

# Sedex Members Ethical Trade Audit (SMETA) Report

Version 5.0 Dec 2014, 2/4 Pillar Audit; replaces version 4.0 May 2012

Supplier name:	DENIMCE TEKSTIL SAN. VE TIC. LTD. STI.	
Site country:	TURKEY	
Site name:	DENIMCE TEKSTIL SAN. VE TIC. LTD. STI.	
Parent Company name (of the site):	NONE	
SMETA Audit Type:	<input checked="" type="checkbox"/> 2-Pillar	<input type="checkbox"/> 4-Pillar
Date of Audit	01.03.2017	

## Audit Content:

- (1) A SMETA audit was conducted which included some or all of Labour Standards, Health and Safety, Environment and Business ethics. The SMETA Best Practice Guidance Version 5 December 2015 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
      - Management systems and code implementation,
      - 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 new ETI Working Hours Clause
    - Now integrated into this latest SMETA version.

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.





<b>Audit Company Name:</b> SGS TURKEY	<b>Report Owner (payee):</b> DENIMCE TEKSTIL SAN. VE TIC. LTD. STI.
Sedex Company Reference: <i>(only available on Sedex System)</i>	Facility has not been registered to Sedex system yet.
Sedex Site Reference: <i>(only available on Sedex System)</i>	Facility has not been registered to Sedex system yet.

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

Auditor Reference Number: <i>(If applicable)</i>	N/A
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## SMETA Declaration

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

Any exceptions to this must be recorded here (e.g. different sample size): There were 3 blue collared employees onsite. 1 out of them was employed in February 2017. Therefore 2 employees' time and payment records were reviewed for last 12 months also 1 newly recruited employee's time record was reviewed for February 2017.

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

Lead auditor: KURSUN KARA

Team auditor: KURSUN KARA

Interviewers: KURSUN KARA

Date: 01.03.2017

## Non-Compliance Table

Issue <i>(please click on the issue title to go direct to the appropriate audit results by clause)</i>	Area of Non-Conformity <i>(Only check box when there is a non-conformity, and only in the box/es where the non-conformity can be found)</i>			Record the number of issues by line*:		
	ETI Base Code	Local Law	Additional Elements (i.e. not part of ETI code )	NC	Obs	GE
0 <a href="#">Management systems and code implementation</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-	-	-
1 <a href="#">Employment Freely Chosen</a>	<input type="checkbox"/>	<input type="checkbox"/>		-	-	-
2 <a href="#">Freedom of Association</a>	<input type="checkbox"/>	<input type="checkbox"/>		-	-	-
3 <a href="#">Safety and Hygienic Conditions</a>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		1	-	-
4 <a href="#">Child Labour</a>	<input type="checkbox"/>	<input type="checkbox"/>		-	-	-
5 <a href="#">Wages and Benefits</a>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		1	-	1
6 <a href="#">Working Hours</a>	<input type="checkbox"/>	<input type="checkbox"/>		-	-	-
7 <a href="#">Discrimination</a>	<input type="checkbox"/>	<input type="checkbox"/>		-	-	-
8 <a href="#">Regular Employment</a>	<input type="checkbox"/>	<input type="checkbox"/>		-	-	-
8A <a href="#">Sub-Contracting and Homeworking</a>		<input type="checkbox"/>	<input type="checkbox"/>	-	-	-
9 <a href="#">Harsh or Inhumane Treatment</a>	<input type="checkbox"/>	<input type="checkbox"/>		-	-	-
10A <a href="#">Entitlement to Work</a>		<input type="checkbox"/>	<input type="checkbox"/>	-	-	-
10B2 <a href="#">Environment 2-Pillar</a>		<input type="checkbox"/>	<input type="checkbox"/>	-	-	-
10B4 <a href="#">Environment 4-Pillar</a>		<input type="checkbox"/>	<input type="checkbox"/>	N/A	N/A	N/A
10C <a href="#">Business Ethics</a>		<input type="checkbox"/>	<input type="checkbox"/>		N/A	N/A

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

## Summary of Findings

Summary of main findings: (positive and negative)  
 (Please give a short summary of the main findings per clause)

**Negative findings:**

1. It was noted that there was no workplace opening and operating permit in the company. Application letter was reviewed.
2. As per reviewed time, payment records and worker interviews, it was noted that employees were not paid additional premium for working practices performed on 28th October 2016 after 13:00 o'clock.

**Good examples:**

1. Meal is provided in free of charge to employees.

## Audit Details

Audit Details			
A: Report #:	IS17K0-0154		
B: Time in and time out <i>(SMETA Best Practice Guidance and Measurement Criteria recommends 9.00–17.00 hrs. if any different please state why in the SMETA declaration )</i>	Day 1 Time in: 09:00 Day 1 Time out: 17:00	Day 2 Time in: - Day 2 Time out:-	Day 3 Time in: - Day 3 Time out:-
C: Number of Auditor Days Used: <i>(number of auditor x number of days)</i>	1 ( 1 auditor + 1 observer x 1 day )		
D: Audit type:	<input checked="" type="checkbox"/> Full Initial <input type="checkbox"/> Periodic <input type="checkbox"/> Full Follow-up <input type="checkbox"/> Partial Follow-Up <input type="checkbox"/> Partial Other – Define		
E: Was the audit announced? <i>(AAG recommends a window of three weeks for semi-announced, this gives optimum results)</i>	<input type="checkbox"/> Announced <input checked="" type="checkbox"/> Semi – announced: Window detail: 2 weeks <input type="checkbox"/> Unannounced		
F: Was the Sedex SAQ available for review?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
If <b>No</b> , why not? <i>(Examples would be, site has not completed SAQ, site has not been asked to complete the</i>	Facility has not been registered as a sub-site to Sedex system yet.		

SAQ.)	
G: Any conflicting information SAQ/Pre-Audit Info to Audit findings?	<input type="checkbox"/> Yes <input type="checkbox"/> No N/A If <b>Yes</b> , please capture detail in appropriate audit by clause
H: Auditor name(s) and role(s):	KURSUN KARA – AUDITOR KIVANC ERBIZ – OBSERVER
I: Report written by:	KURSUN KARA
J: Report reviewed by:	YALIN BAMAC
K: Report issue date:	08.03.2017
L: Supplier name:	DENIMCE TEKSTIL SAN. VE TIC. LTD. STI.
M: Site name:	DENIMCE TEKSTIL SAN. VE TIC. LTD. STI.
N: Site country:	TURKEY
O: Site contact and job title:	YUNUS CALIS – ADMINISTRATIVE AFFAIRS RESPONSIBLE
P: Site address: <i>(Please include full address)</i>	GUNESLI MAH. 1291. SOK. NO:4 BAGCILAR/ISTANBUL
Site phone:	0090 212 651 00 66
Site fax:	0090 212 651 00 67
Site e-mail:	<a href="mailto:yunus@denimce.com">yunus@denimce.com</a>
Q: Applicable business and other legally required licence numbers: for example, business license no, and liability insurance	Operating Registration Certificate Number And Date: 17283-5 – 19.01.2016
R: Products/Activities at site, for example, garment manufacture, electricals, toys, grower	DENIM OUTWEAR FOR WOMEN, MEN AND KIDS
S: Audit results reviewed with site management?	YES
T: Who signed and agreed CAPR <i>(Name and job title)</i>	YUNUS CALIS – ADMINISTRATIVE AFFAIRS RESPONSIBLE
U: Did the person who signed the CAPR have authority to implement changes?	YES
V: Present at closing meeting (Please state name and position, including any	YUNUS CALIS – ADMINISTRATIVE AFFAIRS RESPONSIBLE

workers/union reps/worker reps):				
W: What form of worker representation / union is there on site?	<input type="checkbox"/> Union (name) <input type="checkbox"/> Worker Committee <input checked="" type="checkbox"/> Other (Open door policy & Complaint box) <input type="checkbox"/> None			
X: Are any workers covered by Collective Bargaining Agreement (CBA)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
Y: Previous audit date:	None			
Z: Previous audit type:		SMETA 2–pillar	SMETA 4–pillar	Other
	Full Initial	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Periodic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Full Follow–Up Audit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Partial Follow–Up	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Partial Other*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
*If other, please define: N/A				

