



Sedex Members Ethical Trade Audit Report

Version 6.1



Audit Details				
Sedex Company Reference: <i>(only available on Sedex System)</i>	ZC419676968	Sedex Site Reference: <i>(only available on Sedex System)</i>	ZS420389992	
Business name (Company name):	STITCHMAN INC			
Site name:	STITCHMAN INC			
Site address:	B-9 ,MAHAVIR ESTATE OPP. BHAGAT DHANADAL KHOKHARA AHEMADABAD 380008 IN	Country:	IN	
Site contact and job title:	Mr Mihir Shah / General Manager			
Site phone:	9925160110	Site e-mail:	shahnissin11@gmail.com	
SMETA Audit Pillars:	<input checked="" type="checkbox"/> Labour Standards	<input checked="" type="checkbox"/> Health and Safety (plus Environment 2-Pillar)	<input checked="" type="checkbox"/> Environment 4-pillar	<input checked="" type="checkbox"/> Business Ethics
Date of Audit:	2024-07-11			

Audit Company Name:
DQS CFS GmbH

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

Audit Content:

(1) A SMETA audit was conducted which included some or all of Labour Standards, Health & Safety, Environment and Business Ethics. The SMETA Best Practice Version 6.1 (March 2019) was applied. The scope of workers included all types at the site e.g. direct employees, agency workers, workers employed by service providers and workers provided by other contractors. 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

2-Pillar SMETA Audit

- ETI Base Code
- SMETA Additions
 - Universal rights covering UNGP
 - Management systems and code implementation,
 - Responsible Recruitment
 - Entitlement to Work & Immigration,
 - Sub-Contracting and Home working,

4-Pillar SMETA

- 2-Pillar requirements plus
- Additional Pillar assessment of Environment
- Additional Pillar assessment of Business Ethics
- The Customer's Supplier Code (Appendix 1)

(3) 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.

(4) Any Non-Compliance against customer code shall not be uploaded to Sedex. However, in the CAPR these 'Variances in compliance between ETI code / SMETA Additions/ local law and customer code' shall be noted in the observations section of the CAPR.

SMETA Declaration

I declare that the audit underpinning the following report was conducted in accordance with SMETA Best Practice Guidance and SMETA Measurement Criteria.

- (1) 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.
- (2) Any Non-Compliance against customer code alone shall not be uploaded to Sedex. However, in the CAPR these 'Variances in compliance between ETI code / SMETA Additions/ local law and customer code' shall be noted in the observations section of the CAPR.

Auditor Team			
Lead Auditor:	Vibha Pandey	APSCA Number:	21704842
Additional Auditors:	Divyanshi Bansal		32400038
Date of declaration:	2024-07-11		

Note: The 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.

Site Representation	
Full Name:	Mr Mihir Shah
Title:	General Manager
Date of declaration:	2024-07-11
Comments: <i>Any exceptions to this must be recorded here (e.g. different sample size): Sampled wage records from the past 5 months were provided for review (5 months only since the operation for digital thermometer just started last Sep 2020). The audit took 2.0 man-days (9AM-6PM per day). Audit time was extended until 8PM due to the extent of documentation; this was agreed upon with the factory representatives</i>	
None	

Summary of Findings

Issue <i>(please click on the issue title to go direct to the appropriate audit results by clause)</i>	Area of Non-Conformity		Number of issues			Findings
	ETI	Local Law	NC	Obs	GE	
0A - Universal rights covering UNGP			0	1	0	Obs - ZAF600542176
0B - Management Systems and code implementation	0.B.3		1	0	0	NC - ZAF600558628
1 - Freely chosen employment			0	0	0	
2 - Freedom of association and right to collective bargaining are respected			0	0	0	
3 - Working conditions are safe and hygienic	3.1 3.1	§1	2	0	0	NC - ZAF600558629 NC - ZAF600558630
4 - Child labour shall not be used			0	0	0	
5 - Living wages are paid			0	0	0	
6 - Working hours are not excessive			0	0	0	
7 - No discrimination is practiced			0	0	0	
8 - Regular employment is provided			0	0	0	
8A - Subcontracting and homeworking			0	0	0	
9 - No harsh or inhumane treatment is allowed	9.2		1	0	0	NC - ZAF600558631
10A - Entitlement to work and immigration			0	0	0	
10B2 - Environment 2-pillar			0	1	0	Obs - ZAF600542175
10B4 - Environment 4-pillar			0	0	0	
10C - Business ethics 4-pillar			0	0	0	

Local Law Issues

Issue	Description
§1	As per Rules prescribed under Sec. 38 and 41 of Factories Act, 1948: Gujarat Factories Rules, 1963/Rule 66-A(9)(e);, The exits shall be clearly visible and suitable illuminated with suitable arrangements, whatsoever artificial lighting is to be adopted for this purpose, to maintain the required illumination in case of failure of the normal source of electric supply.

Site Details

Site Details			
Company Name	STITCHMAN INC		
Site Name	STITCHMAN INC		
GPS location (if available)	GPS Address:	B-9 ,MAHAVIR ESTATE ,OPP.BHAGAT DHANADAL KHOKHARA ,AHMEDABAD - 380008 , GUJARAT	
	Coordinates:	Latitude: 22.994459 Longitude: 72.617287	
Applicable business and other legally required licence numbers and documents, for example, business license number, liability insurance, any other required government inspections	Factory License seen vide 20045 dated 1.9.2024 for 100 employees 100 HP valid till 31.12.2025, Fire NOC seen vide F.B. Number 152 dated 5/11/2023 valid for one year. The standing order is approved by Labor inspector dated 2.1.2023.Subsequently the fire NOC is not required as per Govt notification number GH/V/9 of 2021/AGN-120221-100-L1 by Urban Development and Urban Housing Department dated 22.1.2021. The building plan approval dated 2/1/2023. The pollution NOC seen vide notification number P/328/17309 dated 12.4.2016 that the factory is in white category,		
Products/Activities at site, for example, garment manufacture, electricals, toys, grower, cutting, sewing, packing etc	Manufacturing of Canvas Bags		
Site description: (Include size, location, and age of site. Also, include structure and number of buildings)	The organization was started in the year 2004 and the facility is operating from the current location since 2004. The total area is 1051 Sq mtrs Built Area - 1135.34 Sq mt. The nearest airport is around 15 km. It is operating from double storied building. The capacity of the plant - 2 lac pieces per month. The shift timings are 900 to 1730 hours lunch break 1230 to 1300 hours. Weekly off Sunday. The total number of employees is 99 out of which 28 male and 71 female. The age of youngest worker is 22 years.		
Structure and number of buildings	Building Name:	1	
	Floor	Description	Remark
	Ground Floor	Cutting, Stores, CAD, Sampling, Embroidery	NA
	Mezzanine Floor	Office ,Showroom, pantry	NA
	2nd Floor	Stitching , Finishing, Pressing, Checking packing	NA
Visible structural integrity issues (large cracks) observed?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Please give details: There are no cracks		

Does the site have a structural engineer evaluation?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please give details: Seen the building stability certificate dated 5/6/2023 by Er. Utsav Rajesh Kumar Majumdar.
Site function	<div> <input type="checkbox"/> Agent <input checked="" type="checkbox"/> Factory Processing/Manufacturer </div> <div> <input type="checkbox"/> Finished Product Supplier <input type="checkbox"/> Grower </div> <div> <input type="checkbox"/> Homeworker <input type="checkbox"/> Labour Provider </div> <div> <input type="checkbox"/> Pack house <input type="checkbox"/> Primary Producer </div> <div> <input type="checkbox"/> Service Provider <input type="checkbox"/> Sub-contractor </div>
Months of peak season	
Process overview	Cutting - Printing(o/S) -embroidery(O/s) -Stitching- Finishing- Packing-Dispatch The machines are Hand cutter machine – 2, Single Stitching machines – 80, Press machines – 5, Printing machines – 1, Embroidery machines – 1, Compressor – 1
What form of worker representation is there on site?	<div> <input type="checkbox"/> Union <input checked="" type="checkbox"/> Worker Committee </div> <div> <input type="checkbox"/> Other <input type="checkbox"/> None </div>
Please give details:	Worker committee
Is there any night production work at the site?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Are there any on site provided worker accommodation buildings	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Please give details:
Are there any off site provided worker accommodation buildings	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Please give details:
Were all site provided accommodation buildings included in this audit	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Please give details: NA

Audit Parameters			
Time in and time out	Day 1		
	In	09:15	
	Out	18:00	
Audit type:	PERIODIC		
Was the audit announced?	ANNOUNCED		
Was the Sedex SAQ available for review?	Yes		
Any conflicting information SAQ/Pre-Audit Info to Audit findings?	No		
Who signed and agreed CAPR	Mr Mihir Shah / General Manager		
Is further information available	No		

Audit attendance	Management	Worker Representatives	
	Senior management	Worker Committee representatives	Union representatives
A: Present at the opening meeting?	Yes	Yes	No
B: Present at the audit?	Yes	Yes	No
C: Present at the closing meeting?	Yes	Yes	No
Reason for absence at the opening meeting	There is no trade union.		
Reason for absence during the audit	There is no trade union.		
Reason for absence at the closing meeting	There is no trade union.		

Worker Analysis

The term "migrant worker" refers to a person who is engaged or has been engaged in a remunerated activity in a country of which they are not a national or permanent resident or has purposely migrated on a temporary basis to another in-country region to seek and engage in a remunerated activity.

