

Monitoring summary report for Shuyang Senke Wooden Craft Factory

MONITORING ID: 24-0286891



Monitored Party Shuyang Senke Wooden Craft Factory	amfori ID 156-025018-000	Address No.18, Jinlang Road, Shizi Industrial Zone, Shuyang County, 223600 Suqian, Jiangsu Sheng, China
Monitoring Activity amfori Social Audit - Manufacturing	Monitoring Type Full Monitoring	Monitoring Partner APCER
Monitoring Start Date 29/10/2024	Closing Meeting Finished Date 29/10/2024	Submission Date 04/11/2024
Expiration Date 04/11/2025	Announcement Type Semi Announced	
Site Shuyang Senke Wooden Craft Factory	Site amfori ID 156-025018-001	

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OVERALL RATING



SECTION RATING

PA1: Social Management System	C	
PA 2: Workers Involvement and Protection	B	
PA 3: The Rights of Freedom of Association and Collective Bargaining	A	
PA 4: No Discrimination, Violence or Harassment	A	
PA 5: Fair Remuneration	B	
PA 6: Decent Working Hours	D	

PA 7: Occupational Health and Safety	A	
PA 8: No Child Labour	A	
PA 9: Special Protection for Young Workers	A	
PA 10: No Precarious Employment	A	
PA 11: No Bonded, Forced Labour or Human Trafficking	A	
PA 12: Protection of the Environment	A	
PA 13: Ethical Business Behaviour	A	

GENERAL DESCRIPTION

Name of lead auditor: Amy Li; APSCA membership number: CSCA 21703889.

Monitoring partner name: APCER (Monitoring firm APSCA #: 11600046)

Audit schedule details: The audit is planned for 1 auditor x 1 day.

Announcement Type: Semi Announced Full Monitoring.

Business partner information:

Shuyang Senke Wooden Craft Factory is located at No.18, Jinlang Road, Shizi Industrial Zone, Shuyang County, Suqian City, Jiangsu, China (中国江苏省宿迁市沭阳县十字工业区金浪路18号). However, the registration address in the business license is No. 4 Building, Shizichaoyang Industry Park, Shizi Street, Shuyang County, Suqian City, Jiangsu, China. The company was registered on September 5, 2017 and started its operations at the current location since June 2020. The auditee did not update the business license while changing the operation location. The factory's local name is “沭阳森科木制品厂 (91321322MA1QFAT302)”.

The main products manufactured by the factory were oil painting framed, sketching easel and sketchpad, etc. The main production processes include woodworking, stretching and packing, etc. Through document review, management interview and workers' interview, the peak months were not obvious in the factory.

Audited location information:

The auditee rented part of three buildings from the landlord named “Shuyang Xiaobaxi Children Products Co., Ltd”, details as below:

One 3-storey mixing building: 1F&3F-used by Shuyang Heshi Garments Printing Co., Ltd, used as workshop, 2F-used by the auditee, used as material warehouse and woodworking workshop;

One 3-storey mixing building: 1F&3F-used by “Jiangsu Sangni BoRui Children Products Co., Ltd”, used as workshop, 2F-used by the auditee, used as stretching and packing workshops;

One 3-storey mixing building: 1F&2F-used by “Jiangsu Sangni BoRui Children Products Co., Ltd”, used as workshop, 3F-used by the auditee, used as office and finished warehouse.

The total size used by the auditee is about 6,900 square meters currently. Related rental contract was provided for Different factories had different products, business licenses and management systems, etc. There was no shared worker or workplace identified between the auditee and the other factories in the same compound.

No dormitory or canteen was provided by the auditee. All employees lived near the factory, lived at home. They had meals at home or restaurant near the factory.

Operating shifts and hours:

Attendance records from September 2023 to the audit day were reviewed in this audit. By cross checking those records, production records and interviews with the management, workers and worker representative, no inconsistency on working hours was identified during the audit. All employees ran in 1 shift, from 7:30 to 17:00 with 1.5 hours lunch break from 11:30 to 13:00, workers generally had overtime work at night for 2 hours from 18:00 to 20:00 & 2 to 3 nights per week, 8 hours from 7:30 to 17:00 on Saturday (lunch break from 11:30 to 13:00), but they always had one day off per week.

Time recording system:

Fingerprint attendance machine was used for recording check in/out time and every employee should record their working time when they entered and exited the facility.

