



Sedex Members Ethical Trade Audit Report

Version 6.1



Audit Details				
Sedex Company Reference: <i>(only available on Sedex System)</i>	ZC410399814	Sedex Site Reference: <i>(only available on Sedex System)</i>	ZS415438447	
Business name (Company name):	Alya Fruit and Food Production Marketing Industry and Trade LTD Sti			
Site name:	Alya Fruit and Food Production and Marketing Co			
Site address:	Ahmetbey Mah. Nilfer Cad. No: 295 Osmangazi BURSA 16190 TR	Country:	TR	
Site contact and job title:	CEREN KARAMAN / QUALITY ASSURANCE LEGAL AFFAIRS MANAGER			
Site phone:	0224 211 5050	Site e-mail:	info@alyafruit.com.tr	
SMETA Audit Pillars:	<input checked="" type="checkbox"/> Labour Standards	<input checked="" type="checkbox"/> Health and Safety (plus Environment 2-Pillar)	<input type="checkbox"/> Environment 4-pillar	<input type="checkbox"/> Business Ethics
Date of Audit:	2024-05-20			

Audit Company Name:
Intertek Turkey

Audit Conducted By					
Affiliate Audit Company	<input checked="" type="checkbox"/>	Purchaser	<input type="checkbox"/>	Retailer	<input type="checkbox"/>
Brand owner	<input type="checkbox"/>	NGO	<input type="checkbox"/>	Trade Union	<input type="checkbox"/>
Multi-stakeholder	<input type="checkbox"/>	Combined Audit (select all that apply)			

Audit Content:

(1) A SMETA audit was conducted which included some or all of Labour Standards, Health & Safety, Environment and Business Ethics. The SMETA Best Practice Version 6.1 (March 2019) was applied. The scope of workers included all types at the site e.g. direct employees, agency workers, workers employed by service providers and workers provided by other contractors. Any deviations from the SMETA Methodology are stated (with reasons for deviation) in the SMETA Declaration.

(2) The audit scope was against the following reference documents

2-Pillar SMETA Audit

- ETI Base Code
- SMETA Additions
 - Universal rights covering UNGP
 - Management systems and code implementation,
 - Responsible Recruitment
 - Entitlement to Work & Immigration,
 - Sub-Contracting and Home working,

4-Pillar SMETA

- 2-Pillar requirements plus
- Additional Pillar assessment of Environment
- Additional Pillar assessment of Business Ethics
- The Customer's Supplier Code (Appendix 1)

(3) Where appropriate non-compliances were raised against the ETI code / SMETA Additions & local law and recorded as non-compliances on both the audit report, CAPR and on Sedex.

(4) Any Non-Compliance against customer code shall not be uploaded to Sedex. However, in the CAPR these 'Variances in compliance between ETI code / SMETA Additions/ local law and customer code' shall be noted in the observations section of the CAPR.

SMETA Declaration

I declare that the audit underpinning the following report was conducted in accordance with SMETA Best Practice Guidance and SMETA Measurement Criteria.

- (1) Where appropriate non-compliances were raised against the ETI code / SMETA Additions & local law and recorded as non-compliances on both the audit report, CAPR and on Sedex.
- (2) Any Non-Compliance against customer code alone shall not be uploaded to Sedex. However, in the CAPR these 'Variances in compliance between ETI code / SMETA Additions/ local law and customer code' shall be noted in the observations section of the CAPR.

Auditor Team			
Lead Auditor:	MELİS OKTAY	APSCA Number:	32200319
Additional Auditors:			
Date of declaration:	2024-05-20		

Note: The focus of this ethical audit is on the ETI Base Code and local law. The additional elements will not be audited in such depth or scope, but the audit process will still highlight any specific issues.

Site Representation	
Full Name:	CEREN KARAMAN
Title:	QUALITY ASSURANCE LEGAL AFFAIRS MANAGER
Date of declaration:	2024-05-20
Comments: <i>Any exceptions to this must be recorded here (e.g. different sample size): Sampled wage records from the past 5 months were provided for review (5 months only since the operation for digital thermometer just started last Sep 2020). The audit took 2.0 man-days (9AM-6PM per day). Audit time was extended until 8PM due to the extent of documentation; this was agreed upon with the factory representatives</i>	
NONE	

Summary of Findings

Issue <small>(please click on the issue title to go direct to the appropriate audit results by clause)</small>	Area of Non-Conformity		Number of issues			Findings
	ETI	Local Law	NC	Obs	GE	
<u>0A - Universal rights covering UNGP</u>			0	0	0	
<u>0B - Management systems and code implementation</u>	0.B.1 0.B.4	§1	2	0	0	NC - ZAF600473931 NC - ZAF600473936
<u>1 - Freely chosen employment</u>			0	0	0	
<u>2 - Freedom of association and right to collective bargaining are respected</u>			0	0	0	
<u>3 - Working conditions are safe and hygienic</u>	3.1 3.1 3.2	§2 §3 §4	3	0	0	NC - ZAF600473929 NC - ZAF600473930 NC - ZAF600473932
<u>4 - Child labour shall not be used</u>			0	0	0	
<u>5 - Living wages are paid</u>	5.1 5.1	§5 §6	2	0	1	NC - ZAF600473933 NC - ZAF600473934 GE - ZAF600492110
<u>6 - Working hours are not excessive</u>	6.1	§7	1	0	0	NC - ZAF600473935
<u>7 - No discrimination is practiced</u>			0	0	0	
<u>8 - Regular employment is provided</u>			0	0	0	
<u>8A - Subcontracting and homeworking</u>			0	0	0	
<u>9 - No harsh or inhumane treatment is allowed</u>			0	0	0	
<u>10A - Entitlement to work and immigration</u>			0	0	0	
<u>10B2 - Environment 2-pillar</u>			0	0	0	
<u>10B4 - Environment 4-pillar</u>			0	0	0	
<u>10C - Business ethics 4-pillar</u>			0	0	0	

Local Law Issues

Issue	Description
§1	Regulation for facility opening and operating permit (10/8/2005), II. Section Art 6 (Changed first clause: 19/3/2007 – 2007/11882 K.) – It is not allowed that the facility are not opened and operated without “Opening and Operating Permit” that is taken from local authorities properly
§2	REGULATION ON OPENING AND WORKING LICENSE (10/8/2005) - II. chapter The companies that are given a business opening and operating permit must meet the following conditions: Article 5 h) Public recreation and entertainment places; workplaces where explosive, flammable and combustible substances are produced, sold and stored; All kinds of workplaces with more than thirty employees, the main entrance gates outside the street and the street and the direct connection of more than one workplace in a business office, bazaar and similar workplaces to take the necessary fire prevention report showing that the fire is taken, in other workplaces necessary measures against fire to be taken.

§3	In accordance with the Regulation on Laboratories which conduct measurement, test and analyse on Labour Hygiene, Date: 20.08.2013, No: 28741; Art. 5 – (1) Employer shall protect the employee against the dangers and hazardous impacts of workplace conditions and any processed, used or existed substance. To provide a safety workplace; employer shall conduct measurement, test, analyse and evaluations on physical, chemical, and biological impacts about personnel exposure on workplace or workplace conditions.
§4	In accordance with Turkish Regulation about Occupational Health and Safety circumstances using work equipments (25/04/2013) No: 28628, Appendix 2 2.1. Self moved equipments should be used by the employees who takes the proper training.
§5	ILO General principles and operational guidelines for fair recruitment and Definition of recruitment fees and related costs: For the purpose of this definition of recruitment fees and related costs, the definitions of the General Principles and Operational Guidelines apply. The term “workers” includes jobseekers. OCCUPATIONAL HEALTH AND SAFETY LAW#6331(20/6/2012) ARTICLE 15 – (1) The employer does the following: a) Ensures that the employees are subjected to health surveillance, by taking into account the health and safety risks that they would encounter at the workplace; b) In the following cases, they must ascertain that the employees' medical checkups are done: 1) When they start the job; 2) When they change their job; 3) When after repeated leaves because of an industrial accident, occupational disease or health issued, they request to return to the job; 4) Throughout the employment, at regular interval as decided by the Ministry according to the qualifications of the employee, the nature of the work and the danger class of the workplace. (2) Those who will work at hazardous and very hazardous class workplaces will not be allowed to start work until they get a health report verifying that are medically fit for the job. (3) Medical reports that must be obtained as a requirement under this Law must be obtained at the workplace health and safety unit or from the workplace doctor that works at the joint health and safety unit from which service is procured. Objections to the reports must be submitted to the arbitrator hospitals that are selected by the Ministry of Health, and their decisions will be final. (4) All costs of the health surveillance and all additional cost that is incurred because of such surveillance will be borne by the employer, and the employee will not be charged for them. (5) Medical details of the employee who has been examined will be kept confidential respecting the right of privacy.
§6	In accordance with The Turkish Regulation on Overtime and Extra Work art 10 Employer is obligated to arrange a document that indicates the extra working and overtime hours and keep a signed copy of this document in employees' personnel files. The overtime and extra works payments included with normal working hours payment that are given to employees are paid according to Turkish Labor Law #4857/Article 32-34, This payment has to be clearly shown on payroll documentation and on pay slips, which are given to employees according to Turkish Labor Law #4857/Article 37.
§7	In accordance with The Turkish Regulation on Overtime and Extra Work art 10 Employer is obligated to arrange a document that indicates the extra working and overtime hours and keep a signed copy of this document in employees' personnel files. The overtime and extra works payments included with normal working hours payment that are given to employees are paid according to Turkish Labor Law #4857/Article 32-34, This payment has to be clearly shown on payroll documentation and on pay slips, which are given to employees according to Turkish Labor Law #4857/Article 37.