Worker Analysis								
	Local			Migrant*			Home workers	Total
	Permanent	Temporary	Agency	Permanent	Temporary	Agency		
Worker numbers – male	28	0	0	0	0	0	0	28
Worker numbers – female	71	0	0	0	0	0	0	71
Total	99	0	0	0	0	0	0	99
Number of Workers interviewed – male	3	0	0	0	0	0	0	3
Number of Workers interviewed – female	7	0	0	0	0	0	0	7
Total – interviewed sample size	10	0	0	0	0	0	0	10

Nationalities Structure		
Nationality of Management	Indian	
Please list the nationalities of all workers, with the three most common nationalities listed first.	Nationality 1: Indian	approx %: 100%
Was this list completed during peak season?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please give details:	
Worker remuneration	Workers on piece rate:	0%
	Paid hourly:	0%
	Salaried:	100%
Payment cycle	Paid daily:	0%
	Paid weekly:	0%
	Paid monthly:	100%
	Other:	0%
	Details for other:	NA

Worker Interview Summary	
Were workers aware of the audit?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Were workers aware of the code?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Number of group interviews:	1 group of 4
Number of individual interviews:	Male: 3 Female: 3
All groups of workers are included in the scope of this audit such as; Direct employees, Casual and agency workers, Workers employed by service providers such as security and catering staff as well as workers supplied by other contractors.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please give details:
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
In general, what was the attitude of the workers towards their workplace?	<input checked="" type="checkbox"/> Favorable <input type="checkbox"/> Non-favourable <input type="checkbox"/> Indifferent
What was the most common worker complaint?	Employees do not have any complaints.
What did the workers like the most about working at this site?	Timely salary, no health and safety issues, positive Management- easily approachable, clean working place, no abusive language, no case of any harassment
Any additional comment(s) regarding interviews:	The Management has taken care of them during the COVID-19 lockdown
Attitude of workers to hours worked:	The workers vouched that the overtime is voluntary and if there is any need for overtime, permission is sought from them and the working hours are noted for overtime and the payment is made for the overtime work hours @ 200% of the basic salary.
Is there any worker survey information available?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Please give details:

Attitude of workers:

10 workers were selected for interview, they were interviewed as 1 groups of 4 employees and balance 06 workers were interviewed individually. The workers were assured of confidentiality, and they spoke freely of their views of the factory. All workers said they were satisfied with their employment at the factory and that they were satisfied with the current wages which in their view were in line with wages in the locality. They felt free to leave this employer and understood the notice period required. They had good relationships with their supervisors who treated them with respect. They were able to make suggestions to their supervisors and team leaders and sometimes they had seen these suggestions used. They felt able to complain directly to their supervisors but also felt free to give their general concerns to their grievance representative who would take it to the management.

Attitude of worker's committee/union reps:

Based on the interaction with workers committee representative, it was noted that workers committee representative is not discriminated, and their grievances stated by the workers were effectively solved by the facility management. Further no negative comments were received. No Union does exist.

Attitude of managers:

During the audit days, the management of establishment was very cooperative and very transparent to share the issues & information, Attitude of the management was found positive towards the audit and the audit process. The establishment was found aware of the requirements of a social audit & its applicable ETI and local law. The management was very transparent and cooperative during audit. The management was receptive to the findings and was very keen to implement all the measures to achieve compliance in their facility.

0A - Universal Rights covering UNGP
[Summary of Findings]

0A: Compliance Requirements

0.A.1 Businesses should have a policy, endorsed at the highest level, covering human rights impacts and issues, and ensure it is communicated to all appropriate parties, including its own suppliers.
0.A.2 Businesses should have a designated person responsible for implementing standards concerning Human rights
0.A.3 Businesses shall identify their stakeholders and salient issues.
0.A.4 Businesses shall measure their direct, indirect, and potential impacts on stakeholders (rights holders) human rights.
0.A.5 Where businesses have an adverse impact on human rights within any of their stakeholders, they shall address these issues and enable effective remediation.
0.A.6 Businesses shall have a transparent system in place for confidentially reporting, and dealing with human rights impacts without fear of reprisals towards the reporter. Note for auditors and readers. This is not a full Human Rights Assessment, but instead a check on the business's implementation of processes to meet their Universal rights covering UNGP responsibilities.

Current Systems and Evidence Examined

To complete 'current systems' Auditors examine policies and written procedures in conjunction with relevant managers, to understand, and record what controls and processes are currently in place e.g. record what policies are in place, what relevant procedures are carried out, who is /are responsible for the management of this item of the code. Evidence checked should detail any documentary or verbal evidence shown to support the systems.

Current Systems:

1.Facility has a Human Right and Labour policy STICH-HRP-022 dated 1.1.2024 endorsed by Partner, and the same has been displayed in the facility premises and communicated to the employees during internal trainings dated
2.Partner is responsible for the implementation of the Policy.
3.The stakeholder mapping is not done by the facility.
4.Facility has a Whistle Blower Policy number STICH-WBP-38 dated 01-01-2024.
5.Facility has provided training on human rights on 1-04-2024.
6.Facility has a policy on data privacy policy STICH-DPP-031 dated 01-01-2024.
7.Supplier Code of Conduct vide STICH-SSP-28 dated 01-01-2024 which includes human rights policy is communicated to the contractors / agencies, suppliers and acknowledgement is obtained verified the acknowledgement From Pratham Enterprise Ahmedabad

Evidence examined:

Company policy on Human Rights and Labour, whistle blower and Data privacy.
Interaction with Management and Interview with employees.
Company HR Manual.
Employees' training records

Any other comments:

NA

Policy statement that expresses commitment to respect human rights?

☒ Yes ☐ No

Please give details:

Facility has prepared Human Right and Labour policy STICH-HRP-022 dated 01-01-2024

Are the policies included in workers' manuals?

☐ Yes ☒ No

Please give details:

The policies are displayed in the shop floor

Does the business have a designated person responsible for implementing standards concerning Human Rights?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please give details: Partner is responsible for the implementation of the Policy
Does the business have a transparent system in place for confidentially reporting, and dealing with human rights impacts without fear of reprisals towards the reporter?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please give details: Facility has provided a following grievance mechanism for confidential reporting anonymously without fear of retaliation and any breaches of policies and procedures. 1.Workforce Representative 2.Works committee. 3.Grievance Committee 4.Suggestion and Complaint Box
Does the grievance mechanism meet UNGP expectations? (Legitimate, Accessible, Predictable, Equitable, Transparent, Rights-compatible, a source of continuous learning and based on stakeholder engagement)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Does the business demonstrate effective data privacy procedures for workers' information, which is implemented?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please give details: Seen the data privacy policy vide STICH-DPP-031 dated 01-01-2024 The data privacy are for the personal files, which are kept under lock and key in HR's room, the salary of the employees , since all the salary are bank transfer, the computers are password protected. The health check-up reports are kept Confidential
Measuring Workplace Impact	
Annual worker turnover(Number of workers leaving in last 12 months as a % of average total number of workers on site over the year (annual worker turnover))	Last year 3.0% This year 2.0%
Current % quarterly (90 days) turnover(Number of workers leaving from the first of the 90 day period through to the last day of the 90 day period / [(number of employees on the 1st day of 90 day period + number of employees on the last day of the 90 day period) / 2])	2.0%
Annual % absenteeism(Number of days lost through job absence in the year / [(number of employees on 1st day of the year + number employees on the last day of the year) / 2] * number available workdays in the year)	Last year 10.0% This year 10.0%
Quarterly (90 days) % absenteeism(Number of days lost through job absence in the period / [(Number of employees on 1st of the period + Number of employees on the last day of the period / 2] * Number of available workdays in the month)	10.0%

Are accidents recorded?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please give details: Seen the accident incident register. There are no accidents happening in the factory during the last 2 years as per Form 15 .	
Annual Number of work related accidents and injuries per 100 workers((Number of work related accidents and injuries * 100) / Number of total workers)	Last year	0.0%
	This year	0.0%
Quarterly (90 days) number of work related accidents and injuries per 100 workers((Number of work related accidents and injuries * 100) / Number of total workers)	0.0%	
Lost day work cases per 100 workers(((Number of lost days due to work accidents and work related injuries * 100) / Number of total workers)	Last year	0.0%
	This year	0.0%
% of workers that work on average more than 48 standard hours / week in the last 6 / 12 months	6 month	0.0%
	12 month	0.0%
% of workers that work on average more than 60 total hours / week in the last 6 / 12 months	6 month	0.0%
	12 month	0.0%

Observation		Evidence																												
[Back to findings summary]																														
<table><tr><th colspan="2">Observation</th></tr><tr><td>Status</td><td>CLOSED</td></tr><tr><td>Reference</td><td>ZAF600542176</td></tr><tr><td>Clause</td><td>0A - Universal Rights covering UNGP</td></tr><tr><td>Issue Title</td><td>685 - No / inadequate system to identify relevant stakeholders and assess, prioritise or minimise the negative human rights impact of the site</td></tr><tr><td>Subcategory</td><td>Human rights</td></tr><tr><td>New or carried over?</td><td><input type="checkbox"/> New <input checked="" type="checkbox"/> Carried Over</td></tr><tr><td>Raised by audit</td><td>ZAA420390006</td></tr><tr><td>Resolved by audit</td><td>ZAA600075940</td></tr><tr><td>Root cause</td><td><input type="checkbox"/> Training <input type="checkbox"/> System <input type="checkbox"/> Costs <input type="checkbox"/> Lack of workers <input checked="" type="checkbox"/> Other</td></tr><tr><td>Root cause - Other</td><td>N/A</td></tr><tr><td>Explanation to the observation</td><td>There is no stake holders' mappings</td></tr><tr><td>Actions</td><td>N/A</td></tr><tr><td>Additional comments</td><td>POLICY DISPLAY Please upload photo policy displayed Photo not required as it is an observation.</td></tr></table>			Observation		Status	CLOSED	Reference	ZAF600542176	Clause	0A - Universal Rights covering UNGP	Issue Title	685 - No / inadequate system to identify relevant stakeholders and assess, prioritise or minimise the negative human rights impact of the site	Subcategory	Human rights	New or carried over?	<input type="checkbox"/> New <input checked="" type="checkbox"/> Carried Over	Raised by audit	ZAA420390006	Resolved by audit	ZAA600075940	Root cause	<input type="checkbox"/> Training <input type="checkbox"/> System <input type="checkbox"/> Costs <input type="checkbox"/> Lack of workers <input checked="" type="checkbox"/> Other	Root cause - Other	N/A	Explanation to the observation	There is no stake holders' mappings	Actions	N/A	Additional comments	POLICY DISPLAY Please upload photo policy displayed Photo not required as it is an observation.
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0B - Management Systems and code Implementation
[Summary of Findings]

0B: Compliance Requirements

- 0.B.1 Suppliers are expected to implement and maintain systems for delivering compliance to this Code.
0.B.2 Suppliers shall appoint a senior member of management who shall be responsible for compliance with the Code.
0.B.3 Suppliers are expected to communicate this Code to all employees.
0.B.4 Suppliers are expected to be operating legally in premises with the correct business licenses and permissions and to have systems to ensure that all relevant land rights have been complied with.
0.B.5 Suppliers should communicate this code to their own suppliers and, where reasonably practicable, extend the principles of this Ethical Code through their supply chain.