## Audit Scope/Actual Results

Criteria	Local Law <i>(Please state legal requirement)</i>	Actual at the Site <i>(Record site results against the law)</i>	Is this part of a Collective Bargaining Agreement?
A: Standard/Contracted work hours: <i>(Maximum legal and actual required working hours excluding overtime, please state if possible per day, week and month)</i>	Legal maximum: 45 hours per week for adults 40 hours for the workers between 15 – 18 years old.	45 hours per week.	<input type="checkbox"/> Yes <input type="checkbox"/> No N/A
B: Legal Overtime hours: <i>(Maximum legal and actual overtime hours, please state if possible per day, week and month)</i>	Legal maximum: 270 hours per year	140 hours / year	<input type="checkbox"/> Yes <input type="checkbox"/> No N/A

C: Legal age of employment: (Minimum legal and actual minimum age at site)	Legal minimum: Completed 15	38 years old	
D: Legal minimum wage for standard/contracted hours: (Minimum legal and actual minimum wage at site, please state if possible per hr, day, week and month)	Legal minimum: 1777,50 TL (Gross) 1270,75 TL (Net) Since January 2017	2797,55TL (Gross)	<input type="checkbox"/> Yes <input type="checkbox"/> No N/A
E: Legal minimum overtime wage: (Minimum legal and actual minimum overtime wage at site, please state if possible per hr, day, week and month)	Legal minimum: 150% of hourly wage for each working practice duration over 45 hours/week. (This is the only overtime wage premium defined in Turkish labour law)	150% of hourly wage for each working practice duration over 45 hours/week	<input type="checkbox"/> Yes <input type="checkbox"/> No N/A

<b>Audit Scope</b> (Please select the code and additional requirements that were audited against during this audit)	
2–Pillar Audit	<input checked="" type="checkbox"/>
10B4: Environment 4–Pillar	<input type="checkbox"/>
10C: Business Ethics	<input type="checkbox"/>
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"/>

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

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

## Audit Overview

Audit Overview																											
	Management	Worker Representatives																									
Audit attendance	Senior management	Worker Committee representatives	Union representatives																								
A: Present at the opening meeting?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No (N/A)	<input type="checkbox"/> Yes <input type="checkbox"/> No (N/A)																								
B: Present at the audit?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No (N/A)	<input type="checkbox"/> Yes <input type="checkbox"/> No (N/A)																								
C: Present at the closing meeting?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No (N/A)	<input type="checkbox"/> Yes <input type="checkbox"/> No (N/A)																								
D: If Worker Representatives were not present please explain reasons why <i>(only complete if no worker reps present)</i>	There was no freely elected worker representative onsite.																										
E: If Union Representatives were not present please explain reasons why: <i>(only complete if no union reps present)</i>	There was no unionization activity onsite.																										
F: Site description: <i>(Include size, location and age of site. Also include structure and number of buildings)</i>	<p><b>DENIMCE TEKSTIL SAN. VE TIC. LTD. STI.</b> was established on 07.01.2016 as a supplier of denim outerwear for women, men and kids.</p> <p><b>Building layout was as below;</b></p> <table border="1"> <thead> <tr> <th>Production Building no</th> <th>Description</th> <th>Remark, if any</th> </tr> </thead> <tbody> <tr> <td>Floor -1</td> <td>Another textile company</td> <td>Totally isolated-Out of scope</td> </tr> <tr> <td>Entrance Floor</td> <td>Another company (Food sector)</td> <td>Totally isolated-Out of scope</td> </tr> <tr> <td>1<sup>st</sup> Floor</td> <td>Offices, showroom , lunch hall, praying room</td> <td>None</td> </tr> <tr> <td>2<sup>nd</sup> Floor</td> <td>Cutting section, sample sewing section, accessory warehouse</td> <td>None</td> </tr> <tr> <td>3<sup>rd</sup> Floor</td> <td>Another textile company</td> <td>Totally isolated-Out of scope</td> </tr> <tr> <td>4<sup>th</sup> Floor</td> <td>Another textile company</td> <td>Totally isolated-Out of scope</td> </tr> <tr> <td>Is this a shared building?</td> <td>Yes</td> <td>There was no production sharing observed during audit between DENIMCE TEKSTIL and other companies. Also</td> </tr> </tbody> </table>			Production Building no	Description	Remark, if any	Floor -1	Another textile company	Totally isolated-Out of scope	Entrance Floor	Another company (Food sector)	Totally isolated-Out of scope	1 <sup>st</sup> Floor	Offices, showroom , lunch hall, praying room	None	2 <sup>nd</sup> Floor	Cutting section, sample sewing section, accessory warehouse	None	3 <sup>rd</sup> Floor	Another textile company	Totally isolated-Out of scope	4 <sup>th</sup> Floor	Another textile company	Totally isolated-Out of scope	Is this a shared building?	Yes	There was no production sharing observed during audit between DENIMCE TEKSTIL and other companies. Also
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	<table border="1" data-bbox="641 313 1481 501"> <tr> <td data-bbox="641 313 912 501"></td> <td data-bbox="912 313 1193 501"></td> <td data-bbox="1193 313 1481 501"> <p>other companies were totally isolated. Therefore other companies were taken out of audit scope</p> </td> </tr> </table> <p>The total closed area occupied by the facility is about 2000 square meters.</p> <p>There were cutting and sample sewing processes performed onsite. Cutting, sewing, ironing, packaging, washing, dyeing and ageing processes were outsourced by the company.</p> <p>The company exports 100% of their products.</p> <p><b>Main product:</b> Denim outerwear for women, men and kids</p> <p><b>Monthly production capacity:</b> 20.000 pieces (including outsourced capacity)</p> <p><b>The population layout of the company: 17</b></p> <p>Administrative: 8 male, 6 female</p> <p>Production: 3 male</p> <p>There was no pregnant, juvenile or disabled employee in the company.</p> <p><b>Regular weekly working hours were arranged as follows:</b> From 08:30 to 19:00 (including 15' x 2 tea breaks + 60' lunch break) x 5 days = 45 hours / week.</p> <p><b>Payment day:</b> Between 1<sup>st</sup> - 5<sup>th</sup> of each month via bank.</p> <p><b>Time record system:</b> Digital fingerprint scanning activated computer database.</p>			<p>other companies were totally isolated. Therefore other companies were taken out of audit scope</p>
		<p>other companies were totally isolated. Therefore other companies were taken out of audit scope</p>		
<p>G: Site function:</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Agent</li> <li><input checked="" type="checkbox"/> Factory Processing/Manufacturer</li> <li><input type="checkbox"/> Finished Product Supplier</li> <li><input type="checkbox"/> Grower</li> <li><input type="checkbox"/> Homeworker</li> <li><input type="checkbox"/> Labour Provider</li> <li><input type="checkbox"/> Pack House</li> <li><input type="checkbox"/> Primary Producer</li> <li><input type="checkbox"/> Service Provider</li> <li><input type="checkbox"/> Sub-Contractor</li> </ul>			
<p>H: Month(s) of peak season: (if applicable)</p>	<p>June and August</p>			
<p>I: Process overview:</p>				

