



Audit Report

Audited factory: Hubei Yijiem Garments Co., Ltd.
Xianning
China



Start date: 27 Oct 2020
End date: 28 Oct 2020
FWF member: Trital Safety B.V.

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Audits conducted by Fair Wear Foundation provide an assessment of the factory's compliance with FWF's Code of Labour Practices, and provide a basis for corrective action when necessary. FWF does not certify factories, and this report should not be interpreted as FWF certification of the factory.

Contents

Audit Report	1
Factory information	3
General information	4
Executive summary	6
The audit process	7
Management system	9
Sourcing practice of FWF member	9
Monitoring system of FWF member	9
Factory management system to improve working conditions	9
Factory communication, consultation and grievance procedure	10
Labour standards	11
Employment is freely chosen	11
Freedom of association	11
No discrimination	11
Child labour	11
Living wage	12
Wageladder: Cutting	13
Wageladder: Sewing	13
Wageladder: Ironing	14
Wageladder: Quality control	14
Wageladder: Packaging	15
Working hours	16
Safety & health	16
Legally binding employment relationship	17
Images	18
Other production locations	24
Workforce	25

Factory information

Factory name	Hubei Yijiem Garments Co., Ltd.
Factory owner	Tang Jiwei
Factory website	
Factory license/registration number	914212213318511921
Year of establishment	23 Mar 2015
Address	58th South Street, Yuyue Town
Postal code	
City	Xianning
Region	Hebei
Country	China
Production process	- Cut Make Trim - Ironing - Packing - Finishing
Product types	- Garments, clothing, fashion apparel - Workwear

General information

Contacts

Position	Title	Given name	Surname	Phone number	Email address
General Manager	Mr	Jiwei	Tang	18972817899	
Manager	Mr	Guilou	Xiong	18907247883	amy-du@yijiem.com
Vice General Manager	Mr	Dayong	Jia	18972837999	

Production output table

Product	Current output (total pieces) per hour	Max. output (total pieces) per year
Workwear	280	800,000

New factories or production sites planned

N/A

Top clients

Client name
Oran
Trital
Propper
Dichiies
Cintas

Factory's production planning system

- Normally the lead time is 45 to 60 days and factory strictly takes orders according to its capacity and will never take orders that are beyond their capacity.
- Customers do not place urgent orders to factory, and in case they place an urgent order, factory will try their best to help the brands for the urgent orders without charging extra.
- According to the customers orders and lead time, factory purchases the materials for the production and then arranges the production planning of cutting, sewing, inspection, packing and etc.

Factory's pricing system

- Factory does know how to do it's 'labour minute costing' and they negotiate the orders prices with the intermediary 'Shanghai Textile Decoration Co., Ltd.' depending on the needs. For instance, if there is a new style, they will negotiate the prices with the intermediary.
- Management stated the labour cost takes up around 60% of the production cost and they do not share the costing sheet with brands.

Previous FWF activities

Type of activity	Date of activity	Link to the public report (only for complaints)
WEP	2020-10-26	N/A

Labour inspections and non-FWF social audits/assessments

Organisation or brand	Number of inspections or audits in the last 12 months	Date of the most recent inspection or audit
ICG	1	2020-09-15

Planned inspection or non-FWF social audit/assessment

Organisation or brand	Date unknown	Date of inspection/audit
N/A	No	

Current projects relevant to social compliance

Organisation or brand	Type of activity	Name of the project	Date
N/A	N/A	N/A	

Executive summary

This is the first audit conducted by FWFGS in the factory. The audit team met with good co-operation from the management, workers and all other consulted persons and organizations. Whatever information was requested was provided. Trital has been sourcing from the factory for 2 years and they usually announce production to the factory 45 to 60 days in advance. The factory is currently unionized, and there are 1 chairman and 2 committee members who were appointed instead of being democratically elected by workers. 14 out of 20 workers interviewed were aware of the right of freedom of association as they joined the WEP on the 26 Oct 2020, just 1 day before this audit. The workers during the interview stated they are provided other avenues to file grievances, including suggestion box, mobile phone and software like WeChat. The workers were of view that the management is able offer good solutions to their grievances. Based on the reviewed attendance and payroll records, it was noted that some workers worked around 62 hours/week, and consecutively for 7 days, without a day off. Last but not least, there were also some findings related to fire safety etc.

