the workshop

Local law or ETI requirement:

In accordance with the Regulation of Chemical Safety Usage in Workplace, Article 12, the unit, which uses chemical, shall set up identification label for all chemicals in using. For dangerous chemical, a safety label shall be applied and MSDS shall be provided

Objective evidence observed:

On site observation and document review.

Objective evidence observed:

On site observation and document review.

Objective evidence observed:

On site observation

<p>for employee.</p> <p>Recommended corrective action: It is recommended that the facility should provide MSDS for the chemical used in the facility.</p> <p>5. Description of non-compliance: <input checked="" type="checkbox"/> NC against ETI <input checked="" type="checkbox"/> NC against Local Law It was noted that two fire extinguishers in one 2-storey production building were under pressure.</p> <p>Local law or ETI requirement: In accordance with PRC Fire Prevention Law article 16 (2), Government offices, social groups, enterprises, public institutions and other entities shall take the following fire safety precautions: Prepare fire protection facilities and equipment according to the national standards and industrial standards, set up fire safety signage, and conduct regular testing and maintenance so as to ensure they are in good condition and working order;</p> <p>Recommended corrective action: It was recommended that the facility should ensure fire facilities can operate properly.</p>	<p>Objective evidence observed: On site observation</p>
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Observation	
<p>Description of observation: None observed</p> <p>Local law or ETI requirement: Not applicable</p> <p>Comments: Not applicable</p>	<p>Objective evidence observed: Not applicable</p>

Good Examples observed:	
<p>Description of Good Example (GE): None observed</p>	<p>Objective Evidence Observed: Not applicable</p>

4: Child Labour Shall Not Be Used

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.

Evidence of Compliance and Current Status

Please Note: include evidence examined & description of current status.

Documents checked & comments:

The facility establishes a policy that will never employ and use any child labour under the age of 16 years old.

Description of current status:

1. The facility will verify all workers' original ID cards at the time of recruitment and keep the photocopies of employees' ID cards in the personnel files.
2. Sufficient numbers of employees' personal files were provided for review. Each employee file includes a bio-data sheet, a recent photo and the age documentation, which is in the form of photocopied national identification card. The card lists the employee's name, household address and the date of birth.

Non-compliance:

1. Description of non-compliance:

☐ NC against ETI/Additional Elements
 None observed

☐ NC against Local Law

Local law or ETI requirement:

Not applicable

Recommended corrective action:

Not applicable

Objective evidence

observed:

Not applicable

Observation

Description of observation:

None observed

Local law or ETI requirement:

Not applicable

Objective evidence

observed:

Not applicable

Comments: Not applicable	
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Good Examples observed:	
Description of Good Example (GE): None observed	Objective Evidence Observed: Not applicable

5: Living Wages are Paid

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.

Evidence of Compliance and Current Status

Please Note: include evidence examined & description of current status.

Documents checked & comments:

Payroll records from August 2012 to July 2013 and attendance records from 1st August 2012 to 3rd September 2013 were reviewed. Production related records, such as: Daily Production records, QC check report, warehouse in and out record and Leave Records from 1st August 2012 to 4th September 2013 were provided for review.

Description of current status:

1. Wages were paid monthly on 5th of next month.
2. Pay slips were given to employees when paid wages every month.
3. The statutory benefits such as annual leave, maternity leave and matrimony leave were provided for all employees.

Non-compliance:

1. Description of non-compliance:

☐ NC against ETI/Additional Elements
None observed

☐ NC against Local Law

Local law or ETI requirement:

Not applicable

Recommended corrective action:

Not applicable

Remark:

1. The local minimum wage standard was set at RMB 1130 per month equivalent to RMB 6.49 per hour (1130/21.75/8) since 1st May 2013.
2. Payroll records from August 2012 to July 2013 and attendance records from 1st August 2012 to 4th September 2013 were reviewed.

