

Monitoring result for Aiven On Stationery Co., Ltd on site Aiven On Stationery Co., Ltd

Monitoring

Monitored Party	: Aiven On Stationery Co., Ltd	amfori ID	: 156-011423-000
Site	: Aiven On Stationery Co., Ltd	Site amfori ID	: 156-011423-002
Address	: No.16, JIN LONG ROAD, TAO YUAN DISTRICT, NINGHAI	Monitoring Activity	: amfori Social Audit - Manufacturing
	: 315600, NINGBO CITY	Monitoring Type	: Full Monitoring
	: Zhejiang Sheng	Submission Date	: 09/09/2021
	: China	Expiration Date	: 09/09/2022

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Overall rating



Section rating

PA1: Social Management System	D
PA 2: Workers Involvement and Protection	B
PA 3: The Rights of Freedom of Association and Collective Bargaining	A
PA 4: No Discrimination	A
PA 5: Fair Remuneration	A
PA 6: Decent Working Hours	D
PA 7: Occupational Health and Safety	A
PA 8: No Child Labour	A
PA 9: Special Protection for Young Workers	A
PA 10: No Precarious Employment	A
PA 11: No Bonded Labour	A
PA 12: Protection of the Environment	A
PA 13: Ethical Business Behaviour	A

General description

Aiven On Stationery Co., Ltd (爱文易成文具有限公司) was located at No.16, JIN LONG ROAD, TAO YUAN DISTRICT, NINGHAI, NINGBO CITY, ZHEJIANG PROVINCE, CHINA (中国浙江省宁波市宁海县桃源街道金龙路16号) and established on 26 December 2001.

There were 8 buildings in the boundary, which belonged to the auditee. And there were three companies in the boundary: A: the auditee, B: Ninghai XX Mould Co., Ltd, C: Ninghai XX Machinery Co., Ltd. Company B and company C only rented part area of No.1 building. The buildings were used as follow: No.1 building (one floor): partial area (covered about 830 m2) was used by Company B, partial area (covered about 1026 m2) was used by Company C, other areas were used by the auditee as painting workshop; No.2 building (one floor): blackening, shaping and automatic assembly workshop; No.3 building (one floor): punching, heat-treatment and electrophoresis workshop; No.4 building (three floors): finished product warehouse on 1F; 2F was idle; automatic assembly and packing workshop on 3F; No.5 building (four floors): warehouse on all floors; No.6 building (three floors): injection workshop on 1F, warehouse on 2F, automatic assembly and packing workshop on 3F; No.8 building (four floors): office area and sample room on 1F, office area and canteen on 2F, office area on 3F and 4F; No. 10 building (2 floors): punching workshop and sewage treatment area on 1F, electroplating workshop on 2F (there was no building marked as No. 7 and No. 9).

The total building area used by the auditee was around 31700 square meters. No dormitory or transportation was provided to employees by the auditee. The production area of the auditee was separated from the tenants, there was no business relationship between them except building leasing and no employee was shared. Moreover, the rent contract and business license were provided for review, they all registered independently. Thus the tenants were not included in audit scope.

The facility was specialized in the manufacture of binder clips. Main production activities including injection, punching, heat-treatment, blackening, painting, electroplating, electrophoresis, shaping, automatic assembly and packing. No production processes was subcontracted. There was no peak or low season in the facility. All the employees, including management staff, supporting staff and production workers were directly hired by the facility, no part time workers or temporary workers were used by the auditee.

It was a semi-announced full audit. The facility was cooperative and active throughout the whole audit, all the requested documents were provided in a timely manner, full access to facility walk-through and employee interview were granted, and photo-taking of necessary evidences for the audit were permitted. During the closing meeting, the auditor communicated fully with facility representative on detected non-compliance, the facility representative were positive and committed to make continuous improvement according to amfori BSCI requirement.

Remark:

1. No agency labor was used by the auditee, no contractor permit/ license or any kind of waivers were obtained by the auditee, no collective bargaining agreements were established by the auditee. Thus, all above mentioned documents were not applicable for this auditee.
2. Auditor : Jerry Chen, CSCA, registration number 21701924; Auditing company: TUV Rheinland, APSCA Number:11600007.

Site Details

Site : Aiven On Stationery Co., Ltd

Site amfori ID : 156-011423-002

GICS Classification

Sector : Industrials

Industry : Commercial Services & Supplies

Industry Group : Commercial & Professional Services

Sub Industry : Office Services & Supplies

GS1 Classifications

N.A.

Product Process Classifications

N.A.