Site Details

Site Details			
Company Name	Alya Fruit and Food Production Marketing Industry and Trade LTD Sti		
Site Name	Alya Fruit and Food Production and Marketing Co		
GPS location (if available)	GPS Address:	Ahmetbey Mah. Nilfer Cad. No: 295 Osmangazi BURSA	
	Coordinates:	40.294809587323435, 28.99549484076328	
Applicable business and other legally required licence numbers and documents, for example, business license number, liability insurance, any other required government inspections	There is no opening and operating permit in the facility. Please refer to findings.		
Products/Activities at site, for example, garment manufacture, electricals, toys, grower, cutting, sewing, packing etc	The facility provides fig, blueberry and cherry. There are sorting, packing, warehousing & shipment processes.		
Site description: (Include size, location, and age of site. Also, include structure and number of buildings)	ALYA Meyve ve Gıda Üretim Pazarlama San. ve Tic Ltd. Şti. was established in 2018 and operates at the current address since 2011. The facility packs blueberry, cherry & fig. There is 1 main building including lockers, packing area, sorting area, cold storages. Administration, toilets are in containers located in the yard. The total closed area of the production building is 1000 sqm. The building is constructed in 2006 with mixed structure of prefabricated & concrete structure.		
Structure and number of buildings	Building Name:		1
	Floor	Description	Remark
	0	Offices	None
	1	Offices	None
	Building Name:		2
	Floor	Description	Remark
	0	Packaging and warehouses, changing rooms	None
Visible structural integrity issues (large cracks) observed?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Please give details: It was not observed during the site tour.		
Does the site have a structural engineer evaluation?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please give details: There is building occupancy permit in the facility.		

Site function	<input type="checkbox"/> Agent <input type="checkbox"/> Finished Product Supplier <input type="checkbox"/> Homeworker <input type="checkbox"/> Pack house <input type="checkbox"/> Service Provider	<input checked="" type="checkbox"/> Factory Processing/Manufacturer <input type="checkbox"/> Grower <input type="checkbox"/> Labour Provider <input type="checkbox"/> Primary Producer <input type="checkbox"/> Sub-contractor
Months of peak season	September to October	
Process overview	Packing of fig, blueberry. 12 COMPRESSORS/COOLING UNITS (150 KW) 16 HOUSEHOLD COOLING UNITS (200 KW) 6 TRANSPALETTS 1 Piece STILL VX 5015 BRAND BATTERY FORKLIFT (7 KW) 5 RIBBON BINDING MACHINES 1 ELECTRICAL TRANSFORMER (400 KW) 1 DIESEL GENERATOR (200 KW) 1 SELECTION SORTING MACHINE (150 KW)	
What form of worker representation is there on site?	<input type="checkbox"/> Union <input checked="" type="checkbox"/> Other	<input type="checkbox"/> Worker Committee <input type="checkbox"/> None
Please give details:	There were freely elected worker representatives on-site.	
Is there any night production work at the site?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Are there any on site provided worker accommodation buildings	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Please give details:	
Are there any off site provided worker accommodation buildings	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Please give details:	
Were all site provided accommodation buildings included in this audit	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Please give details: No accommodation building in the facility.	

Audit Parameters			
Time in and time out	Day 1		
	In	09:30	
	Out	18:30	
Audit type:	PERIODIC		
Was the audit announced?	ANNOUNCED		
Was the Sedex SAQ available for review?	Yes		
Any conflicting information SAQ/Pre-Audit Info to Audit findings?	No		
Who signed and agreed CAPR	CEREN KARAMAN / QUALITY ASSURANCE LEGAL AFFAIRS MANAGER		
Is further information available	No		

Audit attendance	Management	Worker Representatives	
	Senior management	Worker Committee representatives	Union representatives
A: Present at the opening meeting?	Yes	Yes	No
B: Present at the audit?	Yes	Yes	No
C: Present at the closing meeting?	Yes	Yes	No
Reason for absence at the opening meeting	There is no Union in the facility.		
Reason for absence during the audit	There is no Union in the facility.		
Reason for absence at the closing meeting	There is no Union in the facility.		

Worker Analysis

The term "migrant worker" refers to a person who is engaged or has been engaged in a remunerated activity in a country of which they are not a national or permanent resident or has purposely migrated on a temporary basis to another in-country region to seek and engage in a remunerated activity.

Worker Analysis								
	Local			Migrant*			Home workers	Total
	Permanent	Temporary	Agency	Permanent	Temporary	Agency		
Worker numbers – male	1	1	0	0	0	0	0	2
Worker numbers – female	1	15	0	0	0	0	0	16
Total	2	16	0	0	0	0	0	18
Number of Workers interviewed – male	0	1	0	0	0	0	0	1
Number of Workers interviewed – female	1	8	0	0	0	0	0	9
Total – interviewed sample size	1	9	0	0	0	0	0	10

Nationalities Structure		
Nationality of Management	Turkish	
Please list the nationalities of all workers, with the three most common nationalities listed first.	Nationality 1: Turkish approx %: 100%	
Was this list completed during peak season?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Please give details: Employees' number can change in peak season by hiring new employees.	
Worker remuneration	Workers on piece rate:	0%
	Paid hourly:	100%
	Salaried:	0%
Payment cycle	Paid daily:	0%
	Paid weekly:	0%
	Paid monthly:	100%
	Other:	0%
	Details for other:	NA

Worker Interview Summary	
Were workers aware of the audit?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Were workers aware of the code?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Number of group interviews:	1 group X 4 employees
Number of individual interviews:	Male: 1 Female: 5
All groups of workers are included in the scope of this audit such as; Direct employees, Casual and agency workers, Workers employed by service providers such as security and catering staff as well as workers supplied by other contractors.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please give details:
Interviews were done in private and the confidentiality of the interview process was communicated to the workers?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
In general, what was the attitude of the workers towards their workplace?	<input checked="" type="checkbox"/> Favorable <input type="checkbox"/> Non-favourable <input type="checkbox"/> Indifferent
What was the most common worker complaint?	None
What did the workers like the most about working at this site?	Working environments, payments on time, management attitude.
Any additional comment(s) regarding interviews:	None
Attitude of workers to hours worked:	Workers are happy regarding working hours.
Is there any worker survey information available?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Please give details:

Attitude of workers:
The general attitude of employee was positive. They were pleased about the attitude of managers and the working environment. They are always paid on time. There is no harassment, discrimination, abuse or forced labour.
Attitude of worker's committee/union reps:
There was no union in the facility. There was 1 worker representative at the facility. 1 worker representative was included in employee interviews. No negative comment was noted during the worker representative interview.
Attitude of managers:
Management was helpful, transparent and cooperative during the audit process.

0A - Universal Rights covering UNGP
[Summary of Findings]

0A: Compliance Requirements

0.A.1 Businesses should have a policy, endorsed at the highest level, covering human rights impacts and issues, and ensure it is communicated to all appropriate parties, including its own suppliers.