Good practice findings

Factory celebrates the traditional Chinese festivals with workers. To celebrate the mid-autumn festival and dragon boat festival, workers were provided with 30 RMB worth of festival food, such as mooncake and rice dumpling.
Factory provides free lunch to workers and the cost paid by factory is around 6 RMB per meal per person.

The audit process

Members of the audit team

Audit team supervisor Mr. Fuyun DING
Document inspector Mr. Fuyun DING & Mr. Eric LI
Safety & health inspector Mr. Fuyun DING & Mr. Eric LI
Onsite worker interviewer Ms. Ivy WANG
Observer(s) No observer was presented during this audit.

FWF member(s) present?

No

Intermediary present?

No

Top management present?

Yes

Interviews with members of management

Name	Title	Position	Present at opening meeting	Present during audit	Present at exit meeting
Jia Dayong	Mr	Vice General Manager	Yes	Yes	Yes

Is there one or more worker representative?

No

Worker representative(s) present?

No No worker representative was available in the factory; factory has a trade union affiliated to ACFTU and chairman and committee members were appointed.

Are exit meeting minutes shared with worker representative(s)?

No

Interview with worker representatives

Name	Title	Position in worker organisation	Position in factory	Present at opening meeting	Present during audit	Present at exit meeting	Email	Phone number
Luo Minghui	Mr	Union chairman	Technician	No	No	Yes	N/A	N/A
Li Ruying	Ms	Union committee member	Technician	No	No	No	N/A	N/A
Chen Fengzhen	Ms	Union committee member	Plant Manager	No	No	No	N/A	N/A

Is there a registered union at the factory?

Yes

Worker organisations in the factory

Name of the worker organisation	Type	Affiliation with national federation(s)	Affiliation with international federation(s)
Yijiem Trade Union	Union	All China Federation of Trade Union (ACFTU)	N/A

Total number of workers interviewed

	Male	Female	Total
Total	3	30	33

Were off-site worker interviews conducted?

Yes

Challenges during audit process

NA N/A

Specific stakeholder information, if any

N/A

Management system

Sourcing practice of FWF member

Sourcing table

Member name	Trital Safety B.V.
No. of days from order to shipment	45
Leverage	15%
No. of orders in last 12 months	30
No. of pieces produced in last 12 months	100,000
No. of visits per year	1
Production process	- Cut Make Trim - Embroidery - Screen Printing - Ironing - Packing - Finishing
Other production process	Nil
Product types	- Garments, clothing, fashion apparel - Workwear
Other product type	Nil
First year of business relationship	2019

Summary

Information about FWF member: Trital Safety B.V.

- On average, the lead time allowed for Trital's orders is sufficient. However, Trital sometimes places repeated orders to factory, but the lead time is not enough for factory to arrange production, which might contribute to workers excessive overtime hours.
- The orders prices from Trital are reasonable. Trital pays sufficient for minimum wage and OT; but the price does not support living wage; management stated the order prices need to be increased by 20% to 30% can they support the payment of living wage.
- Trital confirms samples in a timely manner and the process of products development is smooth and efficient.
- Management appreciates Trital's purchasing practices in terms of timely payment.

Monitoring system of FWF member

Summary

Information about FWF member: Trital Safety B.V.

- Trital has communicated with factory on the FWF audit methodology and criteria prior to this audit and they required factory to be 100% transparent to the FWF audit team. The FWF complaint mechanism was communicated to factory beforehand as well.
- The old version of the FWF Code of Labour Practices has been sent to factory and as requested, factory has it posted in the workshops for view of workers. However, as informed by factory management, they did not receive an updated version of the FWF CoLP from its intermediary, neither were they aware if an updated version was sent to the intermediary by Trital or not.