<p><i>(Include products being produced, main operations, number of production lines, main equipment used)</i></p>
<p>Facility is a supplier of denim outerwear for women, men and kids. There were cutting and sample sewing processes performed onsite. Cutting, sewing, ironing, packaging, washing, dyeing and ageing processes were outsourced by the company.</p> <p><b>MACHINE LIST:</b></p> <ul style="list-style-type: none"> <li>1- Single needle sewing machine: 1</li> <li>2- Double needle sewing machine: 2</li> <li>3- Over lock machine: 1</li> <li>4- Stop stitch machine: 1</li> <li>5- Other sewing machines: 2</li> <li>6- Ironing machine: 1</li> <li>7- Straight knife cutting device: 2</li> <li>8- Rotary knife cutting device: 1</li> <li>9- Snap attachment machine: 1</li> </ul>
<p>J: Attitude of workers: <i>(Include their attitude to management, workplace and the interview process. Both positive and negative information should be included) Note: Do not document any information that could put workers at risk</i></p>
<p>There were totally 17 workers including 14 white collared workers onsite.</p> <p>There were 3 blue collared employees in the company. 3 out of 3 blue collared employees were selected for interviews. 3 individual interviews were conducted confidentially in an isolated meeting room. Their thoughts are asked about workplace and working conditions.</p> <p>Interviewed workers informed their pleasure about friendship, providing social insurance in the facility. No negative feedback was raised.</p>
<p>K: Attitude of workers committee/union reps: <i>(Include their attitude to management, workplace and the interview process. Both positive and negative information should be included) Note: Do not document any information that could put workers at risk</i></p>
<p>N/A. No worker representation system in place.</p>
<p>L: Attitude of managers: <i>(Include attitude to audit, and audit process. Both positive and negative information should be included)</i></p>
<p>Upon arrival, auditor was greeted by Mr. YUNUS CALIS – ADMINISTRATIVE AFFAIRS RESPONSIBLE. The company management was very kind, polite and transparent during the entire audit process.</p>

## Key Information

<p align="center"><b>Key Information</b> <i>(click on the key information title to go to appropriate section of the report)</i></p>	
<p>A: Do all workers (including migrant workers) have contracts of employment/employment agreements?</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>

<a href="#">(Go to clause 8 – Regular Employment)</a>	
B: Are maximum standard/contracted working hours clearly defined in contract/employment agreements? <a href="#">(Go to clause 8 – Regular Employment)</a>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
C: Were appropriate records available to verify hours of work and wages? <a href="#">(Go to clause 5 – Living Wage)</a>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
D: Were any inconsistencies found? (if yes describe nature) <a href="#">(Go to Wages Table)</a>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Poor record keeping <input type="checkbox"/> Isolated incident <input type="checkbox"/> Repeated occurrence
E: For the lowest paid production workers, are wages paid for standard/contracted hours (excluding overtime) below or above the legal minimum? <a href="#">(Go to clause 5 – Living Wage)</a>	Wages found:
	Please indicate the breakdown of workforce according to earnings:
	<input type="checkbox"/> Below legal min <input type="checkbox"/> Meet <input checked="" type="checkbox"/> Above 0 % of workforce earning under min wage 0 % of workforce earning min wage 100 % of workforce earning above min wage
F: % of piece rate workers: (if applicable)	N/A. No piece rate worker was available
G: Do the standard/contracted hours stated in a contract/employment agreement exceed the law or 48 hours per week? <a href="#">(Go to clause 6 – Working hours)</a>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
H: If yes, what are the standard/contracted hours per week as stated in the contract/employment agreement? <a href="#">(Go to clause 6 – Working hours)</a>	_NA_ hrs/week Approx. _NA_% of ALL workers on these contacted hours
I: Combined hours (standard/contracted plus overtime = total hours) over 60 per week found? <a href="#">(Go to Working Hours Analysis)</a>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
J: Are workers provided with 1 day off in every 7-day-period, or 2 in 14-day-period (where the law allows)?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If 'No', please explain: N/A
K: Are the correct legal overtime premiums paid? <a href="#">(Go to Wages Table)</a>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A – there is no legal requirement to OT premium
L: Please state what actual OT is paid. (As a percentage of the workers standard rate) <a href="#">(Go to Working Hours Analysis)</a>	Please give details of overtime premium as a % of standard wages: <input type="checkbox"/> 0% <input type="checkbox"/> 1% – 115% <input type="checkbox"/> 116% – 124% <input type="checkbox"/> 125% – 149%

	<input checked="" type="checkbox"/> 150% – 199% <input type="checkbox"/> 200%+ Please give details: 150% of hourly wage for each working practice duration over 45 hours/week.
M: Is there any night production work at the site?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
N: % of workers living in site provided accommodation (if applicable):	N/A
O: Age of youngest worker found: <a href="#">(Go to clause 4 – Child labour)</a>	38 years old
P: Workers under 18 subject to hazardous work assignments? <a href="#">(Go to clause 3 – Health and Safety)</a>	<input type="checkbox"/> Yes <input type="checkbox"/> No N/A
% of under 18's at this site (of total workers)	N/A %
Q: What form of worker representation/union is there on site? <a href="#">(Go to clause 2 – Freedom of Association)</a>	<input type="checkbox"/> Union (name) <input type="checkbox"/> Worker Committee <input checked="" type="checkbox"/> Other (Open door policy & Complaint box) <input type="checkbox"/> None
R: Is it a legal requirement to have a union? <a href="#">(Go to clause 2 – Freedom of Association)</a>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
S: Is It a legal requirement to have a workers committee? <a href="#">(Go to clause 2 – Freedom of Association)</a>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
T: Is there any other form of effective worker/management communication channel? <i>(Other than union/worker committee)</i> <a href="#">(Go to clause 2 – Freedom of Association)</a>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Describe: Open door policy & Complaint box
U: Are there any External Processes? <a href="#">(Go to clause 8A – Sub-contracting and Home working)</a>	<input checked="" type="checkbox"/> Sub-Contracting <input type="checkbox"/> Homeworking <input type="checkbox"/> Other External Process <input type="checkbox"/> No external processes

## Management Systems

Management Systems:	
A: Nationality of Management	Turkish
B: Gender breakdown of Management + Supervisors <i>(Include as one combined group)</i>	Male: 57,1 % Female: 42,9 %

C: Majority nationality of workers	Turkish
D: Number of workers leaving in last 12 months as a % of average total number of workers on site over the year (annual worker turnover)	50 %
E: Were accurate records shown at the first request?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
F: If <b>No</b> , why not?	-
G: In the last 12 months, has the site been subject to any fines/prosecutions for non-compliance to any regulations?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Please describe: Confirmed with management interview.
H: Do policies and/or procedures exist that reduce the risk of forced labour, child labour, discrimination, harassment & abuse?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please describe: Social compliance policy was established.
I: If <b>Yes</b> , is there evidence (an indication) of effective implementation? Please give details.	Social compliance policy was posted on site.
J: Have managers and workers received training in the standards for forced labour, child labour, discrimination, harassment & abuse?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please describe: Training records were available.
K: If <b>Yes</b> , is there evidence (an indication) that training has been effective e.g. training records etc.? Please give details	Related training records were checked by the auditor and it was also confirmed with worker interviews.
L: Are there published, anonymous and/or open channels available for reporting any violations of Labour standards and H&S or any other grievances to a 3 <sup>rd</sup> party?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please describe: The hotline number of the ministry of labour - social security department (Hotline: 170) is posted at notice boards for workers to raise any issue to official authorities.
M: If <b>Yes</b> , are workers aware of these channels? Please give details.	Workers stated that they are aware of this channel.
N: Have health and safety risks been identified e.g. through internal audits, formal risk analysis process, worker involvement etc.?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please describe: The risk assessment was performed by an external OHS expert on 23.02.2016
O: If <b>Yes</b> , has effective action been taken to reduce or eliminate these risks?	Risks identified in the risk assessment were eliminated properly and OHS expert of the company followed potential risks regularly.
P: Are accidents recorded?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please describe: Accident records were kept properly.