Current Systems and Evidence Examined

To complete 'current systems' Auditors examine policies and written procedures in conjunction with relevant managers, to understand, and record what controls and processes are currently in place e.g. record what policies are in place, what relevant procedures are carried out, who is /are responsible for the management of this item of the code. Evidence checked should detail any documentary or verbal evidence shown to support the systems.

Current Systems:

Based on facility tour and review of records, facility has implemented the ETI base code and the code has been displayed in notice board and communicated to all the employees during induction training. Partner is responsible for compliance with the code.
Based on review of records that facility had obtained legally required Business license and approved plant layout.
The facility communicates this Code to all employees by training as confirmed by training records and employee interviews.
The ETI based code was posted on-site for employee review.
The facility had set up policy and appointed one staff to update labor law requirements
The ETI code of conduct was signed off with the supplier
There is evidence of the supplier audit for the year 2023-24 as per the audit plan . The audit of Omkar Graphics on 10.10.2023, Siddhi Vinayak Graphics on 2.05.2024, Ajanta Universe on 4.5.2024, Anshul Multitech done on 15.5.2024
The Social Risk Assessment has done vide Stitch-SRA/01 on 10.06.2024
The internal audit was done on 1.6.2024 , there are 3 ncrs raised and the NCR were closed on 8.6.2024.

Evidence examined:

- 1.Facility Policy and Procedures
- 2.Employee Handbook was reviewed. It stipulates complying with ETI Code, written policies and procedure that being provided individually to employees.
- 3.Company Manual contains details of Code and Business Ethics with the commitment of being compliant in all aspects of business and integrity aligned with the client's requirement and local law

Any other comments:

NA

Management Systems

In the last 12 months, has the site been subject to any fines/prosecutions for non-compliance to any regulations?

☐ Yes ☒ No

Please give details:

There is no prosecution

Do policies and/or procedures exist that reduce the risk of forced labour, child labour, discrimination, harassment & abuse?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please give details: The child labour policy STITCH-CLP-06, Child remediation policy STITCH-CRP-07, young workers policy STITCH-NCYWP-25, forced labour policy STITCH-FLP-16, anti harassment policy, STITCH-ASHP-04 zero abuse policy STITCH-ZAP-41, ethical policy STITCH-EBBP-15, anti-discrimination policy STITCH-ADB-03 Anti Bribery Policy STITCH-ABP-01 seen and the policies are displayed in the local language
If Yes, is there evidence (an indication) of effective implementation? Please give details.	The policies are displayed. The personal files of 10 employees on sample basis seen. The age proof are there. There is no evidence of forced labour in the files. No part of salary is withheld as inferred from the salary record. Interview with 10 employee's shows there is no discrimination, nor there are no cases of any harassment
Have managers and workers received training in the standards for forced labour, child labour, discrimination, harassment & abuse?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please give details: The ETI Code of Conduct training is given to all employees on 26.2.2024 and 7.6.2024
If Yes, is there evidence (an indication) that training has been effective e.g. training records etc.? Please give details	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Please give details: The training is not effective , 6 out 10 employees could not explain the code of Conduct during interactions.
Does the site have any internationally recognised system certifications e.g. ISO 9000, 14000, OHSAS 18000, SA8000 (or other social audits)?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Please give details: NA
Is there a Human Resources manager/department?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No HR & Admin manager is taking care of the Human resources activities
Is there a senior person /manager responsible for implementation of the code?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please give details: Partner is responsible for compliance with the code.
Is there a policy to ensure all worker information is confidential?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please give details: The policy of confidentiality vide STITCH-CP-03 dated 1.1.2024
Is there an effective procedure to ensure confidential information is kept confidential?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please give details: All the information about the personal files are kept confidential. The salaries are transferred to the banks and the individual notifications are sent by the bank to the respective mobile phones. The health check up is kept confidential.

Are risk assessments conducted to evaluate policy and procedure effectiveness?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please give details: The Social Risk Assessment has done vide Stitch-SRA/01 on 10.06.2024
Does the facility have a process to address issues found when conducting risk assessments, including implementation of controls to reduce identified risks?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please give details: The internal audit was done on 1.6.2024 , there are 3 ncrs raised and the NCR were closed on 8.6.2024.
Does the facility have a policy/code which require labour standards of its own suppliers?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please give details: The ETI code of Conduct is signed off with the suppliers.
Land Rights	
Does the site have all required land rights licenses and permissions (see SMETA Measurement Criteria)?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please give details: Facility has copy of building occupation certificate with land registry papers as required by law. All approvals were verified.
Does the site have systems in place to conduct legal due diligence to recognize and apply national laws and practices relating to land title?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please give details: Facility has systems in place to conduct legal due diligence to recognize and apply national laws and practices relating to land title.
Does the site have a written policy and procedures specific to land rights?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please give details: Facility has compensated the owner for the land prior to the facility being built
Is there evidence that facility/site compensated the owner/lessor for the land prior to the facility being built or expanded?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please give details: Facility has written policy to check all legal aspects before taking any land. Facility has taken legal opinion before taking the land.
Does the facility demonstrate that alternatives to a specific land acquisition were considered to avoid or minimize adverse impacts?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please give details: Facility has written policy to check all legal aspects before taking any land. Facility has taken legal opinion before taking the land.
Is there any evidence of illegal appropriation of land for facility building or expansion of footprint?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Please give details: NA

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1 - Freely chosen Employment [Summary of Findings]

1: Compliance Requirements

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.

Current Systems and Evidence Examined

To complete 'current systems' Auditors examine policies and written procedures in conjunction with relevant managers, to understand, and record what controls and processes are currently in place e.g. record what policies are in place, what relevant procedures are carried out, who is /are responsible for the management of this item of the code. Evidence checked should detail any documentary or verbal evidence shown to support the systems.

Current Systems:

1. The factory has a policy which prohibits forced labour and this was available for review.
2. There was a non-formalised application procedure which states that workers must present their ID's for proof of age but that only copies must be kept in the personnel files and the original given back to the workers.
3. The employee handbook – given to all workers on joining, states that workers within their probation period are free to leave without any notice and once a worker is permanent (this is out of probation) they can resign from the factory with one month's prior written notice, given to their supervisor or the personnel office. The handbook also states that they will be given their full wages on their last day of work.
4. The terms and conditions of employment in the handbook state that the workers are free to leave the workplace outside of their working hours.
5. The factory did not require any payment for work tools, IC/staff card, training, etc.
6. The factory did not use prison labour.
7. The above was confirmed in management and employee interview

Evidence examined:

1. Personnel files (all were checked)
2. Resignation records of recent 3 months
3. Factory rules
4. Employee handbook
5. Management and employee interview

Any other comments:

NA

Is there any evidence of retention of original documents, e.g. passports/ID' (If yes, please give details and category of workers affected)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Please give details:
Is there any evidence of a loan scheme in operation (If yes, please give details and category of workers affected)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Please give details:
Is there any evidence of retention of wages / deposits (If yes, please give details and category of workers affected)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Please give details:
Are there any restrictions on workers' freedom to terminate employment?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Please give details: There are no restrictions on the workers freedom to terminate employment as there is a notice period of 1 month on either side.

<p>If any part of the business is UK based or registered there & has a turnover over £36m, is there a published a 'modern day slavery statement?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Not Applicable</p> <p>Please give details:</p> <p>NA</p>
<p>Is there evidence of any restrictions on workers' freedoms to leave the site at the end of the work day?</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>Please give details:</p> <p>There is no evidence of restrictions on workers' freedoms to leave the site at the end of the work day as inferred from the workers interview.</p>
<p>Does the site understand the risks of forced / trafficked / bonded labour in its supply chain</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable</p> <p>Please give details:</p> <p>The supplier audits were done based on the ETI Code of Conduct.</p>
<p>Is the site taking any steps taking to reduce the risk of forced / trafficked labour?</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Please give details:</p> <p>There are evidence of the background verification before recruitment though the employees are chosen through personal contacts</p>

2 - Freedom of Association and Right to Collective Bargaining are Respected [Summary of Findings]

2: Compliance Requirements

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.

Current Systems and Evidence Examined

To complete 'current systems' Auditors examine policies and written procedures in conjunction with relevant managers, to understand, and record what controls and processes are currently in place e.g. record what policies are in place, what relevant procedures are carried out, who is /are responsible for the management of this item of the code. Evidence checked should detail any documentary or verbal evidence shown to support the systems.

Current Systems:

There is no union at the site

There is workers committee at the site, worker representatives were elected by employees.

Based on employee's interview, employees can approach top management directly to report their grievances and necessary corrective action is taken by the management.

Facility has formed a Workers Committee and Grievance committee and conducted meetings once in two months and the minutes of meetings are recorded for verification and future reference.

Based on employee's interview, the facility does not restrict employees from organizing trade unions and has an open mind approach towards the activities of trade unions and their organizational activities.