Objective evidence observed:

Not applicable

Observation	
Description of observation: None observed Local law or ETI requirement: Not applicable Comments: Not applicable	Objective evidence observed: Not applicable

Good Examples observed:	
Description of Good Example (GE): None observed	Objective Evidence Observed: Not applicable

Wages analysis:		
A: Sample size: <i>(number of wages checked and which weeks or months – please see BPG)</i>	10 samples from July 2013 10 samples from June 2013 10 samples from May 2013	
B: Legal minimum wage for standard time: <i>(excluding OT - please include time period e.g. hour/week/month)</i>	The local minimum wage standard was set at RMB 1130 per month equivalent to RMB 6.49 per hour (1130/21.75/8) since 1 st May 2013,.	
C: 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:
D: Where there are different legal minimum wage grades are all workers graded correctly?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	If no, please give details:
E: What deductions are required by law:	No	
F: Have all of these deductions been made?	N/A	
G: Industry norm for this region: <i>(please include time period e.g. hour/week/month)</i>	Nil	
H: Legal overtime premium for	150% of employee's normal rate	

weekdays: <i>(please include time period e.g. hour/week/month)</i>	
I: Legal overtime premium for rest days: <i>(please include time period e.g. hour/week/month)</i>	200% of employee's normal rate
J: Legal overtime premium for holidays: <i>(please include time period e.g. hour/week/month)</i>	300% of employee's normal rate

Worker Type	Process Operator (Highest paid)	Process Operator (Average paid)	Process Operator (Lowest paid)
Select one worker's records from each "Worker Type" and populate the boxes. Ensure comparison is made for same pay period (peak) and only uses full-time workers. See SMETA Best Practice Guidance for completing this:			
A: Pay period (please include time period e.g. hour/week/month):	July 2013	July 2013	July 2013
B: Anonymous Employee Reference/Dept.	Production	Production	Production
C: Employee Gender	Female	Male	Female
D: Contracted wage (please include time period e.g. hour/week/month):	RMB 6,49/ hour	RMB 6,49/ hour	RMB 6,49/ hour
E: Standard working hours (excluding OT - please include time period e.g. hour/week/month):	184 hours	184 hours	184 hours
F: Standard work pay rate (excluding OT - please include time period e.g. hour/week/month):	RMB 1194.94	RMB 1194.94	RMB 1194.94
G: Standard day overtime – hours (please include time period e.g. hour/week/month):	10 hours	10 hours	10 hours
H: Standard day overtime – wage (please include time period e.g. hour/week/month):	RMB 97.41	RMB 97.41	RMB 97.41
I: Rest day overtime – hours (please include time period e.g. hour/week/month):	32 hours	32 hours	32 hours
J: Rest day overtime – wage (please include time period e.g. hour/week/month):	RMB 415.63	RMB 415.63	RMB 415.63
K: Statutory Holiday overtime – hours (please include time period e.g. hour/week/month):	0	0	0
L: Statutory holiday OT - wages (please include time period e.g. hour/week/month):	0	0	0

M: Total overtime hours (please include time period e.g. hour/week/month):	42	42	42
N: Incentives/Bonus/ Allowances etc. (please include time period e.g. hour/week/month):	RMB 600	RMB 600	RMB 600
O: Gross wages (please include time period e.g. hour/week/month):	RMB 2308	RMB 2308	RMB 2308
P: Social insurance and other deductions	O	O	O
Q: Actual wage paid after deduction (please include time period e.g. hour/week/month):	RMB 2308	RMB 2308	RMB 2308
Comments: (Please state here any specific reasons/circumstances that explain the lowest and highest gross wages)			
Nil			
R: Is there a defined living wage: <i>This is not normally legal wage. If answered Y please state amount and source of info: Please see BPG)</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Please specify amount/time period:		
S: Are workers paid in a timely manner in line with local law?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
T: Is there evidence that equal rates are being paid for equal work:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Details: Through facility rules review and employees' interview, it was confirmed that equal rates are being paid for equal work.		
U: How are workers paid:	<input checked="" type="checkbox"/> Cash <input type="checkbox"/> Cheque <input type="checkbox"/> Bank Transfer If not explain:		
Actual overtime premium paid in sample for...			
V: Weekdays:	150% of employee's normal rate		
W: Rest days:	200% of employee's normal rate		
X: Holidays:	300% of employee's normal rate		

6: Working Hours are not Excessive

ETI

6.1 Working hours comply with national laws and benchmark industry standards, whichever affords greater protection.

6.2 In any event, workers shall not on a regular basis be required to work in excess of 48 hours per week and shall be provided with at least one day off for every 7 day period on average. Overtime shall be voluntary, shall not exceed 12 hours per week, shall not be demanded on a regular basis and shall always be compensated at a premium rate.