Q: Has the auditor made a simple calculation to compare capacity with workers' work load in order to identify possible unrecorded work hours?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please describe: The population layout and machinery setup totally comply with the capacity report, shipping list and order planning of the company.
R: Does the site have all required land rights licenses and permissions (see SMETA Measurement Criteria)?	No. There was no workplace opening and operation permit in the company.
S; Does the site have any internationally recognised system certifications e.g. ISO 9000, 14000, OHSAS 18000, SA8000 (or other social audits). Please detail (Number and date).	No. The company was not certified to any standard.
T: Is there a Human Resources manager/department? If Yes, please detail.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please describe: Accounting staff of the company was in charge to manage all HR issues.

## Worker Analysis

Worker Analysis								
	Local			Migrant			Home workers	Total
	Permanent	Temporary	Agency	Permanent	Temporary	Agency		
Worker numbers – male	3 production workers + 8 administrative staff	-	-	-	-	-	-	11
Worker numbers – female	6 administrative staff	-	-	-	-	-	-	6
Total	17	-	-	-	-	-	-	17
Number of Workers interviewed	3	-	-	-	-	-	-	3

**Contractors:**

*(Individuals supplying workers to site with the workers paid by contractors, not by site)*

A: Any contractors on site?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
B: If <b>Yes</b> , how many workers supplied by contractors	N/A
C: Are all contractor workers paid according to law?	<input type="checkbox"/> Yes <input type="checkbox"/> No N/A
If <b>Yes</b> , Please give evidence for contractor workers being paid according to law:	N/A

**Migrant Workers:**

*(Please see SMETA Best Practice Guidance and Measurement Criteria for definitions of migrant workers)*

D: Originating Locations/Countries:	No migrant worker was recruited by the company.
E: Type of work undertaken by migrant workers :	No migrant worker was recruited by the company.
F: Were migrant workers recruited through an agency? If yes, please give details.	<input type="checkbox"/> Yes <input type="checkbox"/> No Please describe: N/A
If <b>Yes</b> , is there a contract with the agency? Provide details of agencies and contractual arrangements including any fees lodged during the recruitment process.	N/A
G: Does the site have a system for checking labour standards of agencies? If yes, please give details.	<input type="checkbox"/> Yes <input type="checkbox"/> No Please describe: N/A
H: Percentage of migrant workers in company provided accommodation:	N/A

## Audit Results by Clause

### 0: Managements system and Code Implementation

[\(click here to return to NC Table\)](#)

- 0.1 Suppliers are expected to implement and maintain systems for delivering compliance to this Code.
- 0.2 Suppliers shall appoint a senior member of management who shall be responsible for compliance with the Code.
- 0.3 Suppliers are expected to communicate this Code to all employees.
- 0.4 Suppliers should communicate this code to their own suppliers and, where reasonably practicable, extend the principles of this Ethical Code through their supply chain.

### 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:** Confirmed with management interview and facility tour (Posted NEW ETI Base Code).

**Evidence examined – to support system description (Documents examined & relevant comments. Include renewal/expiry date where appropriate):** Facility has appointed a senior member of management who is responsible for compliance with this code. Facility has communicated this code to all employees and suppliers. Facility has posted ETI Base Code in production area.

### Non-compliance: NONE

#### 1. Description of non-compliance: NONE

NC against ETI/Additional Elements       NC against Local Law

**Local law and/or ETI requirement: NONE**

**Recommended corrective action: NONE**

**Objective evidence observed: N/A**

### Observation: NONE

**Description of observation: NONE**

**Local law or ETI requirement: NONE**

**Comments: NONE**

**Objective evidence observed: N/A**

### Good Examples observed: NONE

**Description of Good Example (GE): NONE**

**Objective evidence observed: N/A**



**1: Employment is Freely Chosen**

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

**ETI**

- 1.1 There is no forced, bonded or involuntary prison labour.
- 1.2 Workers are not required to lodge “deposits” or their identity papers with their employer and are free to leave their employer after reasonable notice.

**Current Systems and Evidence Examined**

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

**Current systems:** Confirmed with management and employee interviews and facility tour. Labour contracts and company rules and disciplinary records are reviewed.

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

- Employment is freely chosen.
- No guards present during working hours.
- Movement of employees at the facility is not prohibited or limited.
- Employees have free access to toilets and drinkable water.
- Overtimes are always performed on voluntary basis.
- The factory does not require deposit or withhold employees’ ID cards.
- The factory does not limit the employees’ freedom.
- There is no forced, bonded or involuntary prison labour.
- Employees are free to leave their employer after reasonable notice.

**Non-compliance: NONE**

**1. Description of non-compliance: NONE**

NC against ETI       NC against Local Law

**Local law and/or ETI requirement: NONE**

**Recommended corrective action: NONE**

**Objective evidence observed: N/A**

**Observation: NONE**

**Description of observation: NONE**

**Local law or ETI requirement: NONE**

**Comments: NONE**

**Objective evidence observed: N/A**

<b>Good Examples observed: NONE</b>	
<b>Description of Good Example (GE): NONE</b>	<b>Objective evidence observed: N/A</b>

<b>2: Freedom of Association and Right to Collective Bargaining are Respected</b> <a href="#">(Click here to return to NC-table)</a> <a href="#">(Click here to return to Key Information)</a>
<b>ETI</b>
<p>2.1 Workers, without distinction, have the right to join or form trade unions of their own choosing and to bargain collectively.</p> <p>2.2 The employer adopts an open attitude towards the activities of trade unions and their organisational activities.</p> <p>2.3 Workers' representatives are not discriminated against and have access to carry out their representative functions in the workplace.</p> <p>2.4 Where the right to freedom of association and collective bargaining is restricted under law, the employer facilitates, and does not hinder, the development of parallel means for independent and free association and bargaining.</p>

<b>Current Systems and Evidence Examined</b>
<i>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.</i>
<p><b>Current systems:</b> Confirmed with management and employee interviews. Complaint box records were reviewed.</p> <p><b>Evidence examined – to support system description (Documents examined &amp; relevant comments. Include renewal/expiry date where appropriate):</b> Complaint boxes were present onsite. Open door policy effectively works.</p>

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

<b>Observation: NONE</b>	
<p><b>Description of observation: NONE</b></p> <p><b>Local law or ETI requirement: NONE</b></p> <p><b>Comments: NONE</b></p>	<p><b>Objective evidence observed: N/A</b></p>

A: Name of union and union representative, if applicable:	N/A No unionization activity onsite.	Is there evidence of free elections? <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A
B: If no union what is parallel means of consultation with workers e.g. worker committees?	Open door policy, complaint boxes	Is there evidence of free elections? <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A
C: Were worker representatives/union representatives interviewed	<input type="checkbox"/> Yes <input type="checkbox"/> No N/A If <b>Yes</b> , please state how many: -	
D: State any evidence that union/workers committee is effective? <i>Specify date of last meeting; topics covered; how minutes were communicated etc.</i>	It was confirmed with interviews that open door policy and complaint box systems were effective.	
E: Are any workers covered by Collective Bargaining Agreement (CBA)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
F: If <b>Yes</b> what percentage by trade Union/worker representation	0 % workers covered by Union CBA	0 % workers covered by worker rep CBA
G: If <b>Yes</b> , does the Collective Bargaining Agreement (CBA) include rates of pay	<input type="checkbox"/> Yes <input type="checkbox"/> No N/A	