Metrics

Key Metrics

Total workforce	386 Workers
Legal minimum wage in local currency	1660 Monthly
Lowest wage paid for regular work at the site	1700 Monthly
Calculated living wage in local currency	2215 Monthly
Total sample	23 Workers

Other Metrics

Male workers	148 Workers
Female workers	238 Workers
Permanent workers - Male	148 Workers
Permanent workers - Female	238 Workers
Temporary workers - Male	0 Workers
Temporary workers - Female	0 Workers
Seasonal workers - Male	0 Workers
Seasonal workers - Female	0 Workers
Management - Male	3 Workers
Management - Female	1 Workers
Apprentices - Male	0 Workers
Apprentices - Female	0 Workers
Workers on probation - Male	0 Workers
Workers on probation - Female	0 Workers
Workers with night shift - Male	28 Workers
Workers with night shift - Female	38 Workers
Workers with disabilities - Male	0 Workers
Workers with disabilities - Female	0 Workers
Domestic migrant workers - Male	84 Workers
Domestic migrant workers - Female	132 Workers
Foreign migrant workers - Male	0 Workers
Foreign migrant workers - Female	0 Workers
Workers hired directly - Male	148 Workers
Workers hired directly - Female	238 Workers
Workers hired indirectly - Male	0 Workers
Workers hired indirectly - Female	0 Workers
Unionised workers - Male	0 Workers
Unionised workers - Female	0 Workers
Workers under CBA - Male	0 Workers
Workers under CBA - Female	0 Workers
Pregnant workers	0 Workers
Workers on parental leave - Male	0 Workers
Workers on parental leave - Female	0 Workers
Sample - Male	9 Workers
Sample - Female	14 Workers

Findings

PA1: Social Management System

The factory had set up a set of management procedure to implement the amfori BSCI Code of Conduct, such as protecting environment, no child labor, fair remuneration etc. However, not all the policies were properly implemented. Management representative confirmed that it was difficult for them to provide social insurance to all the employees because part of the employees did not want participate social insurance in the facility, though the facility had trained workers on the benefits of buying social insurance. In addition, the facility was always trying to control the overtime hours, but there were some unexpected overtime, which led to employees' monthly overtime working hours exceeded legal limit of 36 hours. Interviewed workers reported that the overtime was acceptable and they would like to conduct overtime hours to earn more money.

工厂建立了一套管理程序来执行amfori BSCI行为守则，诸如保护环境、不使用童工、公平报酬等。但是，不是所有的政策都完整的实施。管理者代表表示由于部分员工不想在工厂交社保，给所有员工提供社保比较困难，虽然工厂给员工进行了关于参加社保好处的培训。此外，虽然工厂一直在努力控制加班时间，但是会有一些非预期的加班，导致员工的月加班时间超过法定的36小时。受访员工表示加班可以接受，他们愿意加班挣更多的工资。

The facility had established production capacity assessment procedure and the management staff were aware of the workforce planning and cost accounting. However, the facility didn't have a good capacity planning to meet the expectations of the delivery order, which led to most sampled workers' monthly overtime hours exceeded legal requirement in sampled months.

工厂制定了生产能力评估程序，并且管理层有了解产能规划和成本核算。然而工厂没有一个完善的产能计划去完成订单交货的预期，导致大部分抽样员工在抽样月份存在月加班时间超过法规要求的现象。

PA 2: Workers Involvement and Protection

The facility had established long-term goals to protect workers according to the amfori BSCI Code of Conduct, for instance, how to decrease overtime hours and improve social insurance coverage etc. However, it did not define the targeting date and did not provide a practical step-by-step approach to achieve these goals.

工厂根据amfori BSCI行为准则制定了长期目标来保护员工，比如如何降低加班时间，提高社保覆盖率，但是没有制订完成时间，也没有提供一个切实可行的逐步达成方案。

The factory established the grievance mechanism. However, the factory did not carry out the regular satisfaction survey on grievance mechanism. Based on the grievance records review and workers interview, no grievance case reported in the past 12 months. Sampled workers reported that related training had been provided and they were clear about how to raise suggestions and complaints.

工厂建立了申诉机制，但是工厂未对申诉机制进行定期的满意度调查。根据申诉记录检查和员工访谈，在过去12个月未有申诉案例汇报。受访员工表示相关培训有提供，他们清楚如何提出建议和意见。

PA 5: Fair Remuneration

The facility did not provide social insurance to 100% of the employees. There were totally 386 employees hired in the facility on audit day, including 113 retired employees and 7 new hired employees within one month (there was no temporary worker or subcontracted worker) so the facility should provide social insurance to 266 employees. Social insurance receipts from August 2020 to July 2021 were provided for review, per social insurance receipt of July 2021, 39 out of 266 employees were not provided with work-related injury insurance, maternity insurance, retirement insurance, medical insurance and unemployment insurance. The facility management stated that they would fully support and follow workers' purchase intention. The workers who did not participate in social insurance stated that they had participated in new rural insurance and were reluctant to afford extra fees for the social insurance although the facility had communicated the social insurance policy to them. (Reference law: Labor Law of P.R.C, Article 72&73). Remark: 1.The facility did not collect relevant documents about workers participated in local new rural insurance. 2. The facility provided group commercial injury insurance to 39 employees not provided with work-related injury insurance, 113 retired employees and 7 new hired employees hired within one month, the valid date was between 20 October 2020 and 11 November 2021.