Evidence of Compliance and Current Status

Please Note: include evidence examined & description of current status.

Documents checked & comments:

Working hour's control documents were provided for review. Swipe card attendance system is used for time keeping.

Description of current status:

Through employees' interview, overtime was voluntary. The normal work days were 5 days a week.

Non-compliance:

1. Description of non-compliance:

☐ NC against ETI ☐ NC against Local Law
None observed

Local law or ETI requirement:

Not applicable

Recommended corrective action:

Not applicable

Remark:

1. Payroll records from August 2012 to July 2013 and attendance records from August 2012 to September 3rd, 2013 were reviewed.
2. 10 attendance records and payroll records from July 2013 (current month), 10 attendance records and payroll records from June 2013 (random selected month), 10 attendance records and payroll records from May 2013 (random selected month).
3. One Comprehensive Working Hours System approved from local labour bureau provided by the facility, the approved implementation period was from 1st August, 2012 to 31st July, 2013 and the totally working hours allowed was within 2432 hours in one year.

Objective evidence

observed:
Not applicable

Observation	
Description of observation: None observed Local law or ETI requirement: Not applicable Comments: Not applicable	Objective evidence observed: Not applicable

Good Examples observed:	
Description of Good Example (GE): None observed	Objective Evidence Observed: Not applicable

Working hours analysis	
<i>Please include time period e.g. hour/week/month</i>	
A: What timekeeping systems are used: time card etc.	Swipe card attendance system
B: Sample size checked (number of workers): <i>Please see BPG</i>	10 samples from July 2013 (current month) 10 samples from June 2013 (random selected month) 10 samples from May 2013 (random selected month)
C: Legal standard work week (hours): <i>(Excluding OT - please include time period e.g. hour/week/month).</i>	8 hours per day and 40 hours per week
D: Contracted standard work week this site (hours) <i>(excluding OT - please include time period e.g. hour/week/month)::</i>	40 hours per week
E: Actual standard work week averaged over sample for full time workers: <i>(excluding OT - please include time period e.g. hour/week/month)</i>	➤ Maximum total weekly working hours of all randomly selected samples were 52 hours in July 2013. ➤ Maximum total weekly working hours of all randomly selected samples were 48 hours in June 2013. ➤ Maximum total weekly working hours of all randomly selected samples were 48 hours in May 2013.
F: Lowest standard hours worked <i>(excluding OT - please include time period e.g. hour/week/month)</i>	40 hours per week
G: Highest standard hours worked <i>(excluding OT - please include time period e.g. hour/week/month)</i>	40 hours per week

H: Percentage workers on part-time contracts	__0__ % age
I: Legal permitted overtime hours <i>(please include time period e.g. hour/week/month)</i>	Not exceed 3 hours per day and 36 hours per month
J: Any local waivers or permission for annualised hours for this site:	Yes
K: Actual overtime hours: (averaged over sample) <i>(please include time period e.g. hour/week/month)</i>	42 hour in July 2013/ month 40 hours in June 2013/ month 32 hours in May 2013/ month
L: Range of overtime hours over all workers: <i>(quote highest and lowest please include time period e.g. hour/week/month)</i>	42 hour in July 2013/ month 40 hours in June 2013/ month 32 hours in May 2013/ month
M: approx % of workers on highest overtime hours:	_90__ %
N: Peak season(s): <i>months</i>	N/A
Comments: (Please state here any specific reasons/circumstances that explain the highest working hours)	
Nil	

7: No Discrimination is Practiced

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.

Evidence of Compliance and Current Status

Please Note: include evidence examined & description of current status.

Documents checked & comments:

The facility policy of anti-discrimination was available for review.