<b>Good Examples observed: NONE</b>	
<b>Description of Good Example (GE): NONE</b>	<b>Objective evidence observed: N/A</b>

<b>3: Working Conditions are Safe and Hygienic</b> <a href="#">(Click here to return to NC-table)</a> <a href="#">(Click here to return to Key Information)</a>
<b>ETI</b>
<p>3.1 A safe and hygienic working environment shall be provided, bearing in mind the prevailing knowledge of the industry and of any specific hazards. Adequate steps shall be taken to prevent accidents and injury to health arising out of, associated with, or occurring in the course of work, by minimising, so far as is reasonably practicable, the causes of hazards inherent in the working environment.</p> <p>3.2 Workers shall receive regular and recorded Health &amp; Safety training, and such training shall be repeated for new or reassigned workers.</p> <p>3.3 Access to clean toilet facilities and to potable water, and, if appropriate, sanitary facilities for food storage shall be provided.</p> <p>3.4 Accommodation, where provided, shall be clean, safe, and meet the basic needs of the workers.</p> <p>3.5 The company observing the code shall assign responsibility for Health &amp; Safety to a senior management representative.</p>

**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:** Periodical inspection records of pressured equipments, health check reports, H&S training records, drinking water analysis records, risk analysis record, first aid trained workers' certificates, fire equipment control records etc. were reviewed.

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

- The company has jobsite doctor and H&S Specialist.
- The last fire fighting and evacuation drill was performed on 27.02.2017
- There was 1 certificated first aider in the company.
- The last periodical inspection of 1 compressor was performed on 15.03.2016
- The analyses of drinking water was performed in February 2017
- Health and Safety training performed on 24.02.2017
- The last electricity grounding test was performed on 09.03.2016
- The fire extinguishers were controlled in February 2017
- Risk analysis was conducted on 23.02.2016
- Indoor measurements (noise, dust, thermal comfort, illumination and vibration) were conducted on 11.03.2016
- Auditor note: 1 fright lift was out of order on the audit day

**Non-compliance: 1**

**1. Description of non-compliance:** It was noted that there was no workplace opening and operating permit in the company. Application letter was reviewed.

- NC against ETI       NC against Local Law

**Local law and/or ETI requirement:** Turkish Regulation on Workplace Opening and Operating Permit (10.08.2005 # 25902) Article 6:  
The company cannot be opened and operated without getting a workplace opening and operating permit from authorized bodies.

**Recommended corrective action:** It is recommended that workplace opening and operating permit should be obtained from authorized body.

**Objective evidence observed:** Document review

**Observation: NONE**

**Description of observation:** NONE

**Local law or ETI requirement:** NONE

**Recommended corrective action:** NONE

**Objective evidence observed:** N/A

**Good Examples observed: NONE**

**Description of Good Example (GE):** NONE

**Objective Evidence**

	<b>Observed: N/A</b>
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**4: Child Labour Shall Not Be Used**  
[\(Click here to return to NC-table\)](#)  
[\(Click here to return to Key Information\)](#)

**ETI**

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

**Current Systems and Evidence Examined**

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

**Current systems:** Confirmed with employee, management interviews and document review (ID copy checks)  
 There was no child/juvenile worker on site.

**Evidence examined – to support system description (Documents examined & relevant comments. Include renewal/expiry date where appropriate):** There was no child/juvenile worker on site. Youngest worker was 38 years old.

**Non-compliance: NONE**

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

<p><b>Description of observation: NONE</b></p> <p><b>Local law or ETI requirement: NONE</b></p> <p><b>Comments: NONE</b></p>	<p><b>Objective evidence observed: N/A</b></p>
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**Good Examples observed: NONE**

**Description of Good Example (GE): NONE**

**Objective Evidence Observed: N/A**

**5: Living Wages are Paid**

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

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

**ETI**

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

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

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

**Current Systems and Evidence Examined**

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

**Current systems:** Confirmed with employee, management interviews and document review (i.e: payment records, social insurance fund, annual leave records, pay slips etc.) in accordance with SMETA Best Practice Guidance and Local Law.

**Evidence examined – to support system description (Documents examined & relevant comments. Include renewal/expiry date where appropriate):** Wages are paid on time between 1<sup>st</sup> – 5<sup>th</sup> of each month via bank. All employees are given a detailed pay slip. All employees were covered with social security.

**Non-compliance: 1**

**1. Description of non-compliance:** As per reviewed time, payment records and worker interviews, it was noted that employees were not paid additional premium for working practices performed on 28th October 2016 after 13:00 o'clock.

NC against ETI       NC against Local Law

**Local law and/or ETI requirement:** In accordance with the Turkish Labour Law # 4857 / 2003, ARTICLE 47-Where no work is performed by the workers employed in the working places within the scope of this Law during the days accepted as national and public holidays by the laws, the wage corresponding to these workless days are paid in full; if worked, one day wage is paid to the worker for each day of work. The Turkish Law For National Festivals and General Holidays #2429 (17/3/1981), Article 1 and article 2, October 29 is a national holiday which The Republic established. This festival begins from October 28 after 13:00 and continues during the

**Objective evidence observed:** Document review, worker interviews

<p>October 29. In October 29, facilities must be closed. The other formal and religious holidays are below;</p> <p>A) Public Holidays;          April 23 : National Sovereignty and Children Festival          May 19 : Remembrance of Ataturk and Youth and Sport Festival          August 30: The Victory Festival</p> <p>B) Religious Holidays;          Ramadan Festival : Begins from previous day 13:00, total 3,5 days          Festival of Sacrifices : Begins from previous day 13:00, total 4,5 days</p> <p>C) New Year Holiday; The first day of the year.</p> <p>D) In national, official, religious days and first day of the year official departments and foundations should be in closed for holiday.</p> <p>In accordance with the Regulation on Modification on The Regulation on National and General Holidays # 5892(dated : 22/4/2009), art 1,          (C) code of 1st paragraph of the art#2 of The Regulation on National and General Holidays #2429 (dated 17/3/1981) was changed as ;          C) 1st January is New Year and 1st May is Labour and Solidarity Holiday.</p> <p>In accordance with the Regulation on Modification on The Regulation on National and General Holidays # 5892(dated : 22/4/2009), art 1,          (C) code of 1st paragraph of the art#2 of The Regulation on National and General Holidays #2429 (dated 17/3/1981) was changed as ;          C) 1st January is New Year and 1<sup>st</sup> May is Labour and Solidarity Holiday.</p> <p><b>Recommended corrective action:</b> It is recommended that employees should be compensated with additional premium as per local law for working practices performed on statutory holidays.</p>	
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<b>Observation: NONE</b>	
<p><b>Description of observation: NONE</b></p> <p><b>Local law or ETI requirement: NONE</b></p> <p><b>Comments: NONE</b></p>	<p><b>Objective evidence observed: N/A</b></p>

<b>Good Examples observed: 1</b>	
<p><b>Description of Good Example (GE):</b></p> <p>1. Meal is provided in free of charge to employees.</p>	<p><b>Objective Evidence Observed:</b> Worker and management interviews, document review</p>

<b>Wages analysis:</b> <a href="#">(Click here to return to Key Information)</a>	
<p>A: Sample Size Checked  <i>(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)</i></p>	<p>2 out of 3 blue collared employees' payment records were reviewed for the last 12 months.</p> <p>**1 out of 3 blue collared employees was recruited in February</p>