Factory management system to improve working conditions

Summary

- Factory has set up an internal compliance system in place to monitor and improve its labour conditions.
- Management was willing to share with the audit team about its actual situation on working conditions.
- Factory celebrates the traditional Chinese festivals with workers. To celebrate the mid-autumn festival and dragon boat festival, workers were provided with 30 RMB worth of festival food, such as mooncake and rice dumpling.
- Factory provides free lunch to workers and the cost paid by factory is around 6 RMB per meal per person.
- Workers were local residents and there is no accommodation service provided by the factory.
- The embroidering and printing for Trital's orders were done by a subcontractor, but factory has not informed the subcontractor of the FWF Code of Labour Practices.
- The FWF Code of Labour Practices posted in the workshop was not the latest version.

Factory communication, consultation and grievance procedure

Summary

- In this audit, all 20 workers interviewed are satisfied with their current working conditions at the factory; workers do not have much to complain.
- Workers are able to file a complaint to factory via suggestion box, by mobile phone, via social software like wechat. Factory will work out a solution for workers complaints in three days.
- Factory does not provide internal training on the FWF Code of Labour Practices to all the employees. During interviews with workers, 14 out of 20 workers were aware of the FWF Code of Labour Practices as some of them joined the WEP and some received the FWF workers' information cards; the rest 6 workers had no knowledge on the FWF Code of Labour Practices.
- Factory maintains a written record for workers' grievances and of factory's responses. According to the record, no worker has filed any complaint since January 2020.

Labour standards



Employment is freely chosen

Summary

- Factory does not require workers to lodge deposits.
- Management stated they have never used prison labour or forced labour.
- Factory has never withheld worker's original documents (e.g. ID card).
- Workers are required to submit resignation letter 30 days in advance before they quit.
- Workers are free to refuse overtime hours if they do not feel like doing OT.



Freedom of association

Summary

- Factory is currently unionized and the trade union is subject to All China Federation of Trade Union (ACFTU), as informed by the management, the chairman and union members were appointed instead of being democratically elected.
- No document evidences indicated that factory specifically provided training on the freedom of association to its employees. 14 out of 20 workers interviewed were aware of the right of freedom of association, and the rest 6 workers were not aware of the right of freedom of association.
- Workers' right of freedom of association is not intervened and they are free to vote for their representatives or join any labour organizations.
- Most workers did not have any interest in trade union or independent worker representatives; they know the union committee members, but they seldom approach them for labour related issues.
- No collective bargaining or collective contract is available at the factory.
- No worker's strike has ever happened at the factory.
- There has been no meeting minutes between factory and the trade union so far this year.



No discrimination

Summary

- Factory recruits workers via gate advertisement and internal network, workers above the age of 16 years old are entitled to work in the factory. No discrimination exists during the recruitment processes.
- Factory has a written hiring procedure for recruitment, the HR department will not discriminate workers on employment. And all employments are based on the candidate's personal abilities rather than age, gender, culture background and beliefs etc.
- No pregnancy test is required for employment or continuous employment.



Child labour

Summary

- Management stated that they strictly follow the factory's recruitment procedures not to recruit any workers aged below 16 years old.
- The HR department will carefully check the authenticity of the ID cards of all candidates in the hiring process to make sure all workers are using the own ID cards and above the age of 16 years of age.
- Management stated that juvenile workers are allowed to work in the factory as long as they are capable to fit for the jobs.
- Currently there are no juvenile workers working in the factory and the youngest worker is above the age of 18 years old.



Living wage

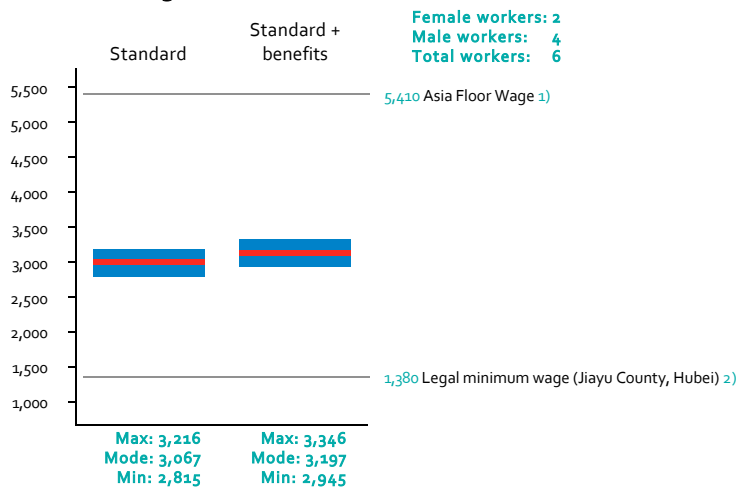
Is there reliable information for a wage ladder? (A wage ladder is only available when wage record is accurate.)