Salary payment details:

Payroll records from September 2023 to August 2024 were reviewed in this audit. Wages were paid by cash no later than 30th of each month in the following month. All employees' wages were calculated by hourly rate and the lowest basic wage was no less than RMB17.25 per hour equal to RMB 3,000 per month in all selected months, which was no less than local legal minimum payment requirement (RMB10.57 per hour equal to RMB1,840 per month before January 1, 2024 & RMB11.55 per hour equal to RMB2,010 per month since January 1, 2024). For overtime premium, 150% and 200% of basic wages were paid to employees for their overtime hours on workdays and rest days respectively, and no overtime was arranged on statutory holidays.

Worker number information:

There were total 48 employees included 7 males and 41 females in the factory according to worker roster, site observation and the interview with management and workers. There were 44 production employees (6 males and 38 females) and 4 non-production employees (including management employees and office staff). No children or young workers worked in the factory. All employees were local and they were hired by the factory directly. There was no vulnerable worker (such as pregnant, foreign migrant, young, disabled, temporary, seasonal, home-based worker) in the factory. The youngest employee is over 31 years old, who was born on July 26, 1993 and started the work in the factory on February 22, 2023. No special group worker (such as interns, apprentices, contractor workers etc.) was found in this factory. During this audit, 5 production workers (including 2 males and 3 females) and 1 male management were interviewed.

Good practices:

The auditee knew and calculated the basic living wage.

Worker organization details:

There was no Trade Union or worker committee available in the factory, but there were 2 worker's representatives elected by workers.

Circumstances:

The management agreed auditor to visit the whole areas of the factory and kept an open attitude during the audit. During the onsite tour, no obvious gap identified between the workforce and production capacity, and all production processes were running normally. There was no special circumstance during the audit.

Summary of findings:

The audit was basically fulfilled according to the audit plan sent prior to the audit. At the end of the audit, auditor communicated the findings in details to factory and allowed them to ask questions and make any needed clarifications. Finally, they agreed on the findings and signed the on-site audit findings report. The performance areas needed improvements were as follows: PA 1-2, PA 5-7 and PA13. No other serious issue was noted in this audit.

Living wage calculation:

- a. There is no GLWC benchmark for the audited location, so the data of Living Wage in the report were provided by the auditing company. Detailed data for Living Wage calculation were filled in the report.
- b. Generally, by Anker Methodology, Net Living Wage = Cost of Basic but Decent Life for a Family / Number of Workers per Family. Based on the concept of Anker methodology, the formula "Living Wage = per capita consumption expenditure x (0.5 x avg. household size) x 1.1" is used for calculation, because "per capita consumption expenditure" covers the daily basic costs of living.
- c. The factory had collected local data and calculated the Living Wage by using the table of Fair Remuneration Scan, which is RMB 2,282.5/month. Relevant evidence was uploaded under Attachment. During this audit, the factory's data were accepted and used when PA5.4 was evaluated.

Personal data protection:

As Personal Information Protection Law implemented in China since Nov 1, 2021, so workers' faces, names, ID numbers, contact information, brand names and logos etc. taken in the photos are protected in the sake of privacy.

Remark:

There was no agency, contractor or collective bargaining agreement used by the auditee, which makes these documents not applicable. Also, no government waiver was obtained currently, which makes the waiver not applicable.

SITE DETAILS

Site

Shuyang Senke Wooden Craft
Factory

Site amfori ID

156-025018-001

GICS Classification

Sector	Industry Group	Industry
Materials	Materials	Paper & Forest Products
Sub Industry		
Forest Products		

amfori Process Classifications

N.A.

NACE Classification

N.A.

GS1 Classifications

N.A.

Water Stress Situation

N.A.

METRICS

Key Metrics

Total workforce	48	Workers
Legal minimum wage in local currency	2,010	Monthly
Lowest wage paid for regular work at the site	3,000	Monthly
Calculated living wage in local currency	2,756.97	Monthly
Total sample	5	Workers

Other Metrics

Male workers	7	Workers
Female workers	41	Workers
Non-binary workers	0	Workers
Permanent workers - Male	7	Workers
Permanent workers - Female	41	Workers
Permanent workers - Non-binary	0	Workers
Temporary workers - Male	0	Workers
Temporary workers - Female	0	Workers
Temporary workers - Non-binary	0	Workers
Seasonal workers - Male	0	Workers
Seasonal workers - Female	0	Workers
Seasonal workers - Non-binary	0	Workers
Management - Male	1	Workers
Management - Female	1	Workers
Management - Non-binary	0	Workers
Apprentices - Male	0	Workers
Apprentices - Female	0	Workers
Apprentices - Non-binary	0	Workers
Workers on probation - Male	0	Workers
Workers on probation - Female	0	Workers
Workers on probation - Non-binary	0	Workers
Workers with night shift - Male	0	Workers
Workers with night shift - Female	0	Workers
Workers with night shift - Non-binary	0	Workers
Workers with disabilities - Male	0	Workers
Workers with disabilities - Female	0	Workers
Workers with disabilities - Non-binary	0	Workers
Domestic migrant workers - Male	0	Workers
Domestic migrant workers - Female	0	Workers
Domestic migrant workers - Non-binary	0	Workers
Foreign migrant workers - Male	0	Workers

