




Sedex Members Ethical Trade Audit Report

Version 6.0



Audit Details				
Sedex Company Reference: <i>(only available on Sedex System)</i>	Not Registered on SEDEX	Sedex Site Reference: <i>(only available on Sedex System)</i>	Not Registered on SEDEX	
Business name (Company name):	Bom dia - Fábrica de Tecidos de Viúva de Carlos da Silva Areia & C.ª, SA			
Site name:	Bom dia - Fábrica de Tecidos de Viúva de Carlos da Silva Areia & C.ª, SA			
Site address: <i>(Please include full address)</i>	Rua do Espenhal – São Miguel das Calças - 4816-901 Vizela	Country:	Portugal	
Site contact and job title:	Carlos Gonçalves / Manager Laura Carvalho/ Operations Manager			
Site phone:	+351 253 489 300	Site e-mail:	carlos-g@bomdia.pt	
SMETA Audit Type:	<input checked="" type="checkbox"/> Labour Standards	<input checked="" type="checkbox"/> Health & Safety	<input type="checkbox"/> Environment	<input type="checkbox"/> Business Ethics
Date of Audit:	14 th September 2018			
Audit Company Name & Logo: 		Report Owner (payee): Bom dia - Fábrica de Tecidos de Viúva de Carlos da Silva Areia & C.ª, SA		

Audit Conducted By					
Commercial	<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 6.0 April 2017 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.

Any exceptions to this must be recorded here (e.g. different sample size): None

Auditor Team (s) (please list all including all interviewers):

Lead auditor: Bárbara Braz

Team auditor: Rui Loureiro

Interviewers: Rui Loureiro

Report writer: Bárbara Braz

Report reviewer: Alyssa Kia Alibo

Date of declaration: 14th September 2018

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.

This report provides a summary of the findings and other applicable information found/gathered during the social audit conducted on the above date only and does not officially confirm or certify compliance with any legal regulations or industry standards. The social audit process requires that information be gathered and considered from records review, worker interviews, management interviews and visual observation. More information is gathered during the social audit process than is provided here. The audit process is a sampling exercise only and does not guarantee that the audited site prior, during or post-audit, are in full compliance with the Code being audited against. The provisions of this Code constitute minimum and not maximum standards and this Code should not be used to prevent companies from exceeding these standards. Companies applying this Code are expected to comply with national and other applicable laws and where the provisions of law and this Code address the same subject, to apply that provision which affords the greater protection. The ownership of this report remains with the party who has paid for the audit. Release permission must be provided by the owner prior to release to any third parties.

Non-Compliance Table

Issue (please click on the issue title to go direct to the appropriate audit results by clause) Note to auditor, please ensure that when issuing the audit report, hyperlinks are retained.	Area of Non-Conformity (Only check box when there is a non-conformity, and only in the box/es where the non-conformity can be found)				Record the number of issues by line*:			NC Findings Only (note to auditor, summarise in as few words as possible NC's only)	
	ETI Base Code	Local Law	Additional Elements	Customer Code	NC	Obs	GE		

0A	Universal Rights covering UNGP			<input type="checkbox"/>	<input type="checkbox"/>		0	0	• None observed
0B	Management systems and code implementation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0	0	0	• None observed
1.	Freely chosen Employment	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	0	0	0	• None observed
2	Freedom of Association	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	0	0	0	• None observed
3	Safety and Hygienic Conditions	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	0	0	0	• None observed
4	Child Labour	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	0	0	0	• None observed
5	Living Wages and Benefits	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	0	0	0	• None observed
6	Working Hours	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	0	0	0	• None observed
7	Discrimination	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	0	0	0	• None observed
8	Regular Employment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0	0	0	• None observed

8A	<u>Sub-Contracting and Homeworking</u>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0	0	0	• None observed
9	<u>Harsh or Inhumane Treatment</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0	0	0	• None observed
10A	<u>Entitlement to Work</u>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0	0	0	• None observed
10B2	Environment 2-Pillar		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0	0	0	• None observed
10B4	<u>Environment 4-Pillar</u>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0	0	0	• None observed
10C	<u>Business Ethics</u>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0	0	0	• None observed

General observations and summary of the site:

- Bom dia - Fábrica de Tecidos de Viúva de Carlos da Silva Areia & C.ª, SA, is established since 1933 and is located in Vizela on the north of Portugal, dedicated to the production home textiles: terry towels and bath ropes
- Facility has a productive capacity of 120 ton / month.
- The products manufactured at this site are terry towels and bath ropes
- Overall responsibility for meeting the standards is taken by Manager, Mr. Carlos Gonçalves.
- There are a total of 157 workers on site (88 male and 69 female), all are local workers.
- The youngest worker on site was 18 year old.
- There are no employees affiliated to any industry union.
- Facility follows Textile CBA ANIT-LAR/ANIL.
- The distribution was Male 62%, Female 38%.
- Factory does not use subcontractors.
- 26 workers were sampled: 16 male and 10 female employees, they were interviewed as 4 groups of 5 employees each, of mixed production areas and 6 workers were interviewed individually.
- All workers said they were very satisfied with their employment at the factory.
- There is a proper awareness of human resources department, for a rigorous analysis and validation of all the documentation submitted by employees, restricting the integration of children at work.
- All workers are treated equally in all matters and that there are adequate systems in place to ensure that no form of discrimination occurs either during recruitment or employment.
- 26 Records to show wages and hours were taken for 3 months from the period of April 2018 (random month), October 2017 (peak month) and August 2018 (last month paid).

- Standard hours on site were on average 40 hours/week with 2 day off in every 7-day-period.
- Legal wage was paid to all workers and salaries are always paid on time and benefits are according to law.
- Working hours are from: The company work schedule is from Monday to Friday in 3 shifts: 1st Shift 6:00am – 2:00pm; 2nd Shift 2:00pm – 10:00pm; 3rd Shift 10:00pm – 6:00am and 30 min break. Regular work Schedule is: 8:00am -6:00pm with 2 hours lunch break and 15 min in the morning and afternoon
- Through employee's interviews, it was noted that overtime is only performed during production peaks, not exceeding legal daily limits.
- Auditor noted an accurately record of work hours, by swipe card system
- Max overtime hours found over reviewed sample were:
 - 6 hour per day (Saturday)/6 hour per week/ 6 hours per month during April 2018 (random month)
 - 2 hour per day and 6 hour on Saturdays /10 hours per week/ 34 hours per month during October 2017 (Peak month)
 - 2 hour per day/2 hours per week/2 hours per month during August 2018 (current month)
- Facility has very good working conditions regarding health & safety and complies with general Portuguese and European Law regarding environment.

No Non-conformities were found.

**Please note the table above records the total number of Non-compliances (NC), Observations (Obs) and Good Examples (GE). This gives the reviewer an indication of problem areas but does not detail severities of each issue – Reviewers need to check audit results by clause.*

Site Details

Site Details																	
A: Company Name:	Bom dia - Fábrica de Tecidos de Viúva de Carlos da Silva Areia & C.ª, SA																
B: Site name:	Bom dia - Fábrica de Tecidos de Viúva de Carlos da Silva Areia & C.ª, SA																
C: Applicable business and other legally required licence numbers and documents for example, business license no, liability insurance, any other required government inspections	Business License nº: N-9630/2018-1, from 23-12-2008																
D: Products/Activities at site, for example, garment manufacture, electricals, toys, grower	Home textiles: terry towels and bath ropes																
E: Site description: (Include size, location, and age of site. Also, include structure and number of buildings)	<p>Fábrica de Tecidos de Viúva de Carlos da Silva Areia & C.ª, SA is located on the North of Portugal, an area with tradition on textiles manufacturing and is established since 1933. Facility brand is Bom dia.</p> <p>The products manufactured are home textiles: Terry towels and bath ropes.</p> <p>Factory production consists of one building made of brick and steel; first floors are offices including the Commercial and Administrative Department, and on ground floor is production and warehouse.</p> <p>Floor (-1) is installed a part of production and finished products warehouse</p> <p>There is no dormitory. There is no canteen</p> <p>For below, please add any extra rows if appropriate. M../</p> <table border="1"> <thead> <tr> <th>Production Building no</th> <th>Description</th> <th>Remark, if any</th> </tr> </thead> <tbody> <tr> <td>First Floor</td> <td>8160 m²</td> <td>Brick and steel Commercial and Administrative Department</td> </tr> <tr> <td>Ground Floor</td> <td>10191 m²</td> <td>Brick and steel Production and warehouse</td> </tr> <tr> <td>Floor (-1)</td> <td>582 m²</td> <td>Brick and steel Production and finished products warehouse</td> </tr> <tr> <td>Is this a shared building?</td> <td>NO</td> <td>NA</td> </tr> </tbody> </table>		Production Building no	Description	Remark, if any	First Floor	8160 m²	Brick and steel Commercial and Administrative Department	Ground Floor	10191 m²	Brick and steel Production and warehouse	Floor (-1)	582 m²	Brick and steel Production and finished products warehouse	Is this a shared building?	NO	NA
Production Building no	Description	Remark, if any															
First Floor	8160 m²	Brick and steel Commercial and Administrative Department															
Ground Floor	10191 m²	Brick and steel Production and warehouse															
Floor (-1)	582 m²	Brick and steel Production and finished products warehouse															
Is this a shared building?	NO	NA															