Description of current status:

Through employee interview, management interview and documents review :

1. There is no discrimination in hiring, compensation, access to training, promotion, termination or retirement.
2. The facility provides the same pay to male/female employees.

Non-compliance:

1. Description of non-compliance:

☐ NC against ETI/Additional Elements
None observed

☐ NC against Local Law

Local law or ETI requirement:

Not applicable

Recommended corrective action:

Not applicable

Objective evidence observed:

Not applicable

Observation

Description of observation:

None observed

Local law or ETI requirement:

Not applicable

Comments:

Not applicable

Objective evidence observed:

Not applicable

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Good Examples observed:	
Description of Good Example (GE): None observed	Objective Evidence Observed: Not applicable

8: Regular Employment Is Provided

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.

Evidence of Compliance and Current Status

Please Note: include evidence examined & description of current status.

Documents checked & comments:

The facility policy of employment was available for review.

Description of current status:

1. Employee performed is on the basis of recognized employment relationship established through national law and practice.

2. The facility signs labor contracts with employees within 30 days after employment.

Non-compliance:

1. Description of non-compliance:

☐ NC against ETI/Additional Elements
None observed

☐ NC against Local Law

Local law or ETI requirement:

Not applicable

Recommended corrective action:

Not applicable

Objective evidence

observed:

Not applicable

Observation

Description of observation:

None observed

Objective evidence

observed:

Not applicable

Local law or ETI requirement: Not applicable Comments: Not applicable	
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Good Examples observed:	
Description of Good Example (GE): None observed	Objective Evidence Observed: Not applicable

8A: Sub-Contracting and Homeworking:

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.

Evidence of Compliance and Current Status

Please Note: include evidence examined & description of current status.

Documents checked & comments:

It was verified through document review, facility tour, management interview and employee interview that no sub-contracting & Home-working was used by this facility.

Description of current status:

No subcontractor or home working was used.

Non-compliance:

1. Description of non-compliance:

☐ NC against ETI/Additional Elements
None observed

☐ NC against Local Law

Objective evidence observed:

Not applicable

Local law or ETI requirement:

Not applicable

Recommended corrective action:

Not applicable

Observation

Description of observation:

None observed

Objective evidence observed:

Not applicable

Local law or ETI/Additional elements requirement:

Not applicable

Comments: Not applicable	
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Good Examples observed:	
Description of Good Example (GE): None observed	Objective Evidence Observed: Not applicable

Summary of sub-contracting – if applicable	
A: Number of sub-contractors/agents used	Nil
B: Is there a site policy on sub-contracting?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, summarise details:
C: What checks are in place to ensure no child labour is being used and work is safe?	N/A
D: What processes are sub-contracted?	N/A

Summary of homeworking – if applicable			
E: Number of homeworkers	Male: Nil	Female: Nil	Total: Nil
F: Are homeworkers employed direct or through agents?	<input type="checkbox"/> Directly <input type="checkbox"/> Through Agents N/A		
G: If through agents, number of agents	N/A		
H: Is there a site policy on homeworking?	<input type="checkbox"/> Yes <input type="checkbox"/> No N/A		
I: How does site ensure worker hours and pay meet local laws for homeworkers?	N/A		

J: What processes are carried out by homeworkers?	N/A
K: Are written agreements in place for homeworkers that include regular employment?	<input type="checkbox"/> Yes <input type="checkbox"/> No N/A
L: Are full records available at the site?	<input type="checkbox"/> Yes <input type="checkbox"/> No N/A

9: No Harsh or Inhumane Treatment is Allowed

ETI

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

Evidence of Compliance and Current Status

Please Note: include evidence examined & description of current status.

Documents checked & comments:

The facility policy of anti-harsh or inhumane treatment was available for review.

Description of current status:

The facility established anti-harsh or inhumane treatment policy. The policy states that physical abuse or discipline, the threat of physical abuse, sexual or other harassment and verbal abuse or other forms of intimidation shall be prohibited. Through the facility management and employees' interview, it was noted that no physical abuse or discipline happened in the facility and the disciplinary procedure of the facility is verbal warning and education.