工厂没有全员参加社保。审核当天工厂有386名员工在职，包括113名退休员工和7名近一个月内新入职的员工（工厂没有临时工和外包员工），因此工厂应该为266名员工提供社会保险。工厂提供了2020年8月至2021年7月的社保凭证供审核，根据2021年7月的社保凭证，工厂未给266名员工中的39名员工提供工伤保险，生育保险，养老保险，医疗保险和失业保险。工厂管理层表示他们完全支持和遵循员工的购买意愿。未参加社保的员工表示他们参加了新农保险而不愿意再承担额外的费用参加社保，尽管工厂已给他们沟通了社保政策。（参考法律法规：《中华人民共和国劳动法》第72条和第73条）。备注：1.工厂未收集员工参加当地新农保险的相关文件。2.工厂给39名没有参加工伤保险的员工，113名退休员工和7名近一个月内新入职的员工提供了团体商业意外险，有效期在2020年10月20日到2021年11月11日之间。

PA 6: Decent Working Hours

Monthly overtime working hours exceeded legal limit of 36 hours was detected in sampled months but the facility did not take effective measures to control the overtime working hours. Time records from 1 August 2020 to 3 September 2021 were provided for review. The auditor selected 23 sampled workers' time records each from January 2021, April 2021 and July 2021, it was

PA 6: Decent Working Hours

noted that sampled workers' maximum monthly overtime working hours reached 40 hours, 42 hours and 50 hours respectively. The workers reported they were willing to conduct overtime to earn money, and no work-related injury ever happened due to much overtime work. The facility had established overtime control mechanism but it was not carried out effectively. As reported by facility management, production plans were adjusted according to production orders. Remark: The maximum monthly overtime hours were 40 hours in August 2021, till 3 September 2021, the maximum monthly overtime hours were 2 hours in September 2021. (Reference law: Article 41, PRC Labor Law.)

员工在抽样月份存在月加班超过法律规定的36小时，工厂没有有效的系统去控制加班。自2020年8月1日至2021年9月3日的考勤提供查看。审核员在2021年1月、2021年4月和2021年7月随机抽取了23名抽样员工的考勤，发现抽样员工的最大月加班工时分别达到了40小时，42小时和50小时。员工表示他们愿意进行加班来赚钱更多工资，也没有因为加班过多发生工伤。工厂建立了工时控制程序，但是没有得到有效落实。管理人员表示生产计划会随着生产订单调整。备注：2021年8月的最高月加班时间达到40小时，截止2021年9月3日，2021年9月的最高月加班时间达到2小时。（参考法规：中华人民共和国劳动法第41条）

PA 7: Occupational Health and Safety

The facility had collected the laws and regulations related to its production activities, but the facility did not regularly update the laws and regulations, for instance, the latest version of Fire Protection Law of the People's Republic of China was issued in year 2019, but the version in the laws and regulations list collected by the facility was issued in year 2008.

工厂收集与其生产活动相关的法律法规，但是工厂没有定期更新这些法律法规。如中华人民共和国消防法的最新版本是在2019年颁布的，但是工厂的法律法规清单里的版本是2008年颁布的。

One crushing worker and one painting worker did not wear provided goggles during working hours, moreover, the painting worker was wearing cotton gloves instead of provided rubber gloves. These workers reported that free PPEs were provided and related training was conducted, but sometimes they would forget to use these PPEs. (Reference law: Work Safety Law of the People's Republic of China, Article 42)

1名碎料员工和1名喷漆员工工作期间没有佩戴提供的护目镜，并且喷漆员工佩戴的是棉手套而不是提供的橡胶手套。这些员工表示工厂提供了免费的劳保用品并且有进行相关培训，但是有时候他们会忘记佩戴这些劳保用品。（参考法律法规：《中华人民共和国安全生产法》第42条）

The chef did not wear provided work clothes and hat while cooking food. (Reference Law: Hygienic Standard of Catering Industry and Group Meal Delivery Units (2005), Article 40 (1))

厨工在烹饪食物期间没有穿戴工厂提供的工作服和帽子。（参考法规：餐饮业和集体用餐配送单位卫生规范（2005）第四十条（一））

PA 13: Ethical Business Behaviour

Policy and procedure regarding personal privacy protection and information security had been established in the facility, but related training was not provided to employees.

工厂建立了有关个人信息隐私保护和信息安全的政策程序，但是没有给员工提供相关的培训。