Yes

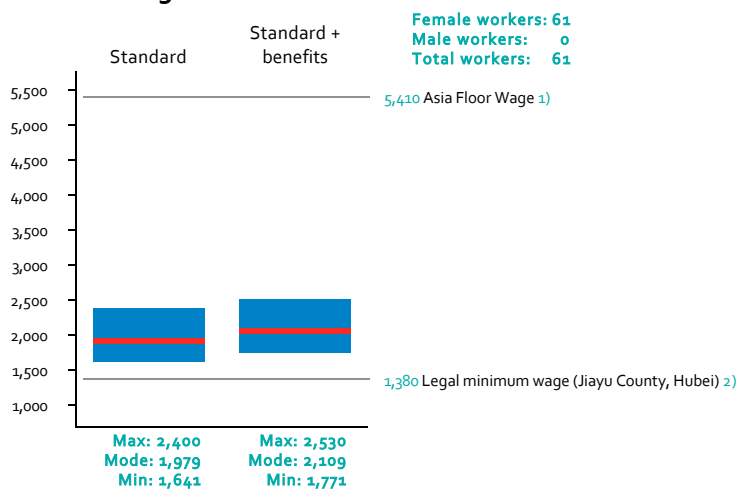
Summary

- According to the payroll journals, the wage components consist of monthly wage or piece wage. As informed by the management, most workers are paid by piece rate while the cutting workers are paid by monthly wage.
- There is also a job subsidy which is only applicable to the workers who have finished their own duties but are arranged to help with other duties.
- The wage is paid to workers on the 15th of the current month for the wage of the previous month by bank.
- Workers are distributed a pay slip on the payday for wage confirmation, and they are aware of how to calculate their wages.
- The average wage paid to workers is around 2600 to 4400 RMB per month all inclusive.
- The wage paid to workers for a regular working week is below the Asia Floor Wage of 5410 RMB/month as of 2020.
- The piece-rate workers are not entitled to paid annual leaves or paid statutory holiday leaves.
- Workers are not subject to monetary fine as disciplinary practices.
- As per analysis of the payroll journals of December 2019, May and September 2020, the gross wages paid to the 30 sampled workers were able to secured the local minimum wage and the overtime premiums; and factory has set up a wage comparison system to compare workers' gross wage with their due hourly wage and then prevails the higher standard for workers final payment to ensure the sufficient payments.
- During the Covid-19 crisis, factory resumed working on the 23 March 2020, and from the 3 February to the 22 March 2020 total 35 working days when productions were stopped, workers were paid 1680 RMB for these 35 working days.
- As of 23 March 2020 when workers resumed working, the factory did not have sufficient orders and workers can't make a satisfied income if they were paid by piece rate, as to secure workers income, from the 23 March to the 31 March, the piece rate workers were paid at 120 RMB/day rather than being paid by piece rate.

Cutting



Sewing

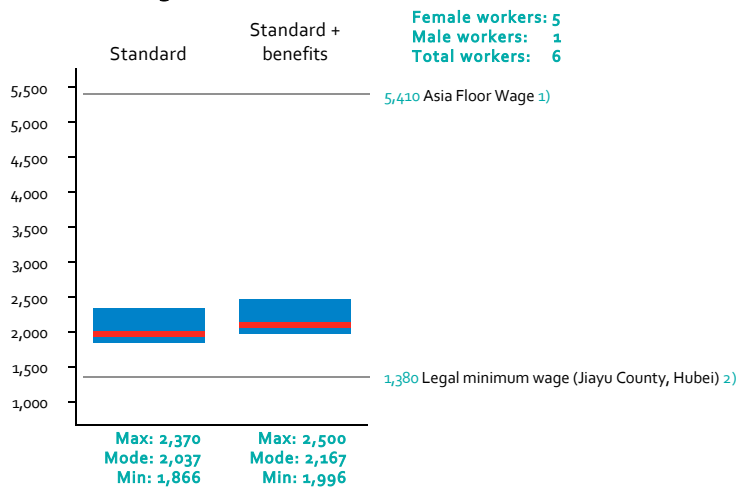


¹⁾ As of 2020, the AFW has been increased to 5410 from the previous 4547 RMB/month