	<p>Visible structural integrity issues (large cracks) observed and without structural engineer evaluation</p> <p><input type="checkbox"/> Yes</p> <p><input checked="" type="checkbox"/> No</p> <p>Details: building is good structural conditions</p>
F: Site function:	<p><input type="checkbox"/> Agent</p> <p><input checked="" type="checkbox"/> Factory Processing/Manufacturer</p> <p><input type="checkbox"/> Finished Product Supplier</p> <p><input type="checkbox"/> Grower</p> <p><input type="checkbox"/> Homeworker</p> <p><input type="checkbox"/> Labour Provider</p> <p><input type="checkbox"/> Pack House</p> <p><input type="checkbox"/> Primary Producer</p> <p><input type="checkbox"/> Service Provider</p> <p><input type="checkbox"/> Sub-Contractor</p>
G: Month(s) of peak season: (if applicable)	October
H: Process overview: (Include products being produced, main operations, number of production lines, main equipment used)	<p>Bom Dia has 6 main production lines, terry towels and bath ropes with an average production of 120 ton per month. Industrial operations are Reception of raw materials, yarn preparation, weaving, dyeing (yarn and fabric), washing, cutting and sewing, inspection, finishing and packing. Facility has 9 wrapper, 40 Weaving Machines (Loam), 14 Dyeing machines, 4 finishing material machines, 6 Cutting machines and 31 Sewing Machines. All equipment is in good conditions and is in well maintained</p>
I: What form of worker representation / union is there on site?	<p><input type="checkbox"/> Union (Name)</p> <p><input type="checkbox"/> Worker Committee)</p> <p><input type="checkbox"/> Other (specify)</p> <p><input checked="" type="checkbox"/> None</p>
J: Is there any night production work at the site?	<p><input checked="" type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>
K: Are there any on site provided worker accommodation buildings e.g. dormitories	<p><input type="checkbox"/> Yes</p> <p><input checked="" type="checkbox"/> No</p> <p>If yes approx. % of workers in on site accommodation</p>
L: Are there any off site provided worker accommodation buildings	<p><input type="checkbox"/> Yes</p> <p><input checked="" type="checkbox"/> No</p> <p>If Yes approx. % of workers</p>
M: Were the site provided accommodation buildings included in this audit	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p>If No, please give details: not applicable</p>

Audit Parameters			
A: Time in and time out	Day 1 Time in: 9:30 Day 1 Time out: 17:30	Day 2 Time in: Day 2 Time out:	Day 3 Time in: Day 3 Time out:
B: Number of Auditor Days Used:	2 auditors during one day		
C: Audit type:	<input type="checkbox"/> Full Initial <input checked="" type="checkbox"/> Periodic <input type="checkbox"/> Full Follow-up <input type="checkbox"/> Partial Follow-Up <input type="checkbox"/> Partial Other – Define		
D: Was the audit announced?	<input type="checkbox"/> Announced <input checked="" type="checkbox"/> Semi – announced: Window detail: 4 weeks window <input type="checkbox"/> Unannounced		
E: Was the Sedex SAQ available for review?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If No, why not : Not registered on SEDEX		
F: Any conflicting information SAQ/Pre-Audit Info to Audit findings?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes , please capture detail in appropriate audit by clause		
G: Who signed and agreed CAPR (Name and job title)	Carlos Gonçalves / Manager		
H: Is further information available (if Y please contact audit company for details)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
I: Previous audit date:	30.05.2017		
J: Previous audit type:	Periodical SMETA 2 PILLARS		
K: Was any previous audit reviewed during this audit	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		

Audit attendance	Management	Worker Representatives	
	Senior management	Worker Committee representatives	Union representatives
A: Present at the opening meeting?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
B: Present at the audit?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
C: Present at the closing meeting?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
D: If Worker Representatives were not	There are no unions representatives		

present please explain reasons why (only complete if no worker reps present)	
E: If Union Representatives were not present please explain reasons why: (only complete if no union reps present)	There are no unions representatives

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 and where they do not intend to remain permanently 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*				Total
	Permanent	Temporary	Agency	Permanent	Temporary	Agency	Home workers	
Worker numbers – Male	88	0	0	0	0	0	0	88
Worker numbers – female	69	0	0	0	0	0	0	69
Total	157	0	0	0	0	0	0	157
Number of Workers interviewed – male	16	0	0	0	0	0	0	16
Number of Workers interviewed – female	10	0	0	0	0	0	0	10
Total – interviewed sample size	26	0	0	0	0	0	0	26

A: Nationality of Management	Portuguese
B: Majority nationality of workers	Main countries: Country 1: Portuguese 100% total workforce Country 2: _____ approx % total workforce Country 3: _____ approx % total workforce_____
C: Worker remuneration (management information)	0 % workers on piece rate 0 % hourly paid workers 100 % salaried workers Payment cycle: 0 % daily paid 0 % weekly paid 100 % monthly paid 0% other – please give details

Worker Interview Summary		
A: Were workers aware of the audit?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
B: Were workers aware of the code?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
C: Number of group interviews: <i>(Please specify number and size of groups. Please see SMETA Best Practice Guidance and Measurement Criteria. If the auditor was not able to follow the BPG, please state within the declaration)</i>	4 group of 5 workers	
D: Number of individual interviews <i>(Please see SMETA Best Practice Guidance and Measurement Criteria)</i>	Male: 4	Female: 2
E: 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. <i>Note to auditor: please record details of migrant /agency/contractor workers in section 8 – Regular Employment, under Responsible Recruitment</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If N, please give details	
F: Interviews were done in private and the confidentiality of the interview process was communicated to the workers?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
G: In general, what was the attitude of the workers towards their workplace?	<input checked="" type="checkbox"/> Favourable <input type="checkbox"/> Non-favourable <input type="checkbox"/> Indifferent	
H: What was the most common worker complaint?	No complaints were made	
I: What did the workers like the most about working at this	Working environment, wage paid on time	

site?	
J: Any additional comment(s) regarding interviews:	None relevant
K: Attitude of workers to hours worked:	Found it fair
L. Is there any worker survey information available?	
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>If Yes, please give details: workers annual survey on health & safety conditions. According to report no relevant concerns were reported.</i>	
M: Attitude of workers: <i>(Include their attitude to management, workplace, and the interview process. Both positive and negative information should be included) Note: Do not document any information that could put workers at risk</i>	
<p>Twenty six (26) employees were selected randomly from various departments for the interviews. All interviews are carried without the present of management. No negative issues were raised during the employee interviews and all employees were comfortable with the interview process and describe their free ideas about the facility. All stated that are happy with job position. For employees the main strengths of the facility are: the willingness to pay wages, good working environment between workers and the management, good working conditions.</p>	
N: Attitude of worker's committee/union reps: <i>(Include their attitude to management, workplace, and the interview process. Both positive and negative information should be included) Note: Do not document any information that could put workers at risk</i>	
<p>Not applicable. There is no worker's committee/union at this factory.</p>	
O: Attitude of managers: <i>(Include attitude to audit, and audit process. Both positive and negative information should be included)</i>	
<p>The management demonstrated a great involvement regarding the organization, and provided all necessary resources requested by auditors. In the closing meeting they demonstrated a positive attitude and interest towards the audit overall conducted by auditor; all the findings were accepted by the company management.</p>	

Audit Results by Clause

0A: Universal Rights covering UNGP

[\(Click here to return to NC-table\)](#)

0.A. Guidance for Observations

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:

Details: The UN Guiding Principles on Business and Human Rights are a set of guidelines for States and companies to prevent, address and remedy human rights abuses committed in business operations. Human rights are expressed and guaranteed by Portuguese law, the labour code and civil code which establish obligations on companies and individuals to act in certain ways or to refrain from certain acts, in order to promote and protect the human rights and fundamental freedoms of individuals or groups.

Facility Social Responsibility policy covers the guidelines regarding the particular human rights of workers: freedom of association and the right to collective bargaining; the elimination of compulsory labour; the abolition of child labour; and the elimination of discrimination in respect of employment and occupation. Procedures implemented at facility demonstrate commitment and due diligence towards human rights including business relations with interested third parties, but there is no written policy regarding human rights. Designated person responsible for implementing standards concerning Human rights is the Manager, Mr. Paulo Gonçalves.