Foreign migrant workers - Female	0	Workers
Foreign migrant workers - Non-binary	0	Workers
Workers hired directly - Male	7	Workers
Workers hired directly - Female	41	Workers
Workers hired directly - Non-binary	0	Workers
Workers hired indirectly - Male	0	Workers
Workers hired indirectly - Female	0	Workers
Workers hired indirectly - Non-binary	0	Workers
Unionised workers - Male	0	Workers
Unionised workers - Female	0	Workers
Unionised workers - Non-binary	0	Workers
Workers under CBA - Male	0	Workers
Workers under CBA - Female	0	Workers
Workers under CBA - Non-binary	0	Workers
Pregnant workers	0	Workers
Workers on parental leave - Male	0	Workers
Workers on parental leave - Female	0	Workers
Workers on parental leave - Non-binary	0	Workers
Sample - Male	2	Workers
Sample - Female	3	Workers
Sample - Non-binary	0	Workers

FINDINGS

PA1: Social Management System

Site: Shuyang Senke Wooden Craft Factory | Site amfori ID: 156-025018-001

Question: 1.1 Is there satisfactory evidence that the auditee has set up an effective management system to implement the amfori BSCI Code of Conduct?

ENGLISH

LOCAL LANGUAGE

Finding

By on-site observation, interviewing with management, worker representative and workers as well as documents review, it was noted that the social accountability management system was established in the factory. However, part procedures were not operated effectively, they did not have effective corrective/preventive action plans for the existing findings yet, also did not communicate related procedures to related parties to make sure they understand and execute related procedures, which resulted in the findings identified on PA1-2, PA5-7 and PA13. For example, in PA6, the auditee had established related working hour procedure, and appointed manager (Lan Zhang) to take responsible for it, however, employees' overtime exceeded law requirement in all selected months, overtime was not fully controlled. This question is rated as partially because the general condition in the factory is acceptable and no serious issue was found.

基于现场观察，管理层，员工代表，员工访谈，以及文件审核，工厂有建立管理体系。但是部分程序没有有效运行，针对现有的问题还没有有效的纠正预防措施，没有和相关的部门进行有效沟通，确保他们理解相关的程序。导致在PA1-2&5-7&13区域发现问题。例如，在第六部分，工厂有建立相关的工作时间的程序，有专门的经理(张岚)负责，但是员工在所有的抽样月份加班超出了法规要求，加班时间没有得到完全控制。这个问题被评为部分符合，因为工厂的总体情况是可以接受的，没有发现严重的问题。

Question: 1.4 Is there satisfactory evidence that the auditee's workforce capacity is properly organised to meet the expectations of the delivery order and/or contracts?

ENGLISH

LOCAL LANGUAGE

Finding

According to interviewing with management as well as documents review, it was noted that the factory had established the workforce planning and cost accounting procedures, while they did not conduct workforce capacity evaluation, which led to employees' monthly overtime exceeded legal limits systematically. This question is rated as partially because corresponding procedures has been established but not effectively implemented.

通过与管理层的访谈以及文件查看，审核发现工厂有建立产能规划和成本核算的程序，但没有进行产能评估，导致员工出现系统性月加班超时情况。这个问题被评为部分符合的原因是工厂已经建立相应程序，但并未有效的执行。

PA 2: Workers Involvement and Protection

Site: Shuyang Senke Wooden Craft Factory | Site amfori ID: 156-025018-001

Question: 2.2 Is there satisfactory evidence that the auditee defines long-term goals for protecting workers in line with the aspirations of the amfori BSCI Code of Conduct?