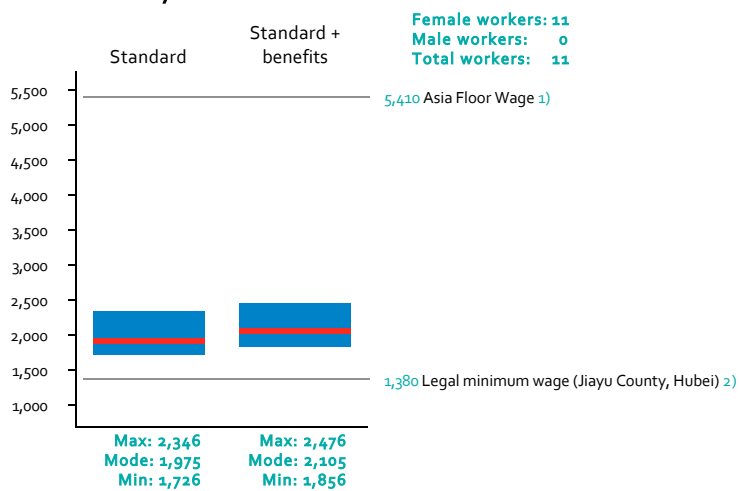
²⁾ As of 1 Nov 2017, as defined by the local government

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Ironing



Quality control

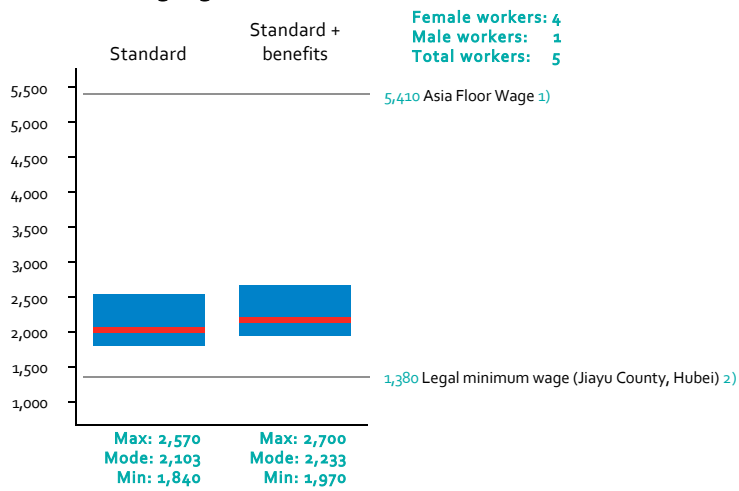


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Packaging



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Working hours

Summary

- Factory uses a manual attendance system to record all working hours including the overtime hours performed by workers.
- The attendance records provided by factory revealed the actual situation on hours of work for workers working at factory.
- The working hours are from 7:30 to 11:30 and from 12:30 to 18:00, with 1.5 overtime hours. And if extra overtime hours are needed, workers will work additional overtime hours from 18:30 up to 20:30.
- The overtime hours are voluntary and there is no production quota imposed.
- There is no specific peak or low reason for the factory.
- Based on the attendance records of December 2019, May and September 2020, some workers worked more than 60 hours/week, from 61 up to 62 hours/week.
- Most workers have 4 days off in a month and some workers worked consecutively for 7 days.
- Some workers worked more than 3 overtime hours per day (i.e. 3.5 hours) for 1 day in May 2020.

Is there reliable information for OT analysis? (The OT table is only available if the record of working hours is accurate.)