0.A.2 Businesses should have a designated person responsible for implementing standards concerning Human rights

0.A.3 Businesses shall identify their stakeholders and salient issues.

0.A.4 Businesses shall measure their direct, indirect, and potential impacts on stakeholders (rights holders) human rights.

0.A.5 Where businesses have an adverse impact on human rights within any of their stakeholders, they shall address these issues and enable effective remediation.

0.A.6 Businesses shall have a transparent system in place for confidentially reporting, and dealing with human rights impacts without fear of reprisals towards the reporter. Note for auditors and readers. This is not a full Human Rights Assessment, but instead a check on the business's implementation of processes to meet their Universal rights covering UNGP responsibilities.

Current Systems and Evidence Examined

To complete 'current systems' Auditors examine policies and written procedures in conjunction with relevant managers, to understand, and record what controls and processes are currently in place e.g. record what policies are in place, what relevant procedures are carried out, who is /are responsible for the management of this item of the code. Evidence checked should detail any documentary or verbal evidence shown to support the systems.

Current Systems:

Social compliance responsible is authorized as is ESIN MERIC/HR AND ADMINISTRATIVE AFFAIRS RESPONSIBLE. The facility has social compliance policy and procedures that includes supplier management. The facility management has posted ETI Base code on the notice board. The facility has grievance mechanism for internal partners and external partners.

Evidence examined:

Social compliance policy and related procedures, Authorization letter of social compliance responsible, Supplier and Subcontractors choosing and evaluating procedure, Grievance Mechanism Feedbacks, Management interview, Employees' interviews, Site tour

Any other comments:

NONE

Policy statement that expresses commitment to respect human rights?

☒ Yes ☐ No

Please give details:

The facility has detailed social compliance policy that includes human rights.

Are the policies included in workers' manuals?

☐ Yes ☒ No

Please give details:

The facility has a detailed health & safety procedure and this procedure is explained in health and safety trainings to employees.

Does the business have a designated person responsible for implementing standards concerning Human Rights?

☒ Yes ☐ No

Please give details:

ESIN MERIC/HR AND ADMINISTRATIVE AFFAIRS RESPONSIBLE

Does the business have a transparent system in place for confidentially reporting, and dealing with human rights impacts without fear of reprisals towards the reporter?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please give details: The facility has suggestion box placed at several places. Also, there is transparent and well-communicated system in place at the facility to enable external stakeholders to report to the company on Human Rights issues (grievances), without fear of reprisals towards the reporter.
Does the grievance mechanism meet UNGP expectations? (Legitimate, Accessible, Predictable, Equitable, Transparent, Rights-compatible, a source of continuous learning and based on stakeholder engagement)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Does the business demonstrate effective data privacy procedures for workers' information, which is implemented?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please give details: The facility has detailed privacy procedures for worker's information. Also, the feedbacks getting from suggestion boxes are evaluating by the management in a confidential way.
Measuring Workplace Impact	
Annual worker turnover(Number of workers leaving in last 12 months as a % of average total number of workers on site over the year (annual worker turnover))	Last year 95.45% This year 4.16%
Current % quarterly (90 days) turnover(Number of workers leaving from the first of the 90 day period through to the last day of the 90 day period / [(number of employees on the 1st day of 90 day period + number of employees on the last day of the 90 day period) / 2])	4.76%
Annual % absenteeism(Number of days lost through job absence in the year / [(number of employees on 1st day of the year + number employees on the last day of the year) / 2] * number available workdays in the year)	Last year 0.0% This year 0.0%
Quarterly (90 days) % absenteeism(Number of days lost through job absence in the period / [(Number of employees on 1st of the period + Number of employees on the last day of the period / 2] * Number of available workdays in the month)	0.0%
Are accidents recorded?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please give details: All accidents are recorded

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	0.0%
	This year	0.0%
Quarterly (90 days) number of work related accidents and injuries per 100 workers((Number of work related accidents and injuries * 100) / Number of total workers)	0.0%	
Lost day work cases per 100 workers([(Number of lost days due to work accidents and work related injuries * 100) / Number of total workers])	Last year	0.0%
	This year	0.0%
% of workers that work on average more than 48 standard hours / week in the last 6 / 12 months	6 month	0.0%
	12 month	0.0%
% of workers that work on average more than 60 total hours / week in the last 6 / 12 months	6 month	0.0%
	12 month	0.0%

0B - Management Systems and code Implementation
[Summary of Findings]

0B: Compliance Requirements

0.B.1 Suppliers are expected to implement and maintain systems for delivering compliance to this Code.
0.B.2 Suppliers shall appoint a senior member of management who shall be responsible for compliance with the Code.
0.B.3 Suppliers are expected to communicate this Code to all employees.
0.B.4 Suppliers are expected to be operating legally in premises with the correct business licenses and permissions and to have systems to ensure that all relevant land rights have been complied with.
0.B.5 Suppliers should communicate this code to their own suppliers and, where reasonably practicable, extend the principles of this Ethical Code through their supply chain.

Current Systems and Evidence Examined

To complete 'current systems' Auditors examine policies and written procedures in conjunction with relevant managers, to understand, and record what controls and processes are currently in place e.g. record what policies are in place, what relevant procedures are carried out, who is /are responsible for the management of this item of the code. Evidence checked should detail any documentary or verbal evidence shown to support the systems.

Current Systems:

The facility has disciplinary procedures and work rules. All posted onsite.
All social compliance issues are managed and monitored internally.
The facility management has already posted ETI Base code on notice boards.
Overall responsibility for meeting the standards is taken by ESIN MERIC/HR AND ADMINISTRATIVE AFFAIRS RESPONSIBLE

Evidence examined:

Management interview
Employees' interviews
Training records
Company policies

Any other comments:

NONE

Management Systems

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

☐ Yes ☒ No

Please give details:

No fines/prosecutions.

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

☒ Yes ☐ No

Please give details:

Policies and procedures about reducing the risk of forced labour, child labour, discrimination and harassment & abuse are in place.

If Yes, is there evidence (an indication) of effective implementation? Please give details.

Policies exist for all areas (Forced labour, Health and Safety, Wages, Working Hours, and No harsh treatment, Environment, Business Ethics, Child Labour, Recruitment, Discrimination and Sub-contracting.), these are communicated to workers via poster.
Through documents review and workers interview, policy on 'No harsh treatment and Environment' was fully in compliance with the code.
Workers stated no forced labour, no child labour was found (through interview and document checks), there were both female and male among management/supervisors.

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 give details: These policy and procedures are communicated to the all staff through posters.
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 give details: Training records are available.
Does the site have any internationally recognised system certifications e.g. ISO 9000, 14000, OHSAS 18000, SA8000 (or other social audits)?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Please give details: NA
Is there a Human Resources manager/department?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No ESIN MERIC/HR AND ADMINISTRATIVE AFFAIRS RESPONSIBLE
Is there a senior person /manager responsible for implementation of the code?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please give details: ESIN MERIC/HR AND ADMINISTRATIVE AFFAIRS RESPONSIBLE
Is there a policy to ensure all worker information is confidential?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please give details: All worker information is kept on their personnel files. These files are kept on Administration office. There is also a Confidentiality Policy.
Is there an effective procedure to ensure confidential information is kept confidential?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please give details: All worker information is kept on their personnel files. These files are kept on Administration office.
Are risk assessments conducted to evaluate policy and procedure effectiveness?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please give details: Health and Safety Risk assessment includes policy and procedures effectiveness.
Does the facility have a process to address issues found when conducting risk assessments, including implementation of controls to reduce identified risks?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please give details: The facility performs a corrective action plan for the findings that addressed on risk assessment.
Does the facility have a policy/code which require labour standards of its own suppliers?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please give details: The facility has choosing and evaluating procedure for its suppliers.
Land Rights	

Does the site have all required land rights licenses and permissions (see SMETA Measurement Criteria)?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Please give details: Please refer to findings
Does the site have systems in place to conduct legal due diligence to recognize and apply national laws and practices relating to land title?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please give details: The facility fulfils the requirements during getting facility opening and operating permit.
Does the site have a written policy and procedures specific to land rights?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please give details: The facility main production processes is not risky regarding land rights.
Is there evidence that facility/site compensated the owner/lessor for the land prior to the facility being built or expanded?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Please give details: There is no building occupancy permit in the facility. Please refer to findings.
Does the facility demonstrate that alternatives to a specific land acquisition were considered to avoid or minimize adverse impacts?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please give details: There is no land acquisition. In case a land acquisition, the facility applies to municipality and fulfil the obligations regarding environmental impact assessment etc.
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 Please give details: No such issue observed. There is no illegal appropriation of land for facility building.

