



Sedex Members Ethical Trade Audit Report

Version 6.1



Audit Details				
Sedex Company Reference: <i>(only available on Sedex System)</i>	ZC5000035781	Sedex Site Reference: <i>(only available on Sedex System)</i>	ZS1000041886	
Business name (Company name):	SAAAN APPAREL			
Site name:	SAAAN APPAREL			
Site address:	07 km kachha road near kahana kachha railway station lahore LAHORE 54700 PK	Country:	PK	
Site contact and job title:	Mr. Aurangzeb / Manager Admin & HR			
Site phone:	923314298841	Site e-mail:	admin@saaan-apparel.com	
SMETA Audit Pillars:	<input checked="" type="checkbox"/> Labour Standards	<input checked="" type="checkbox"/> Health and Safety (plus Environment 2-Pillar)	<input type="checkbox"/> Environment 4-pillar	<input type="checkbox"/> Business Ethics
Date of Audit:	2024-07-29			

Audit Company Name:
SGS Pakistan

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:	Muhammad Aamir Rauf	APSCA Number:	21702815
Additional Auditors:			
Date of declaration:	2024-07-29		

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. Aurangzeb
Title:	Manager Admin & HR
Date of declaration:	2024-07-29
Comments:	<p><i>Any exceptions to this must be recorded here (e.g. different sample size):</i> <i>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).</i> <i>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></p>
Nil	

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	0	0	
0B - Management systems and code implementation			0	0	0	
1 - Freely chosen employment			0	0	0	
2 - Freedom of association and right to collective bargaining are respected	2.1		1	0	0	NC - ZAF600579451
3 - Working conditions are safe and hygienic	3.1		1	0	0	NC - ZAF600579452
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	1	0	0	NC - ZAF600579453
10A - Entitlement to work and immigration			0	0	0	
10B2 - Environment 2-pillar			0	0	0	
10B4 - Environment 4-pillar			0	0	0	
10C - Business ethics 4-pillar			0	0	0	

Local Law Issues

Issue	Description
§1	<p>THE PROTECTION AGAINST HARASSMENT OF WOMEN AT THE WORKPLACE ACT 2010 Section 3 (1) &(2)</p> <p>– (1) Each organization shall constitute an Inquiry Committee within thirty days of the enactment of this Act to enquire into complaints under this Act.</p> <p>(2) The Committee shall consist of three members of whom at least one member shall be a woman. One member shall be from senior management and one shall be a senior representative of the employees or a senior employee where there is no CBA. One or more members can be co-opted from outside the organization if the organization is unable to designate three members from within as described above. A Chairperson shall be designated from amongst them.</p>

Site Details

Site Details		
Company Name	SAAAN APPAREL	
Site Name	SAAAN APPAREL	
GPS location (if available)	GPS Address:	Factory is located at 7-KM, Kacha Road, Near Kacha Railway Station, Lahore, Tehsil Nishter Town District Lahore
	Coordinates:	31.393880712463133, 74.30918380461998
Applicable business and other legally required licence numbers and documents, for example, business license number, liability insurance, any other required government inspections	NTN: 7937707 G.S.T: 3277876144263 Labour Registration: 2023011704057, Certificate of Incorporation: K-297/90-33, All above certificate has no expiry Membership Certificate of Lahore Chamber of Commerce Membership#: 93360-A valid till 31st March, 2025	
Products/Activities at site, for example, garment manufacture, electricals, toys, grower, cutting, sewing, packing etc	Manufacturing of Knitted Garments	
Site description: (Include size, location, and age of site. Also, include structure and number of buildings)	SAAAN Apparel is manufacturer and exporter of knitted garments, established as a firm in 2017, working in 2nd floor of a rental place of a shared Building at 7-Km Kachha Road near Khana Kachha Railway Station, Lahore. The facility covered area is approximately 3799 sq ft. Factory is surrounded by similar type of factories. There's only 1 block of the building. Ground and First floor is with building owner TEXCOT International which also a garment and workwear exporter.	

Structure and number of buildings	Building Name:		Main Building
	Floor	Description	Remark
	Ground Floor	Ground Floor is shared with building owner TEXCOT International which also a garment and workwear exporter. Fabric storage, Cutting, stitching, packing and ware housing operations are being conducted independently and separately on ground by building owner	None.
	First Floor	First Floor is shared with building owner TEXCOT International which also a garment and workwear exporter. Fabric storage, Cutting, stitching, packing and ware housing operations are being conducted independently and separately on First Floor by building owner	None.
	Second Floor	2nd floor is used by SAAAN Apparel. There was production process of cutting, stitching, finishing packing and warehousing of the finished products.	None.
Visible structural integrity issues (large cracks) observed?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Please give details: No visible structural integrity issues (large cracks) observed		
Does the site have a structural engineer evaluation?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please give details: Facility has obtained Building Stability Certificate from Ahad Associates Consultants ref CIVIL/25706 Fire equipment inspection from Civil Defence Office valid till Sept 2024		

Site function	<input type="checkbox"/> Agent <input checked="" type="checkbox"/> Factory Processing/Manufacturer <input checked="" type="checkbox"/> Finished Product Supplier <input type="checkbox"/> Grower <input type="checkbox"/> Homeworker <input type="checkbox"/> Labour Provider <input type="checkbox"/> Pack house <input type="checkbox"/> Primary Producer <input type="checkbox"/> Service Provider <input type="checkbox"/> Sub-contractor
Months of peak season	July to December
Process overview	Products: Manufacturing of Knitted Garments; Production Processes include Cutting, Stitching, Finishing, Packing and Warehousing of the finished products.
What form of worker representation is there on site?	<input type="checkbox"/> Union <input checked="" type="checkbox"/> Worker Committee <input type="checkbox"/> Other <input type="checkbox"/> None
Please give details:	Joint Management Workers Council
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: No worker accommodation provided by facility.