	2017. No payment was done yet.	
B: Are there different legal minimum wage grades? If <b>Yes</b> , please specify all.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	If <b>Yes</b> , please give details: N/A
C: If there are different legal minimum grades, are all workers graded correctly?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	If <b>No</b> , please give details: N/A
D: What deductions are required by law e.g. social insurance? Please state all types:	Social insurance, tax, unemployment benefit	
E: Have all of these deductions been made? Please list all deductions that have/have not been made.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	If <b>Yes</b> , Please list all deductions that have been made: Social insurance, tax, unemployment benefit
		If <b>No</b> , please give details on any deductions which have <b>not</b> been made: N/A
F: Industry norm for this region: <i>(please include time period e.g. hour/week/month)</i>	1777,50 TL (Gross) 1270,75 TL (Net) Since January 2017 1647 TL (Gross) 1177,46 TL (Net) Since January 2016 1273,50 TL (Gross ) 910,43 TL ( Net ) Since July 2015	

<b>Wages table</b> <a href="#">(Click here to return to Key information)</a>			
Worker Type	Process Operator <i>(Lowest paid)</i>	Process Operator <i>(Average paid)</i>	Process Operator <i>(Highest paid)</i>
<i>Select from individual worker records one worker from, lowest, average and highest wages and populate the boxes. Ensure comparison is made for same pay period and only uses full-time workers. See SMETA Best Practice Guidance and Measurement Criteria for completing this:</i>			
A: Pay period: <i>(State month selected)</i>	JANUARY 2017	JANUARY 2017	JANUARY 2017
B: <b>Anonymous</b> Employee Reference/Dept.	EMPLOYEE A (SAMPLE SEWING)	EMPLOYEE B (CUTTING)	EMPLOYEE C (CUTTING)
C: Employee Gender	MALE	MALE	MALE
D: Contracted/Standard working hours: <i>(excluding OT – please include time period e.g. hour/week/month)</i>	*****	225 HOURS/MONTH	225 HOURS/MONTH
E: Contracted /Standard work pay rate: <i>(excluding OT – please include time period e.g. hour/week/month)</i>	*****	2797,55 TL/MONTH	3217,19 TL/MONTH



<i>hour/week/month</i> )			
F: Standard day overtime – hours: <i>(please include time period e.g. hour/week/month)</i>	*****	16 HOURS/MONTH	16 HOURS/MONTH
G: Standard day overtime – wage: <i>(please include time period e.g. hour/week/month)</i>	*****	298,4 TL/MONTH	343,17 TL/MONTH
H: Rest day overtime – hours: <i>(please include time period e.g. hour/week/month)</i>	*****	0 HOURS/MONTH	0 HOURS/MONTH
I: Rest day overtime – wage: <i>(please include time period e.g. hour/week/month)</i>	*****	0,00 TL/MONTH	0,00 TL/MONTH
J: Statutory Holiday overtime – hours: <i>(please include time period e.g. hour/week/month)</i>	*****	0 HOURS/MONTH	0 HOURS/MONTH
K: Statutory holiday OT – wages: <i>(please include time period e.g. hour/week/month)</i>	*****	0,00 TL/MONTH	0,00 TL/MONTH
L: Total overtime hours: <i>(please include time period e.g. hour/week/month)</i>	*****	16 HOURS/MONTH	16 HOURS/MONTH
M: Incentives/Bonus/ Allowances etc.: <i>(please include time period e.g. hour/week/month)</i>	*****	0 TL/MONTH	0 TL/MONTH
N: Gross wages: <i>(please include time period e.g. hour/week/month)</i>	*****	3095,95 TL/MONTH	3560,36 TL/MONTH
O: Social insurance and other deductions; please list which and amount.	*****	702,65 TL/MONTH	815,05 TL/MONTH
P: Actual wage paid after deduction: <i>(please include time period e.g. hour/week/month)</i>	*****	2393,3 TL/MONTH	2745,31 TL/MONTH
Comments: <i>(Please state here any specific reasons/circumstances that explain the lowest and highest gross wages)</i>			

Employee A was recruited in February 2017 and no payment was done yet. Therefore wage analysis couldn't be performed for Employee A.	
<p>Q: Is there a defined living wage:  <i>This is <u>not normally</u> minimum legal wage. If answered Yes please state amount and source of info:  Please see SMETA Best Practice Guidance and Measurement Criteria.</i></p>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Please specify amount/time period: N/A
<p>R: Are workers paid in a timely manner in line with local law?</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<p>S: Is there evidence that equal rates are being paid for equal work:</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Details: Confirmed with employee interviews and wage records.
<p>T: How are workers paid:</p>	<input type="checkbox"/> Cash <input type="checkbox"/> Cheque <input checked="" type="checkbox"/> Bank Transfer <input type="checkbox"/> Other If other explain: N/A

**6: Working Hours are not Excessive**

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

**ETI**

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

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

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

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

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

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

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

**Current Systems and Evidence Examined**

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

**Current systems:** 2 out of 3 employees’ time records were reviewed for last 12 months also 1 newly recruited employee’s time record was reviewed for February 2017.

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

Regular weekly working hours were arranged as follows: 08:30 - 19:00 (including 15’x2 tea breaks + 60’ lunch break) x 5 days (from Monday to Friday) = 45 hours/week

Time record system: Digital fingerprint scanning activated computer database.

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

Observation: NONE	
<b>Description of observation: NONE</b>  <b>Local law or ETI requirement: NONE</b>  <b>Comments: NONE</b>	<b>Objective evidence observed: N/A</b>

Good Examples observed: NONE	
<b>Description of Good Example (GE): NONE</b>	<b>Objective Evidence Observed: N/A</b>

<b>Working hours analysis</b> <i>Please include time period e.g. hour/week/month</i> <a href="#">(Go back to Key information)</a>		
<b>Systems &amp; Processes</b>		
A. What timekeeping systems are used: time card etc.	Digital fingerprint scanning activated computer database.	
B: Sample Size Checked <i>(State number of worker records checked and from which weeks/months and type – should be current, peak and random/low: See SMETA Best Practice Guidance and Measurement Criteria)</i>	2 out of 3 employees' time records were reviewed for last 12 months also 1 newly recruited employee's time record was reviewed for February 2017.	
C: Do ALL workers have contracts/employment agreements?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<i>If NO, state which type of workers do NOT have contracts/employment agreements:</i>
		N/A
D: Are standard/contracted working hours defined in <b>all</b> contracts/employment agreements?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<i>If NO, please state which type of workers do NOT have standard hours defined in contracts/employment agreements.</i>

		N/A
E: Are there any other types of contracts/employment agreements used?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<i>If YES, Please complete as appropriate:</i>
		<input type="checkbox"/> 0 hrs <input type="checkbox"/> Part time <input type="checkbox"/> Variable hrs <input type="checkbox"/> Other
		If "Other", Please define:
		N/A
<b>Standard/Contracted Hours worked</b>		
F: Do standard/contracted standard hours ever exceed the law <b>or</b> 48 hours per week?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<i>If YES give details and comparison (local law/48 hrs week)</i>
		N/A
G: What are the actual standard/contracted hours worked in sample (State per week/month)	Highest hours:	45 hours / week
	Lowest hours:	45 hours / week
H: Any local waivers/local law or permissions which allow averaging/annualised hours for this site?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<i>If YES, Please give details</i>
		Regulation based on working hours which cannot be split to weekdays (Official gazette date ; 06.04.2004 / 25425 ; Art 5 ; At any business practice which are involved in this regulation , weekly working hours in a working period can be defined more or less than 45 hours/week. However, average of weekly working hour cannot exceed 45 hours in any case.
<b>Overtime Hours</b>		
I: Actual overtime hours worked in sample (State per day/week/month)	Highest OT hours:	18 hours/month
	Lowest OT hours:	0 hours/month
J: Range of overtime hours over all workers/or as large a sample as possible. (State per week/month and details)	0 to 16 hours/month in January 2017 0 to 18 hours/month in December 2016 0 to 12hours/month in October 2016	
K: Approximate percentage of workers on highest overtime hours	100 %	
L: Is overtime voluntary?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Conflicting	<i>Please detail evidence e.g. Wording of contract/employment agreement/handbook/worker interviews/refusal arrangements:</i>