ENGLISH	LOCAL LANGUAGE
Finding	
By interviewing with management, worker representative and workers as well as documents review, it was noted that the audited factory had already defined their long-term goals in cooperation with their workers and workers' representatives according to amfori BSCI code of conduct. For example, no child labor, no discrimination, no forced labor, etc. However, their long-term goals were not reviewed regularly. This question is rated as partially because the long-term goals had been established, but not implemented well.	基于管理层，员工代表，员工访谈，以及文件审核，被审核方有与他们的工人和工人代表一起商议 amfori BSCI 行为守则的长期目标。如不用童工，无歧视，不强迫劳工等。但是工厂没有定期的做检查。这个问题被评为部分符合，因为工厂已经建立了长期目标，但是在实施上不是很到位。

Question: 2.4 Is there satisfactory evidence that the auditee builds sufficient competence among managers, workers and workers representatives to successfully embed responsible practices in the business operation?

ENGLISH	LOCAL LANGUAGE
Finding	
Based on management and workers interview, document review and onsite observation, 40% interviewed workers were not aware of the social responsibility requirements. This question is rated as partially because the factory had posted amfori BSCI COC on site and provided related training to workers while they didn't evaluate the effectiveness of the training.	根据管理层和员工访谈，文件审查以及现场观察，40%的被访谈的工人不了解社会责任的相关要求。此问题被评为部分符合，因为工厂已将 amfori BSCI 行为守则张贴在现场并且给员工提供了相关的培训，但是没有验证培训效果。

PA 5: Fair Remuneration

Site: Shuyang Senke Wooden Craft Factory | Site amfori ID: 156-025018-001

Question: 5.5 Is there satisfactory evidence that the auditee provides workers with the social benefits that are legally granted without negative impact on their pay, level of seniority, position, or promotion prospects?

ENGLISH	LOCAL LANGUAGE
Finding	
By interviewing with management, worker representative and workers as well as documents review, it was noted that no employee had been covered by medical, maternity, retirement, work-	基于管理层，员工代表，员工访谈，以及文件审核，审核员发现工厂未给员工提供医疗,生育,养老,失业,工伤保险。为所有的员工购买了商业保险（有效期2024.2.27到2025.2.26）。没有临时工，新员工

Finding

related injury and unemployment insurance. All employees were provided with commercial insurance valid from February 27, 2024 to February 26, 2025. There was no temporary, new employee or dispatched employee. There were 26 retirees. The factory had not obtained a waiver from the local social insurance authority. This question is rated as no because the social insurance coverage rate was 0. (PRC Labor Law Article 72&73)
Remark: The reason of employees did not purchase social insurance was that they had rural insurance at home. The auditee did not collect related rural insurance information.

或派遣工。有26名退休员工。工厂未获得当地社保局的批文。这个问题被评为不符合,因为工厂的社保参保率为0。(《中华人民共和国劳动法》第七十二条&七十三条)
备注:员工没有购买社会保险的原因是因为他们在家里有农保。工厂没有收集农保的相关信息。

PA 6: Decent Working Hours

Site: Shuyang Senke Wooden Craft Factory | Site amfori ID: 156-025018-001

Question: 6.2 CRUCIAL: Is there satisfactory evidence that the auditee request of overtime is in line with the requirements of the amfori BSCI Code of Conduct?

ENGLISH

LOCAL LANGUAGE

Finding

By interviewing with management, worker representative and workers as well as documents review, time records and payroll from three sampled months of 5 sample workers (March of 2024, May of 2024, August of 2024), it was noted that monthly overtime of 5 out of 5 randomly selected worker was 64 hours in March of 2024, monthly overtime of 5 out of 5 randomly selected worker was 60 hours in May of 2024, monthly overtime of 5 out of 5 randomly selected worker was 66 hours in August of 2024, which exceeded legal overtime limit: 36 hours per month. The maximum monthly overtime was 66 hours. This question is rated as no because the overtime was systematic in the audited factory. (PRC Labor Law Article 41)

基于管理层,员工代表,员工访谈,以及文件审核,5名抽样员工2024年3月,2024年5月,2024年8月的工资和考勤记录发现,随机抽样中的5/5名员工在2024年3月,5/5名员工在2024年5月,5/5名员工在2024年8月,加班时间为64小时,60小时,66小时,超过法定36小时的限制。最大月加班时间为66小时。这个问题被评为不符合,是因为工厂的加班是系统性的。(《中华人民共和国劳动法》第四十一条)

PA 7: Occupational Health and Safety

Site: Shuyang Senke Wooden Craft Factory | Site amfori ID: 156-025018-001

Question: 7.1 Is there satisfactory evidence that the auditee observes occupational health and safety regulations applicable for its activities?