Non-Compliance		Evidence																																
[Back to findings summary]																																		
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1 - Freely chosen Employment [Summary of Findings]

1: Compliance Requirements

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

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

Current Systems and Evidence Examined

To complete 'current systems' Auditors examine policies and written procedures in conjunction with relevant managers, to understand, and record what controls and processes are currently in place e.g. record what policies are in place, what relevant procedures are carried out, who is /are responsible for the management of this item of the code. Evidence checked should detail any documentary or verbal evidence shown to support the systems.

Current Systems:

The factory has a policy against forced labour and the policy was reviewed by auditor.
There was a non-formalised application procedure which states that workers must present their ID's.
There was no forced or bonded labour at the company.
Movement of employees at the facility were not limited.
Employees have free access to toilets and drinkable water.
Overtimes are always performed on voluntary basis.
Employment was freely chosen.
Workers were free to leave and were not required to lodge deposits or ID papers with their employers.
The above was confirmed in management and worker interview.

Evidence examined:

Policy documents
Worker interviews
Personnel files and pay-slips
Disciplinary records
Employee interviews
Labour contracts

Any other comments:

NONE

Is there any evidence of retention of original documents, e.g. passports/ID' (If yes, please give details and category of workers affected)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Please give details:
Is there any evidence of a loan scheme in operation (If yes, please give details and category of workers affected)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Please give details:
Is there any evidence of retention of wages / deposits (If yes, please give details and category of workers affected)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Please give details:
Are there any restrictions on workers' freedom to terminate employment?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please give details: NA
If any part of the business is UK based or registered there & has a turnover over £36m, is there a published a 'modern day slavery statement?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Not Applicable Please give details: NA

Is there evidence of any restrictions on workers' freedoms to leave the site at the end of the work day?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Please give details: NA
Does the site understand the risks of forced / trafficked / bonded labour in its supply chain	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable Please give details: The facility has a procedure regarding this issue.
Is the site taking any steps taking to reduce the risk of forced / trafficked labour?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please give details: The facility has a procedure regarding this issue.

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

[Summary of Findings]

2: Compliance Requirements

2.1 Workers, without distinction, have the right to join or form trade unions of their own choosing and to bargain collectively.

2.2 The employer adopts an open attitude towards the activities of trade unions and their organisational activities.

2.3 Workers' representatives are not discriminated against and have access to carry out their representative functions in the workplace.

2.4 Where the right to freedom of association and collective bargaining is restricted under law, the employer facilitates, and does not hinder, the development of parallel means for independent and free association and bargaining.

Current Systems and Evidence Examined

To complete 'current systems' Auditors examine policies and written procedures in conjunction with relevant managers, to understand, and record what controls and processes are currently in place e.g. record what policies are in place, what relevant procedures are carried out, who is /are responsible for the management of this item of the code. Evidence checked should detail any documentary or verbal evidence shown to support the systems.

Current Systems:

There is no Trade Union in the facility. Company does not restrict workers to join or form any union which is asked during interviews.

There was an open-door policy in operation at the company. Employees may appeal their grievances or suggestions directly to their supervisors. Also, employees stated that they can use suggestion boxes to express their opinions and they can share the issues with Worker Representative.

There is 1 worker representative for general working conditions.

Evidence examined:

Management interview
Worker interview
Worker representative interview
Suggestion box records
Policy of the facility regarding Freedom of Association.

Any other comments:

NONE

What form of worker representation/union is there on site? (Please add the name of the union or committee in the textbox)	<input type="checkbox"/> Union <input checked="" type="checkbox"/> Other <input type="checkbox"/> Worker Committee <input type="checkbox"/> None
Other details:	Open-door policy, worker representative, suggestion boxes
Is it a legal requirement to have a union?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Is it a legal requirement to have a worker's committee?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Is there any other form of effective worker/management communication channel? (Other than union/worker committee e.g. H&S, sexual harassment)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please give details: Employees declared that they can go directly to the management for their suggestions whenever they want. In addition to this, Suggestion boxes are placed in several places of the company.
Is there evidence of free elections?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Does the supplier provide adequate facilities to allow the Union or committee to conduct related business?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Please give details: There is no Union at the facility
Name of union and union representative, if applicable:	There is no Union at the facility
Is there evidence of free elections?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Not Applicable
If there is no union, is there a parallel means of consultation with workers e.g. worker committees?	There is 1 worker representative, open door policy and suggestion boxes in the facility.
Is there evidence of free elections?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable
Are all workers aware of who their representatives are?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please give details: All workers know who their representatives are.
Were worker representatives freely elected?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Date of last election:	2024-05-17
Do workers know what topics can be raised with their representatives?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Were worker representatives/union representatives interviewed?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
If Yes, please state how many:	1.0
Please describe any evidence that union/worker's committee is effective? Specify date of last meeting; topics covered; how minutes were communicated etc.	There is 1 worker representative in the facility instead of a worker committee or trade union. In addition, there is no worker committee and trade union obligation as per the legislation. Employees declared that they can go to the worker representatives for their suggestions for all issues. All workers know who their representatives are.
Are any workers covered by Collective Bargaining Agreement (CBA)?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

3 - Working Conditions are Safe and Hygienic [Summary of Findings]

3: Compliance Requirements

- 3.1 A safe and hygienic working environment shall be provided, bearing in mind the prevailing knowledge of the industry and of any specific hazards. Adequate steps shall be taken to prevent accidents and injury to health arising out of, associated with, or occurring in the course of work, by minimising, so far as is reasonably practicable, the causes of hazards inherent in the working environment.
- 3.2 Workers shall receive regular and recorded Health & Safety training, and such training shall be repeated for new or reassigned workers.
- 3.3 Access to clean toilet facilities and to potable water, and, if appropriate, sanitary facilities for food storage shall be provided.
- 3.4 Accommodation, where provided, shall be clean, safe, and meet the basic needs of the workers.
- 3.5 The company observing the code shall assign responsibility for Health & Safety to a senior management representative.

Current Systems and Evidence Examined

To complete 'current systems' Auditors examine policies and written procedures in conjunction with relevant managers, to understand, and record what controls and processes are currently in place e.g. record what policies are in place, what relevant procedures are carried out, who is /are responsible for the management of this item of the code. Evidence checked should detail any documentary or verbal evidence shown to support the systems.

Current Systems:

1. General Health and Safety management

- Potable water was freely available in all areas and test certificates were up to date.
- Health certificates for kitchen operators and the hygiene certificate for the kitchen was up to date and legal.
- Emergency case plans were provided inside the facility.
- Emergency evacuation plans were provided in the facility.
- There were 2 first aiders.
- The hazardous class of the facility is low hazardous.
- Injury records are kept by facility.
- There were adequate first aid kits in each production area and they were well stocked.

2. Fire Safety

- The building has enough exit door from each of work area and these were clearly marked.
- There were 2 emergency exits in the facility.
- Firefighting equipment was adequate and checks were up to date.
- The fire drill conduct on 18.8.2023. Previous fire drill records couldn't be provided.
- Training had been given by fire marshals had been specially selected for extra training.
- Fire alarm is provided and active.

3. Electrical safety

- All electrical equipment were maintained in good condition such as sockets, plugs, switches and main fuse boards.

Evidence examined:

Health and safety policy
Training records and certificates
Fire equipment maintenance records
Fire drill records
Government licenses and checks on air quality and noise level
Accident reports
Health certificates for kitchen staff
Potable water testing certificates
Management & Employee interviews

Any other comments:

NONE

Does the facility have general and occupational Health & Safety policies and procedures that are fit for purpose and are these communicated to workers?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please give details: The facility has Health & Safety Procedures and these procedures are shared with employees via trainings.
Are the policies included in workers' manuals?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Please give details: The facility has a detailed Health & Safety procedure and this procedure is explained in Health and Safety trainings to employees.
Are there any structural additions without required permits/inspections (e.g. floors added)?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Please give details: Please refer to findings.
Are visitors to the site informed on H&S and provided with personal protective equipment?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please give details: This information is provided by H&S specialist.
Is a medical room or medical facility provided for workers?(This section is to list evidence to support system description (Documents examined & relevant comments. Include renewal/expiry date where appropriate))	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Please give details: There is no legal requirements.
Is there a doctor or nurse on site or there is easy access to first aider/ trained medical aid?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please give details: There are 2 first aiders in the facility. Also, the first aid boxes are placed at every production area.
Where the facility provides worker transport – is it fit for purpose, safe, maintained and operated by competent persons e.g. buses and other vehicles?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please give details: Documents stating compliance are provided.
Is secure personal storage space provided for workers in their living space and is fit for purpose?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Please give details: Accommodation is not provided by the facility.
Are H&S Risk assessments are conducted (including evaluating the arrangements for workers doing overtime e.g. driving after a long shift) and are there controls to reduce identified risk?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please give details: The risk assessment has working hour's section.
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 give details: There is the letter of out of scope of environmental permit.

