

Roots For Safety B.V

Training Report

15350 Hubei Yijiem Garments Co., Ltd

湖北依杰姆服饰有限公司

No.216, Jiayu Avenue, Jiayu County, Hube

湖北省嘉鱼县嘉鱼大道 216 号

26 October 2020

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1. Factory Details

The registered office of the company is located at:

No.216, Jiayu Avenue, Jiayu County, Hubei province, China

The factory that was trained is situated in the same as a above.

The following are the contact persons:

- Mr. Tang Jiwei, General Manager
- Mr. Jia Dayong, Deputy General Manager
- Mr. Xiong Guilou, Administration Manager

Factory audits done by FWF Global Services: 27-28 October 2020

Factory audits done by other initiatives: ICG, 15 September 2020

Worker complaints received: None

The worker information cards and the Covid-19 health cards have been distributed during the training to management/line supervisors/workers/worker representatives.

2. Training Overview

The Workplace Education Programme was conducted at Hubei Yijiem Garments Co., Ltd, initiated by Roots.

At least minimum wages were paid to the workers during the training sessions. The cost was covered by Hubei Yijiem Garments Co., Ltd.

	Management	Workers
Name of Trainer(s)	Mr. Fuyun DING	Mr. Eric LI
Location	factory premises	factory premises
Training Language	Mandarin	Mandarin
Training Date	26 October 2020	26 October 2020
Participants (F/M/Total)	6F/7M / Total 13	14F/5M /Total 19
# of sessions	1	1
Duration	2 hours per session	2 hours per session
% of total staff trained	70 %	21 %

3. Management Training

3.1. Subjects

List of subjects covered during the training session with all participants:

- Introduction of FWF
- Code of Labour Practice
- Effective internal grievance mechanisms
- FWF's complaints mechanism

3.2. Training highlights

Prior to the training, the trainers first introduced the methodology and main work of FWFGS, as well as the 8 labor standards of FWF. The factory manager said that although they have experienced many audits entrusted by their clients to third party auditing firms, neither the management nor the employees of the factory have received training with regard to labour standards, laws and communications before. In particular, the factory management had little knowledge of specific contents of labor standards and relevant laws. They were very happy that FWFGS and its member company arranged such training for them, and as to benefit more employees, the factory management temporarily increased the number of workers to join the training.

At present, the factory has 129 employees, and the training was divided into two sessions. The first training was for the managers and supervisors, a total of 13 department managers participated in the training; the second training was for the production workers from the front line and a total of 19 employees participated in the training, taking up 21% of the total production workforce.

The first key content was to explain what corporate social responsibility was, the eight labor standards of FWFGS, why FWFGS and its member companies regularly audit their suppliers. After these introductions, the trainer explained questions raised by the managers in the training and the main questions were about how FWFGS work to improve labour standards throughout the supply chain and what differences between FWFGS audit and other audits conducted by 3rd party companies.

The second focus was on grievance mechanism and communication system. As a manager of an enterprise, he/she should fully understood the importance and necessity of standardizing the complaint mechanism, as to achieve 'four needs' - to listen, to pay attention to, to be frank, and to solve. Whether it was a face-to-face complaint, through SMS, wechat or other ways, no matter the problems complained by employees were correct or wrong, they should be seriously accepted and handled. At the same time, the problems complained by employees and how to solve them should be

recorded in detail and summarized regularly as to avoid the recurrence of similar and same problems. The trainer suggested that the factory should communicate with the trade union members or workers representatives on a regular basis and listen carefully to the opinions and suggestions put forward by the trade union members or workers representatives.

The trainer introduced how a functional factory-level grievance mechanism help create a harmonious workshop; the trainer also explained the FWFGS grievance mechanism and emphasized it was always the first priority to solve workers problems through the factory-level grievance mechanism. It shall never be afraid of having complaints or problems, as long as the factory management truly faced the problems and tried to work out solution to the problems in a wise and honest way. The factory management showed understanding and emphasized that they mainly focus on production related issues rather than workers voices and grievances; they understood, through a perfect factory-level communication mechanism, they can increase workers loyalty and satisfaction towards the factory.