Based on the employee's interview and interaction with facility management, works committee employee representatives are not discriminated and they are free to carry out their functions like meetings on periodical basis

Evidence examined:

1 Social compliance system program and procedure

2. Suggestion box complain feedback

3. Meeting minutes

4. Works Committee Minutes dated 18.3.2024 and 5..6.2024

5. The worker election is done on 2.3.2024.

6. Employee interview and management interview

7. Employee handbook and employment contracts were reviewed. They both stated that employees are free to form trade unions. Nobody will be treated differently whether they are members of the union

Any other comments:

NA

What form of worker representation/union is there on site?
(Please add the name of the union or committee in the textbox)

☐ Union ☒ Worker Committee
☐ Other ☐ None

Other details:

There are 2 from the Management and 5 from the workers

Is it a legal requirement to have a union?

☐ Yes ☒ No

Is it a legal requirement to have a worker's committee?

☐ Yes ☒ No

Is there any other form of effective worker/management communication channel? (Other than union/worker committee e.g. H&S, sexual harassment)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please give details: Facility has provided suggestion box, where employees are free to express their problems / suggestions / complaints for any grievances. While interviewing, all employees reported that they are free to approach the management for any problem
Is there evidence of free elections?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Does the supplier provide adequate facilities to allow the Union or committee to conduct related business?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please give details: Based on the employee's interview and review of records that, works committee employee representatives are free to carry out their functions like meetings with adequate facilities on periodical basis and the record of the same was maintained
Name of union and union representative, if applicable:	NA
Is there evidence of free elections?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable
If there is no union, is there a parallel means of consultation with workers e.g. worker committees?	Worker committees existed in facility
Is there evidence of free elections?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Not Applicable
Are all workers aware of who their representatives are?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please give details: Based on workers interview it was noted that all workers are aware about the workers representative,
Were worker representatives freely elected?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Date of last election:	2024-03-04
Do workers know what topics can be raised with their representatives?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Were worker representatives/union representatives interviewed?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
If Yes, please state how many:	1.0
Please describe any evidence that union/worker's committee is effective? Specify date of last meeting; topics covered; how minutes were communicated etc.	The Participation Committee is arranging meeting within three months and gathering problems coming from workers' end and approaching them to the management. Last meeting was conducted on 5.6.2024. Minutes of works committee was continued 20 minutes
Are any workers covered by Collective Bargaining Agreement (CBA)?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

3 - Working Conditions are Safe and Hygienic [Summary of Findings]

3: Compliance Requirements

- 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.

Current Systems and Evidence Examined

To complete 'current systems' Auditors examine policies and written procedures in conjunction with relevant managers, to understand, and record what controls and processes are currently in place e.g. record what policies are in place, what relevant procedures are carried out, who is /are responsible for the management of this item of the code. Evidence checked should detail any documentary or verbal evidence shown to support the systems.

Current Systems:

1.General Health and Safety management

- General Manager is responsible for Health & Safety aspects for the site
- Potable water was freely available in all areas and test certificates were up to date
- Adequate clean toilets segregated by gender were always available to employees, there are male WC-6, urinal- 7, Female Toilet-7
- Ventilation, temperature and lighting were adequate for the production processes.
- Minutes of meetings show that there are monthly meetings between the workers and the Facility management, and each point is acted on. The HSE meeting is done on 6.3.2024 and 1.6.2024

2.Fire Safety

- There were at least 2 exits from each work area and these were clearly marked
- Firefighting equipment like 14 ABC fire extinguishers, 2 Water Fire system and 4 CO2 fire extinguishers, 2 fire alarm call points, 3 Emergency Lights, evacuation plan 3 were provided in the facility which was found adequate.
- Evacuation diagrams were posted in all areas .
- Fire drills were organized and recorded every 2 months as per the law . the mock drill was conducted on 28.6.2024 and 27.4.2024 . The time taken is 2 mins 33 sec.
- Facility has marked all the exits and emergency exits in a language understood by majority of the employees
- One of the emergency lights is found to be not glowing on the day of the audit
- There are no instructions for the use of the fire extinguishers near the main gate as seen on the day of the audit

3. Machine & Electrical safety

- All machine and electrical equipment were maintained in good condition
- The test report of compressor is done by Unique Marketing on 27/5/2024
- There were competent mechanic & electricians at the site to do the electrical work
- Facility had obtained periodic inspection certificate for all the machineries used

4. Medical Services

- Facility has provided well equipped first aid boxes in each production area (Total 04 first aid boxes) and they were well stocked.
- There were 10 first aiders and they had been trained through Red Cross Society on 22/6/2022 valid for three years.

Evidence examined:


Health and Safety Policy No STITC- EHSP-12
Health and safety manual
Stability Certificate is valid until no change in structure.
Industrial accident records – Updated till June 2024
There were 10 first aiders and they had been trained through Red Cross Society on 22/6/2022 valid for three years.
Health & Safety Committee meeting minutes dated 6.3.2024 and 1.6.2024
Drinking Water Test report done by Metro Enviro Chem Associates on 5.5.2024
Fire drills were organized and recorded every 2 months as per the law . the mock drill was conducted on 28.6.2024 and 27.4.2024 . The time taken is 2 mins 33 sec.
Verified Ambient Air Quality done by Metro Enviro Chem Associates on 5.5.2024
Verified DG Noise Monitoring done by Metro Enviro Chem Associates on 5.5.2024
Verified Indoor Noise Monitoring done by Metro Enviro Chem Associates on 5.5.2024
Lux Intensity done by Metro Enviro Chem Associates on 5.5.2024
Indoor Air Quality done by Metro Enviro Chem Associates on 5.5.2024
Interaction with Management and Interview with employees

Any other comments:


NA

Does the facility have general and occupational Health & Safety policies and procedures that are fit for purpose and are these communicated to workers?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please give details: Facility had established general Health & Safety, occupational Health & Safety policies and procedures that are fit for purpose and are these communicated to workers during induction training
Are the policies included in workers' manuals?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please give details: Facility had included the social compliance policies in worker's manual
Are there any structural additions without required permits/inspections (e.g. floors added)?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Please give details: Facility had maintained the approved plant layout as per the current setup.
Are visitors to the site informed on H&S and provided with personal protective equipment?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please give details: No PPE is required as it is a dry process.
Is a medical room or medical facility provided for workers?(This section is to list evidence to support system description (Documents examined & relevant comments. Include renewal/expiry date where appropriate))	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Please give details: NA
Is there a doctor or nurse on site or there is easy access to first aider/ trained medical aid?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please give details: 3 First Aid boxes are provided by the facility as requirement by local law requirement

Where the facility provides worker transport – is it fit for purpose, safe, maintained and operated by competent persons e.g. buses and other vehicles?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Please give details: NA as the workers come from the nearby places
Is secure personal storage space provided for workers in their living space and is fit for purpose?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Please give details: There are no living space
Are H&S Risk assessments are conducted (including evaluating the arrangements for workers doing overtime e.g. driving after a long shift) and are there controls to reduce identified risk?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please give details: The risk assessment vide STITCH/HIRA /01 dated 1.06.2024 Factory has developed risk assessment analysis for all areas and functions and takes effective steps to reduce the associated risks. The risks identified on 1.6.2024 are burn injury, electric shock, Fire, Gangway block, emergency gate closed. There is no overtime and all the workers come from nearby places
Is the site meeting its legal obligations on environmental requirements including required permits for use and disposal of natural resources?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please give details: Gujarat Pollution Control Board Notification No. : CPCP/P-1/12/352040 DT 12-04-2016 Annex S.no. 84 : "Manufacturing of Garment by stitching from ready cloth having white Category Registration exempted from Pollution consent
Is the site meeting its customer requirements on environmental standards, including the use of banned chemicals?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please give details: There are no banned chemicals being used.

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4 - Child Labour Shall Not Be Used [Summary of Findings]

4: Compliance Requirements

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.

Current Systems and Evidence Examined

To complete 'current systems' Auditors examine policies and written procedures in conjunction with relevant managers, to understand, and record what controls and processes are currently in place e.g. record what policies are in place, what relevant procedures are carried out, who is /are responsible for the management of this item of the code. Evidence checked should detail any documentary or verbal evidence shown to support the systems.

Current Systems:

1. Based on interaction with the factory management, all employees are hired by the Human Resource Department only.

2. Based on review of hiring policy documents, employee's ID for age proof such as Voter ID, Aadhar Card, PAN Card and School Certificate was checked by HR department prior to hiring. The employees without valid ID certificates are not being hired.

3. Based on the policy review, the minimum hiring age of the facility is above 18 years old.

4. Based on employees' interview, any suspect of child labor can be reported to facility management.

5. Based on the employee interviews, review of facility's Anti Child Labor & Hiring Policy and age proof documents, the facility has complied with ILO Standards for Child Labor

Evidence examined:

Child Labor and Child Labor Remediation Policy.

Age Proof records of 10 out of 10 selected samples.

Interaction with Management and Interview with employees

Any other comments:

NA

Legal age of employment:	15
Age of youngest worker found:	22
Are there children present on the work floor but not working at the time of audit?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Percentage of under 18's at this site (of total workers)	0.0%
Are workers under 18 subject to hazardous work assignments?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Please give details: NA

5 - Living Wages are Paid [Summary of Findings]

5: Compliance Requirements

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.

Current Systems and Evidence Examined

To complete 'current systems' Auditors examine policies and written procedures in conjunction with relevant managers, to understand, and record what controls and processes are currently in place e.g. record what policies are in place, what relevant procedures are carried out, who is /are responsible for the management of this item of the code. Evidence checked should detail any documentary or verbal evidence shown to support the systems.