Audit Parameters		
Time in and time out	Day 1	
	In	09:10
	Out	05:15
Audit type:	FULL_INITIAL	
Was the audit announced?	SEMI_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. Aurangzeb / Manager Admin & HR	
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
<i>Reason for absence at the opening meeting</i>	No Union on Site		
<i>Reason for absence during the audit</i>	No Union on Site		
<i>Reason for absence at the closing meeting</i>	No Union on Site		

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	79	0	0	0	0	0	0	79
Worker numbers - female	10	0	0	0	0	0	0	10
Total	89	0	0	0	0	0	0	89
Number of Workers interviewed - male	8	0	0	0	0	0	0	8
Number of Workers interviewed - female	2	0	0	0	0	0	0	2
Total - interviewed sample size	10	0	0	0	0	0	0	10

Nationalities Structure	
Nationality of Management	Pakistani
Please list the nationalities of all workers, with the three most common nationalities listed first.	Nationality 1: Pakistani 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: Facility has an only model of salary payment on monthly basis.

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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Number of group interviews:	2 Group Interviews, one for 2 male workers and one of 2 female workers
Number of individual interviews:	Male: 6 Female: 0
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?	All the workers had a positive attitude towards management and their co-workers.
What did the workers like the most about working at this site?	Working environment, on time payment.
Any additional comment(s) regarding interviews:	None.
Attitude of workers to hours worked:	Workers expressed that they sometimes wanted to work extra, to earn more money, however, they could turn down overtime if they wanted.
Is there any worker survey information available?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Please give details:

Attitude of workers:
In general, the employees exhibited a highly positive attitude towards the company's management. During the interviews, the staff members affirmed that the management consistently displayed a positive demeanor towards them and fostered an environment where they felt comfortable reaching out with any personal or work-related issues. The interviewed employees also expressed that their managers treated them well and maintained a positive outlook. The auditors randomly selected workers from various work processes representing different age groups. The interviews were conducted in a private setting without any management representatives present. Notably, there were no complaints raised against the management by the employees, indicating a widespread perception of high regard for the personnel.
Attitude of worker's committee/union reps:
During audit interview was conducted with the members of "Joint Management Workers Council". Worker representatives were found happy and comfortable with management attitude. Worker representatives did not share any negative information about the factory management.
Attitude of managers:
The management was supportive to the audit process. Access to workplace, documents and people was fully provided. Interviews were conducted in a private space provided.

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:

Facility has defined policy of Social & Human Rights (Doc# HR-PLS-14 Issue# 01) endorsed at the highest level covering human rights impacts and issues and it is communicated to all appropriate parties and suppliers.
 Facility has designated person responsible for implementing standards concerning human rights.
 Facility has identified its stakeholders and salient issues.
 Facility has measure direct and indirect impacts and potential impacts on stakeholders.
 Facility has transparent system for confidentiality on reporting and dealing with human rights impacts without any fear of reprisals towards the reporter.

Evidence examined:

- Policy on Social & human rights covering the UNGP.
- Suppliers and stakeholder list and record

Any other comments:

None.

Policy statement that expresses commitment to respect human rights?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please give details: Facility has defined policy endorsed by top level management to respect human rights.
Are the policies included in workers' manuals?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please give details: All the policies and procedure included in "worker's handbook.
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: Facility has a designated Mr. Aurangzeb (Manager Admin 7 HR) responsible for implementing standards concerning human rights.

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 transparent system for confidential reporting & information without any fear.				
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: Facility has effective procedure for privacy of worker information as per doc# HR-PLS-10.				
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))	<table> <tr> <td>Last year</td> <td style="text-align: right;">9.6%</td> </tr> <tr> <td>This year</td> <td style="text-align: right;">7.5%</td> </tr> </table>	Last year	9.6%	This year	7.5%
Last year	9.6%				
This year	7.5%				
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])	5.8%				
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)	<table> <tr> <td>Last year</td> <td style="text-align: right;">2.8%</td> </tr> <tr> <td>This year</td> <td style="text-align: right;">2.1%</td> </tr> </table>	Last year	2.8%	This year	2.1%
Last year	2.8%				
This year	2.1%				
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)	1.9%				
Are accidents recorded?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please give details: Incidents & Accidents are recorded in injury register.				
Annual Number of work related accidents and injuries per 100 workers((Number of work related accidents and injuries * 100) / Number of total workers)	<table> <tr> <td>Last year</td> <td style="text-align: right;">4.5%</td> </tr> <tr> <td>This year</td> <td style="text-align: right;">2.0%</td> </tr> </table>	Last year	4.5%	This year	2.0%
Last year	4.5%				
This year	2.0%				