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 give details: No banned chemical is used by the facility.
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<table><tr><th colspan="2">Non-Compliance</th></tr><tr><td>Status</td><td>CLOSED</td></tr><tr><td>Reference</td><td>ZAF600473930</td></tr><tr><td>Clause</td><td>3 - Working Conditions are Safe and Hygienic</td></tr><tr><td>Issue Title</td><td>308 - Insufficient action taken to improve conditions following air quality / dust level / noise / temperature assessment, where necessary</td></tr><tr><td>Subcategory</td><td>Worker Health</td></tr><tr><td>New or carried over?</td><td><input type="checkbox"/> New <input checked="" type="checkbox"/> Carried Over</td></tr><tr><td>Raised by audit</td><td>ZAA600022207</td></tr><tr><td>Resolved by audit</td><td>ZAA600065990</td></tr><tr><td>Root cause</td><td><input type="checkbox"/> Training <input checked="" type="checkbox"/> System <input type="checkbox"/> Costs <input type="checkbox"/> Lack of workers <input type="checkbox"/> Other</td></tr><tr><td>Root cause - Other</td><td></td></tr><tr><td>Local law issue</td><td>In accordance with the Regulation on Laboratories which conduct measurement, test and analyse on Labour Hygiene, Date: 20.08.2013, No: 28741; Art. 5 – (1) Employer shall protect the employee against the dangers and hazardous impacts of workplace conditions and any processed, used or existed substance. To provide a safety workplace; employer shall conduct measurement, test, analyse and evaluations on physical, chemical, and biological impacts about personnel exposure on workplace or workplace conditions.</td></tr><tr><td>ETI code</td><td>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.</td></tr><tr><td>Explanation to the non compliance</td><td>There is no industrial indoor measurement report of the facility. //// İşletmenin iç ortam ölçüm raporları mevcut değildir.</td></tr><tr><td>Follow up method</td><td><input type="checkbox"/> Follow up audit <input checked="" type="checkbox"/> Desktop audit</td></tr><tr><td>Timescale</td><td><input type="checkbox"/> Immediate <input type="checkbox"/> 30 days <input type="checkbox"/> 60 days <input type="checkbox"/> 90 days <input checked="" type="checkbox"/> 120 days <input type="checkbox"/> 180 days</td></tr></table>			Non-Compliance		Status	CLOSED	Reference	ZAF600473930	Clause	3 - Working Conditions are Safe and Hygienic	Issue Title	308 - Insufficient action taken to improve conditions following air quality / dust level / noise / temperature assessment, where necessary	Subcategory	Worker Health	New or carried over?	<input type="checkbox"/> New <input checked="" type="checkbox"/> Carried Over	Raised by audit	ZAA600022207	Resolved by audit	ZAA600065990	Root cause	<input type="checkbox"/> Training <input checked="" type="checkbox"/> System <input type="checkbox"/> Costs <input type="checkbox"/> Lack of workers <input type="checkbox"/> Other	Root cause - Other		Local law issue	In accordance with the Regulation on Laboratories which conduct measurement, test and analyse on Labour Hygiene, Date: 20.08.2013, No: 28741; Art. 5 – (1) Employer shall protect the employee against the dangers and hazardous impacts of workplace conditions and any processed, used or existed substance. To provide a safety workplace; employer shall conduct measurement, test, analyse and evaluations on physical, chemical, and biological impacts about personnel exposure on workplace or workplace conditions.	ETI code	3.1 - A safe and hygienic working environment shall be provided, bearing in mind the prevailing knowledge of the industry and of any specific hazards. Adequate steps shall be taken to prevent accidents and injury to health arising out of, associated with, or occurring in the course of work, by minimising, so far as is reasonably practicable, the causes of hazards inherent in the working environment.	Explanation to the non compliance	There is no industrial indoor measurement report of the facility. //// İşletmenin iç ortam ölçüm raporları mevcut değildir.	Follow up method	<input type="checkbox"/> Follow up audit <input checked="" type="checkbox"/> Desktop audit	Timescale	<input type="checkbox"/> Immediate <input type="checkbox"/> 30 days <input type="checkbox"/> 60 days <input type="checkbox"/> 90 days <input checked="" type="checkbox"/> 120 days <input type="checkbox"/> 180 days
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Actions	Please provide compliant reports of parameters designated by the HS expert from authorized laboratories. //// Lütfen yetkili laboratuvardan ISG uzmanının belirlediği parametreler için uygun raporları sağlayınız.	
Additional comments	According to document review, indoor measurement report is conducted on 18.5.2024.//Doküman incelemesine göre 18.5.2024 tarihinde iç ortam ölçüm raporu yapılmıştır. According to document review, indoor measurement report is conducted on 18.5.2024.//Doküman incelemesine göre 18.5.2024 tarihinde iç ortam ölçüm raporu yapılmıştır.	

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4 - Child Labour Shall Not Be Used
[Summary of Findings]**4: Compliance Requirements**

4.1 There shall be no new recruitment of child labour.

4.2 Companies shall develop or participate in and contribute to policies and programmes which provide for the transition of any child found to be performing child labour to enable her or him to attend and remain in quality education until no longer a child.

4.3 Children and young persons under 18 shall not be employed at night or in hazardous conditions.

4.4 These policies and procedures shall conform to the provisions of the relevant ILO Standards.

Current Systems and Evidence Examined

To complete 'current systems' Auditors examine policies and written procedures in conjunction with relevant managers, to understand, and record what controls and processes are currently in place e.g. record what policies are in place, what relevant procedures are carried out, who is /are responsible for the management of this item of the code. Evidence checked should detail any documentary or verbal evidence shown to support the systems.

Current Systems:

There is an informal procedure for checking ages of employees at application stage, and this includes checking ID's.

Once employees have joined, their original ID's are copied and given back to them whilst copies only are kept in their personnel file.

Checks of all employees' files showed that the youngest worker' age is 19 years old.

Evidence examined:

ID Copies of employees

Personnel file

Child labour policy

Management and employee interviews

Facility tour

Personnel list

Any other comments:

NONE

Legal age of employment:	15
Age of youngest worker found:	19
Are there children present on the work floor but not working at the time of audit?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Percentage of under 18's at this site (of total workers)	0.0%
Are workers under 18 subject to hazardous work assignments?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Please give details: There is no young employee who under 18 age is in the facility.

5 - Living Wages are Paid [Summary of Findings]

5: Compliance Requirements

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

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

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

Current Systems and Evidence Examined

To complete 'current systems' Auditors examine policies and written procedures in conjunction with relevant managers, to understand, and record what controls and processes are currently in place e.g. record what policies are in place, what relevant procedures are carried out, who is /are responsible for the management of this item of the code. Evidence checked should detail any documentary or verbal evidence shown to support the systems.

Current Systems:

Payment Day: On 5th of each month.

Payments of the employees are done via bank accounts.

Employees are given a detailed payslip every month.

Annual leaves are used by the employees properly.

There was no employee under the legal minimum wage.

Benefits such as social insurance, annual leave, and child-bearing leave are provided to employees.

Legal min wage:

Since January 1st 2023: 10.008 TL (Gross); 8.506,80 TL (Net) / month.

Since July 1st 2023: 13.414,50 TL (Gross); 11.402,32 TL (Net) / month.

Since January 1st, 2024: 20.002,50 TL(Gross); 17.002,12 TL (Net) / month

Evidence examined:

10 employees' attendance records and payroll records of April 2024 (last paid month), October 2023 (peak month) and February 2024 (non peak month) were reviewed.