	Information	<i>Workers stated that overtime practices were performed on voluntary basis.</i>					
<b>Overtime Premiums</b>							
M: Is overtime paid at a premium?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Please give details of normal day overtime premium as a % of <b>standard</b> wages:					
		<input type="checkbox"/> 0%	<input type="checkbox"/> 1 – 115%	<input type="checkbox"/> 116 – 124%	<input type="checkbox"/> 125 – 149%	<input checked="" type="checkbox"/> 150 – 199%	<input type="checkbox"/> 200%+
		Any other comments: 150% of hourly wage for each working practice duration over 45 hours/week.					
N: ETI Code requires a prevailing standard to give greatest worker protection. If a site pays less than 125% OT premium and this is allowed under local law, are there other considerations? Please complete the boxes where relevant. Multi select is possible.	<input checked="" type="checkbox"/> No <input type="checkbox"/> Consolidated pay (May be standard wages above minimum legal wage, with no/low overtime premium) <input type="checkbox"/> Collective Bargaining agreements <input type="checkbox"/> Other						
	Please explain any checked boxes in N above e.g. detail of consolidated pay CBA or Other.						
	N/A						
<b>Rest Days</b>							
O: Are workers provided with 1 day off in every 7-day-period, or 2 in 14-day-period (where the law allows)?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Maximum number of days worked without a day off (in sample):					
		6 days					
<b>Total Hours</b>							
P: Range of total hours: (Quote highest and lowest please include time period e.g. hour/week/month)	Highest total hours	53 hours/week					
	Lowest total hours	45 hours/week					
R: If more than 60 total hours per week and this is legally allowed, are there other considerations? Please complete the boxes where relevant. Multi select is possible.	<input type="checkbox"/> Overtime is voluntary <input type="checkbox"/> Onsite Collective bargaining allows 60+ hours/week <input type="checkbox"/> Safeguards are in place to protect worker's health and safety <input type="checkbox"/> Site can demonstrate exceptional circumstances <input type="checkbox"/> Other reasons						
	Please explain any checked boxes in R above						
	N/A						

**Comments:**  
*(please state here any specific reasons/circumstances that explain the highest working hours)*

Please add details of examples where the site has demonstrated "exceptional circumstances".  
 N/A  
 Please give details of any appropriate safeguards in place at the time of the 60+ hours working.  
 N/A  
 Any other comments:  
 N/A

**7: No Discrimination is Practiced**  
[\(Click here to return to NC-table\)](#)

**ETI**

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

**Current Systems and Evidence Examined**

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

**Current systems:** Confirmed with employee, management interviews and document review in accordance with SMETA Best Practice Guidance and Local Law.

**Evidence examined – to support system description (Documents examined & relevant comments. Include renewal/expiry date where appropriate):** There was no discrimination in hiring, compensation, access to training, promotion, termination or retirement based on race, caste, national origin, religion, age, disability, marital status, sexual orientation, union membership or political affiliation.

**Non-compliance: NONE**

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

<p><b>Description of observation: NONE</b></p> <p><b>Local law or ETI requirement: NONE</b></p> <p><b>Comments: NONE</b></p>	<p><b>Objective evidence observed: N/A</b></p>
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<b>Good Examples observed: NONE</b>	
<b>Description of Good Example (GE): NONE</b>	<b>Objective Evidence Observed: N/A</b>

<b>8: Regular Employment Is Provided</b> <a href="#">(Click here to return to NC-table)</a> <a href="#">(Click here to return to Key Information)</a>
<b>ETI</b>
<p>8.1 To every extent possible work performed must be on the basis of recognised employment relationship established through national law and practice.</p> <p>8.2 Obligations to employees under labour or social security laws and regulations arising from the regular employment relationship shall not be avoided through the use of labour-only contracting, sub-contracting, or home-working arrangements, or through apprenticeship schemes where there is no real intent to impart skills or provide regular employment, nor shall any such obligations be avoided through the excessive use of fixed-term contracts of employment.</p>

<b>Current Systems and Evidence Examined</b> <i>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.</i>
<p><b>Current systems:</b> Document review (personnel files and labour contracts) and worker declarations.</p> <p><b>Evidence examined – to support system description (Documents examined &amp; relevant comments. Include renewal/expiry date where appropriate):</b> Personal files were prepared for each worker. Signed labour contracts were reviewed.</p>

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

<b>Observation: NONE</b>	
<p><b>Description of observation: NONE</b></p> <p><b>Local law or ETI requirement: NONE</b></p> <p><b>Comments: NONE</b></p>	<b>Objective evidence observed: N/A</b>



**Good Examples observed: NONE**

**Description of Good Example (GE): NONE**

**Objective Evidence Observed: N/A**

**8A: Sub-Contracting and Homeworking**

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

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

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

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

*Note to auditor on homeworking:*

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

**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:** Cutting, sewing, ironing, packaging, washing, dyeing and ageing processes were outsourced by the company.

**Evidence examined – to support system description (Documents examined & relevant comments. Include renewal/expiry date where appropriate):** Cutting, sewing, ironing, packaging, washing, dyeing and ageing processes were outsourced by the company.

Process Subcontracted	Cutting	Sewing
Name of factory	FAZLI KOPRUBASI	ENBIYA TEKSTIL – IBRAHIM ATILLA
Address	GUNESLI MAH. ZAMBAK SOK. YAMANLAR IS MERKEZI NO:4/3 BAGCILAR/ISTANBUL	CINAR MAH. 6/1 SOK. NO:9 BAGCILAR/ISTANBUL

Process Subcontracted	Ironing and Packaging	Washing
Name of factory	UMUT TEKSTIL – ABDULKERIM ASI	GOZDE TEKSTIL YIKAMA SAN. VE TIC. LTD. STI.
Address	KIRAZLI MAH. MERKEZ CAD. NO:71/2 BAGCILAR/ISTANBUL	ISTIKLAL MAH. 381. SOK NO:5 ESENYURT/ISTANBUL

Process Subcontracted	Dyeing and ageing
Name of factory	ZAFER TEKSTIL URUNLERI YIKAMA & PARCA BOYAMA INS. SAN. TIC. LTD. STI.
Address	ORHANGAZI MAH. 1735 SOK. NO:4 ESENYURT/ISTANBUL

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

<b>Observation: NONE</b>	
<b>Description of observation: NONE</b>  <b>Local law or ETI/Additional elements requirement: NONE</b>  <b>Comments: NONE</b>	<b>Objective evidence observed: N/A</b>

<b>Good Examples observed: NONE</b>	
<b>Description of Good Example (GE): NONE</b>	<b>Objective Evidence Observed: N/A</b>

<b>Summary of sub-contracting – if applicable</b>	
<b>A: If sub-contractors are used, is there evidence this has been agreed with the main client?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No (N/A – Subcontractors were used however no specific brand was available) If <b>Yes</b> , summarise details:-
<b>B: Number of sub-contractors/agents used</b>	5
<b>C: Is there a site policy on sub-contracting?</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If <b>Yes</b> , summarise details: The company has a social compliance procedure regarding subcontractors.
<b>D: What checks are in place to ensure no child labour is being used and work is safe?</b>	As per management declaration 2 <sup>nd</sup> and 3 <sup>rd</sup> party audits performed at subcontractors' site.
<b>E: What processes are sub-contracted?</b>	Cutting, sewing, ironing & packaging, washing, dyeing, ageing

<b>Summary of homeworking – if applicable</b>	
<b>F: If homeworking is being used, is</b>	<input type="checkbox"/> Yes

there evidence this has been agreed with the main client?	<input type="checkbox"/> No If <b>Yes</b> , summarise details: N/A		
G: Number of homeworkers	Male: -	Female: -	Total: -
H: Are homeworkers employed direct or through agents?	<input type="checkbox"/> Directly <input type="checkbox"/> Through Agents N/A		
I: If through agents, number of agents	N/A		
J: Is there a site policy on homeworking?	<input type="checkbox"/> Yes <input type="checkbox"/> No N/A		
K: How does site ensure worker hours and pay meet local laws for homeworkers?	N/A		
L: What processes are carried out by homeworkers?	N/A		
M: Are written agreements in place for homeworkers that include regular employment?	<input type="checkbox"/> Yes <input type="checkbox"/> No N/A		
N: Are full records available at the site?	<input type="checkbox"/> Yes <input type="checkbox"/> No N/A		

**9: No Harsh or Inhumane Treatment is Allowed**

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

**ETI**

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

**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 finding noted regarding this section. Confirmed with employee interviews.