Current Systems:

1. Based on review of wage records, the facility has paid the applicable minimum wages to all the employees.
2. Based on employee's interview, wages are fixed on daily rated, calculated and paid on monthly basis on or before 7th of respective month.
3. Based on employee's interview, wage slips are provided to all the employees and employees are aware of their wage calculations.
4. Deductions from wages as a disciplinary measure and any other illegal deductions are not permitted as per the facility rules.
5. Based on employee's interview and record review all the employees are received appointment letter with written and understandable information about their employment conditions in respect to wages

Evidence examined:

Facility Policy
Salary registers
Pay slip and Time records for 10 selected samples for 03 months July 2023,(random) , October 2023(random) and June 2024(current)
Leave with wage records (Form No: 15) and Leave encashment

Any other comments:

NA

Summary Information

Criteria	Local Law	Actual at the Site	Is this part of a Collective Bargaining Agreement?
Standard/Contracted work hours: (Maximum legal and actual required working hours excluding overtime, please state if possible per day, week, and month)	Legal Maximum Per Day: 8.0 Per Week: 48.0 Per Month: 208.0	Actual Per Day: 8.0 Per Week: 48.0 Per Month: 208.0	NO
Overtime hours: (Maximum legal and actual overtime hours, please state if possible per day, week, and month)	Legal Maximum Per Day: 2.0 Per Week: 12.0 Per Month: null	Actual Per Day: 0.0 Per Week: 0.0 Per Month: 0.0	NO

Wage for standard/contracted hours: (Minimum legal and actual minimum wage at site, please state if possible per hr, day, week, and month)	Legal Maximum Per Day: 476 Per Week: null Per Month: 12376	Actual Per Day: 0 Per Week: 0 Per Month: 12376	NO
Overtime wage: (Minimum legal and actual minimum overtime wage at site, please state if possible per hr, day, week, and month)	Legal Maximum Per Day: null Per Week: null Per Month: null	Actual Per Day: 0 Per Week: 0 Per Month: 0	NO
Wages Analysis:			
Were accurate records shown at the first request?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Sample Size Checked (State number of worker records checked and from which weeks/months – should be current, peak, and random/low. Please see SMETA Best Practice Guidance and Measurement Criteria)	Pay slip and Time records for 10 selected samples for 03 months July 2023,(random) , October 2023(random) and June 2024(current)		
Are there different legal minimum wage grades? If Yes, please specify all.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No With Effect from 1.4.2024, Unskilled 12376 INR, Semi skilled 12692 INR and Skilled 12922 INR		
If there are different legal minimum grades, are all workers graded and paid correctly?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable Please give details:		
For the lowest paid production workers, are wages paid for standard/contracted hours (excluding overtime) below or above the legal minimum?	<input type="checkbox"/> Below legal min <input checked="" type="checkbox"/> Meet <input checked="" type="checkbox"/> Above		
Lowest actual wages found: Note: full time employees and please state hour / week / month etc.	The lowest salary for the month of June 2024 is 4403 INR, contracted salary is 12662 INR, days worked is 9 weekly off 4, 335 INR PF deduction, 33 INR ESI Deduction		
Please indicate the breakdown of workforce per earnings	0.0% of workforce earning under minimum wage 40.0% of workforce earning minimum wage 60.0% of workforce earning above minimum wage		
Bonus Scheme found: Please specify details:	Bonus Scheme found:The bonus is given @8.33% of the gross salary earned from 1.4.2022 to 31.3.2023 , given on 8.11.2023. Note: type of employee (e.g. full time, temp, etc.) and please state which units e.g. /hour /week /month etc.		
What deductions are required by law e.g. social insurance? Please state all types:	ESI, PF		
Have these deductions been made?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Please list all deductions that have been made.	ESI, PF		
Please list all deductions that have not been made.	None		
Were appropriate records available to verify hours of work and wages?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Were any inconsistencies found? (if yes describe nature)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		

Do records reflect all time worked? (For instance, are workers asked to attend meetings before or after work but not paid for their time)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please give details: The wages were verified by the in out records.
Is there a defined living wage: This is not normally minimum legal wage. If answered yes, please state amount and source of info: Please see SMETA Best Practice Guidance and Measurement Criteria.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Please give details:
If yes, what was the calculation method used.	<input type="checkbox"/> ISEAL/Anker Benchmarks <input type="checkbox"/> Asia Floor Wage <input type="checkbox"/> Figures provided by Unions <input type="checkbox"/> Living Wage Foundation UK <input type="checkbox"/> Fair Wear Wage Ladder <input type="checkbox"/> Fairtrade Foundation <input type="checkbox"/> Other – please give details:
Are there periodic reviews of wages? If Yes give details (include whether there is consideration to basic needs of workers plus discretionary income).	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please give details: Facility is located in Gujurat Where government revise applicable minimum wage rate twice per after consideration to basic needs of workers plus discretionary income and issue minimum wage notification for the factories to follow. Facility revises wages of the employees accordingly
Are workers paid in a timely manner in line with local law?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Is there evidence that equal rates are being paid for equal work:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please give details: Equal Work equal pay- verified from the workers salary and interview
How are workers paid:	<input type="checkbox"/> Cash <input type="checkbox"/> Cheque <input checked="" type="checkbox"/> Bank Transfer <input type="checkbox"/> Other

6 - Working Hours are not Excessive [Summary of Findings]

6: Compliance Requirements

6.1 Working hours must comply with national laws, collective agreements, and the provisions of 6.2 to 6.6 below, whichever affords the greater protection for workers. Sub-clauses 6.2 to 6.6 are based on international labour standards.

6.2 Working hours, excluding overtime, shall be defined by contract, and shall not exceed 48 hours per week.

6.3 All overtime shall be voluntary. Overtime shall be used responsibly, taking into account all the following: the extent, frequency and hours worked by individual workers and the workforce as a whole. It shall not be used to replace regular employment. Overtime shall always be compensated at a premium rate, which is recommended to be not less than 125% of the regular rate of pay.

6.4 The total hours worked in any 7-day period shall not exceed 60 hours, except where covered by clause 6.5 below.

6.5 Working hours may exceed 60 hours in any 7-day period only in exceptional circumstances where all of the following are met:

6.6 Workers shall be provided with at least one day off in every 7-day period or, where allowed by national law, 2 days off in every 14-day period.

Current Systems and Evidence Examined

To complete 'current systems' Auditors examine policies and written procedures in conjunction with relevant managers, to understand, and record what controls and processes are currently in place e.g. record what policies are in place, what relevant procedures are carried out, who is /are responsible for the management of this item of the code. Evidence checked should detail any documentary or verbal evidence shown to support the systems.

Current Systems:

1. In this audit, auditor had randomly selected production record, such as: Material in/out records, daily production reports, and crosschecked these records with payroll records and attendance records, no inconsistency was noted. In addition, through employee interview, no inconsistency was noted either.

2. Based on provided attendance records, the working hours analysis as below:

a) During employee interview, all the 10 randomly selected employees stated that they worked overtime on voluntary basis.

b) The facility has implemented electronic system to record IN/OUT time recording for all the employees. Based on the provided attendance records, the no overtime hours worked

Evidence examined:

Facility Policy.

In/Out time records and Pay slip and Time records for 10 selected samples for 03 months July 2023 (random), October 2023 (random), June 2024 (Current)

Interaction with management and Employees.

Employees contracts

Production Records

Any other comments:

NA

Working hours' analysis

Systems & Processes

What timekeeping systems are used?

Face Reading

Is sample size same as in wages section?

☒ Yes ☐ No

Please give details:

Are standard/contracted working hours defined in all contracts/employment agreements? (If no, please give details including % and which type of workers do NOT have standard hours defined in contracts/employment agreements.)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Are there any other types of contracts/employment agreements used?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Do any standard/contracted working hours defined in contracts/employment agreements exceed 48 hours per week? (If yes, please detail hours, %, types of workers affected and frequency.)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Are workers provided with at least 1 day off in every 7-day-period, or 2 in 14-day-period?	<input checked="" type="checkbox"/> 1 in 7 days <input type="checkbox"/> 2 in 14 days <input type="checkbox"/> No (please explain)
Is this allowed by local law?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Maximum number of days worked without a day off (in sample):	6
Standard/Contracted Hours worked	
Were standard working hours over 48 hours per week found? (If yes, % of workers & frequency)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No % of workers: null% Frequency:
Any local waivers/local law or permissions which allow averaging/annualised hours for this site? (If yes, please give details.)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Overtime Hours worked	
Actual overtime hours worked in sample (State per day/week/month)	0
Combined hours (standard or contracted + overtime hours = total) over 60 found?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Please give details: NA
Approximate percentage of total workers on highest overtime hours:	0.0%
Is overtime voluntary? (Please detail evidence e.g. Wording of contract / employment agreement / handbook / worker interviews / refusal arrangements)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Conflicting Information Please give details: The overtime is voluntary based on the employment contract and workers' interview
Overtime premium	

Are the correct legal overtime premiums paid? (Please give details of normal day overtime premium as a % of standard wages)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A – there is no legal requirement to OT premium Please give details: The overtime is given @200% of the standard wages but in the sampled months there are no overtime.
Is overtime paid at a premium?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No The overtime is given @200% of the standard wages but in the sampled months there are no overtime.
If the site pays less than 125% OT premium and this is allowed under local law, are there other considerations? Please complete the boxes where relevant.	<input checked="" type="checkbox"/> No <input type="checkbox"/> Consolidated pay <input type="checkbox"/> Collective Bargaining agreements <input type="checkbox"/> Other
Please give details	NA
If more than 60 total hours per week and this is legally allowed, are there other considerations? Please complete the boxes where relevant. (Please explain any checked boxes above e.g. detail of consolidated pay / CBA or Other)	<input checked="" type="checkbox"/> Overtime is voluntary <input type="checkbox"/> Onsite Collective bargaining allows 60+ hours/week is voluntary <input type="checkbox"/> Safeguards are in place to protect worker's health and safety <input type="checkbox"/> Site can demonstrate exceptional circumstances <input type="checkbox"/> Other reasons (please specify)
Please explain any checked boxes above e.g. detail of consolidated pay / CBA or other	NA
Is there evidence that overtime hours are being used for extended periods to make up for labour shortages or increased order volumes?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If sufficient workers cannot be hired, are new working time arrangements explored to ensure that overtime is the exception rather than the rule?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

7 - No Discrimination is Practiced [Summary of Findings]

7: Compliance Requirements

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.

Current Systems and Evidence Examined

To complete 'current systems' Auditors examine policies and written procedures in conjunction with relevant managers, to understand, and record what controls and processes are currently in place e.g. record what policies are in place, what relevant procedures are carried out, who is /are responsible for the management of this item of the code. Evidence checked should detail any documentary or verbal evidence shown to support the systems.