Payment records

Time records

Social insurance records

Employee & management interviews

Leave records

Any other comments:

In the facility, all employees are new employees who hired on May 2024 have, therefore 12 monthly records were not reviewed.

Summary Information


Criteria	Local Law	Actual at the Site	Is this part of a Collective Bargaining Agreement?
Standard/Contracted work hours: (Maximum legal and actual required working hours excluding overtime, please state if possible per day, week, and month)	Legal Maximum Per Day: 11.0 Per Week: 45.0 Per Month: null	Actual Per Day: 9.0 Per Week: 45.0 Per Month: 225.0	NO
Overtime hours: (Maximum legal and actual overtime hours, please state if possible per day, week, and month)	Legal Maximum Per Day: 11.0 Per Week: null Per Month: null	Actual Per Day: 0.0 Per Week: 0.0 Per Month: 0.0	NO

Wage for standard/contracted hours: (Minimum legal and actual minimum wage at site, please state if possible per hr, day, week, and month)	Legal Maximum Per Day: null Per Week: null Per Month: 17002.12	Actual Per Day: 0 Per Week: 0 Per Month: 17002.12	NO
Overtime wage: (Minimum legal and actual minimum overtime wage at site, please state if possible per hr, day, week, and month)	Legal Maximum Per Day: null Per Week: null Per Month: null	Actual Per Day: 0 Per Week: 0 Per Month: 0	NO
Wages Analysis:			
Were accurate records shown at the first request?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No In the facility, all employees are new employees who hired on May 2024 have, therefore 12 monthly records were not reviewed. Please refer to findings.		
If No, why not?	No		
Sample Size Checked (State number of worker records checked and from which weeks/months – should be current, peak, and random/low. Please see SMETA Best Practice Guidance and Measurement Criteria)	10 employees' attendance records and payroll records of April 2024 (last paid month), October 2023 (peak month) and February 2024 (non peak month) were reviewed.		
Are there different legal minimum wage grades? If Yes, please specify all.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
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"/> Not Applicable Please give details:		
For the lowest paid production workers, are wages paid for standard/contracted hours (excluding overtime) below or above the legal minimum?	<input type="checkbox"/> Below legal min <input checked="" type="checkbox"/> Meet <input checked="" type="checkbox"/> Above		
Lowest actual wages found: Note: full time employees and please state hour / week / month etc.	17002.12		
Please indicate the breakdown of workforce per earnings	0.0% of workforce earning under minimum wage 90.0% of workforce earning minimum wage 10.0% of workforce earning above minimum wage		
Bonus Scheme found: Please specify details:	Bonus Scheme found:NA Note: type of employee (e.g. full time, temp, etc.) and please state which units e.g. /hour /week /month etc.		
What deductions are required by law e.g. social insurance? Please state all types:	Social insurance and taxes.		
Have these deductions been made?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Please list all deductions that have been made.	Social insurance and taxes.		
Please list all deductions that have not been made.	Meal and transportation		
Were appropriate records available to verify hours of work and wages?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Were any inconsistencies found? (if yes describe nature)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		

Nature of inconsistencies:	<input type="checkbox"/> Poor record keeping <input checked="" type="checkbox"/> Isolated incident <input type="checkbox"/> Repeated occurrence
Specific details:	In the facility, all employees are new employees who hired on May 2024 have, therefore 12 monthly records were not reviewed. Please refer to findings.
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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No Please give details: In the facility, all employees are new employees who hired on May 2024 have, therefore 12 monthly records were not reviewed. Please refer to findings.
Is there a defined living wage: This is not normally minimum legal wage. If answered yes, please state amount and source of info: Please see SMETA Best Practice Guidance and Measurement Criteria.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Please give details:
If yes, what was the calculation method used.	<input type="checkbox"/> ISEAL/Anker Benchmarks <input type="checkbox"/> Asia Floor Wage <input type="checkbox"/> Figures provided by Unions <input type="checkbox"/> Living Wage Foundation UK <input type="checkbox"/> Fair Wear Wage Ladder <input type="checkbox"/> Fairtrade Foundation <input type="checkbox"/> Other – please give details:
Are there periodic reviews of wages? If Yes give details (include whether there is consideration to basic needs of workers plus discretionary income).	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Please give details:
Are workers paid in a timely manner in line with local law?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Is there evidence that equal rates are being paid for equal work:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please give details: It was confirmed through employee and management interviews and labour contracts, pay slips; equal rates are paid for equal work.
How are workers paid:	<input type="checkbox"/> Cash <input type="checkbox"/> Cheque <input checked="" type="checkbox"/> Bank Transfer <input type="checkbox"/> Other

Non-Compliance		Evidence
[Back to findings summary]		
Non-Compliance		
Status	CLOSED	
Reference	ZAF600473933	
Clause	5 - Living Wages are Paid	
Issue Title	415 - Workers are charged (including via wage deductions) for Personal Protective Equipment (PPE) or other essential work-related items	
Subcategory	Deductions	
New or carried over?	<input type="checkbox"/> New <input checked="" type="checkbox"/> Carried Over	
Raised by audit	ZAA600022207	
Resolved by audit	ZAA600065990	
Root cause	<input type="checkbox"/> Training <input checked="" type="checkbox"/> System <input type="checkbox"/> Costs <input type="checkbox"/> Lack of workers <input type="checkbox"/> Other	
Root cause - Other		
Local law issue	<p>ILO General principles and operational guidelines for fair recruitment and Definition of recruitment fees and related costs: For the purpose of this definition of recruitment fees and related costs, the definitions of the General Principles and Operational Guidelines apply. The term “workers” includes jobseekers.</p> <p>OCCUPATIONAL HEALTH AND SAFETY LAW#6331(20/6/2012) ARTICLE 15 – (1) The employer does the following: a) Ensures that the employees are subjected to health surveillance, by taking into account the health and safety risks that they would encounter at the workplace; b) In the following cases, they must ascertain that the employees’ medical checkups are done: 1) When they start the job; 2) When they change their job; 3) When after repeated leaves because of an industrial accident, occupational disease or health issued, they request to return to the job; 4) Throughout the employment, at regular interval as decided by the Ministry according to the qualifications of the employee, the nature of the work and the danger class of the workplace. (2) Those who will work at hazardous and very hazardous class workplaces will not be allowed to start work until they get a health report verifying that are medically fit for the job. (3) Medical reports that must be obtained as a requirement under this Law must be obtained at the workplace health and safety unit or from the workplace doctor that works at the joint health and safety unit from which service is procured. Objections to the reports must be submitted to the arbitrator hospitals that are</p>	

	selected by the Ministry of Health, and their decisions will be final. (4) All costs of the health surveillance and all additional cost that is incurred because of such surveillance will be borne by the employer, and the employee will not be charged for them. (5) Medical details of the employee who has been examined will be kept confidential respecting the right of privacy.
ETI code	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.
Explanation to the non compliance	2 out of 5 sampled employees are noted to pay for the health reports provided in hiring. /// Örneklenen 5 çalışandan 2'sinin işe giriş sağlık raporuna ücret ödediği tespit edilmiştir.
Follow up method	<input checked="" type="checkbox"/> Follow up audit <input type="checkbox"/> Desktop audit
Timescale	<input type="checkbox"/> Immediate <input type="checkbox"/> 30 days <input type="checkbox"/> 60 days <input checked="" type="checkbox"/> 90 days <input type="checkbox"/> 120 days <input type="checkbox"/> 180 days <input type="checkbox"/> 365 days <input type="checkbox"/> Other
Actions	Please ensure all costs arising in hiring is paid by the employer. /// Lütfen işe alım sırasında ortaya çıkan tüm maliyetin işveren tarafından ödendiğinden emin olunuz.
Additional comments	25 kişinin sağlık raporunun ödendiğine dair fatura ekte'dir. According to document review, employee and management interview, it was observed that the cost of all employees' health reports in hiring were paid by employer.///Doküman incelemesi, çalışan ve yönetim görüşmesi sonucunda, işe alımda çalışanların tüm sağlık raporlarının maliyetinin işveren tarafından ödendiği görüldü.

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6 - Working Hours are not Excessive [Summary of Findings]

6: Compliance Requirements

6.1 Working hours must comply with national laws, collective agreements, and the provisions of 6.2 to 6.6 below, whichever affords the greater protection for workers. Sub-clauses 6.2 to 6.6 are based on international labour standards.