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)	1.7%	
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%

OB - Management Systems and code Implementation
[Summary of Findings]

OB: 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:

The facility has established Human Resources department and appointed Mr. Aurangzeb (Manager Admin & HR) to ensure the implementation of local laws and international labour standards requirements. The facility has written policies and procedure documented as DOC#HR-PLS to address workers' wages and compensations, working hour, child labour, forced labour, health and safety, abuse and harassment etc. Facility management was found aware of local law requirements concerning, child labour, wages, hours of work, health and safety, environment etc. Moreover facility obtains law updates from labour department and also has subscription of different law websites, recent update has been received from labour department for revision of minimum wages (The Punjab Gazette w.e.f 01 July 2023). Facility was conducting internal audits on annual basis to ensure effectiveness of social policy and procedure. Last Internal Audit was conducted on 09-05-2024. Local government departments like Labour department, electrical department and Civil defence departments are conducting annual inspections at the factory. The facility has displayed ETI Base code in native language at production floors and notice boards to communicate with the workers. Further facility has communicated ETI code to its suppliers and has taken written commitment from all its suppliers to comply with social compliance code of conduct. Facility conducts the training on ETI base code for all employees on regular basis, Last Training conducted on 27-May-2024

Evidence examined:

- Social Compliance Management System Manual,
- Job Description of Manager Compliance
- Facility visit and check notices boards for communication of code with workers
- Internal audits & record of training of workers
- Compliance Certificate

Any other comments:

None.

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:

Facility is not subject to any fine from any authority for noncompliance.

<p>Do policies and/or procedures exist that reduce the risk of forced labour, child labour, discrimination, harassment & abuse?</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Please give details:</p> <p>Facility has defined policies and procedures against forced labour, child labour, discrimination, harassment and abuse in its Social Compliance Policy & Procedures Manual documented as DOC# HR-PLS-04,</p>
<p>If Yes, is there evidence (an indication) of effective implementation? Please give details.</p>	<p>Policies exist for all areas (child labour, Forced labour, Health and Safety, Living Wage, Working Hours, No harsh treatment, Environment and Business Ethics); these are communicated to workers via poster and regular trainings. Last training session was conducted on 27-05-2024</p>
<p>Have managers and workers received training in the standards for forced labour, child labour, discrimination, harassment & abuse?</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Please give details:</p> <p>Yes, both our managers and workers have received training in the standards for forced labor, child labor, discrimination, harassment, and abuse. We prioritize providing comprehensive training to ensure a safe and inclusive work environment.</p>
<p>If Yes, is there evidence (an indication) that training has been effective e.g. training records etc.? Please give details</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Please give details:</p> <p>Facility maintains comprehensive training records that document the training sessions conducted, attendance records, and any assessments or evaluations conducted as part of the training process. These records serve as evidence of the training provided and the effectiveness in raising awareness and promoting compliance with the required standards.</p>
<p>Does the site have any internationally recognised system certifications e.g. ISO 9000, 14000, OHSAS 18000, SA8000 (or other social audits)?</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Please give details:</p> <p>Yes Facility has Internationally recognized systems and recently achieved the certification of Worldwide responsible Accredited Production (WRAP) valid till 12-July-2024. Renewal is under-process, audit has been conducted on 08th July 2024.</p>
<p>Is there a Human Resources manager/department?</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>The facility has a Human Resources department & the facility hired designated personnel i.e. Mr. Aurangzeb (Manager Admin & HR) for the implementation of human rights matters.</p>
<p>Is there a senior person /manager responsible for implementation of the code?</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Please give details:</p> <p>Mr. Aurangzeb (Manager Admin & HR) is designated for the Implementation of Code in the facility.</p>
<p>Is there a policy to ensure all worker information is confidential?</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Please give details:</p> <p>Facility has a policy in place to ensure the confidentiality of worker information. Facility understand the importance of protecting the privacy and personal data of our employees.</p>

Is there an effective procedure to ensure confidential information is kept confidential?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please give details: The facility has implemented an effective procedure to ensure that confidential information is kept confidential. procedure includes strict access controls, secure storage systems
Are risk assessments conducted to evaluate policy and procedure effectiveness?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please give details: Risk assessment and internal audits are being conducted to evaluate effectiveness of policy and procedures. Last risk assessment was carried out on 09-05-2024.
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: Issues pointed out during risk assessment internal audit are brought to the attention of senior management and correction made.
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: Facility has developed supplier selection policy and procedure, which require them to adhere labour standards.
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 all required business licenses, approved building layout plans required to run the business.
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 is implementing Factories Act 1934 and all other applicable laws for land right issues.
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: Legal Advisor completes all documents regarding land rights.
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 acquired the building in 2017 and compensated the owner as per mutual agreement.
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: Land use reforms mechanism established in code of ethics of company and in land acquisitions requirements are met in accordance with local legal requirements.

Is there any evidence of illegal appropriation of land for facility building or expansion of footprint?

Yes No

Please give details:

No Such Evidence observed.