Evidence examined – to support system description (Documents examined & relevant comments. Include renewal/expiry date where appropriate): Facility code of conduct , HR policies

Any other comments: None

A: Policy statement that expresses commitment to respect human rights?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please give details: There is a policy on Human rights
B: 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: Name: Paulo Gonçalves Job title: Manager
C: Does the businesses 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: Suggestion Box and an e-mail (p-goncalves@bomdia.pt)
D: 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: Privacy policy regarding workers information is according to Portuguese law for data protection and is fully implemented

Findings	
1. Description of non-compliance: None Observed <input type="checkbox"/> NC against ETI/Additional Elements <input type="checkbox"/> NC against Local Law <input type="checkbox"/> NC against customer code: Local law and/or ETI requirement: N/A Recommended corrective action N/A	Objective evidence observed: NA

Good examples observed:	
Description of Good Example (GE): None observed	Objective Evidence Observed: NA

Measuring Workplace Impact

Workplace Impact		
A: Annual worker turnover: Number of workers leaving in last 12 months as a % of average total number of workers on site over the year (annual worker turnover)	Last year 2017: 4.61 %	This year 2018 5.10 %
B: 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 1 st day of 90 day period + number of employees on the last day of the 90 day period) / 2]	2.54 %	
C: Annual % absenteeism: Number of days lost through job absence in the year / [(number of employees on 1 st day of the year + number employees on the last day of the year / 2] * number available workdays in the year	Last year 2017: 3.84 %	This year 2018 6.51 %
D: Quarterly (90 days) % absenteeism: Number of days lost through job absence in the period / [(Number of employees on 1 st of the period + Number of employees on the last day of the period / 2] * Number of available workdays in the month	2.13 %	15.03 %
E: Are accidents recorded?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please describe: Accidents log with communication to insurance company and annual report on health & safety performance - Annex D	
F: Annual Number of work related accidents and injuries per 100 workers: [Number of work related accidents and injuries * 100] / Number of total workers]	Last year: 2017 Number: 4.61%	This year: 2018 year to date Number: 6.37%
G: 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]	1.97%	2.55%
H: 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 2017: 90.79	This year 2018: 146.50
I: % of workers that work on average more than 48 standard hours / week in the last 6 / 12 months:	6 months 0% workers	12 months 0% workers
J: % of workers that work on average more than 60 total hours / week in the last 6 / 12 months:	6 months 0% workers	12 months 0% workers

0: Management systems and Code Implementation

0B: Management system and Code Implementation
[\(click here to return to NC Table\)](#)

- 0.B.1 Suppliers are expected to implement and maintain systems for delivering compliance to this Code.
- 0.B.2 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.3 Suppliers shall appoint a senior member of management who shall be responsible for compliance with the Code.
- 0.B.4 Suppliers are expected to communicate this Code to all employees.
- 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:

Details:

- 0.1 Bom Dia has no formal Management System for Social Accountability however they meet general requirement of a sustainable business. There is an internal Code that meets with ETI Code specific principles.
- 0.2 Bom Dia has appointed senior member of management to be responsible for compliance with the Code, Mr. Paulo Gonçalves – Manager.
- 0.3 There are evidences that ETI Code principles are communicated to all employees in the integration.
- 0.4 Bom Dia should communicate principles of social code to their own suppliers and, where reasonably practicable, extend the principles of the Code through their supply chain.

Evidence examined – to support system description (Documents examined & relevant comments. Include renewal/expiry date where appropriate): Company codes and policies, ETI code published and communication system.

Any other comments: None

Management Systems:

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

☐ Yes
☒ No
Please describe: No records of fines

B: Do policies and/or procedures exist that reduce the risk of forced labour, child labour, discrimination, harassment & abuse?

☒ Yes
☐ No
Please describe: facility social code of conduct and HR procedures

C: If Yes, is there evidence (an indication) of effective implementation? Please give details.	Documented HR procedures
D: Have managers and workers received training in the standards for forced labour, child labour, discrimination, harassment & abuse?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please describe: management receive the training and is communicated to workers
E: If Yes, is there evidence (an indication) that training has been effective e.g. training records etc.? Please give details	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please describe: Management receive the training and is communicated to workers.
F: Does the site have any internationally recognised system certifications e.g. ISO 9000, 14000, OHSAS 18000, SA8000 (or other social audits). Please detail (Number and date).	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please describe: OKEO-TEX certificate number 1419CIT, valid until 31.012019
G: Is there a Human Resources manager/department? If Yes, please detail.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please describe: Accountability and HR services are outsourced, internally Mrs. Sofia Duarte is responsible for HR issues
H: Is there a senior person /manager responsible for implementation of the Code	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please describe: Mr. Paulo Gonçalves - Manager
I: Is there a policy to ensure all worker information is confidential	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please describe: Portuguese law on data protection
J: Is there an effective procedure to ensure confidential information is kept confidential	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please describe: Access to HR information (employee personal files, work medicine records, pay slips, etc) is restricted.
K: Are risk assessments conducted to evaluate policy and procedure effectiveness?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Details: Facility has a Health & safety risk analysis per job position and external health & safety services for monitoring
L: 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 Details: Action plan issued after risk assessment
M: Does the facility have a policy/code which require labour standards of its own suppliers?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Details: Facility Social Code of Conduct

Land rights	
N: Does the site have all required land rights licenses and permissions (see SMETA Measurement Criteria)?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Details: Facility has a license for the land and building ownership
O: 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 Details: legal advice on ownership issues
P: Does the site have a written policy and procedures specific to land rights. If yes, does it include any due diligence the company will undertake to obtain free, prior and informed consent, (FPIC) even if national/local law does not require it	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, how does the company obtain FPIC: NA
Q: Is there evidence that facility site compensated the owner/lessor for the land prior to the facility being built or expanded. Please give details.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Details: Ownership document for the land and building
R: Does the Facility demonstrate that alternatives to a specific land acquisition were considered to avoid or minimize adverse impacts Please give details.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Details: facility is not involved in any land acquisition
S: Is There any evidence of illegal appropriation of land for facility building or expansion of footprint.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Details: Facility has a business license for the building: N° N-9630/2018-1 from 23-12-2008

Non-compliance:

1. Description of non-compliance: None Observed <input type="checkbox"/> NC against ETI/Additional Elements <input type="checkbox"/> NC against Local Law <input type="checkbox"/> NC against customer code: Local law and/or ETI requirement: N/A Recommended corrective action: N/A	Objective evidence observed: NA
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Observation:	
Description of observation: none observed Local law or ETI requirement: N/A Comments: N/A	Objective evidence observed: NA

Good Examples observed:	
Description of Good Example (GE): None observed	Objective evidence observed: None observed

1: Freely Chosen Employment

[\(Click here to return to NC-table\)](#)

ETI

1.1 There is no forced, bonded or involuntary prison labour.

1.2 Workers are not required to lodge "deposits" or their identity papers with their employer and are free to leave their employer after reasonable notice.

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:

Details: During the employees' interview, it was noted that workers were working voluntarily and during the facility tour, workers did not appear to be under stress.

All emergency fire exits are unlocked during working

Employees are free to leave the work area during working hours for justifiable cause with the appropriate permission of the section responsible party and had freedom of movement that was not impeded except for the protection of facility property and security of facility personnel. Through facility tour, documents review and employee interview, no concern in Forced Labour was noted.

Facility has no guards at factory; employees are free to leave once their shift ends and the employees' freedom of movement during the work shift is not impeded.

Facility maintains all hiring documents such as employee application, copy of Citizen card, work medicine files, social security records, and signed by employee/employer labour contract in the employee's personnel file.

Reviewed hiring documents showed that applicants were seeking employment voluntarily. The payment of wages, which was in compliance with the local law, was issued directly to employees. The payment of wages clearly showed the employees direct control to the destination of his/her wages, and access to his/her wages.

Evidence examined – to support system description (Documents examined & relevant comments. Include renewal/expiry date where appropriate): Hiring documents, employees files, and wage payments

Any other comments: None

A: Is there any evidence of retention of original documents, e.g. passports/ID's

☐ Yes

☒ No

If Yes please give details and category of workers affected

B: Is there any evidence of a loan scheme in operation

☐ Yes

☒ No

If yes please give details and category of worker affected

<p>C: Is there Any evidence of retention of wages /deposits</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes please give details and category of worker affected</p>
<p>D: Are there any restrictions on workers' freedom to terminate employment?</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Please describe finding: according to Portuguese law, employees are free to terminate the work contract with reasonable notice: one month for contracts with less than 1 year and 2 months for contracts longer than 1 year.</p>
<p>E: If any part of the business is UK based / registered & turnover is 36m+ there is a requirement to publish a 'modern day slavery statement'. F: Is there a modern day slavery statement published</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No Please describe finding: not applicable as business is not based/registered in UK <input checked="" type="checkbox"/> Not applicable</p>
<p>G: 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 Please describe finding: NA</p>
<p>H: Does the site understand the risks of forced / trafficked / bonded labour in it's supply chain</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No If yes please give details and category of workers affected: NA <input checked="" type="checkbox"/> Not applicable</p>
<p>I: Is the site taking any steps taking to reduce the risk of forced / trafficked labour?</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Please describe finding: This is not a risk for this industry and for Portugal.</p>

Non-compliance:

1. Description of non-compliance: none observed

☐ NC against ETI ☐ NC against Local Law: ☐ NC against customer code:

Local law and/or ETI requirement: N/A

Recommended corrective action: NA

Objective evidence observed: NA

Observation:

Description of observation: none observed

Local law or ETI requirement: NA

Comments: NA

Objective evidence observed: NA

Good Examples observed:

Description of Good Example (GE): None observed

Objective evidence observed: NA

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

[\(Click here to return to NC-table\)](#)
[\(Click here to return to Key Information\)](#)

ETI

- 2.1 Workers, without distinction, have the right to join or form trade unions of their own choosing and to bargain collectively.
- 2.2 The employer adopts an open attitude towards the activities of trade unions and their organisational activities.
- 2.3 Workers' representatives are not discriminated against and have access to carry out their representative functions in the workplace.
- 2.4 Where the right to freedom of association and collective bargaining is restricted under law, the employer facilitates, and does not hinder, the development of parallel means for independent and free association and bargaining.