ENGLISH	LOCAL LANGUAGE
Finding	
By on-site observation, interviewing with management, worker representative and workers as well as documents review, it was noted that the health & safety management system was established in the factory, and EHS Manager (Chunqin Wu) took responsible for it. The latest EHS meeting was conducted on July 26, 2024. However, it was not operated effectively, which resulted in some findings in PA7 regarding legal occupational health and safety regulations as well as amfori BSCI Code of Conduct during the audit. This question is rated as partially because the general health and safety condition in the factory is acceptable and no serious issue was found.	基于现场观察，管理层，员工代表，员工访谈，以及文件审核，因为工厂有建立健康安全管理体系，有专门的EHS经理(吴春芹)负责。最新的健康安全会议在2024.7.26举行。但是，体系没有有效运行，导致在PA7发现违反职业健康安全相关法规及amfori BSCI行为准则的问题。这个问题被评为部分符合，因为工厂的健康安全总体情况是可以接受的，没有发现严重的问题。

Question: 7.9 Is there satisfactory evidence that the auditee makes visible potential hazards to the workers and visitors through signs and warnings?

ENGLISH	LOCAL LANGUAGE
Finding	
Based on site observation, it was noted that no anti-scald warning sign was posted nearby the drinking water station. This question is rated as partially because factory conducted related risk assessment and the risk level is relatively low. (PRC on Work Safety, Article 35)	根据现场观察，工厂饮水区旁未张贴“小心烫伤”的安全提醒。此问题被评为部分符合，是因为工厂有做相关的风险评估，此类风险等级相对较小。（《中华人民共和国安全生产法》第35条）

Question: 7.17 Is there satisfactory evidence that the auditee ensures adequate safeguards for any machine part, function, or process which may cause injury to workers?

ENGLISH	LOCAL LANGUAGE
Finding	
According to interviewing with management and employees, document review as well as site tour, it was noted that the factory was unable to provide valid safety inspection report for one forklift being used in the factory. This question is rated as partially because the factory has established the machinery safety management procedures and provided regular training for employees. (Regulations on Safety Supervision of Special Appliance Article 28 and Regulations on Safety Supervision of Special Appliance Article 25)	通过与管理层和员工的访谈，文件查看以及现场走访，审核发现工厂未能提供一部正在使用的叉车有效的年检报告。这个问题被评为部分符合的原因是工厂有建立机器设备安全管理程序，并为员工提供定期的培训。（特种设备安全监察条例 第 28 条和特种设备安全监察条例 第 25 条）

Question: 7.22 Is there satisfactory evidence that the auditee provides workers with clean washing facilities, changing rooms and toilets that are also respectful of local customs?

ENGLISH

LOCAL LANGUAGE

Finding

Based on onsite observation and management interview, the auditee toilets are not equipped with privacy doors. No toilet paper or soap was provided. This question is rated as partially because there are sufficient toilet squatting position, and the toilet were separated for men and women. The interviewees stated that it was local custom.

根据现场观察和管理层访谈，被审核方厕所没有配备隐私门。没有提供厕纸和肥皂。此问题被评为部分符合，是因为工厂有足够的厕所蹲位，且厕所男女分开。访谈的工人表示这是当地风俗。

PA 13: Ethical Business Behaviour

Site: Shuyang Senke Wooden Craft Factory | Site amfori ID: 156-025018-001

Question: 13.2 Is there satisfactory evidence that the auditee keeps accurate information regarding its own activities, structure and performance?

ENGLISH

LOCAL LANGUAGE

Finding

Based on observation, interviewing with management and workers as well as documents review, it was noted that the factory address registered in business license is No. 4 Building, Shizichaoyang Industry Park, Shizi Street, Shuyang County, but the actual production site is at No.18, Jinlang Road, Shizi Industrial Zone, Shuyang County, Suqian City, Jiangsu, China. The factory moved to current address in 2019 but did not update its business license in time. This question is rated as partially because most records provided by the auditee were accurate, such as, payroll records and attendance records, etc. Also, the management was frank about the address situation. (Regulation of the People's Republic of China for Controlling the Registration of Enterprises as Legal Persons, Article 17)

基于现场观察，管理层，员工访谈，以及文件审核，审核员发现工厂提供的营业执照上的注册地址是沭阳县十字街道十字朝阳工业园4号厂房。但是实际的生产地址为中国江苏省宿迁市沭阳县十字工业区 金浪路18号。工厂在 2019年搬到当前地址但是没有及时更新营业执照。这个问题被评为部分符合，因为被审核方提供的绝大部分记录是准确的，例如，工资，考勤记录等。而且，管理层对于地址的情况表现坦诚。（《中华人民共和国企业法人登记管理条例》第十七条）