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:

Based on the policy review, employment relationship is in voluntary basis for both regular and overtime work.
 As the evidence of voluntary basis for regular work the facility practices as below: on hiring process the facility requires all hiring documents such as employment contract that explicitly affirming statement that applicants are seeking employment voluntarily and are not under of any penalty. This employment contract is signed by employee and HR department and kept on personnel file. The facility verifies original documents such as national ID card, School certificate and only keeps copies of employees' original documents.
 The employees worked overtime on voluntary basis. Based on the employees' interviews, it was noted that they have a right to refuse overtime work.
 There is no evidence that employees' freedom of movements is necessarily impeded.
 The employees are free to leave once their shift ends.
 The employees are given reasonable time off to pray.
 The employees are not bonded or indentured.
 The employees are issued their wages directly.
 No prison labour is employed at the facility

Evidence examined:

- Factory policy and procedure against use of forced labour documented as DOC# HR-PLS-12
- Facility walk through visit checked any confined area, isolated activity
- Workers interview individually and in groups
- Checked personal files of the workers, contract letters, appointment letters.
- Terms and condition of employment

Any other comments:

None.

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 workers' freedom to terminate employment.

<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: No part of the business is done in UK.</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: There are no restrictions on workers' freedom to leave the site at the end of the work day or even during their break.</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: Facility totally understands the risks of forced, trafficked or bonded labour in its supply chain. It conducts due diligence of its whole supply chain or regular intervals in this regard. Facility has also conducted comprehensive risk assessments to identify and assess potential accountability within our supply chain. Last Risk Assessment was conducted on 09-May-2024.</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: Facility is taking suitable control measures in order to eliminate/reduce the risks identified. Implementation of the control measures taken is also being monitored on regular intervals during review meetings.</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:

Factory has defined freedom of association policy and procedure in its social compliance manual documented as DOC# HR-PLS-06, as per policy, company respects the just, legal, ethical and social rights, facilities and needs of all employees. Purely on non-discriminatory basis, all employees of the company possess freedom and right to associate and collectively bargain by just, ethical and legal means to protect their rights. On parallel means, all employees are free to elect their representatives for their rights protections.

Currently there is no worker union, however facility has constituted Joint management workers council as a parallel means.

Factory has constituted a Joint management workers council, comprising of 6 workers and 01 management representatives. Workers representatives were elected by the workers through election, while management representatives were nominated by the management. Last election held on 02-02-2023 for a period of two years.

The council meets monthly and discusses the worker's issues and complaints and gives its recommendations to the management for the rectification of the issues. Last meeting of the council was conducted on 18 July 2024. Record of the same was verified during audit. There was a gap observed pertinent to awareness of the workers in this regard which has been raised as Non-conformance.

Evidence examined:

- Freedom of Association policy and procedure.
- Joint management workers council election records.
- Joint management workers council meeting minutes.
- Interviews and discussion with workers and council representatives.

Any other comments:

None.

What form of worker representation/union is there on site? (Please add the name of the union or committee in the textbox)	<input type="checkbox"/> Union <input type="checkbox"/> Other	<input checked="" type="checkbox"/> Worker Committee <input type="checkbox"/> None
Other details:	Joint management workers council	
Is it a legal requirement to have a union?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Is it a legal requirement to have a worker's committee?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> 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: • Suggestion and complaint boxes • EHS Committee
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: Meeting room is available in order to council JMWC members meetings.
Name of union and union representative, if applicable:	Not Applicable.
Is there evidence of free elections?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Not Applicable
If there is no union, is there a parallel means of consultation with workers e.g. worker committees?	Joint management workers council
Is there evidence of free elections?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input 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: Workers were found aware of the worker representatives. But some of the workers were not aware about the topics which can be raised with their representatives.
Were worker representatives freely elected?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Date of last election:	2023-02-02
Do workers know what topics can be raised with their representatives?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Were worker representatives/union representatives interviewed?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
If Yes, please state how many:	2.0
Please describe any evidence that union/worker's committee is effective? Specify date of last meeting; topics covered; how minutes were communicated etc.	Joint Management Worker Council., Last meeting of the council was held on 18 July 2024, Meeting minutes were posted at production floors and available to workers, and Last meeting agenda includes but not limited to a few health & safety issues.
Are any workers covered by Collective Bargaining Agreement (CBA)?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Non-Compliance		Evidence
[Back to findings summary]		
Non-Compliance		
Status	OPEN	
Reference	ZAF600579451	
Clause	2 - Freedom of Association and Right to Collective Bargaining are Respected	
Issue Title	137 - A committee exists but workers do not know about the worker committee / its function and / or who their representatives are	
Subcategory	Effectiveness of Representation Body	
New or carried over?	<input checked="" type="checkbox"/> New <input type="checkbox"/> Carried Over	
Root cause	<input checked="" type="checkbox"/> Training <input type="checkbox"/> System <input type="checkbox"/> Costs <input type="checkbox"/> Lack of workers <input type="checkbox"/> Other	
Root cause - Other		
ETI code	2.1 - Workers, without distinction, have the right to join or form trade unions of their own choosing and to bargain collectively.	
Explanation to the non compliance	During interaction with worker, it was observed that 04 out of 10 workers were not aware of function of Joint management workers council.	
Follow up method	<input type="checkbox"/> Follow up audit <input checked="" type="checkbox"/> Desktop audit	
Timescale	<input type="checkbox"/> Immediate <input type="checkbox"/> 30 days <input checked="" 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	Facility should raise the awareness of JMWC among workers.	