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:

Details: By interviews (management representatives and workers) we noted that workforce rights are recognized and that the workers have the right to belong to a Union, and they are free to do that if they want. However there were no employees affiliated to any textile union.

Evidence examined – to support system description (Documents examined & relevant comments. Include renewal/expiry date where appropriate): facility social policy and HR procedures

Any other comments: None

A: What form of worker representation/union is there on site?	<input type="checkbox"/> Union <input type="checkbox"/> Worker Committee (name) <input type="checkbox"/> Other (specify) <input checked="" type="checkbox"/> None
B: Is it a legal requirement to have a union?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
C: Is it a legal requirement to have a worker's committee?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
D: Is there any other form of effective worker/management communication channel? (Other than union/worker committee) e.g.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Describe: Open door policy and suggestion box

H&S, sexual harassment	Is there evidence of free elections? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
E: Does the supplier provide adequate facilities to allow the Union or committee to conduct related business?	<input type="checkbox"/> Yes <input type="checkbox"/> No Details: there is no workers committee and no union on facility	
F: Name of union and union representative, if applicable:	No employees affiliated to any industry unions. No representative as union in an external entity	Is there evidence of free elections? <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A
G: If no union what is parallel means of consultation with workers e.g. worker committees?	Open door policy and suggestion box	Is there evidence of free elections? <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A
H: Are all workers aware of who their representatives are?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Not applicable as there are no workers representatives
I: Were worker representatives freely elected?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date of last election: NA
J: Do workers know what topics can be raised with their representatives?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Not applicable as there are no workers representatives
K: Were worker representatives/union representatives interviewed	<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes , please state how many: Not applicable as there are no workers representatives	
L: State any evidence that union/worker's committee is effective? <i>Specify date of last meeting; topics covered; how minutes were communicated etc.</i>	Not applicable as there are no workers committee	
M: Are any workers covered by Collective Bargaining Agreement (CBA)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
N: If Yes what percentage by trade Union/worker representation	100% workers covered by Union CBA	____% workers covered by worker rep CBA
O: If Yes , does the Collective Bargaining Agreement (CBA) include rates of pay	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

Non-compliance:

1. Description of non-compliance: None observed

☐ NC against ETI ☐ NC against Local Law ☐ NC against customer code:

Local law and/or ETI requirement: N/A

Recommended corrective action:N/A

Objective evidence observed:

NA

Observation:

Description of observation: None observed

Local law or ETI requirement: NA

Comments: NA

Objective evidence observed: NA

Good Examples observed:

Description of Good Example (GE): None observed

Objective evidence observed: NA

3: Working Conditions are Safe and Hygienic

[\(Click here to return to NC-table\)](#)

[\(Click here to return to Key Information\)](#)

ETI

3.1 A safe and hygienic working environment shall be provided, bearing in mind the prevailing knowledge of the industry and of any specific hazards. Adequate steps shall be taken to prevent accidents and injury to health arising out of, associated with, or occurring in the course of work, by minimising, so far as is reasonably practicable, the causes of hazards inherent in the working environment.

3.2 Workers shall receive regular and recorded Health & Safety training, and such training shall be repeated for new or reassigned workers.

3.3 Access to clean toilet facilities and to potable water, and, if appropriate, sanitary facilities for food storage shall be provided.

3.4 Accommodation, where provided, shall be clean, safe, and meet the basic needs of the workers.

3.5 The company observing the code shall assign responsibility for Health & Safety to a senior management representative.

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:

Details: Bom Dia has external services for health & safety and work medicine services.

Company keeps an accident log, there were 8 accidents (small skeleton injuries) in 2018 to date. There are 6 employees trained on first aids and First aid kits are available on site, to minimize the risks and find adequate personal protective, including monitoring of lightening conditions, thermic comfort and noise exposure per job. There is a training plan in place.

Facility has a risk evaluation per job position, to minimize the risks and find adequate personal protective equipment. Facility does uses and stores chemical products. All production workshops have adequate number and appropriate types of fire extinguishers (100 units) and 16 hydrant that are visible, accessible, checked annually and posted with an instruction. All escape routes were unblocked and unobstructed.

Facility has implemented the self-protection measures against fire on buildings according to Portuguese law and approved by local authorities, classified on 2nd risk category; fire drills are performed to train workers on emergency routines, last fire drill was performed on June 14th 2018.

Evidence examined – to support system description (Documents examined & relevant comments. Include renewal/expiry date where appropriate): Contracts for work medicine and health & safety services, risk evaluation reports, noise exposure assessment, lightening conditions evaluation, Approved emergency plan and evacuation report, H&S employee's consultant evacuation drill reports dated from June 2018, and training records.

Any other comments: none

<p>A: Does the facility have general Health & Safety and occupational Health & Safety policies and procedures that are fit for purpose and are these communicated to workers?</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <p>Details: Health & Safety policies are communicated to all workers by training and are posted</p>
<p>B: Are the policies included in worker's manual?</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <p>Details: Welcome book includes policies</p>
<p>C: Are there any structural additions without required permits/inspections (e.g. floors added)?</p>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <p>Details: No structural additions</p>
<p>D: Are visitors to the site informed on H&S and provided with personal protective equipment</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <p>Details: visitors are informed about H&S policies, by one presentation flyer and provided with necessary PPE if applicable</p>
<p>E: Is a medical room or medical facility provided for workers?</p> <p>If yes, do the room(s) meet legal requirements and is the size/number of rooms suitable for the number of workers.</p>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <p>Details: There is a medical office on site for work medicine services. Suitable for number of workers</p>
<p>F: Is there a doctor or nurse on site or there is easy access to first aider/ trained medical aid</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <p>Details: Facility provides work medicine services and has trained first aiders</p>
<p>G: Where facility provides worker transport - it is fit for purpose, safe and maintained and operated by competent persons e.g. buses and other vehicles</p>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <p>Details: Transport is not provided to workers</p>
<p>H: Secure personal storage space is provided for workers in their living space and is fit for purpose</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <p>Details: Employees have lockers at dressing room</p>

I: H&S Risk assessments are conducted (including evaluating the arrangements for workers doing overtime e.g. driving after a long shift) and there are controls to reduce identified risk	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Details: Facility has a risk assessment per job position to identify and eliminate or if not possible minimize all risks.
J: Is the site meeting its legal obligations on environmental requirements including required permits for use and disposal of natural resources	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please describe: facility complies with all legal obligations applicable for their activity: solid waste management
K: Is the site meeting its customer requirements on environmental standards, including the use of banned chemicals	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please describe: facility complies with all legal environmental requirements applicable to their activity

Non-compliance:

1. Description of non-compliance: None Observed <input type="checkbox"/> NC against ETI/Additional Elements <input type="checkbox"/> NC against Local Law <input type="checkbox"/> NC against customer code: Local law and/or ETI requirement: N/A Recommended corrective action: N/A	Objective evidence observed: NA
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Observation:

Description of observation: None Observed Local law or ETI requirement: N/A Recommended corrective action: N/A	Objective evidence observed: N/A
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Good Examples observed:

Description of Good Example (GE): None observed	Objective evidence observed: N/A
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4: Child Labour Shall Not Be Used

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ETI

- 4.1 There shall be no new recruitment of child labour.
- 4.2 Companies shall develop or participate in and contribute to policies and programmes which provide for the transition of any child found to be performing child labour to enable her or him to attend and remain in quality education until no longer a child.
- 4.3 Children and young persons under 18 shall not be employed at night or in hazardous conditions.
- 4.4 These policies and procedures shall conform to the provisions of the relevant ILO Standards.

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:

Details: Facility is in compliance with National Laws, which state that the facility would not engage any persons less than 16 years of age.
 Age documentation such as ID card or Birth Certificate was required for review prior to hiring. Copies of age documentation are retained in employee personnel files.

The facility maintains Information in the file regarding how long the employee has been working at the Facility and assesses the authenticity of age documentation and makes comparisons with sample documents.

Facility ascertains the employee's stated age through the interview process. The physical appearance of the employees selected is consistent with their age and employment history as documented in their personnel file. The facility documents the existence of an employment interview.
 Age and date of employment was stated clearly in employment application.

By employee's interviews and personnel record the youngest worker found was 18 years old.

Evidence examined – to support system description (Documents examined & relevant comments. Include renewal/expiry date where appropriate): Employees personal files and company hiring procedures

Any other comments: None

A: Legal age of employment	16 years
B: Age of youngest worker found:	18 years
C: Children present on workforce but not working at time of audit	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
D: % of under 18's at this site (of total workers)	0 %

E: Workers under 18 subject to hazardous work assignments? (Go to clause 3 – Health and Safety)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Y give details
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Non-compliance:

1. Description of non-compliance: none observed <input type="checkbox"/> NC against ETI <input type="checkbox"/> NC against Local Law <input type="checkbox"/> NC against customer code: Local law and/or ETI requirement: N/A Recommended corrective action: N/A	Objective evidence observed: N/A
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Observation:

Description of observation: none observed Local law or ETI requirement: N/A Comments: N/A	Objective evidence observed: N/A
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Good Examples observed:

Description of Good Example (GE): None observed	Objective Evidence Observed: N/A
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5: Living Wages are Paid

[\(Click here to return to NC-table\)](#)
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ETI

5.1 Wages and benefits paid for a standard working week meet, at a minimum, national legal standards or industry benchmark standards, whichever is higher. In any event wages should always be enough to meet basic needs and to provide some discretionary income.