Non-compliance:

1. Description of non-compliance:

☐ NC against ETI/Additional Elements
None observed

☐ NC against Local Law

Local law or ETI requirement:

Not applicable

Recommended corrective action:

Not applicable

Objective evidence observed:

Not applicable

Observation

Description of observation:

None observed

Local law or ETI requirement:

Not applicable

Comments:

Objective evidence observed:

Not applicable

Not applicable	
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Good Examples observed:	
Description of Good Example (GE): None observed	Objective Evidence Observed: Not applicable

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

Additional Elements

10A1 Only workers with a legal right to work shall be employed or used by the supplier.
 10A2 All workers, including employment agency staff, must be validated by the supplier for their legal right to work by reviewing original documentation.
 10A3 employment agencies must only supply workers registered with them.
 10A4 the supplier shall implement processes to enable adequate control over agencies with regards the above points and related legislation.

Evidence of Compliance and Current Status

Please Note: include evidence examined & description of current status.

Documents checked & comments:

The facility policy of employment was available for review.

Description of current status:

Only employees with a legal right to work shall be employed or used by the facility. There are no agency staffs, employment agencies or immigration workers in the facility.

Non-compliance:

1. Description of non-compliance:

☐ NC against ETI/Additional Elements
 None observed

☐ NC against Local Law

Local law or ETI requirement:

Not applicable

Recommended corrective action:

Not applicable

Objective evidence

observed:
 Not applicable

Observation	
Description of observation: None observed Local law or ETI/Additional Elements requirement: Not applicable Comments: Not applicable	Objective evidence observed: Not applicable

Good examples observed:	
Description of Good Example (GE): None observed	Objective Evidence Observed: Not applicable

10. Other issue areas 10 B 2: Environment 2-pillar

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.

Evidence of Compliance and Current Status

Please Note: include evidence examined & description of current status.

Documents checked & comments:

The EIA report and hazards waste service agreement were available for review.

Description of current status:

1. The facility has signed the Service agreement with a qualified collector.

2. The facility has provided the waste pollution permit for reviewing.

Non-compliance:

1. Description of non-compliance:

☐ NC against ETI/Additional Elements
None observed

☒ NC against Local Law

Local law or ETI requirement:

Not applicable

Recommended corrective action:

Not applicable

Objective evidence observed:

Not applicable

Observation

Description of observation:

None observed

Local law or ETI /additional elements requirement:

Not applicable

Objective evidence observed:

Not applicable

Comments: Not applicable	
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Good examples observed:	
Description of Good Example (GE): None observed	Objective Evidence Observed: Not applicable

Worker Interview Summary

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 BPG</i>	4 employees	
D: Number of individual interviews <i>Please see BPG</i>	Male: 0	Female: 6
E: Number of interviewed workers <i>Please see BPG</i>	Male: 3	Female: 7
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?	Wages are always paid on time	
J: Any additional comment(s) regarding interviews:	Nil	

Agency Workers (workers sourced from a local agent who are not directly paid by the site)	
A: Number of agencies used (average):	Nil And names if available: N/A
B: Were agency workers' age/pay/hours included within scope of this audit	<input type="checkbox"/> Yes <input type="checkbox"/> No N/A

Other findings

Other Findings Outside the Scope of the Code
None observed


Community Benefits (Please list below any specific community benefits that the site management stated that they were involved in, for example, HIV programme, education, sports facilities)
None observed

Photo Form

		
Facility name	Facility gate	Attendance system
		
Drinkable water	Toilet	Suggestion box

		
Raw material warehouse	Fire Hydrant	Packing and cutting section

		
Cutting machine	Fire alarm	First Aid box

		
Fire extinguisher		

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It will help to make improvements to future versions.**

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

[Click here for A & AB members:](#)

http://www.surveymonkey.com/s.aspx?sm=riPsbE0PQ52ehCo3Inq5lw_3d_3d

[Click here for B members:](#)

http://www.surveymonkey.com/s.aspx?sm=d3vYsCe48fre69DRgIY_2brg_3d_3d

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[Click here for B members:](#)

http://www.surveymonkey.com/s.aspx?sm=d3vYsCe48fre69DRgIY_2brg_3d_3d

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