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:

Factory has defined Health and Safety policy and procedure in its social compliance manual, documented as DOC# HR-PLS-09 as per policy Company's core priority is to provide employees with neat and clean, safe and healthy environment.

Company's facilities include availability of edible items including potable water, separated toilets, tidy and unpolluted air, noise safety, adequate lighting, installation of firefighting, first aid and other emergency equipment and related drills / trainings".

Facility has appointed Mr. Aurangzeb (Manager Admin & HR) to ensure proper implementation, monitoring, and training of H&S requirements.

During site tour, it was confirmed that all factory buildings are made of concrete (bricks, cement work) and seems sound. Production floors are well-ventilated. Temperature was comfortable for workers to work on production floors. Safety signs and safe work instructions have been posted at relevant locations which help identify and warn about the hazards present at the workstation.

Facility has established Emergency Response Team with 04 members, selected from all departments. ERT meets on regular basis last meeting, held dated 01 July 2024 and discusses Environment, Health, Safety related issues and provides their recommendation to management for rectification.

Factory has obtained firefighting equipment inspection certificate Civil Defense Certificate in May 2024 from District Civil Defence Headquarter Lahore valid till September 2024. and as per this certificate factory has installed sufficient firefighting equipment in accordance with local law.

Health & Safety Risk Assessment of all departments found documented. Last Risk Assessment review on dated 09th May 2024.

Building Stability Certificate from Ahad Associates Consultants ref CIVIL/25706. As per certificate the firm certified that they have carried out a detailed survey of the building and material which was found satisfactory and is in accordance with the recognized standards required by the Architects and builders and further that the coercion has been carried out in such a way as to give the building reasonable stability and to provide the maximum safety in working the machines housed in the building.

Facility has conducted fire / emergency evacuation drill. Factory conducts joint fire drills for workers of SAAAN Apparel & Texcot International on biannually basis. Last was conducted as under; • Recent drill conducted on 01-07-2024 at 12:45 pm. Total time of evacuation recorded was 02:19 minutes and total workers evacuated were 127 (workers of SAAAN Apparel 91 + workers of Texcot International 35). fire / emergency evacuation drill is being conducted on quarterly basis.

EHS trainings like first aid, firefighting, chemical Handling, machine safety, waste handling, and Use of PPE's were provided to all employees on quarterly basis.

Firefighting Training on 01-07-2024
First Aid Training on 22-05-2024
Machine guarding Training on 27-05-2024
Use of PPE's & chemical handling training was arranged on 22-05-2024
Emergency preparedness on 01-07-2024

Evaluation is verified through verbal Question & Answer Session.

Accident and injury records were kept, and the factory analysed the accidents/injuries and took corrective actions accordingly. Reports were reviewed for year 2023-2024 reviewed, no Loss Time Injury occur, only 11 Minor Injuries were reported.

Two fire exits were available for each factory production hall and evacuation maps were found posted at each section.

There were 17 Fire extinguishers and fire trolleys, 12 fire buckets, emergency lights 8, fire alarm 4, fire exits 5, smoke detectors 25. There are 04 fire alarm call points with 04 sounders, all which were appropriate in functionality and number. A gap regarding identification & instructions of fire hose-reel was observed and raised as non-compliance.

There was 10 first Aid box with sufficient supplies installed in each departments of the factory and 06 Trained first aiders from Civil Defence Department Lahore.

Facility has workers toilets separated for male and female. Total: 10; 08 toilets for male and 02 for female. In addition to that there were 5 wash basins.


The general EHS conditions such as hygiene, lighting and ventilation etc. were all acceptable.

Evidence examined:

<p>Health and safety policy and procedure. Certificate of building stability Electrical installation inspection report Firefighting equipment inspection certificate EHS trainings like chemical Safety and Use of PPE's Health and safety inspection reports. Machineries and equipment's inspection reports. Fire safety list of equipment. Machine maintenance record. Worker's hygiene cards and vaccination reports.</p>
<p>Any other comments:</p>
<p>None.</p>

<p>Does the facility have general and occupational Health & Safety policies and procedures that are fit for purpose and are these communicated to workers?</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please give details: Company has health & Safety policy and is communicated to workers, verified in worker interviews</p>
<p>Are the policies included in workers' manuals?</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please give details: Policies and procedure are include in workers' manual</p>
<p>Are there any structural additions without required permits/inspections (e.g. floors added)?</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Please give details: No structural additions were found without any permits.</p>
<p>Are visitors to the site informed on H&S and provided with personal protective equipment?</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please give details: Visitors are provided with safety briefings and personal protective equipment's.</p>
<p>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))</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Please give details: There is no specific room designated as medical facility. However, First aid kits and trained first aider found available in each section.</p>
<p>Is there a doctor or nurse on site or there is easy access to first aider/ trained medical aid?</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please give details: There are total of 06 trained first aiders available onsite.</p>
<p>Where the facility provides worker transport – is it fit for purpose, safe, maintained and operated by competent persons e.g. buses and other vehicles?</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Please give details: Transportation is not provided by the facility.</p>
<p>Is secure personal storage space provided for workers in their living space and is fit for purpose?</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Please give details: There is no Dormitory available.</p>