5.2 All workers shall be provided with written and understandable information about their employment conditions in respect to wages before they enter employment and about the particulars of their wages for the pay period concerned each time that they are paid.

5.3 Deductions from wages as a disciplinary measure shall not be permitted nor shall any deductions from wages not provided for by national law be permitted without the expressed permission of the worker concerned. All disciplinary measures should be recorded.

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:

Details: Employees are paid at least national minimum wage of 580,00€/month. All employees receive a meal allowance of 2.35€/day.

It was verified that wages are properly calculated and meet the minimum wage for the period.

All applicable withholdings are properly calculated, withheld and promptly paid over to the appropriate government agency within the specified timelines. There are no payroll deductions for employment broker fees, housing allowances, food allowances etc.

Up to date and all legally mandatory allowances and benefits are provided to the employees.

All employees are provided with a written and understandable statement of their pay for each pay period Those contracts are in line with the general law.

According to employees interviews salaries are always paid on time, by direct deposit on bank account.

Evidence examined – to support system description (Documents examined & relevant comments. Include renewal/expiry date where appropriate): 26 wages for April 2018(random month), 26 wages for October 2017 (peak month) and 26 wages for August 2018 (last month paid). Social security certificate of non-debts and taxes certificate of non-debts.

Any other comments: NONE

Non-compliance:

1. Description of non-compliance: None observed

☐ NC against ETI ☐ NC against Local Law ☐ NC against customer code:

Objective evidence observed:

N/A

Local law and/or ETI requirement: N/A	
Recommended corrective action: N/A	

Observation:	
Description of observation: none observed Local law or ETI requirement: N/A Comments: N/A	Objective evidence observed: N/A

Good Examples observed:	
Description of Good Example (GE): Non Observed	Objective Evidence Observed: N/A

Summary Information

Criteria	Local Law (Please state legal requirement)	Actual at the Site (Record site results against the law)	Is this part of a Collective Bargaining Agreement?
A: Standard/Contracted work hours: (Maximum legal and actual required working hours excluding overtime, please state if possible per day, week, and month)	Legal maximum: 40 hours/week . Portuguese law: law 7/2009, article 203,rd ANIT-LAR/ANIL	8 hours per day/40 hours/week/200 hours per month	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
B: Overtime hours: (Maximum legal and actual overtime hours, please state if possible per day, week, and month)	Legal maximum: 2h hours/day during week; 8hours/ day at rest days; 200 hours/year Portuguese law: law 7/2009, article 208th	6 hour per day (Saturday)/6 hour per week/ 6 hours per month during April 2018 (random month) 2 hour per day and 6 hour on Saturdays /10 hours per week/ 34 hours per month during October 2017	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

		(Peak month) 2 hour per day/2 hours per week/2 hours per month during August 2018 (current month)	
D: wage for standard/contracted hours: (Minimum legal and actual minimum wage at site, please state if possible per hr, day, week, and month)	Legal minimum: 580,00 Euros/monthly from 1st January 2017, Decree law n°156/2017 - Art.2°, published on 28 th December	580,00€/monthly	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
E: overtime wage: (Minimum legal and actual minimum overtime wage at site, please state if possible per hr, day, week, and month)	Legal minimum: + 25% than regular working, during first hour and +37,5% the following hours, during week + 50% than regular working hours at rest days and holidays and Hours Banking ANIT-LAR/ANIL	+ 25% than regular working, during first hour and +37,5% the following hours, during week + 50% than regular working hours at rest days and holidays 100% banking hour	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Wages analysis:

[\(Click here to return to Key Information\)](#)

A: Were accurate records shown at the first request?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
B: If No , why not?	NA
C: 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)	26 wages for April 2018 (random month), 26 wages for October 2017 (peak month) and 26 wages for August 2018 (last month paid).
D: Are there different legal minimum wage grades? If Yes , please specify all.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes , please give details: NA

E: If there are different legal minimum grades, are all workers graded and paid correctly?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	If No , please give details: NA
F: For the lowest paid production workers, are wages paid for standard/contracted hours (excluding overtime) below or above the legal minimum?	Lowest Wages found: <i>Note: full time employees and please state hour / week / month etc.</i> <input type="checkbox"/> Below legal min <input checked="" type="checkbox"/> Meet <input checked="" type="checkbox"/> Above	Please indicate the breakdown of workforce per earnings: 580,00€ monthly - min wage 0 % of workforce earning under min wage 6 % of workforce earning min wage 94 % of workforce earning above min wage
G: Bonus (amount specify)	Bonus Scheme found: NA <i>Note: full time employees and please state hour / week / month etc.</i>	
H: What deductions are required by law e.g. social insurance? Please state all types:	Social security (11%) and income taxes (variable percentage IRS tables)	
I: Have these deductions been made? Please list all deductions that have/have not been made.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If No, please describe	
J: Were appropriate records available to verify hours of work and wages?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
K: Were any inconsistencies found? (if yes describe nature)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Poor record keeping <input type="checkbox"/> Isolated incident <input type="checkbox"/> Repeated occurrence:	
L: 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 Details: all hours worked are accurately paid	
M: Is there a defined living wage: <i>This is <u>not normally</u> minimum legal wage. If answered Yes, please state amount and source of info: Please see SMETA Best Practice Guidance and Measurement Criteria.</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Please specify amount/time: NA	
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 Other – please give details: NA
N: 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 Details: Annual review of wage list for legal updates
O: Are workers paid in a timely manner in line with local law?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
P: Is there evidence that equal rates are being paid for equal work:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Details: workers received the category wage
Q: How are workers paid:	<input type="checkbox"/> Cash <input type="checkbox"/> Cheque <input checked="" type="checkbox"/> Bank Transfer <input type="checkbox"/> Other If other explain: NA

6: Working Hours are not Excessive

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ETI

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:

- this is allowed by national law;
- this is allowed by a collective agreement freely negotiated with a workers' organisation representing a significant portion of the workforce;
- appropriate safeguards are taken to protect the workers' health and safety; and
- The employer can demonstrate that exceptional circumstances apply such as unexpected production peaks, accidents or emergencies.

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:

Details: Factory work schedule is from Monday to Friday: 8.00am to 6.00pm with 15 minutes break in the morning and 2h lunch breaks and 3 shifts: 1st Shift 6:00am – 2:00pm; 2nd Shift 2:00pm – 10:00pm; 3rd Shift 10:00pm – 6:00am and 30 min break.

Saturday and Sunday are rest days. Employees work 40 hours a week.

Through employees' interviews it was noted that facility no performs overtime in peak production.

Auditor noted an accurate record of work hours, by a swipe card system.

Evidence examined – to support system description (Documents examined & relevant comments. Include renewal/expiry date where appropriate): 26 attendance lists for April 2018 (random month), 26 attendance lists for October 2017 (peak month) and 10 attendances lists for August 2018 (last month paid).

Any other comments: NONE

Non-compliance:

1. Description of non-compliance: None observed

☐ NC against ETI ☐ NC against Local Law ☐ NC against customer code:

Local law and/or ETI requirement: N/A

Recommended corrective action: N/A

Objective evidence observed:
N/A

Observation:

Description of observation: None observed

Local law or ETI requirement: N/A

Comments: N/A

Objective evidence observed: N/A

Good Examples observed:

Description of Good Example (GE): None observed

Objective Evidence Observed: N/A

Working hours' analysis Please include time e.g. hour/week/month (Go back to Key information)					
Systems & Processes					
A. What timekeeping systems are used: time card etc.	Describe: swipe card system				
B: Is sample size same as in wages section	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If N, please give details				
C: Are standard/contracted working hours defined in all contracts/employment agreements?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	If NO, please give details including % and which type of workers do NOT have standard hours defined in contracts/employment agreements. Details			
D: Are there any other types of contracts/employment agreements used?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	If YES, please complete as appropriate:			
		<input type="checkbox"/> 0 hrs	<input type="checkbox"/> Part time	<input type="checkbox"/> Variable hrs	<input type="checkbox"/> Other
		If "Other", Please define:			
		NA			
E. Do any standard/contracted working hours defined in contracts/employment agreements exceed 48 hours per week	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	If Y please %detail hours, % and types of workers &affected and frequency Details: NA			
F: Are workers provided with at least 1 day off in every 7-day-period, or 2 in 14-day-period (where the law allows)?	Please select all applicable: <input type="checkbox"/> 1 in 7 days <input type="checkbox"/> 2 in 14 days <input checked="" type="checkbox"/> No If 'No', please explain: 2 in 7 days		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):				
	5				