3.3 Pictures



Training for managers and supervisors

4. Worker Training

4.1. Subjects

List of subjects covered during the training session with all participants:

- Introduction of FWFGS
- Code of Labour Practice
- Effective internal grievance mechanisms
- External grievance mechanisms such as local NGOs, labour bureaus and trade unions.
- FWFGS's complaints mechanism

4.2. Training highlights

Altogether there were 19 production workers participating into this training, taking up 21% of the total production workforce; the training was well delivered by understandable language through PPT and vivid examples, the training atmosphere was good.

Through the trainer's explanation on corporate social responsibilities, the workers participants can realize why the enterprises should implement social responsibility and why the enterprises should improve the labour conditions in a sustainable way. As summarized by the trainer, the eight FWFGS labor standards were the concrete embodiment of social responsibility in enterprises.

The trainer focused on regulations and legal knowledge on wages & benefits, and explained (1) what the minimum wage standard is, (2) the differences among overtime premiums of statutory overtime hours, regular and weekend overtime hours, (3) wage comparison system to measure the gaps between workers gross wage and the hourly wage due to workers (hourly wages here refer to minimum wage plus legally required overtime premiums), (4) there are totally 11 days of statutory holidays in China when workers shall be paid at their normal wage rate when they are enjoying these holidays, (5) workers with more than 1 year but less than 10 years of seniority shall be entitled to 5 days of paid holidays and (6), workers shall be paid for the production stoppages that were not caused by workers. After the above introductions, most workers showed understanding and they were aware of what kinds of benefits should be entitled to as well as how to compare their gross wage with the hourly wages due to them. Most of them thought they benefit a lot from this training with regard to legal knowledge.

About reasonable working hours, the trainer introduced the FWFGS requirements on working hours and the requirements follow the national laws and international standards. In China, the requirements for working hours were mainly specified in 3 aspects, including that the regular overtime hours shall not be more than 3 hours/day, the total working hours shall not be more than 60 hours/week and at least 1 day off shall be granted after a 6 consecutive days of work. The workers said they worked more than 60 hours/week and sometimes they also worked consecutively for more than 7 days.

All workers stated the youngest worker employed by the factory should be more than 18 years old, they did not feel there was specially young looking faces around them. And they said factory strictly checked the origin of ID card of each job applicants as to ascertain the ages.

When introducing freedom of association, most workers lacked sufficient knowledge in this regard, neither were they interested in a trade union or workers representation. Most workers stated they will prefer to seek help for labour disputes or personal complaints directly through the top

management. The trainer introduced, as an employee, he/she should protect his/her rights and interests through reasonable channels, democratically elect workers representatives, and understand the factory-level complaint mechanism. When he/she is unfairly treated in the work, he/she should reflect the problem through reasonable complaint channels to protect his/her rights and interests. The trainer also introduced if a complaint cannot be solved via the factory-level complaint mechanism or the local labour authorities, FWFGS offers its grievance mechanism as the last resort.

4.3. Pictures



Training for production workers

4.4. Training evaluation

After the training, most participants expressed their interest in the content of the training and were satisfied with the training.

More than 95% participants thought they raised legal awareness and awareness towards the FWFGS CoLP after the training.

Around 93% thought they knew more about factory's internal grievance mechanism, understood how FWFGS handles grievances and its complaint hotline.

All participants thought they understood how to file complaints via different channels.

More than 90% participants thought they developed a certain level of confidence on FWFGS's complaint mechanism.

Around 60% participants were willing to select workers representatives for labour disputes and social dialogues.

General factory satisfaction survey: (from 0 up to 5 scores reflecting lower to higher level of satisfaction)

Average scores in wage and benefits were 4.3



Workplace Education Programme (WEP): Factory Training Report
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Average scores in working hours were 4.5

Average scores in working environment were 4.4

Average scores in working relationship were 4.6

Average scores in meal service at canteen were 4.1