<p>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?</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Please give details: Risk assessment carrying such workers is conducted by the factory.</p>
<p>Is the site meeting its legal obligations on environmental requirements including required permits for use and disposal of natural resources?</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Please give details: Factory is in compliance with the environmental requirements and have the No Objection Certificate from Environmental Protection Agency.</p>
<p>Is the site meeting its customer requirements on environmental standards, including the use of banned chemicals?</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Please give details: Requirements found compliant Further no such chemical found on site which is banned</p>

Non-Compliance		Evidence
[Back to findings summary]		
Non-Compliance		
Status	OPEN	
Reference	ZAF600579452	
Clause	3 - Working Conditions are Safe and Hygienic	
Issue Title	190 - No fire fighting equipment signage / labelling / instructions	
Subcategory	Fire Safety - Fire Fighting Equipment	
New or carried over?	<input checked="" type="checkbox"/> New <input type="checkbox"/> Carried Over	
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	Lack of monitoring	
ETI code	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.	
Explanation to the non compliance	During site visit, it was observed that identification & instructions to use was missing on 01 Fire hose reel in production Area.	
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	Facility should identify the all fire equipment and display the pertinent operating instructions alongwith.	
		 Signage missing.jpeg

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:

Factory has defined child labour policy and procedure.
 Factory has communicated the policy through notices and signs at main gate of the factory.
 No workers below 18 years are employed in the factory.
 As per hiring procedure prospective workers with authentic age verification documents will be considered.
 HR department ascertains workers age during appointment through documents and interview, workers age verification documents were kept in their personal files for verification.
 Last training on social standards and company COC on 27-5-2024.

Evidence examined:

Personnel files of all workers
 Latest list of employees
 Records of any health checks
 Age proof documents like CNIC, Birth certificates and educational certificates

Any other comments:

Nil

Legal age of employment:	15
Age of youngest worker found:	18
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: No Young Worker Employed.

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:

Facility has a compensation & Benefits policy and procedure in its social compliance manual. As per policy, it provides compensations and benefits to all the employees as per state law.

Employees are paid their salary / wages in form of hard cash and bank transferring along with itemized pay stub.

Over time hours are compensated at double rate than that of average pay / wages. Company facilitates all the employees with legal benefits like social security, group insurance, old age benefits, bonus (as per company's annual profit), annual leaves (or encashment) maternity and other leaves.

During documents review and workers interview it was noted that the factory was paying PKR 153.85 / hour, PKR 1230.76 / day, PKR 7384.61 / week, PKR 32,000 / Month as minimum wage to unskilled workers.

Mr. Aurangzeb (Manager Admin & HR) is responsible person to act on complaints /objections logged /raised and discuss this matter in the Workers Management Council meeting and resolve it on priority basis.

Factory was keeping record of the workers wage and wage slips were provided to the workers.

Factory is registered on EOBI & pays old age benefits of workers. EOBI contribution payment records were reviewed for the last three current months.

Factory is registered on PESSI and provides social security benefits to workers. Social Security contribution payment records were reviewed for the last three current months.

•All employees are covered through group life insurance as well for which the factory presented the biannual contribution record.

Evidence examined:

- Employee interview
- Payroll and payment record of 10 workers for the months of June 24, December 23 & July 23
- Production records for the months of June 24, December 23 & July 23
- Wages and benefits policy Procedure
- Local legal minimum wage documents
- Payroll records.
- Leave records
- Social insurance
- Resignation records

Any other comments:

None.

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: 48.0	Actual Per Day: 2.0 Per Week: 8.0 Per Month: 14.0	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: 1231 Per Week: 7385 Per Month: 32000	Actual Per Day: 1231 Per Week: 7385 Per Month: 32000	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: 615 Per Week: 3692 Per Month: 14769	Actual Per Day: 615 Per Week: 2462 Per Month: 4308	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)	10 workers wage record for the month of June 2024, December 2023, July 2023.		
Are there different legal minimum wage grades? If Yes, please specify all.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Wages are implemented as per gazette.		
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.	32000		
Please indicate the breakdown of workforce per earnings	0.0% of workforce earning under minimum wage 20.0% of workforce earning minimum wage 80.0% of workforce earning above minimum wage		
Bonus Scheme found: Please specify details:	Bonus Scheme found: Annual bonus was found paid for FY 2022-23. 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:	EOBI Provident Fund Income Tax		
Have these deductions been made?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Please list all deductions that have been made.	EOBI Provident Fund Income Tax		

Please list all deductions that have not been made.	PESSI Group Life Insurance
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: Records reflect the data that a worker worked for all time.
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: Annual review when Local wage rate examined by Govt.
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: All the workers are recruited for the same wage on same job and then increments are based on their skill, performance and efficiency.
How are workers paid:	<input checked="" 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:

Facility has defined working hour's policy and procedure in its social compliance manual as per policy the management of factory is committed to ensure working hours in compliance to legal requirements. Management ensures that regular working hours don't exceed 48 hrs per week and overtime hours don't exceed 12 hrs. per week. Management ensures that 7th day weekly rest is ensured. However, in case of "Urgent Business Needs" work can be performed on weekly rest provided all legal compliance is ensured. Urgent business needs can be considered in following business circumstances:

Strike in the city and loss of production.
Limited to delays / interruptions in production caused by Natural Calamities or unscheduled power failures.
No repetitive production deadlines or unforeseen circumstances which are beyond employer's control".