Standard/Contracted Hours worked		
G: Standard working hours over 48 per week found	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	If yes, % of workers & frequency NA
H: Any local waivers/local law or permissions which allow averaging/annualised hours for this site?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	If YES, please give details
Overtime Hours worked		
I: Actual overtime hours worked in sample (State per day/week/month)	Highest OT hours:	6 hour per day (Saturday)/6 hour per week/ 6 hours per month during April 2018 (random month) 2 hour per day and 6 hour on Saturdays /10 hours per week/ 34 hours per month during October 2017 (Peak month) 2 hour per day/2 hours per week/2 hours per month during August 2018 (current month)
J: Combined hours (standard/contracted plus= total) 60 found?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
K: Approximate percentage of total workers on highest overtime hours	40%	
L: Is overtime voluntary?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Conflicting Information	Please detail evidence e.g. Wording of contract/employment agreement/handbook/worker interviews/refusal arrangements: according to workers interviews
Overtime Premiums		
M: Are the correct legal overtime premiums paid?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A – there is no legal requirement to OT premium	Please give details of normal day overtime premium as a % of standard wages: + 25% than regular working, during first hour and +37,5% the following hours, during week + 50% than regular working hours at rest days and holidays 100% banking hour
N: Is overtime paid at a premium?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please describe % of workers & frequency: workers performing overtime are compensated as a premium

<p>O: ETI Code requires a prevailing standard to give greatest worker protection. If a site pays less than 125% OT premium and this is allowed under local law, are there other considerations? Please complete the boxes where relevant. Multi select is possible.</p>	<div data-bbox="405 219 1501 387"> <input type="checkbox"/> No <input type="checkbox"/> Consolidated pay (May be standard wages above minimum legal wage, with no/low overtime premium) <input type="checkbox"/> Collective Bargaining agreements <input type="checkbox"/> Other </div> <div data-bbox="405 409 1501 477"> Please explain any checked boxes above e.g. detail of consolidated pay CBA or Other </div> <div data-bbox="405 533 1501 566"> Not applicable as minimum rate for overtime is at least 125% </div>
<p>P: If more than 60 total hours per week and this is legally allowed, are there other considerations? Please complete the boxes where relevant. Multi select is possible.</p>	<div data-bbox="405 714 1501 882"> <input type="checkbox"/> Overtime is voluntary <input type="checkbox"/> Onsite Collective bargaining allows 60+ hours/week <input type="checkbox"/> Safeguards are in place to protect worker's health and safety <input type="checkbox"/> Site can demonstrate exceptional circumstances <input type="checkbox"/> Other reasons (please specify) </div> <div data-bbox="405 904 1501 960"> Please explain any checked boxes above </div> <div data-bbox="405 983 1501 1016"> Not applicable </div>
<p>Q: Is there evidence that overtime hours are being used for extended periods to make up for labour shortages or increased order volumes?</p>	<div data-bbox="405 1055 1501 1155"> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, please describe </div>
<p>R: If sufficient workers cannot be hired, are new working time arrangements explored to ensure that overtime is the exception rather than the rule.</p>	<div data-bbox="405 1348 1501 1415"> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No </div>

7: No Discrimination is Practiced

[\(Click here to return to NC-table\)](#)

ETI

7.1 There is no discrimination in hiring, compensation, access to training, promotion, termination or retirement based on race, caste, national origin, religion, age, disability, gender, marital status, sexual orientation, union membership or political affiliation.

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:

Details: Facility procedures are in compliance with local Laws and Collective industry Agreements, which stated that workers should be employed on the basis of their ability to do the job, rather than on the basis of gender, age, disability, sexual orientation, racial characteristics, cultural or religious beliefs or similar factors. The facility recognised and respected cultural differences, employment (hiring, wages, benefits, advancement, termination, and retirement) shall be based on the worker's ability, not on personal characteristics

Evidence examined – to support system description (Documents examined & relevant comments. Include renewal/expiry date where appropriate): employment documents (hiring, wages, benefits), facility

Any other comments: None

A: Gender breakdown of Management + Supervisors (Include as one combined group)	Male: 62 % Female: 38%
B: Number of women who are in skilled or technical roles e.g. where specific qualifications are needed i.e. machine engineer / laboratory analyst	#: 2
C: 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"/> Compensation <input type="checkbox"/> access to training <input type="checkbox"/> promotion <input type="checkbox"/> termination or retirement (None)

Professional Development	
A: What type of training and development are available for workers?	Please give details: Technical training on machines operations and quality
B: Are HR decisions on e.g. promotion, training, compensation based on objective, transparent criteria?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If no, please give details:

Non-compliance:	
1. Description of non-compliance: none observed <input type="checkbox"/> NC against ETI <input type="checkbox"/> NC against Local Law <input type="checkbox"/> NC against customer code: Local law and/or ETI requirement: N/A Recommended corrective action: N/A	Objective evidence observed: N/A

Observation:	
Description of observation: None observed Local law or ETI requirement: N/A Comments: N/A	Objective evidence observed: N/A

Good Examples observed:	
Description of Good Example (GE): None observed	Objective Evidence Observed: NA

8: Regular Employment Is Provided

[\(Click here to return to NC-table\)](#)
[\(Click here to return to Key Information\)](#)

ETI

8.1 To every extent possible work performed must be on the basis of recognised employment relationship established through national law and practice.

8.2 Obligations to employees under labour or social security laws and regulations arising from the regular employment relationship shall not be avoided through the use of labour-only contracting, sub-contracting, or home-working arrangements, or through apprenticeship schemes where there is no real intent to impart skills or provide regular employment, nor shall any such obligations be avoided through the excessive use of fixed-term contracts of employment.

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:

Details: Facility has a history of maintenance and guaranty of employees work. Employment contract follows the general law.

Auditors noted that employees have a general knowledge of the conditions of the contract (remuneration, and working hours).

Evidence examined – to support system description (Documents examined & relevant comments. Include renewal/expiry date where appropriate): workers contracts, pay slips

Any other comments: None

Non-compliance:

1. Description of non-compliance: None observed

☐ NC against ETI ☐ NC against Local Law ☐ NC against customer code:

Local law and/or ETI requirement: N/A

Recommended corrective action: N/A

Objective evidence observed:

N/A

Observation:

Description of observation: None observed

Local law or ETI requirement: N/A

Comments: N/A

Objective evidence observed: N/A

Good Examples observed:

Description of Good Example (GE): None observed

Objective Evidence Observed: N/A

Responsible Recruitment

All Workers

A: 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

If any are unchecked, please describe finding and specific category(ies) of workers affected:

B: Did workers' pay any fees, taxes, deposits or bonds for the purpose of recruitment/placement?

- ☐ Yes
- ☒ No

If Yes Please describe details and specific category(ies) of workers affected

C: If yes, check all that apply:	<input type="checkbox"/> Recruitment / hiring fees <input type="checkbox"/> Service fees <input type="checkbox"/> Application costs <input type="checkbox"/> Recommendation fees <input type="checkbox"/> Placement fees <input type="checkbox"/> Administrative, overhead or processing fees <input type="checkbox"/> Skills tests <input type="checkbox"/> Certifications <input type="checkbox"/> Medical screenings <input type="checkbox"/> Passports/ID's <input type="checkbox"/> Work / resident permits <input type="checkbox"/> Birth certificates <input type="checkbox"/> Police clearance fees <input type="checkbox"/> Any transportation and lodging costs after employment offer <input type="checkbox"/> Any transport costs between work place and home <input type="checkbox"/> Any relocation costs after commencement of employment <input type="checkbox"/> New hire training / orientation fees <input type="checkbox"/> Medical exam fees <input type="checkbox"/> Deposit bonds or other deposits <input type="checkbox"/> Any other non-monetary assets <input type="checkbox"/> Other
C: If any checked, give details:	Not applicable

Migrant Workers:

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 and where they do not intend to remain permanently or has purposely migrated on a temporary basis to another in-country region to seek and engage in a remunerated activity

A: Type of work undertaken by migrant workers:	N/A	
B: Migrant worker recruitment	Total number of (in country recruitment agencies) used: 0 Total number of (outside of local country) recruitment agencies used: 0	
C: Migrant workers' voluntary deductions (such as for remittances) confirmed in writing by the worker and evidence of transaction is supplied by the facility to the worker.	<input type="checkbox"/> Yes <input type="checkbox"/> No Please describe finding: N/A	Observations: Immigrant workers on site are only obliged to Portuguese legal deductions as national workers:
D: Are Any migrant workers in skilled, technical, or management roles Migrant Workers (this should include all migrant workers including permanent workers, temporary and/or seasonal workers)	<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes number and example of roles: N/A	

NON-EMPLOYEE WORKERS

Recruitment Fees:	
A: Are there any fees	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
B: If yes, check all that apply:	<input type="checkbox"/> Recruitment / hiring fees <input type="checkbox"/> Service fees <input type="checkbox"/> Application costs <input type="checkbox"/> Recommendation fees <input type="checkbox"/> Placement fees <input type="checkbox"/> Administrative, overhead or processing fees <input type="checkbox"/> Skills tests <input type="checkbox"/> Certifications <input type="checkbox"/> Medical screenings <input type="checkbox"/> Passports/ID's <input type="checkbox"/> Work / resident permits <input type="checkbox"/> Birth certificates <input type="checkbox"/> Police clearance fees <input type="checkbox"/> Any transportation and lodging costs after employment offer <input type="checkbox"/> Any transport costs between work place and home <input type="checkbox"/> Any relocation costs after commencement of employment <input type="checkbox"/> New hire training / orientation fees <input type="checkbox"/> Medical exam fees <input type="checkbox"/> Deposit bonds or other deposits <input type="checkbox"/> Any other non-monetary assets <input type="checkbox"/> Other
C: If any checked, give details:	Not applicable

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.)	
A: Number of agencies used (average):	And names if available: Not applicable
B: Were agency workers' age/pay/hours included within scope of this audit	<input type="checkbox"/> Yes <input type="checkbox"/> No
C: Were sufficient documents for agency workers available for review?	<input type="checkbox"/> Yes <input type="checkbox"/> No
D: Is there a legal contract / agreement with all agencies?	<input type="checkbox"/> Yes <input type="checkbox"/> No Details
E: Does the site have a system for checking labour standards of agencies?	<input type="checkbox"/> Yes <input type="checkbox"/> No

If yes, please give details.	Please describe: NA
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Contractors:

Note: 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,

A: Any contractors on site?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Please describe finding: If Y, how many contractors are present
B: If Yes , how many workers supplied by contractors	NA
C: Do all contractor workers understand their terms of employment?	<input type="checkbox"/> Yes <input type="checkbox"/> No Please describe finding:
D: If Yes , please give evidence for contractor workers being paid per law:	NA

8A: Sub-Contracting and Homeworking

[\(Click here to return to NC-table\)](#)
[\(Click here to return to Key Information\)](#)

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

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

Note to auditor on homeworking:

Report on whether it is direct or via agents. How many workers, relationship with site and what control systems are in place.