6.2 Working hours, excluding overtime, shall be defined by contract, and shall not exceed 48 hours per week.

6.3 All overtime shall be voluntary. Overtime shall be used responsibly, taking into account all the following: the extent, frequency and hours worked by individual workers and the workforce as a whole. It shall not be used to replace regular employment. Overtime shall always be compensated at a premium rate, which is recommended to be not less than 125% of the regular rate of pay.

6.4 The total hours worked in any 7-day period shall not exceed 60 hours, except where covered by clause 6.5 below.

6.5 Working hours may exceed 60 hours in any 7-day period only in exceptional circumstances where all of the following are met:

6.6 Workers shall be provided with at least one day off in every 7-day period or, where allowed by national law, 2 days off in every 14-day period.

Current Systems and Evidence Examined

To complete 'current systems' Auditors examine policies and written procedures in conjunction with relevant managers, to understand, and record what controls and processes are currently in place e.g. record what policies are in place, what relevant procedures are carried out, who is /are responsible for the management of this item of the code. Evidence checked should detail any documentary or verbal evidence shown to support the systems.

Current Systems:

Working hours of the facility for all workers was as follows:

For management and production employees

09:00 - 18:00 (including 60 minutes lunch break + 2x15 minutes tea break x 6 days in a week)

Through employees' interview, overtime is voluntary.

Payment Day: On 5th of each month.

Payments of the employees are done via bank accounts.

Timecard time recording system are available.

10 employees' attendance records and payroll records of April 2024 (last paid month), October 2023 (peak month) and February 2024 (non peak month) were reviewed.

Evidence examined:

Payment records

Time records

Social insurance records

Leave records

Attendance records of employees were reviewed.

Interviews were conducted with employee and management.

Any other comments:

In the facility, all employees are new employees who hired on May 2024 have, therefore 12 monthly records were not reviewed.

Working hours' analysis

Systems & Processes

What timekeeping systems are used?

Timecard time recording system are available.


Is sample size same as in wages section?

☒ Yes ☐ No

Please give details:

Are standard/contracted working hours defined in all contracts/employment agreements? (If no, please give details including % and which type of workers do NOT have standard hours defined in contracts/employment agreements.)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Are there any other types of contracts/employment agreements used?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Do any standard/contracted working hours defined in contracts/employment agreements exceed 48 hours per week? (If yes, please detail hours, %, types of workers affected and frequency.)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Are workers provided with at least 1 day off in every 7-day-period, or 2 in 14-day-period?	<input type="checkbox"/> 1 in 7 days <input type="checkbox"/> 2 in 14 days <input checked="" type="checkbox"/> No (please explain)
Please give details	In the facility, all employees are new employees who hired on May 2024 have, therefore 12 monthly records were not reviewed. Therefore, wage and time records were not verified through the records. Please refer to findings.
Is this allowed by local law?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Maximum number of days worked without a day off (in sample):	1
Standard/Contracted Hours worked	
Were standard working hours over 48 hours per week found? (If yes, % of workers & frequency)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No % of workers: null% Frequency:
Any local waivers/local law or permissions which allow averaging/annualised hours for this site? (If yes, please give details.)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Overtime Hours worked	
Actual overtime hours worked in sample (State per day/week/month)	In the facility, all employees are new employees who hired on May 2024 have, therefore 12 monthly records were not reviewed. Please refer to findings.
Combined hours (standard or contracted + overtime hours = total) over 60 found?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Please give details: In the facility, all employees are new employees who hired on May 2024 have, therefore 12 monthly records were not reviewed. Please refer to findings.
Approximate percentage of total workers on highest overtime hours:	0.0%
Is overtime voluntary? (Please detail evidence e.g. Wording of contract / employment agreement / handbook / worker interviews / refusal arrangements)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Conflicting Information Please give details: Employee interviews
Overtime premium	

Are the correct legal overtime premiums paid? (Please give details of normal day overtime premium as a % of standard wages)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A – there is no legal requirement to OT premium Please give details: In the facility, all employees are new employees who hired on May 2024 have, therefore 12 monthly records were not reviewed. Please refer to findings.
Is overtime paid at a premium?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If the site pays less than 125% OT premium and this is allowed under local law, are there other considerations? Please complete the boxes where relevant.	<input type="checkbox"/> No <input type="checkbox"/> Consolidated pay <input type="checkbox"/> Collective Bargaining agreements <input checked="" type="checkbox"/> Other
Please give details	In the facility, all employees are new employees who hired on May 2024 have, therefore 12 monthly records were not reviewed. Please refer to findings.
If more than 60 total hours per week and this is legally allowed, are there other considerations? Please complete the boxes where relevant. (Please explain any checked boxes above e.g. detail of consolidated pay / CBA or Other)	<input type="checkbox"/> Overtime is voluntary <input type="checkbox"/> Onsite Collective bargaining allows 60+ hours/week is voluntary <input type="checkbox"/> Safeguards are in place to protect worker's health and safety <input type="checkbox"/> Site can demonstrate exceptional circumstances <input checked="" type="checkbox"/> Other reasons (please specify)
Please give details	There is no practice over 60 hours – “other reason” is selected to due to technical reasons in system.
Please explain any checked boxes above e.g. detail of consolidated pay / CBA or other	None
Is there evidence that overtime hours are being used for extended periods to make up for labour shortages or increased order volumes?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If sufficient workers cannot be hired, are new working time arrangements explored to ensure that overtime is the exception rather than the rule?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

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7 - No Discrimination is Practiced [Summary of Findings]

7: Compliance Requirements

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

Current Systems and Evidence Examined

To complete 'current systems' Auditors examine policies and written procedures in conjunction with relevant managers, to understand, and record what controls and processes are currently in place e.g. record what policies are in place, what relevant procedures are carried out, who is /are responsible for the management of this item of the code. Evidence checked should detail any documentary or verbal evidence shown to support the systems.

Current Systems:

No evidence against discrimination requirements of the client was found during the audit processes. Employees stated that they were paid and treated equally. There was an internal grievance process, all sampled employees were aware of the grievance channels in case they encountered any discrimination cases.

Evidence examined:

Personnel files
Pay slips
Disciplinary policy
Company social compliance policy
Employee interview

Any other comments:

NONE

Gender breakdown of Management + Supervisors (Include as one combined group)	Male: 70.0%		Female: 30.0%
Number of women who are in skilled or technical roles (e.g. where specific qualifications are needed i.e. machine engineer / laboratory analyst)	0		
Is there any evidence of discrimination based on race, caste, national origin, religion, age, disability, gender, marital status, sexual orientation, union membership or political affiliation?	<input type="checkbox"/> Hiring <input type="checkbox"/> Promotion	<input type="checkbox"/> Compensation <input type="checkbox"/> Termination or retirement	<input type="checkbox"/> Access to training <input checked="" type="checkbox"/> No evidence of discrimination found
Please give details	NA		
Professional Development			
What type of training and development are available for workers?	Discrimination policy and procedure training are given to employees. Also, discipline rules are explained.		
Are HR decisions e.g. promotion, training, compensation based on objective, transparent criteria? (If no, please provide details)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		

8 - Regular Employment Is Provided [Summary of Findings]

8: Compliance Requirements

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

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

Additional Elements: Responsible Recruitment

8.3 Suppliers have full understanding of the entire recruitment process and assess all labour recruiters and intermediaries against legal and/or ethical requirements.

8.4 There are effective management systems in place to identify and monitor the hiring and management of all migrant workers, contract workers, agency workers, temporary or casual labour. The supplier shall implement processes to enable adequate control over agencies with regards the above points and related legislation.

8.5 Employment agencies must only supply workers registered with them.

8.6 Workers pay no recruitment fee at any stage of the recruitment process.

8.7 Worker contracts accurately reflect the agreed payment and terms in the recruitment process and are understood and signed by workers.

Current Systems and Evidence Examined

To complete 'current systems' Auditors examine policies and written procedures in conjunction with relevant managers, to understand, and record what controls and processes are currently in place e.g. record what policies are in place, what relevant procedures are carried out, who is /are responsible for the management of this item of the code. Evidence checked should detail any documentary or verbal evidence shown to support the systems.

Current Systems:

Employees' labour contracts were available in their personnel files.
Labour contracts were in accordance with the laws and regulations.
A copy of employment contract was given to employees.