During audit, it was noted that factory works in below mention shift schedule:
General Shift: 0800 To 1700 for all staff

Factory has installed Thumb scanning system for recording the workers working hours in the factory all workers have at least one day off in a week. Working hours in the factory is 8 hours per day and 48 hours per week. Maximum 2 hours a day and 12 hours per week overtime is allowed in the factory.

Evidence examined:

Factory policy and procedure for working hours in the factory
10 workers time record for the month of June 2024, December 2023, July 2023
Production Records for the month of June 2024, December 2023, July 2023

Any other comments:

None.

Working hours' analysis

Systems & Processes

What timekeeping systems are used?	Thumb scanning system
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Is sample size same as in wages section?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
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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)	June 2024: 02 hours per day, 02 hours per week, 02 hours per month December 2023: 02 hours per day, 08 hours per week, 14 hours per month July 2023: 02 hours per day, 04 hours per week, 10 hours per month
Combined hours (standard or contracted + overtime hours = total) over 60 found?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Please give details: Combined hours were found less than 60 hours in sample size.
Approximate percentage of total workers on highest overtime hours:	2.0%
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: Employment contracts, employee handbooks, workers interview etc. were reviewed to ensure compliance.
Overtime premium	

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:

Factory has defined non-discrimination policy and procedure and as per policy, company is not engaged in or support discrimination in hiring, compensation, access to training, promotion, termination, or retirement based on race, caste, national origin, religion, disability, gender, sexual orientation, union membership, or political affiliation.
During audit, through workers interview and documents review, no sign of discrimination was observed in the factory.
During audit, it was confirmed that facility's environment is free from misbehavior activities, such as gesture, language and physical contact that is sexually coercive, threatening, abusive or exploitative. Non-discrimination policy is found posted on employee notification boards at production floors.
Factory has equal employment opportunity policy.
Facility has deployed Mr. Aurangzeb- Manager Admin & HR for communicating, training, deploying, monitoring and ensuring the implementation of discrimination policy and procedure.
Workers are hired, compensated & promoted on the basis of capability and merit without any distinction, different social and ethnic background workers were found working in the factory.

Evidence examined:

The hiring and termination procedure,
Leave application records and employee handbook.
Payrolls
Attendance records
Termination records
Training records
Grievance Mechanism & Disciplinary Actions Record

Any other comments:

Nil

Gender breakdown of Management + Supervisors (Include as one combined group)	Male: 100.0%	Female: 0.0%
Number of women who are in skilled or technical roles (e.g. where specific qualifications are needed i.e. machine engineer / laboratory analyst)	No Female worker in skilled or technical role.	
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 type="checkbox"/> Hiring <input type="checkbox"/> Promotion	<input type="checkbox"/> Compensation <input type="checkbox"/> Termination or retirement <input checked="" type="checkbox"/> No evidence of discrimination found
Please give details	No Evidence of Discrimination Found	
Professional Development		

What type of training and development are available for workers?	H&S, Firefighting, first aid, PPEs, Job related trainings
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:

During audit, it was noted that employment in the factory is based on recognized employment relationship established through national labor law & regulations.
No casual and seasonal were found hired in the factory during document review, facility visit and worker's interview.

Recruitment policy and employee contract and terms and condition reviewed during audit.

Evidence examined:

Hiring policy & procedure
Worker interviews
Personal file review
Payroll & time records of contractor workers if any

Any other comments:

Nil

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:	Not Applicable
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: No migrant worker employed.
Is there any observation on this finding?	No migrant worker employed.
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	No Agency worker employed.
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: No Agency worker employed.
Does the site have a system for checking labour standards of agencies?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Please give details: No Agency worker employed.
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: No contract worker employed.
Do all contractor workers understand their terms of employment?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Please give details: No contract worker employed.

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:

No production process is sub contracted by the factory.
The factory does not practice homework process and as per the management interviews, the outsource practices are also not required.

Evidence examined:

Site tour (Calculation on total production and estimated capacity)
Materials in/out records
Management interview
Worker interview

Any other comments:

Nil

Summary of sub-contracting – if applicable

Is there any sub-contracting at this site? Yes No

Summary of homeworking – if applicable

Is homeworking used at this site? Yes 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:

The factory established anti-harsh or inhumane treatment policy. The policy states that physical abuse or discipline, the threat of physical abuse, sexual or other harassment and verbal abuse or other forms of intimidation shall be prohibited. Through the factory management and workers' interview, it was noted that no physical abuse happened in the factory, however Facility did not constitute Sexual harassment committee.