Note to auditor on subcontracting : auditor should use this section for subcontractors of part made or wholly made finished goods, this section should not be used for raw material manufacturers unless instructed otherwise by customers

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:

Details: Facility does not use subcontractors. There is no Homeworking.

Evidence examined – to support system description (Documents examined & relevant comments. Include renewal/expiry date where appropriate): Subcontractors list and details

If any processes are sub-contracted – please populate below boxes

Non-compliance:

1. Description of non-compliance: None observed

☐ NC against ETI ☐ NC against Local Law ☐ NC against customer code:

Local law and/or ETI requirement: N/A

Recommended corrective action: N/A

Objective evidence observed:

N/A

Observation:

Description of observation: None observed

Local law or ETI/Additional elements requirement: N/A

Objective evidence observed: N/A

Comments: N/A	
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Good Examples observed:	
Description of Good Example (GE): None observed	Objective Evidence Observed: N/A

Summary of sub-contracting – if applicable	
<input checked="" type="checkbox"/> Not Applicable please x	
A: Has the auditor made a simple calculation to compare capacity with workers' work load in order to identify possible unrecorded work hours or undeclared sub-contracting	<input type="checkbox"/> Yes <input type="checkbox"/> No Please describe:
B: If sub-contractors are used, is there evidence this has been agreed with the main client?	<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes , summarise details:
C: Number of sub-contractors/agents used	N/A
D: Is there a site policy on sub-contracting?	<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes , summarise details: Facility only works with subcontractors who are committed to their social code of conduct.
E: What checks are in place to ensure no child labour is being used and work is safe?	N/A

Summary of homeworking – if applicable			
<input checked="" type="checkbox"/> Not Applicable please x			
A: If homeworking is being used, is there evidence this has been agreed with the main client?	<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes , summarise details:		
B: Number of homeworkers	Male:	Female:	Total:
C: Are homeworkers employed direct or through agents?	<input type="checkbox"/> Directly <input type="checkbox"/> Through Agents		
D: If through agents, number of	N/A		

agents	
E: Is there a site policy on homeworking?	<input type="checkbox"/> Yes <input type="checkbox"/> No
F: How does site ensure worker hours and pay meet local laws for homeworkers?	N/A
G: What processes are carried out by homeworkers?	N/A
H: Do any contracts exist for homeworkers	<input type="checkbox"/> Yes <input type="checkbox"/> No Please give details:
I: Are full records of homeworkers available at the site?	<input type="checkbox"/> Yes <input type="checkbox"/> No

9: No Harsh or Inhumane Treatment is Allowed

[\(Click here to return to NC-table\)](#)

ETI

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.

Additional elements:

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

A: 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 3 rd party?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please describe: E-mail (p-goncalves@gmail.com)
B: If Yes , are workers aware of these channels and have access? Please give details.	E-mail (p-goncalves@gmail.com) are available and workers are aware of this communication channel, however all stated prefer open door policy
C: If yes, what type of mechanism is used e.g. hotline, whistle blowing mechanism, comment box etc. Please give details.	E-mail (p-goncalves@gmail.com)
D: Is there a grievance mechanism in place for:	<input type="checkbox"/> Union (name) <input type="checkbox"/> Worker Committee (none) <input type="checkbox"/> Other (specify) <input checked="" type="checkbox"/> None Details: E-mail (p-goncalves@gmail.com)
E: Are there any open disputes?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, please give details
F: Does grievance mechanism meet with UNGP requirement of e.g. (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 If no, please give details
G: Does the site \ encourage its business partners (e.g., suppliers) provide individuals and communities with access to effective grievance mechanisms (e.g., help lines or whistle blowing mechanism	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If No Please give details: Procedure for grievance of third parties is implemented

H: Is there a published and transparent disciplinary procedure	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If No please explain
I: If yes, are workers aware of these the disciplinary procedure	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If no please give details
J: 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 If Yes please give details

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:

Details: According to Portuguese labour law DI 7/2009 the employer can apply disciplinary measures such as the following, ordered from the soft to the extreme: Oral censure, written censure, disciplinary process, suspension from work without remuneration, loss of holiday days, and dismissal as the more extreme. The facility respects the provisions of National Laws, which includes Prohibition of Harassment or Abuse principle and encouraged employees to report instances of harassment or abuse without fear of retribution directly to Management. In fact Management demonstrated respect for workers' mental, emotional and physical well-being with regard to any disciplinary action necessary.

In case of need the facility will follow Portuguese law regarding disciplinary practices.

Evidence examined – to support system description (Documents examined & relevant comments. Include renewal/expiry date where appropriate): facility rules and regulations, employees personnel records

Any other comments: None

Non-compliance:

1. Description of non-compliance: None observed

☐ NC against ETI
 ☐ NC against Local Law
 ☐ NC against customer code:

Local law and/or ETI requirement: N/A

Recommended corrective action: N/A

Objective evidence observed:

N/A

Observation:

Description of observation: None observed

Local law or ETI requirement: N/A

Comments: N/A

Objective evidence
observed: N/A

Good Examples observed:

Description of Good Example (GE): None observed

Objective Evidence
Observed: N/A

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

[\(Click here to return to NC-table\)](#)

Additional Elements

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

10A.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:

Details: There is no migrant worker on facility and no temporary or agency workers.

Evidence examined – to support system description (Documents examined & relevant comments. Include renewal/expiry date where appropriate): Employees list, personnel records

Any other comments: None

Non-compliance:

1. Description of non-compliance: None observed

☐ NC against ETI/Additional Elements

☐ NC against Local Law

☐ NC against customer code:

Local law and/or ETI /Additional Elements requirement: N/A

Recommended corrective action: N/A

Objective evidence observed:

N/A

Observation:

Description of observation: None observed

Local law or ETI/Additional Elements requirement: N/A

Comments: N/A

Objective evidence
observed: N/A

Good examples observed:

Description of Good Example (GE): None observed

Objective Evidence
Observed: N/A

10. Other issue areas 10B2: Environment 2-Pillar

[\(Click here to return to NC-table\)](#)

To be completed for a 2-Pillar SMETA Audit, and remove the following page which is 10B4 environment 4 pillar

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

10B2.2 The supplier should be aware of and comply with their end clients' environmental requirements.

Note for auditors and readers, This is not a full environmental assessment but a check on basic systems and management approach.

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:

Details:

Bom dia, makes continuous improvements in their environmental performance and complies with all national and European laws and regulations. Facility has an environmental license N° 607/1.0/2016 valid until May 2026.

Company has recycling practices: all the waste is segregated internally (paper, plastic, textile scrap, packages, contaminated scrap, solvent scrap, lamps and print cartridges) are sent for recycling or proper disposal, through authorized companies.

Bom dia has a water treatment system to treat waste water from production prior to discharge to the system of industrial water treatment which is a governmental program for environment protection managed by the company "Tratave". Company performs monitoring of waste water; quarterly reports were available for review.

Company has performed all mandatory air emissions, as they have 5 exhaustion sources to exterior; parameters measured were within the law.

Evidence examined – to support system description (Documents examined & relevant comments. Include renewal/expiry date where appropriate): environmental license, solid waste records, water resources authorization, water monitoring reports, air emissions reports

Any other comments: None

Non-compliance:

1. Description of non-compliance: None observed

☐ NC against ETI/Additional Elements

☐ NC against Local Law

☐ NC against customer code:

Objective evidence observed:

N/A

Local law and/or ETI /Additional Elements requirement: N/A

Recommended corrective action: N/A

Observation:

Description of observation: None observed

Local law or ETI/additional elements requirement: N/A

Comments: N/A

Objective evidence observed: N/A

Good examples observed:

Description of Good Example (GE): None observed

Objective Evidence Observed: N/A

Other Findings Outside the Scope of the Code

None

Community Benefits

(Please list below any specific community benefits that the site management stated that they were involved in, for example, HIV programme, education, sports facilities)

Facility is a benevolent company supporting some local community institutions with donatives.