**Evidence examined – to support system description (Documents examined & relevant comments. Include renewal/expiry date where appropriate):** There was no evidence of physical abuse or discipline, the threat of physical abuse, sexual or other harassment and verbal abuse or other forms of intimidation which confirmed by interviews.

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

<b>Observation: NONE</b>	
<b>Description of observation: NONE</b>  <b>Local law or ETI requirement: NONE</b>  <b>Comments: NONE</b>	<b>Objective evidence observed: N/A</b>

<b>Good Examples observed: NONE</b>	
<b>Description of Good Example (GE): NONE</b>	<b>Objective Evidence Observed: N/A</b>

<b>10. Other Issue areas: 10 A: Entitlement to Work and Immigration</b> <a href="#">(Click here to return to NC-table)</a>	
<b>Additional Elements</b>	
10A1 Only workers with a legal right to work shall be employed or used by the supplier. 10A2 All workers, including employment agency staff, must be validated by the supplier for their legal right to work by reviewing original documentation. 10A3 Employment agencies must only supply workers registered with them. 10A4 The supplier shall implement processes to enable adequate control over agencies with regards the above points and related legislation.	

<b>Current Systems and Evidence Examined</b>	
<i>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.</i>	
<b>Current systems:</b> Confirmed with interviews and document review in accordance with SMETA Best Practice Guidance and Local Law.	
<b>Evidence examined – to support system description (Documents examined &amp; relevant comments. Include renewal/expiry date where appropriate):</b> No migrant/agency employee in the facility.	

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

<b>Observation: NONE</b>	
<b>Description of observation: NONE</b>  <b>Local law or ETI/Additional Elements requirement: NONE</b>  <b>Comments: NONE</b>	<b>Objective evidence observed: N/A</b>

<b>Good examples observed: NONE</b>	
<b>Description of Good Example (GE): NONE</b>	<b>Objective Evidence Observed: N/A</b>

<b>10. Other issue areas 10 B 2: Environment 2-pillar</b> <a href="#">(Click here to return to NC-table)</a> <i>To be completed for a 2-Pillar SMETA Audit, and remove the following page which is 10B4 environment 4 pillar</i>
10B2. 1 Suppliers must comply with the requirements of local and international laws and regulations including having necessary permits. 10B2. 2 The supplier should be aware of and comply with their end clients' environmental requirements. <i>Note for auditors and readers, This is not a full environmental assessment but a check on basic systems and management approach.</i>

<b>Current Systems and Evidence Examined</b> <i>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.</i>
<b>Current systems:</b> No finding noted. Confirmed with document review (Waste control documents, procedures, policies and logs.) and site tour.  <b>Evidence examined – to support system description (Documents examined &amp; relevant comments. Include renewal/expiry date where appropriate):</b> The company has no waste that can lead to any kind of pollution. No hazardous and contaminated water or gas is discharged.

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

<b>Observation: NONE</b>	
<b>Description of observation: NONE</b>  <b>Local law or ETI/additional elements requirement: NONE</b>  <b>Comments: NONE</b>	<b>Objective evidence observed: N/A</b>

<b>Good examples observed: NONE</b>	
<b>Description of Good Example (GE): NONE</b>	<b>Objective Evidence Observed: N/A</b>

## Worker Interview Summary

Worker Interview Summary		
A: Were workers aware of the audit?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
B: Were workers aware of the code?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
C: Number of group interviews: <i>(Please specify number and size of groups. Please see SMETA Best Practice Guidance and Measurement Criteria)</i>	None	
D: Number of individual interviews <i>(Please see SMETA Best Practice Guidance and Measurement Criteria)</i>	Male: 3	Female: 0
E: Total number of interviewed workers <i>(Please see SMETA Best Practice Guidance and Measurement Criteria)</i>	Male: 3	Female: 0

F: Interviews were done in private and the confidentiality of the interview process was communicated to the workers?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
G: In general, what was the attitude of the workers towards their workplace?	<input checked="" type="checkbox"/> Favourable <input type="checkbox"/> Non-favourable <input type="checkbox"/> Indifferent
H: What was the most common worker complaint?	None
I: What did the workers like the most about working at this site?	Friendship, providing social insurance
J: Any additional comment(s) regarding interviews:	There were 3 blue collared employees in the company. All of them were interviewed individually.
K: Attitude of workers to hours worked:	No such complaint was raised by the workers.



<b>Agency Workers (if applicable)</b> <i>(workers sourced from a local agent who are not directly paid by the site)</i>	
A: Number of agencies used (average):	And names if available: N/A
B: Were agency workers' age/pay/hours included within scope of this audit	<input type="checkbox"/> Yes <input type="checkbox"/> No N/A
C: Were sufficient documents for agency workers available for review?	<input type="checkbox"/> Yes <input type="checkbox"/> No N/A

## Other findings









<b>Other Findings Outside the Scope of the Code</b>
NONE

<b>Community Benefits</b> <i>(Please list below any specific community benefits that the site management stated that they were involved in, for example, HIV programme, education, sports facilities)</i>
NONE

## Photo Form

		
<p>External view of the company</p>	<p>Name of the company</p>	<p>Cutting section</p>
		
<p>Sample sewing section</p>	<p>Accessory warehouse</p>	<p>Showroom</p>
		
<p>Lunch hall</p>	<p>Praying room</p>	<p>Emergency exit door</p>



		
<p>Fire alarm button</p>	<p>Visual alarm</p>	<p>Smoke detector</p>
		
<p>Fire hose</p>	<p>Fire extinguisher</p>	<p>Pressure gauge of fire extinguisher</p>
		
<p>Emergency light</p>	<p>Evacuation map</p>	<p>Over lock machine with eye guard</p>

		
<p>First aid kit</p>	<p>Time recording device</p>	<p>ETI Base Code was posted on notice board</p>
		
<p>Complaint and suggestion box</p>	<p>Lavatory</p>	<p>Freight lift was out of order on the audit day</p>

**Your feedback on your experience of the SMETA audit you have observed is extremely valuable. It will help to make improvements to future versions.**

**You can leave feedback by following the appropriate link to our questionnaire:**

[Click here for A & AB members:](#)

[http://www.surveymonkey.com/s.aspx?sm=riPsbE0PQ52ehCo3lnq5lw\\_3d\\_3d](http://www.surveymonkey.com/s.aspx?sm=riPsbE0PQ52ehCo3lnq5lw_3d_3d)

[Click here for B members:](#)

[http://www.surveymonkey.com/s.aspx?sm=d3vYsCe48fre69DRgIY\\_2brg\\_3d\\_3d](http://www.surveymonkey.com/s.aspx?sm=d3vYsCe48fre69DRgIY_2brg_3d_3d)



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or email [auditing@sedexglobal.com](mailto:auditing@sedexglobal.com)

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