Evidence examined:

The hiring and termination practices
Personal files
Payroll records were provided for review.
Management was interviewed

Any other comments:

NONE

Responsible Recruitment

All Workers

Were all workers presented with terms of employment at the time of recruitment, did they understand them and are they same as current conditions?

☒ Terms & Conditions presented ☒ Understood by workers
☒ Same as actual conditions

Did workers pay any fees, taxes, deposits or bonds for the purpose of recruitment/placement? (If yes, please describe details and specific category(ies) of workers affected)

☐ Yes ☒ No

Migrant Workers

Type of work undertaken by migrant workers:

There is no migrant employee in the facility.

Please give details about recruitment agencies for migrant workers:	Number of (in country) recruitment agencies used: 0 Number of (outside of local country) recruitment agencies used: 0
Are migrant workers' voluntary deductions (such as for remittances) confirmed in writing by the worker and is evidence of the transaction supplied by the facility to the worker?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Please give details: There is no migrant employee in the facility.
Is there any observation on this finding?	There is no migrant employee in the facility.
Are any migrant workers in skilled, technical or management roles? (This should include all migrant workers including permanent workers, temporary and/or seasonal workers)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Non-employee workers	
Recruitment Fees	
Are there any fees?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Agency Workers (if applicable) (Workers sourced from a local agent who are not directly paid by the site, but paid by the agency. Usually the agencies are paid by the site and the wages of the individual workers are paid by the agency.)	
Number of agencies used (average):	0
Please provide the names of agencies if applicable	NA
Were agency workers' age / pay / hours included within the scope of this audit?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Were sufficient documents for agency workers available for review?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Is there a legal contract agreement with all agencies?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Please give details: There is no agency worker at the facility.
Does the site have a system for checking labour standards of agencies?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Please give details: There is no agency worker at the facility.
Contractors (Contractors in this context are generally individuals who supply several workers to a site. Usually the contractors are paid by the site and the wages of the workers are paid by the contractor. Common terms include, gang bosses, labor provider.)	
Any contractors on site?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Please give details: There is no contractors worker at the facility.
Do all contractor workers understand their terms of employment?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Please give details: There is no contractors worker at the facility.

8A - Sub-Contracting and Homeworking
[Summary of Findings]**8A: Compliance Requirements**

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

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

Current Systems and Evidence Examined

To complete 'current systems' Auditors examine policies and written procedures in conjunction with relevant managers, to understand, and record what controls and processes are currently in place e.g. record what policies are in place, what relevant procedures are carried out, who is /are responsible for the management of this item of the code. Evidence checked should detail any documentary or verbal evidence shown to support the systems.

Current Systems:

There is no subcontracting or homeworking.

Evidence examined:

Employees from every unit were selected and interviewed.

Production site and machinery

Capacity Report

Any other comments:

NONE

Summary of sub-contracting – if applicableIs there any sub-contracting at this site? ☐ Yes ☒ No**Summary of homeworking – if applicable**Is homeworking used at this site? ☐ Yes ☒ No

9 - No Harsh or Inhumane Treatment is Allowed
[Summary of Findings]

9: Compliance Requirements

9.1 Physical abuse or discipline, the threat of physical abuse, sexual or other harassment and verbal abuse or other forms of intimidation shall be prohibited.

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

Current Systems and Evidence Examined

To complete 'current systems' Auditors examine policies and written procedures in conjunction with relevant managers, to understand, and record what controls and processes are currently in place e.g. record what policies are in place, what relevant procedures are carried out, who is /are responsible for the management of this item of the code. Evidence checked should detail any documentary or verbal evidence shown to support the systems.

Current Systems:

There was no evidence of any physical abuse or discipline, the threat of physical abuse, sexual or any other types of harassment or verbal abuse as well as any other forms of intimidation were not noted, as confirmed by the interviews.

Disciplinary regulation was complaint with the legal regulations.

No disciplinary action was taken.

Evidence examined:

Disciplinary regulation of the facility and the personnel files of the sampled employees were reviewed.

Suggestion boxes check book was checked.

Employee interview was conducted.

The relevant policy on prevention of harassment and abuse.

Internal grievance procedure documentation.

Training records.

Any other comments:

NONE

Are there published, anonymous and/or open channels available for reporting any violations of Labour standards and H&S or any other grievances to a 3rd party?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please give details: There are published, anonymous and/or open channels available for reporting any violations of Labour standards. The employees can report to the legal authorities. There are suggestion box, and an internal confidential email address for reporting grievances.
If yes, are workers aware of these channels and have access? Please give details.	Workers are aware of these channels. There are published, anonymous and/or open channels available for reporting any violations of Labour standards.
If yes, what type of mechanism is used e.g. hotline, whistle blowing mechanism, comment box etc. Please give details.	Suggestion box, worker representative, open door policy.
Which of the following groups is there a grievance mechanism in place for?	<input checked="" type="checkbox"/> Worker <input checked="" type="checkbox"/> Communities <input checked="" type="checkbox"/> Suppliers <input type="checkbox"/> Other
Please provide grievance mechanism details	Suggestion box, worker representatives, open door policy
Are there any open disputes?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Please give details:

Does the site encourage its business partners (e.g. suppliers) to provide individuals and communities with access to effective grievance mechanisms (e.g. helplines or whistle blowing mechanism)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please give details:
Is there a published and transparent disciplinary procedure?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please give details:
If yes, are workers aware of these the disciplinary procedure?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please give details:
Does the disciplinary procedure allow for deductions from wages (fines) for disciplinary purposes (see wages section)?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Please give details:

10A - Entitlement to Work and Immigration
[Summary of Findings]

10A: Compliance Requirements

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

10.A.2 All workers, including employment agency staff, must be validated by the supplier for their legal right to work by reviewing original documentation.

Current Systems and Evidence Examined

To complete 'current systems' Auditors examine policies and written procedures in conjunction with relevant managers, to understand, and record what controls and processes are currently in place e.g. record what policies are in place, what relevant procedures are carried out, who is /are responsible for the management of this item of the code. Evidence checked should detail any documentary or verbal evidence shown to support the systems.

Current Systems:

There is no migrant employee in the facility.

Evidence examined:

ID copies and social security registrations of the employees were reviewed

Any other comments:

NONE

10B2 - Environment 2-Pillar
[Summary of Findings]

10B2: Compliance Requirements

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

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

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

Current Systems and Evidence Examined

To complete 'current systems' Auditors examine policies and written procedures in conjunction with relevant managers, to understand, and record what controls and processes are currently in place e.g. record what policies are in place, what relevant procedures are carried out, who is /are responsible for the management of this item of the code. Evidence checked should detail any documentary or verbal evidence shown to support the systems.

Current Systems:

There is a written environmental policy of the facility.
The facility complies with environmental requirements.
The facility is aware of clients' and environmental requirements.

Evidence examined:

Facility tour
Management interview
Environmental policy and documents
Waste disposal records

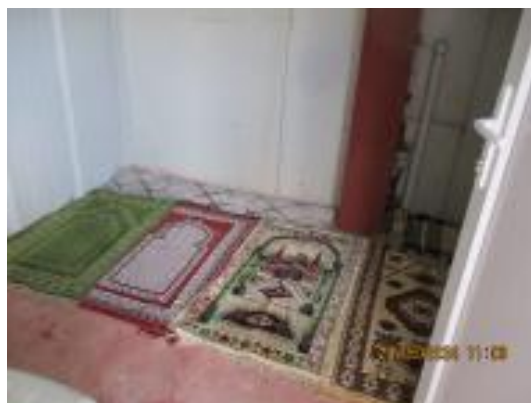
Any other comments:

NONE

Attachments



TIME RECORDING SYSTEM.JPG



PRAYER ROOM.JPG



TOILET.JPG



POTABLE WATER.JPG



SUGGESSTION BOX.JPG



WASTE AREA.JPG



FIRE HOSE.JPG



FIRE ALARM BUTTON.JPG



OVERVIEW OF THE FACILITY.JPG



FIRE EXTINGUISHER 2.JPG



FIRST AID BOX.JPG



FIRE EXTINGUISHER.JPG



ETI BASE CODE.JPG



EMERGENCY EXIT DOOR.JPG



EMPLOYEE NOTICE BOARD.JPG



ASSEMBLY AREA.JPG



CHANGING ROOM.JPG



AISLES.JPG



ELECTRICAL PANEL.JPG



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