Appendix 1

<p>Comparison between ETI code and Customer's Supplier's Code. Any areas where a site complies with the Customer's Supplier Code, but not with the ETI code are discussed at the audit close out meeting and recorded on the CAPR. Note to supplier "for this customer it may not be necessary to complete corrective actions where NC's DO NOT meet the ETI code, but DO meet your customer's code. If the audit is shared with other customers who work to the ETI code or an equivalent international standard, corrective actions will be necessary."</p> <p><input checked="" type="checkbox"/> Not Applicable please x</p>	
<p>NOTE: The provisions of the ETI base Code constitute minimum and not maximum standards, and this code should not be used to prevent companies from exceeding these standards. Companies applying the ETI Base Code are expected to comply with national and other applicable law and, where the provisions of law and the ETI Base Code address the same subject, to apply that provision which affords the greater protection.</p>	<p>Instruction to Audit Company: fill in the relevant clauses from the Customer Supplier Code - where applicable.</p>
ETI Code / Additional Elements	Customer's Supplier Code equivalent
0.A. Universal Rights covering UNGP	0.A. Universal Rights covering UNGP
<p>0.A. Guidance for Observations</p> <p>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.</p> <p>0.A.2 Businesses should have a designated person responsible for implementing standards concerning Human rights</p> <p>0.A.3 Businesses shall identify their stakeholders and salient issues.</p> <p>0.A.4 Businesses shall measure their direct, indirect, and potential impacts on stakeholders (rights holders) human rights.</p> <p>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.</p> <p>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.</p>	
0.B. Management Systems & Code Implementation	0.B. Management Systems & Code Implementation
<p>0.1 Suppliers are expected to implement and maintain systems for delivering compliance to this Code.</p> <p>0.2 Suppliers shall appoint a senior member of</p>	

<p>management who shall be responsible for compliance with the Code.</p> <p>0.3 Suppliers are expected to communicate this Code to all employees.</p> <p>0.4 Suppliers should communicate this code to their own suppliers and, where reasonably practicable, extend the principles of this Ethical Code through their supply chain.</p>	
ETI 1. Forced Labour	ETI 1. Forced Labour
<p>1.1 There is no forced, bonded or involuntary prison labour.</p> <p>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.</p>	
ETI 2. Freedom of association and the right to collective bargaining are respected	ETI 2. Freedom of association and the right to collective bargaining are respected
<p>2.1 Workers, without distinction, have the right to join or form trade unions of their own choosing and to bargain collectively.</p> <p>2.2 The employer adopts an open attitude towards the activities of trade unions and their organisational activities.</p> <p>2.3 Workers' representatives are not discriminated against and have access to carry out their representative functions in the workplace.</p> <p>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.</p>	
ETI 3. Working conditions are safe and hygienic	ETI 3. Working conditions are safe and hygienic
<p>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.</p> <p>3.2 Workers shall receive regular and recorded Health & Safety training, and such training shall be repeated for new or reassigned workers.</p> <p>3.3 Access to clean toilet facilities and to potable water, and, if appropriate, sanitary facilities for food storage shall be provided.</p> <p>3.4 Accommodation, where provided, shall be</p>	

<p>clean, safe, and meet the basic needs of the workers.</p> <p>3.5 The company observing the code shall assign responsibility for Health & Safety to a senior management representative.</p>	
ETI 4. Child labour shall not be used	ETI 4. Child labour shall not be used
<p>4.1 There shall be no new recruitment of child labour.</p> <p>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.</p> <p>4.3 Children and young persons under 18 shall not be employed at night or in hazardous conditions.</p> <p>4.4 These policies and procedures shall conform to the provisions of the relevant ILO Standards.</p>	
ETI 5. Living wages are paid	ETI 5. Living wages are paid
<p>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.</p> <p>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.</p> <p>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.</p>	
ETI 6. Working Hours are not excessive	ETI 6. Working Hours are not excessive
<p>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.</p> <p>6.2 Working hours, excluding overtime, shall be defined by contract, and shall not exceed 48 hours per week.</p> <p>6.3 All overtime shall be voluntary. Overtime shall</p>	

<p>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.</p> <p>6.4 The total hours worked in any 7 day period shall not exceed 60 hours, except where covered by clause 6.5 below.</p> <p>6.5 Working hours may exceed 60 hours in any 7 day period only in exceptional circumstances where all of the following are met:</p> <ul style="list-style-type: none"> – this is allowed by national law; – this is allowed by a collective agreement freely negotiated with a workers' organisation representing a significant portion of the workforce; – appropriate safeguards are taken to protect the workers' health and safety; and – The employer can demonstrate that exceptional circumstances apply such as unexpected production peaks, accidents or emergencies. <p>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.</p>	
ETI 7. No discrimination is practised	ETI 7. No discrimination is practised
<p>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.</p>	
ETI 8. Regular employment is provided	ETI 8. Regular employment is provided
<p>8.1 To every extent possible work performed must be on the basis of recognised employment relationship established through national law and practice.</p> <p>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</p>	

<p>obligations be avoided through the excessive use of fixed-term contracts of employment.</p> <p>Additional Elements: Responsible Recruitment</p> <p>8.3 Suppliers have full understanding of the entire recruitment process and assess all labour recruiters and intermediaries against legal and/or ethical requirements.</p> <p>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.</p> <p>8.5 Employment agencies must only supply workers registered with them.</p> <p>8.6 Workers pay no recruitment fee at any stage of the recruitment process.</p> <p>8.7 Worker contracts accurately reflect the agreed payment and terms in the recruitment process and are understood and signed by workers.</p>	
8A: Sub-Contracting and Homeworking	8A: Sub-Contracting and Homeworking
<p>8A.1 There should be no sub-contracting unless previously agreed with the main client.</p> <p>8A.2 Systems and processes should be in place to manage sub-contracting, homeworking and external processing.</p>	
ETI 9. No harsh or inhumane treatment is allowed	ETI 9. No harsh or inhumane treatment is allowed
<p>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.</p> <p>Additional elements:</p> <p>9.2 companies should provide access to a confidential grievance mechanism for all workers</p>	
10. Other Issue areas: 10A: Entitlement to Work and Immigration	
<p>Additional Elements</p> <p>10A.1 Only workers with a legal right to work shall be employed or used by the supplier.</p> <p>10A.2 All workers, including employment agency staff, must be validated by the supplier for their legal right to work by reviewing original documentation.</p>	
10. Other issue areas 10B2: Environment 2-Pillar	

<p>10B2.1 Suppliers must comply with the requirements of local and international laws and regulations including having necessary permits.</p> <p>10B2.2 The supplier should be aware of and comply with their end clients' environmental requirements.</p> <p><i>Note for auditors and readers, This is not a full environmental assessment but a check on basic systems and management approach.</i></p>	
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SMETA Extra Sections for 4 Pillar Audit:	SMETA Extra Sections for 4 Pillar Audit:
Environment Section	Environment Section
<p>B.4. Compliance Requirements</p> <p>10B4.1 Businesses as a minimum must meet the requirements of local and national laws related to environmental standards.</p> <p>10B4.2 Where it is a legal requirement, businesses must be able to demonstrate that they have the relevant valid permits including for use and disposal of resources e.g. water, waste etc.</p> <p>10B4.3 Businesses shall be aware of their end client's environmental standards/code requirements</p> <p>10B4.4 Suppliers should have an environmental policy, covering their environmental impact, which is communicated to all appropriate parties, including its own suppliers.</p> <p>10B4.5 Suppliers shall be aware of the significant environmental impact of their site and its processes.</p> <p>10B4.6 The site should measure its impacts, including continuous recording and regular reviews of use and discharge of natural resources e.g. energy use, water use (see 4-pillar audit report and audit checks for details).</p> <p>10B4.7 Businesses shall make continuous improvements in their environmental performance.</p> <p>10B4.8 Businesses shall have available for review any environmental certifications or any environmental management systems documentation</p> <p>10B4.9 Businesses should have a nominated individual responsible for co-ordinating the site's efforts to improve environmental performance.</p> <p>B4. Guidance for Observations</p> <p>10B4.10 Suppliers should have completed the appropriate section of the SAQ and made it available to the auditor.</p> <p>10B4.11 Has the site recently been subject to (or pending) any fines/prosecutions for noncompliance to environmental regulations.</p>	
Business Practices Section	

10C. Compliance Requirements

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

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

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

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

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

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










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

10C. Guidance for Observations

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

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

Photo Form




		
Facility Exterior	Yarn Warehouse	Emergency Plan
		
First aid box	First aid box	Warning sign
		
Dyeing area	Finishing fabric area	Warping area

		
Weaving area	Weaving area	Cutting area
		
Sewing area	Sewing area	Sewing area
		
Packing area	Packing area	Packing area
		
Employee Information Board	Ethics and conduct code	Chemicals warehouse

Pigments Storage	MDSD	Eye wash station
Electrical Panel	First aid kit sign	Firefight equipment
Firefight equipment	Product warehouse	Product warehouse
Assembly Point	Potable Water	Toilet

		
Toilet	Employees dressing room	Coffee machine

		
Swipe card system	Emergency door	Floor markings

		
Floor markings	PPE's – ear protectors, masks, gloves, goggles	PPE's – masks, gloves

		
Obligation sign	Obligation sign	Ventilation
		
Medical office	Residues	Warehouse

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End of report.



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