Current Systems:

1. Based from review of wage records and employees' interview, no discrimination was noted in hiring, compensation, access to training, promotion, termination or retirement.
2. Partner is responsible for the investigation and disposal of discrimination case.
3. Based from wage records review, the facility provides the same pay for male/female employees for same work of similar nature.
4. No employee was required to do the examination of the Pregnancy, hepatitis B virus and HIV.
5. Anti-discrimination procedure on hiring, compensation, promotion and access to training is available during the audit.
6. Gender divisions did not exist in the facility; both female and male employees were distributed in all types of work.
7. There was an internal grievance process, all sampled employees were aware of the grievance channels in case they encountered any discrimination cases.
8. There was no evidence of sexual harassment
9. The POSH Committee is done on 8.3.2024 and 7.6.2024

Evidence examined:

Facility Policy.
The hiring and termination procedure leave application records and employee handbook.
Time in and out records, full and final settlement records and training records.
Appointment letter with terms and conditions for 10 out of 10 selected samples.
Salary and other benefit records.
Interaction with management and Employees

Any other comments:

NA

Gender breakdown of Management + Supervisors (Include as one combined group)	Male: 70.0%		Female: 30.0%
Number of women who are in skilled or technical roles (e.g. where specific qualifications are needed i.e. machine engineer / laboratory analyst)	5 out of 15 employees are in managerial positions		
Is there any evidence of discrimination based on race, caste, national origin, religion, age, disability, gender, marital status, sexual orientation, union membership or political affiliation?	<input checked="" type="checkbox"/> Hiring	<input type="checkbox"/> Compensation	<input type="checkbox"/> Access to training
	<input type="checkbox"/> Promotion	<input type="checkbox"/> Termination or retirement	<input type="checkbox"/> No evidence of discrimination found
Please give details	NA		
Professional Development			

What type of training and development are available for workers?	The training on the ETI Code of Conduct is imparted on 8.5.2.204, Training on Health and safety on 6.5.2024, Training on PPE on 3.6.2024, Training on Fire Training on 28.6.2024, Training on Forst Training on 13.4.2024, Training on Anti bribery on 25.6.2024
Are HR decisions e.g. promotion, training, compensation based on objective, transparent criteria? (If no, please provide details)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

8 - Regular Employment Is Provided [Summary of Findings]

8: Compliance Requirements

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.

Additional Elements: Responsible Recruitment

8.3 Suppliers have full understanding of the entire recruitment process and assess all labour recruiters and intermediaries against legal and/or ethical requirements.

8.4 There are effective management systems in place to identify and monitor the hiring and management of all migrant workers, contract workers, agency workers, temporary or casual labour. The supplier shall implement processes to enable adequate control over agencies with regards the above points and related legislation.

8.5 Employment agencies must only supply workers registered with them.

8.6 Workers pay no recruitment fee at any stage of the recruitment process.

8.7 Worker contracts accurately reflect the agreed payment and terms in the recruitment process and are understood and signed by workers.

Current Systems and Evidence Examined

To complete 'current systems' Auditors examine policies and written procedures in conjunction with relevant managers, to understand, and record what controls and processes are currently in place e.g. record what policies are in place, what relevant procedures are carried out, who is /are responsible for the management of this item of the code. Evidence checked should detail any documentary or verbal evidence shown to support the systems.

Current Systems:

Based on record review and employee's interview appointment letters issued to all 10 out of 10 selected employees.

Based from interaction with the facility management, it was noted that all employees are employed on regular basis and through different contractors; and no casual, agency and apprentice employees were engaged.

Facility does not employ any migrant workers.

Based on interaction with employees, no recruitment fee is required at any stage of the recruitment process.

Evidence examined:

Facility Policy.

Appointment letter with terms and conditions for 10 out of 10 selected samples.

Salary and other benefit records.

Interaction with management and Employees

Any other comments:

NA

Responsible Recruitment

All Workers

Were all workers presented with terms of employment at the time of recruitment, did they understand them and are they same as current conditions?

☒ Terms & Conditions presented

☒ Understood by workers

☒ Same as actual conditions

Did workers pay any fees, taxes, deposits or bonds for the purpose of recruitment/placement? (If yes, please describe details and specific category(ies) of workers affected)

☐ Yes ☒ No

Migrant Workers	
Type of work undertaken by migrant workers:	NA
Please give details about recruitment agencies for migrant workers:	Number of (in country) recruitment agencies used: 0 Number of (outside of local country) recruitment agencies used: 0
Are migrant workers' voluntary deductions (such as for remittances) confirmed in writing by the worker and is evidence of the transaction supplied by the facility to the worker?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Please give details: NA
Is there any observation on this finding?	NA
Are any migrant workers in skilled, technical or management roles? (This should include all migrant workers including permanent workers, temporary and/or seasonal workers)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Non-employee workers	
Recruitment Fees	
Are there any fees?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Agency Workers (if applicable) (Workers sourced from a local agent who are not directly paid by the site, but paid by the agency. Usually the agencies are paid by the site and the wages of the individual workers are paid by the agency.)	
Number of agencies used (average):	0
Please provide the names of agencies if applicable	NA
Were agency workers' age / pay / hours included within the scope of this audit?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Were sufficient documents for agency workers available for review?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Is there a legal contract agreement with all agencies?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Please give details: NA
Does the site have a system for checking labour standards of agencies?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Please give details: NA
Contractors (Contractors in this context are generally individuals who supply several workers to a site. Usually the contractors are paid by the site and the wages of the workers are paid by the contractor. Common terms include, gang bosses, labor provider.)	
Any contractors on site?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Please give details: NA
Do all contractor workers understand their terms of employment?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Please give details: NA

8A - Sub-Contracting and Homeworking
[Summary of Findings]**8A: Compliance Requirements**

8.A.1 There should be no sub-contracting unless previously agreed with the main client.

8.A.2 Systems and processes should be in place to manage sub-contracting, homeworking and external processing.

Current Systems and Evidence Examined

To complete 'current systems' Auditors examine policies and written procedures in conjunction with relevant managers, to understand, and record what controls and processes are currently in place e.g. record what policies are in place, what relevant procedures are carried out, who is /are responsible for the management of this item of the code. Evidence checked should detail any documentary or verbal evidence shown to support the systems.

Current Systems:

The printing and embroidery are outsource as confirmed by the management,

Evidence examined:Facility Policy.
Inward and outward material registers.
Production records.
Interaction with management**Any other comments:**

NA

Summary of sub-contracting – if applicableIs there any sub-contracting at this site? ☒ Yes ☐ No**Process subcontracted**

Process Subcontracted	Printing
Name of factory	Elixir Unlimited
Address	2 Shrinath Estate, Near Uttam Dairy Cros Road, Ahmedabad-380021

Process subcontracted

Process Subcontracted	Embroidery
Name of factory	Omkar Graphics
Address	Near Aavkar Traders, Opp. Excel Industry Behrampur, Ahmedabad-380022

Process subcontracted

Process Subcontracted	Embroidery
Name of factory	Siddhi Vinayak private Limued
Address	120/1-2, Opposite PWD Gust House, Narol, Ahmedabad

Has the auditor made a simple calculation to compare capacity with workers' work load in order to identify possible unrecorded work or undeclared sub-contracting?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please give details: The capacity of the sub contractors checked and found ok
If sub-contractors are used, is there evidence this has been agreed with the main client? (If yes, please provide details)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No It was agreed with the main buyer by email, seen the evidence.
Number of sub-contractors/agents used:	3
Is there a site policy on sub-contracting?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No The policy of sub contracting vide STITCH- SAP-42
What checks are in place to ensure no child labour is being used and work is safe?	The ETI based audit was conducted of the sub contractors.
Summary of homeworking – if applicable	
Is homeworking used at this site?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

9 - No Harsh or Inhumane Treatment is Allowed [Summary of Findings]

9: Compliance Requirements

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

9.2 companies should provide access to a confidential grievance mechanism for all workers

Current Systems and Evidence Examined

To complete 'current systems' Auditors examine policies and written procedures in conjunction with relevant managers, to understand, and record what controls and processes are currently in place e.g. record what policies are in place, what relevant procedures are carried out, who is /are responsible for the management of this item of the code. Evidence checked should detail any documentary or verbal evidence shown to support the systems.

Current Systems:

Based on the interaction with the facility management and employee's interview, it is noted that no case of abuse or discipline has happened in the facility and the facility has a written disciplinary procedure that is displayed in the notice board of the facility.

According to the documentation, the facility management had established a disciplinary procedure for employees' misbehavior which included oral warning, written warning and finally termination and the site, had developed a training program for all employees on the procedure. Employee interview confirmed that employees were aware of the disciplinary procedure

As per management interview, document review and employees' interview, there was a policy on Harsh Treatment.

There is an internal process for grievance and suggestion box has been provided, where employees can report a grievances (harassment, bullying, discrimination etc.), any received complaint will be handled by management, without any reprisal for the employee in question. All sampled employees were aware this system.

The agreement with external agency for POSH is with Naari Brund Samity dated 21.9.2023.

There is no grievance procedure displayed near the suggestion box.

Evidence examined:

Facility Policy

The relevant policy on prevention of harassment and abuse

Internal grievance procedure documentation.

Training records

Interaction with management and Employees

Policy on equal opportunity

Any other comments:

NA

Are there published, anonymous and/or open channels available for reporting any violations of Labour standards and H&S or any other grievances to a 3rd party?

☒ Yes ☐ No

Please give details:

Facility had Grievance committee, Health and Safety committee and the Works Committee, POSH Committee

If yes, are workers aware of these channels and have access? Please give details.

The workers are aware of the suggestion box, communicating to the Management and the whistle blowing policies

If yes, what type of mechanism is used e.g. hotline, whistle blowing mechanism, comment box etc. Please give details.

Suggestion box which is opened every fortnight in presence of the WR and whistle blowing policies. There is no grievance procedure displayed near the suggestion box.

Which of the following groups is there a grievance mechanism in place for?