Yes

Overtime table

Department	Female	Male	Total number of workers	% of female performed OT	% of male performed OT	1 day off per 7 days	Which month(s) do they perform OT?	OT on weekends (hours per week)	OT on workdays (hours per week)	Total OT estimate per week
Cutting	2	4	6	100%	100%	Yes	- May - September - December	10	8	18
Packaging	4	1	5	100%	100%	No	- May - September - December	10	11	21
Sewing	61	0	61	100%	0%	No	- May - September - December	10	12	22
Ironing	5	1	6	100%	100%	No	- May - September - December	10	12	22
Quality control	11	0	11	100%	0%	No	- May - September - December	10	8	18



Safety & health

Summary

- Factory maintains an injury record and according to the record, no injury has happened in the factory since 2020.
- Factory provides training to workers on health and safety. As per the training records, the most recent training on fire safety occurred on the 27 August 2020.
- Factory has a fire drill at both the production and canteen areas twice a year and the most recent one was carried out on the 16 July 2020.
- Factory maintains the chemical material safety data sheet (MSDS) in file.
- Factory has a fire permit for its buildings and a safety inspection report for the completed buildings construction projects.
- Factory operates a canteen and the canteen's hygiene certificate is valid till 23 August 2025.
- There are 2 canteen staff working in the factory and their certificates provided for review are valid till 20 August 2021.
- Factory has 3 first aid personnel who are trained by the local Red Cross and their certificates are valid till 18 August 2023.
- Factory has an electrician and his certificate is valid till 24 June 2021.
- The drinking water is tested for quality safety once a year. As per the most recent report dated 2 July 2020, the water quality is in compliance with the relevant requirements.
- 2 fire extinguishers in the packaging area and 1 fire hydrant in the sewing workshop was blocked.
- 2 fire extinguishers in the kitchen were placed on the ground.
- No fire extinguisher was available in the canteen or the boiler room.
- No ergonomics programme has been established at the factory; the sitting workers are not provided with a chair of back rest; the standing workers are not provided with an anti-fatigued floor mat; no exercise is arranged in work interval to release workers body strain.



Legally binding employment relationship

Summary

- Labour contracts are signed between workers and the factory, and each party keeps a copy of the contract for reference.
- Workers' ID card copies have been properly kept in documentation for age documentation purpose. Factory maintained proper personal file for all workers.
- Management stated as long as workers are willing to pay for their share of the social security, they are able to be registered with the insurance system.
- As per review of the social security payment receipt of October 2020, 84 out of 129 employees were provided with pension, medical, injury, maternity, unemployment insurances.
- Among 45 workers who do not buy social security, 29 workers have reached the retirement age which can no longer buy social security, and the rest workers do not want to buy social security. Factory does not buy the commercial insurance for these 45 workers.