Evidence examined:

Policy review
Worker interview
Management interview
Internal grievance procedure documentation.
Training records

Any other comments:

Nil

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?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please give details: Complaint and suggestion boxes are mounted at different locations for grievance reporting.
If yes, are workers aware of these channels and have access? Please give details.	Purpose of complaint and suggestion boxes is known to all workers.
If yes, what type of mechanism is used e.g. hotline, whistle blowing mechanism, comment box etc. Please give details.	Complaint and suggestion boxes
Which of the following groups is there a grievance mechanism in place for?	<input checked="" type="checkbox"/> Worker <input checked="" type="checkbox"/> Communities <input checked="" type="checkbox"/> Suppliers <input type="checkbox"/> Other
Please provide grievance mechanism details	Workers' committee and suggestion boxes were also provided by the facility.
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]		
Non-Compliance		
Status	OPEN	
Reference	ZAF600579453	
Clause	9 - No Harsh or Inhumane Treatment is Allowed	
Issue Title	587 - No sexual harassment committee where required by local law	
Subcategory	Grievance Procedures	
New or carried over?	<input checked="" type="checkbox"/> New <input type="checkbox"/> Carried Over	
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		
Local law issue	THE PROTECTION AGAINST HARASSMENT OF WOMEN AT THE WORKPLACE ACT 2010 Section 3 (1) &(2) - (1) Each organization shall constitute an Inquiry Committee within thirty days of the enactment of this Act to enquire into complaints under this Act. (2) The Committee shall consist of three members of whom at least one member shall be a woman. One member shall be from senior management and one shall be a senior representative of the employees or a senior employee where there is no CBA. One or more members can be co-opted from outside the organization if the organization is unable to designate three members from within as described above. A Chairperson shall be designated from amongst them.	
ETI code	9.2 - companies should provide access to a confidential grievance mechanism for all workers	
Explanation to the non compliance	During document review, it was noted that facility did not constitute sexual harassment committee as per law, however No grievance or case regarding harassment reported yet.	
Follow up method	<input type="checkbox"/> Follow up audit <input checked="" type="checkbox"/> Desktop audit	
Timescale	<input type="checkbox"/> Immediate <input type="checkbox"/> 30 days <input type="checkbox"/> 60 days <input checked="" type="checkbox"/> 90 days <input type="checkbox"/> 120 days <input type="checkbox"/> 180 days <input type="checkbox"/> 365 days <input type="checkbox"/> Other	
Actions	Facility should constitute sexual harassment committee as per law.	

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:

Only workers with a legal right to work shall be employed or used by the factory. There are no agency staffs, employment agencies and immigration workers in the factory.
The youngest age was 18 years 4 months 10 days

Evidence examined:

Factory tour
Document review
Worker interview
Management interview
Hiring procedure

Any other comments:

Nil

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:

Factory has established environmental policy and procedure in its Environmental manual as per policy. SAAAN Apparel is committed and endeavoring to do environmentally friendly and pollution curtailing textile business while continually improving its green practices and complying by all national as well as other laws and regulations.

Facility has obtained environment approval for operational phase.

ref no.DD(EIA)/EPA/F-325(EIA)/2023/1030 dated 11/09/2023

from EPA, Government of Punjab. Facility has waste management policy and procedure; factory has

contract with "Ali Traders Waste Management " dated 19 Feb 2024 Ref AT/SAAAN/7815. for disposal of Hazardous and non-Hazardous waste from factory. Factory ensures to prevent releases of harmful waste in the environment.

Facility conducts regular tests for all emissions generated and keeps records.. Below environmental monitoring test reports were reviewed during audit, obtained from Global ECO Lab dated 14-05-2024;

Gaseous Emission Ref G/0015430

•Light Intensity Monitoring ref no. G/0028321

•Humidity Level ref no. G/0028322

•Chemical Analysis Drinking Water ref no. G/0028324

•Noise monitoring report ref no. G/0028323

Evidence examined:

Environment NOC

Environmental policy and procedure

Facility visits and review of the production process.

Review of the lab test reports for environmental compliance.

Waste Disposal Agreement & Disposal record

Any other comments:

Nil

Attachments



Fire Extinguisher.jpeg



Fire Alarm.jpeg



Washroom.jpeg



Evacuation Plan.jpeg



First Aid Box.jpeg



Stitching.jpeg



Emergency Light.jpeg



Drinking Water.jpeg



Cutting.jpeg



Cargo Lift.jpeg



Attendance System.jpeg



Accessory Store.jpeg



Washroom.jpeg



Washing Area.jpeg



Washing Area.jpeg



Facility Name.jpeg



ETI Base code.jpeg



Packing Area.jpeg



Main Gate.jpeg



Exit Lights.jpeg



Main Gate.jpeg



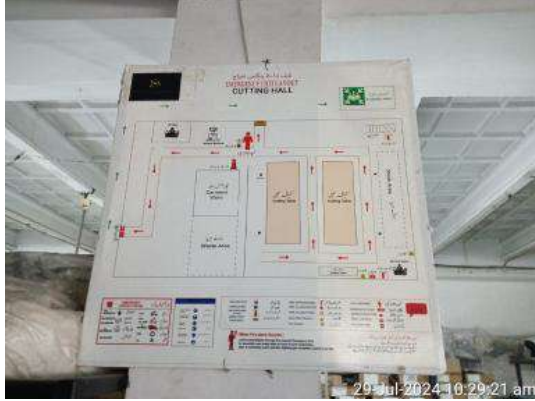
Stitching.jpeg



First Aid Box.jpeg



Fire Alarm.jpeg



Evacuation Plan.jpeg



Exit Lights.jpeg



ETI Base code.jpeg



Emergency Light.jpeg



Notice Board.jpeg



Fire Extinguisher.jpeg



Drinking Water.jpeg



Cutting.jpeg



Facility Name.jpeg



Accessory Store.jpeg



Cargo Lift.jpeg



Attendance System.jpeg



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