☒ Worker

☐ Communities

☒ Suppliers

☐ Other

Please provide grievance mechanism details	Facility had effective grievance mechanism in place where workers, communities & suppliers can express their grievance through Suggestion box, Hot line, committee meeting
Are there any open disputes?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Please give details:
Does the site encourage its business partners (e.g. suppliers) to provide individuals and communities with access to effective grievance mechanisms (e.g. helplines or whistle blowing mechanism)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please give details:
Is there a published and transparent disciplinary procedure?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please give details:
If yes, are workers aware of these the disciplinary procedure?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please give details:
Does the disciplinary procedure allow for deductions from wages (fines) for disciplinary purposes (see wages section)?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Please give details:

Non-Compliance		Evidence																																
[Back to findings summary]																																		
<table><tr><th colspan="2">Non-Compliance</th></tr><tr><td>Status</td><td>CLOSED</td></tr><tr><td>Reference</td><td>ZAF600558631</td></tr><tr><td>Clause</td><td>9 - No Harsh or Inhumane Treatment is Allowed</td></tr><tr><td>Issue Title</td><td>583 - Lack of a detailed grievance procedure that has been communicated to all workers</td></tr><tr><td>Subcategory</td><td>Grievance Procedures</td></tr><tr><td>New or carried over?</td><td><input checked="" type="checkbox"/> New <input type="checkbox"/> Carried Over</td></tr><tr><td>Resolved by audit</td><td>ZAA600075940</td></tr><tr><td>Root cause</td><td><input type="checkbox"/> Training <input checked="" type="checkbox"/> System <input type="checkbox"/> Costs <input type="checkbox"/> Lack of workers <input type="checkbox"/> Other</td></tr><tr><td>Root cause - Other</td><td></td></tr><tr><td>ETI code</td><td>9.2 - companies should provide access to a confidential grievance mechanism for all workers</td></tr><tr><td>Explanation to the non compliance</td><td>There is no grievance procedure being displayed near the suggestion box.</td></tr><tr><td>Follow up method</td><td><input type="checkbox"/> Follow up audit <input checked="" type="checkbox"/> Desktop audit</td></tr><tr><td>Timescale</td><td><input type="checkbox"/> Immediate <input checked="" type="checkbox"/> 30 days <input type="checkbox"/> 60 days <input type="checkbox"/> 90 days <input type="checkbox"/> 120 days <input type="checkbox"/> 180 days <input type="checkbox"/> 365 days <input type="checkbox"/> Other</td></tr><tr><td>Actions</td><td>The Grievance procedure will be displayed near the suggestion box</td></tr><tr><td>Additional comments</td><td>GRIEVANCE PROCEDURE ON SUGGESTION BOG DISPALY NC closed based on evidence uploaded.</td></tr></table>		Non-Compliance		Status	CLOSED	Reference	ZAF600558631	Clause	9 - No Harsh or Inhumane Treatment is Allowed	Issue Title	583 - Lack of a detailed grievance procedure that has been communicated to all workers	Subcategory	Grievance Procedures	New or carried over?	<input checked="" type="checkbox"/> New <input type="checkbox"/> Carried Over	Resolved by audit	ZAA600075940	Root cause	<input type="checkbox"/> Training <input checked="" type="checkbox"/> System <input type="checkbox"/> Costs <input type="checkbox"/> Lack of workers <input type="checkbox"/> Other	Root cause - Other		ETI code	9.2 - companies should provide access to a confidential grievance mechanism for all workers	Explanation to the non compliance	There is no grievance procedure being displayed near the suggestion box.	Follow up method	<input type="checkbox"/> Follow up audit <input checked="" type="checkbox"/> Desktop audit	Timescale	<input type="checkbox"/> Immediate <input checked="" type="checkbox"/> 30 days <input type="checkbox"/> 60 days <input type="checkbox"/> 90 days <input type="checkbox"/> 120 days <input type="checkbox"/> 180 days <input type="checkbox"/> 365 days <input type="checkbox"/> Other	Actions	The Grievance procedure will be displayed near the suggestion box	Additional comments	GRIEVANCE PROCEDURE ON SUGGESTION BOG DISPALY NC closed based on evidence uploaded.	<div></div> <div>NC- No grievance procedure.jpg</div>
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10A - Entitlement to Work and Immigration
[Summary of Findings]

10A: Compliance Requirements

10.A.1 Only workers with a legal right to work shall be employed or used by the supplier.

10.A.2 All workers, including employment agency staff, must be validated by the supplier for their legal right to work by reviewing original documentation.

Current Systems and Evidence Examined

To complete 'current systems' Auditors examine policies and written procedures in conjunction with relevant managers, to understand, and record what controls and processes are currently in place e.g. record what policies are in place, what relevant procedures are carried out, who is /are responsible for the management of this item of the code. Evidence checked should detail any documentary or verbal evidence shown to support the systems.

Current Systems:

1. Based on the review of employee attendance records and employee's interview, the facility has not employed any foreign nationals.

2. Based on the review of employee personal files, all the employees are holding the legal rights to work

Evidence examined:

Hiring procedure

Personnel files

Employee handbook

Interaction with Management and Employee

Any other comments:

NA

10B2 - Environment 2-Pillar
[Summary of Findings]

10B2: Compliance Requirements

10.B2.1 Suppliers must comply with the requirements of local and international laws and regulations including having necessary permits.

10.B2.2 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.

Current Systems and Evidence Examined

To complete 'current systems' Auditors examine policies and written procedures in conjunction with relevant managers, to understand, and record what controls and processes are currently in place e.g. record what policies are in place, what relevant procedures are carried out, who is /are responsible for the management of this item of the code. Evidence checked should detail any documentary or verbal evidence shown to support the systems.

Current Systems:

Evidence examined:

Any other comments:

Observation		Evidence																												
[Back to findings summary]																														
<table><tr><th colspan="2">Observation</th></tr><tr><td>Status</td><td>CLOSED</td></tr><tr><td>Reference</td><td>ZAF600542175</td></tr><tr><td>Clause</td><td>10B2 - Environment 2-Pillar</td></tr><tr><td>Issue Title</td><td>610 - Environmental section of the Sedex SAQ not completed</td></tr><tr><td>Subcategory</td><td>General Environmental Permits, & Management systems</td></tr><tr><td>New or carried over?</td><td><input type="checkbox"/> New <input checked="" type="checkbox"/> Carried Over</td></tr><tr><td>Raised by audit</td><td>ZAA420390006</td></tr><tr><td>Resolved by audit</td><td>ZAA600075940</td></tr><tr><td>Root cause</td><td><input type="checkbox"/> Training <input type="checkbox"/> System <input type="checkbox"/> Costs <input type="checkbox"/> Lack of workers <input checked="" type="checkbox"/> Other</td></tr><tr><td>Root cause - Other</td><td>N/A</td></tr><tr><td>Explanation to the observation</td><td>Before the audit, it was noted that the SAQ had not been completed.</td></tr><tr><td>Actions</td><td>N/A</td></tr><tr><td>Additional comments</td><td>SAQ COMPLETED NC closed based on evidence uploaded.</td></tr></table>			Observation		Status	CLOSED	Reference	ZAF600542175	Clause	10B2 - Environment 2-Pillar	Issue Title	610 - Environmental section of the Sedex SAQ not completed	Subcategory	General Environmental Permits, & Management systems	New or carried over?	<input type="checkbox"/> New <input checked="" type="checkbox"/> Carried Over	Raised by audit	ZAA420390006	Resolved by audit	ZAA600075940	Root cause	<input type="checkbox"/> Training <input type="checkbox"/> System <input type="checkbox"/> Costs <input type="checkbox"/> Lack of workers <input checked="" type="checkbox"/> Other	Root cause - Other	N/A	Explanation to the observation	Before the audit, it was noted that the SAQ had not been completed.	Actions	N/A	Additional comments	SAQ COMPLETED NC closed based on evidence uploaded.
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10B4 - Environment 4–Pillar
[Summary of Findings]

10B4: Compliance Requirements

10.B4.1 Businesses as a minimum must meet the requirements of local and national laws related to environmental standards.

10.B4.2 Where it is a legal requirement, businesses must be able to demonstrate that they have the relevant valid permits including for use and disposal of resources e.g. water, waste etc.

10.B4.3 Businesses shall be aware of their end client's environmental standards/code requirements

10.B4.4 Suppliers should have an environmental policy, covering their environmental impact, which is communicated to all appropriate parties, including its own suppliers.

10.B4.5 Suppliers shall be aware of the significant environmental impact of their site and its processes.

10.B4.6 The site should measure its impacts, including continuous recording and regular reviews of use and discharge of natural resources e.g. energy use, water use (see 4–pillar audit report and audit checks for details).

10.B4.7 Businesses shall make continuous improvements in their environmental performance.

10.B4.8 Businesses shall have available for review any environmental certifications or any environmental management systems documentation

10.B4.9 Businesses should have a nominated individual responsible for co-ordinating the site's efforts to improve environmental performance.

10B4: Guidance for Observations

10.B4.10 Suppliers should have completed the appropriate section of the SAQ and made it available to the auditor.

10.B4.11 Has the site recently been subject to (or pending) any fines/prosecutions for noncompliance to environmental regulations.

Note for auditors and readers. This environment section is intended to take not more than 0.25 auditor days. It is an assessment only and the main requirement is to establish whether a site is meeting applicable environmental laws and/or has any certifications or environmental management systems in place. Following this assessment the client/supplier may decide a full environmental audit is required (see also best practice guidance/environment and guidance for auditor)

Current Systems and Evidence Examined

To complete 'current systems' Auditors examine policies and written procedures in conjunction with relevant managers, to understand, and record what controls and processes are currently in place e.g. record what policies are in place, what relevant procedures are carried out, who is /are responsible for the management of this item of the code. Evidence checked should detail any documentary or verbal evidence shown to support the systems.

Current Systems:

Gujarat Pollution Control Board Notification No. : CPCP/P-1/12/352040 DT 12-04-2016 Annex S.no. 84 : "Manufacturing of Garment by stitching from ready cloth having white Category Registration exempted from Pollution consent.