Images



Product of Trital



Business license



FWF Code of Labour Practices



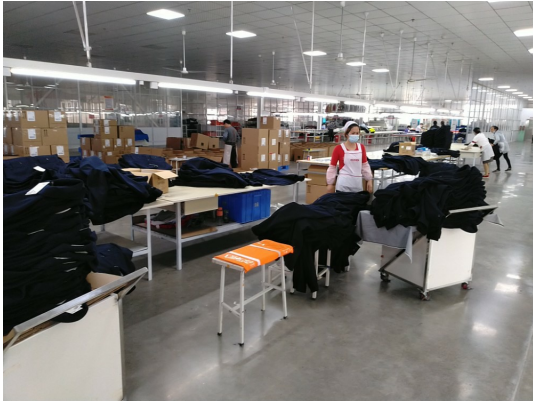
Cutting



Cutting pieces storage area



Factory gate



Packaging



Canteen building



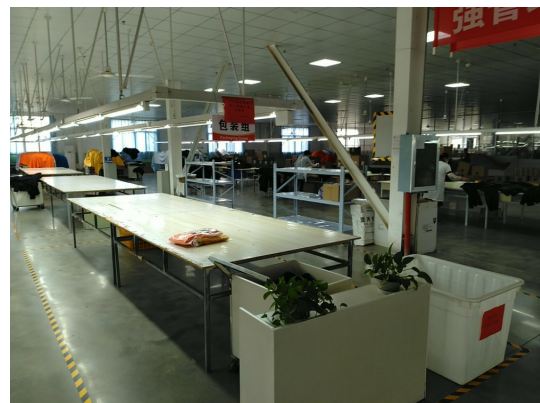
Warehouse



Finished-goods warehouse



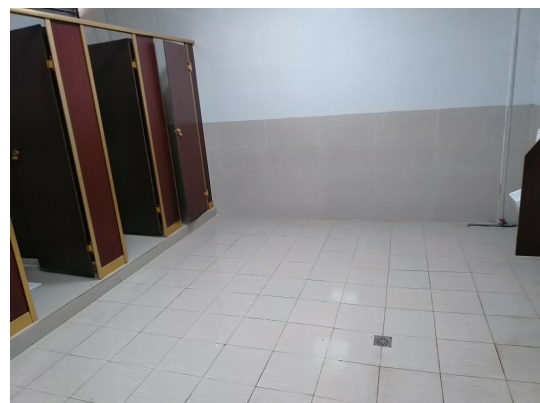
Office building



Packaging area



Canteen hall



Workers' toilet



First aid kit



Technical department



Inspection



Cutting area



Cloth inspection machine



Suggestion box



Ironing area



No fire extinguisher
No fire extinguisher was available in the boiler room.



Canteen kitchen



Buttoning machine



Sewing workshop



Accessory warehouse



Drinking water area



Inspection area



Fire extinguisher placement
2 fire extinguishers in the kitchen were placed on the ground.



Blocked fire extinguishers
2 fire extinguishers in the packaging area were blocked.



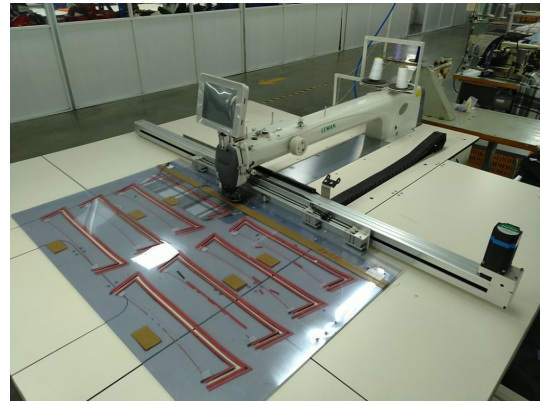
Needle detector



Overlock sewing machine



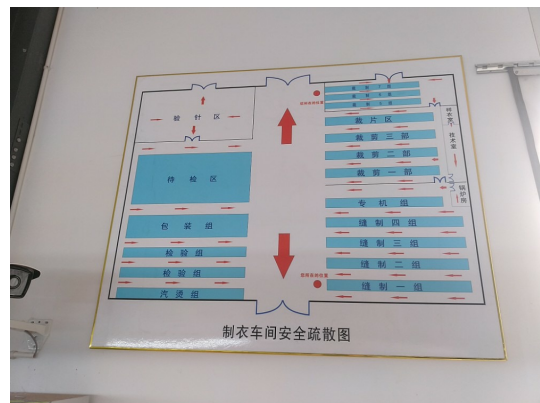
Fabric warehouse



Molding machine



Production building



Evacuation map



Under pressing



R&D Building(Not in use)



Blocked fire hydrant

1 fire hydrant in the sewing workshop was blocked.

Other production locations

List of production sites

Name of production location	Used for member production?	Relationship with the audited factory	Contact details	Address	Products	Production process
Sanlian Embroidery and Printing Factory	Trital	Subcontractor	Mr Zhu	Fenghuang Mountain Community, Chibi City	Workwear	Embroidery, printing

Workforce

Workforce information

	Male	Female	Total		Male	Female	Total
Total number of employees	18	111	129	Number of workers on date of audit	18	111	129
Employees paid by time rate	16	12	28	Management	11	7	18
Staff (administration, logistics and other supporting departments)	1	3	4	Permanent employees	5	5	10
Production workers	6	83	89	Fixed-term employees	13	106	119
Apprentices	0	0	0	Recruitment agency or dispatched workers	0	0	0
Workers on probation	0	0	0	Employees registered with social security	18	70	88
Domestic migrant workers	0	0	0	Foreign migrant workers	0	0	0
Juvenile workers	0	0	0	Workers employed by subcontractors when on-site	0	0	0
Pregnant workers	0	0	0	Ethnic minority workers	0	0	0
Workers on fixed salary	16	12	28	Workers on maternity/paternity leave	0	0	0
Employees paid by piece rate	2	99	101	Workers on sick leave	0	0	0