Verified Ambient Air Quality done by Metro Enviro Chem Associates on 5.5.2024

Verified DG Noise Monitoring done by Metro Enviro Chem Associates on 5.5.2024

Verified Indoor Noise Monitoring done by Metro Enviro Chem Associates on 5.5.2024

Lux Intensity done by Metro Enviro Chem Associates on 5.5.2024

Indoor Air Quality done by Metro Enviro Chem Associates on 5.5.2024

Evidence examined:

Facility Policy.
Pollution permits
Environmental Monitoring Report
Environmental Legal Register
Training records
Interaction with management and Employees.
Aspect Impact Analysis dated 01.06.2024
The water consumption
Power Consumption
Paper Consumption

Any other comments:

NA

Environmental Analysis	
Is there a manager responsible for Environmental issues (Name and Position):	Mr Mihir Shah, General Manager
Has the site conducted a risk assessment on the environmental impact of the site, including implementation of controls to reduce identified risks?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please give details: The organization has done the environment impact assessment of Process on 1.6.2024
Does the site have a recognised environmental system certification such as ISO 14000 or equivalent?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Please give details: NA
Does the site have an Environmental policy?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
If yes, is it publicly available?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
If yes, does it address the key impacts from their operations and their commitment to improvement?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please give details: The key impacts are waste generating, air emissions, wastewater discharging, noise emissions, and the site had set the rated energy conservation and emission reduction policy
Does the site have a Biodiversity policy?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Is there any other sustainability systems present such as Chain of Custody, Forest Stewardship Council (FSC), Marine Stewardship Council (MSC) etc.?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Please give details: NA
Have all legally required permits been shown?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please give details: Gujarat Pollution Control Board Notification No. : CPCP/P-1/12/352040 DT 12-04-2016 Annex S.no. 84 : "Manufacturing of Garment by stitching from ready cloth having white Category Registration exempted from Pollution consent.
Is there a documentation process to record hazardous chemicals used in the manufacturing process?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Not Applicable Please give details: No hazardous chemicals are being used.
Is there a system for managing client's requirements and legislation in the destination countries regarding environmental and chemical issues?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Please give details: NA
Facility has reduction targets in place for environmental aspects e.g. water consumption and discharge, waste, energy and green-house gas emissions:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please give details: Targets set for water consumption, diesel oil consumption, paper consumption

Facility has evidence of waste recycling and is monitoring volume of waste that is recycled.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Please give details: No items are recycled.	
Does the facility have a system in place for accurately measuring and monitoring consumption of key utilities of water, energy and natural resources that follows recognised protocols or standards?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please give details: The electric meter and water meter is calibrated	
Has the facility checked that any Sub-Contracting agencies or business partners operating on the premises have the appropriate permits and licences and are conducting business in line with environmental expectations of the facility?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Please give details: NA	
Usage/discharge analysis		
Criteria	Previous year: 2023	Current year: 2024
Electricity Usage: Kw/hrs	46412	23500
Renewable Energy Usage: Kw/hrs	15000	1650
Gas Energy Usage: Kw/hrs	0	0
Has site completed any carbon Footprint Analysis?	No	No
If Yes, please state result		
Water Sources	Municipal	Municipal
Water Volume Used	360	17
Water Discharged	Drain	Drain
Water Volume Discharged	120	6
Water Volume Recycled	0	0
Total waste produced	Fabric- 988 Kg Paper- 95 Kg, Plastic- 74 Kg E. Waste- NIL	Fabric- 858 Kg Paper- 76 Kg, Plastic- 59 Kg E. Waste- NIL
Total hazardous waste produced	0	0
Waste to recycling	Fabric- 988 Kg Paper- 95 Kg, Plastic- 74 Kg	Fabric- 858 Kg Paper- 76 Kg, Plastic- 59 Kg
Waste to landfill	100 kg	52 kg
Waste to other	Plastic- 74 K	Plastic- 59 Kg
Total Product Produced	15,00,000 pieces	9,50,000 pieces

10C - Business Ethics – 4-Pillar Audit [Summary of Findings]

10C: Compliance Requirements

10.C.1 Businesses shall conduct their business ethically without bribery, corruption, or any type of fraudulent Business Practice.

10.C.2 Businesses as a minimum must meet the requirements of local and national laws related to bribery, corruption, or any type of fraudulent Business Practices.

10.C.3 Where it is a legal requirement, businesses must be able to demonstrate that they comply with all fiscal legislative requirements.

10.C.4 Businesses shall have access to a transparent system in place for confidentially reporting, and dealing with unethical Business Ethics without fear of reprisals towards the reporter.

10.C.5 Businesses should have a Business Ethics policy, covering bribery, corruption, or any type of fraudulent Business Practice,

10.C.6 Businesses should have a designated person responsible for implementing standards concerning Business Ethics

10.C.7 Suppliers should ensure that the staff whose job roles carry a higher level of risk in the area of ethical Business Practice e.g. sales, purchasing, logistics are trained on what action to take in the event of an issue arising in their area.

10C: Guidance for Observations

10.C.8 Businesses should communicate their Business Ethics policy, covering bribery, corruption, or any type of fraudulent Business Practice to all appropriate parties, including its own suppliers.

10.C.9 Has the site recently been subject to (or pending) any fines/prosecutions for non-compliance to Business Ethics regulations. If so is there evidence that sustainable corrective actions have been implemented

Note for auditors and readers. This Business Ethics section is intended to take not more than 0.25 auditor days. It is an assessment not an audit.

Current Systems and Evidence Examined

To complete 'current systems' Auditors examine policies and written procedures in conjunction with relevant managers, to understand, and record what controls and processes are currently in place e.g. record what policies are in place, what relevant procedures are carried out, who is /are responsible for the management of this item of the code. Evidence checked should detail any documentary or verbal evidence shown to support the systems.

Current Systems:

The company manager was the designated person responsible for implementing standards concerning Business Ethics and it was observed that the site does not indulge in corrupt and discriminative practices. The company has established a business ethics policy which was communicated to workers through posters and training.

The site had received and read the business ethics policy of the auditor/audit company

Evidence examined:

The company business ethics policy including
Company Ethical Policy STITCH-EBPP-15
Anti Bribery Policy - STITCH-ABP-01

Any other comments:

NA

Does the facility have a Business Ethics Policy and is the policy communicated and applied internally, externally or both, as appropriate?

☒ Internal Policy

☐ Policy for third parties including suppliers

Please give details:

he company business ethics policy including Company Ethical Policy STITCH-EBPP-15 Anti Bribery Policy - STITCH-ABP-01

Does the site give training to relevant personnel (e.g. sales and logistics) on business ethics issues?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please give details: The training in anti bribery is imparted on 15.6.2024
Is the policy updated on a regular (as needed) basis?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please give details: The policy is updated every year.
Does the site require third parties including suppliers to complete their own business ethics training	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please give details: The ETI Code of Conduct is signed off with the suppliers,

Attachments



First Aid Box.jpg



Production.jpg



Emergency Light.jpg



NC- No Glowing Emergency light.jpg



Company Board.jpg



Cutting.jpg



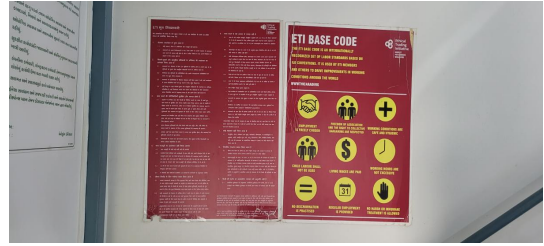
Face reading.jpg



Way to Assembly Point.jpg



Gangway.jpg



ETI Code.jpg



Drinking Water.jpg



Overview.jpg



Stores.jpg



packing.jpg



Stitching Section.jpg



NC- No grievance procedure.jpg



ironing.jpg



Arrow Marking.jpg



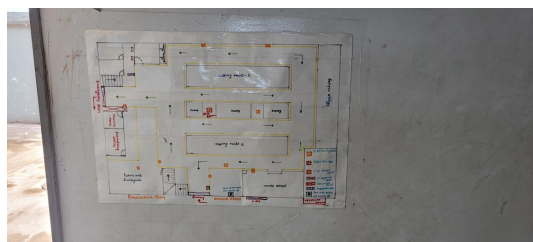
gents Toilet.jpg



Lunch box stores.jpg



ladies Toilet.jpg



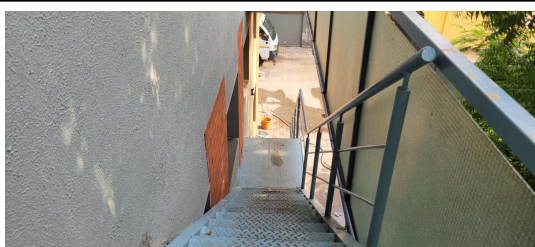
Evacuation Plan.jpg



NC- No Instruction for the sue of the fire
extinguishers.jpg



Assembly Point.jpg



Secondary Exit.jpg



Signed CAPR.pdf



ERT.jpg



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Your feedback on your experience of the SMETA audit you have observed is extremely valuable. It will help to make improvements to future versions.

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

[Click here for Buyer \(A\) & Buyer/Supplier \(A/B\) members:](http://www.surveymonkey.com/s.aspx?sm=riPsbE0PQ52ehCo3lnq5lw_3d_3d)

http://www.surveymonkey.com/s.aspx?sm=riPsbE0PQ52ehCo3lnq5lw_3d_3d

[Click here for Supplier \(B\) members:](http://www.surveymonkey.com/s.aspx?sm=d3vYsCe48fre69DRglY_2brg_3d_3d)

http://www.surveymonkey.com/s.aspx?sm=d3vYsCe48fre69DRglY_2brg_3d_3d

[Click here for Auditors:](https://www.surveymonkey.co.uk/r/BRTVCKP)

<https://www.surveymonkey.co.uk/r/BRTVCKP>