

Sedex Members Ethical Trade Audit Report

Version 7



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Audit content

(1) A SMETA audit was conducted which included some or all of Labour Standards, Health & Safety, Environment and Business Ethics. The SMETA Minimum Requirements were applied and the SMETA Auditor Manual was followed. 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.

The audit scope includes an assessment of the Workplace Requirements and the Management Systems Assessment against the following Code Areas:

Included in a 2-Pillar audit:

1. Labour Standards Code Areas:
 - 0: Enabling accurate Assessment
 - 1: Employment is Freely Chosen
 - 1.A: Responsible Recruitment & Entitlement to Work
 - 2: Freedom of Association and Right to Collective Bargaining are Respected
 - 4: Child Labour Shall Not be Used
 - 5: Legal Wages are Paid
 - 5.A: Living Wages are Paid
 - 6: Working Hours are Not Excessive
 - 7: No Discrimination is Practiced
 - 8: Regular Employment is Provided
 - 8.A: Sub-contracting and Homeworkers are Used Responsibly
 - 9: No Harsh or Inhumane Treatment is Allowed
2. Health & Safety Code Area:
 - 3: Working Conditions are Safe and Hygienic
3. Environment Code Area:
 - 10.A: Environment 2-Pillar

Included in a 4-Pillar audit:

1. Labour Standards Code Areas
 - As 2-pillar
2. Health & Safety Code Area
 - As 2-pillar
3. Environment Code Area:
 - 10.A: Environment 2-Pillar
 - 10.B: Environment 4-Pillar
4. Business Ethics Code Area:
 - 10.C: Business Ethics

- (2) Where appropriate, non-compliances or non-conformances were raised where either local law or the Base Code were not met, and recorded as non-compliances on both the audit report, CAPR and on the Sedex Platform.
- (3) Any non-conformance against customer code shall not be uploaded to Sedex, but sent directly to the customer in question.

Audit and site details

Audit details

Sedex company reference	ZC4018755	Auditor company name	DQS CFS GmbH
Date of audit	2024-10-21	Audit conducted by	Sedex member
Audit pillars	Labour Standards Health and safety		

Site details

Sedex site reference	ZS4021759	Site name	A&D INTERNATIONAL PVT LTD
Business name	A & D International Pvt Ltd	Site address	302037 DTA004-007, DTA Zone, Mahindra World City, Village Tilawas, Ajmer Road, Jaipur, IN
Site phone	9116010751	Site email	hr@andjaipur.com

Audit parameters

Time in and out	Day 1		
	In	08:30	
	Out	17:15	
Audit type	Full initial		
Was the audit announced?	Semi announced		
Was the Sedex SAQ available for review?	Yes		
Who signed and agreed CAPR?	Mr. Dhananjay Mishra / Manager - HR		
Any conflicting information SAQ/Pre-Audit Info	No		
Is further information available?	No		

Audit attendance

	Senior management	Worker representative	Union representative
A: Present at the opening meeting?	Yes	Yes	No
B: Present at the audit?	Yes	Yes	No
C: Present at the closing meeting?	Yes	Yes	No
Reason for absence at the opening meeting	No union in the factory.		
Reason for absence during the audit	No union in the factory.		
Reason for absence at the closing meeting	No union in the factory.		

SMETA declaration

Auditor team

SMETA declaration	I declare that the audit underpinning the following report was conducted in accordance with SMETA Minimum Requirements and the SMETA Auditor Manual. - Where appropriate non-compliances/ non-conformances were raised against the Base Code and local law and recorded as non-compliances/ non-conformances on both the audit report, CAPR and on the Sedex Platform. - Any non-conformance against customer code alone shall not be uploaded to Sedex, and will be shared directly with the customer in question. 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.		
Any exceptions to the SMETA Methodology must be recorded here (e.g. different sample size)	Nil		
Lead auditor	Bejoy Gupta	APSCA Number	21704121
Additional auditor	Mohammad Atif	APSCA Number	32400109
Date of declaration	2024-10-21		

Site representation

Declaration	I acknowledge that details from this report can change during the review process and that I will be given the opportunity to dispute the content once the review has been published.
Full name	Mr. Dhananjay Mishra
Title	Manager - HR
Date of declaration	2024-10-21

Summary of findings

Code area	Workplace requirement	Local law	Finding
3. Working conditions are safe and hygienic	3.G Provide sufficient first-aid supplies ons...	§1	NC ZAF600687610
	3.H Where identified as necessary to reduce r...	§2	NC ZAF600687611
	3.L Implement effective processes to manage f...	§3	NC ZAF600687612
	3.L Implement effective processes to manage f...	§4	NC ZAF600687613
	3.L Implement effective processes to manage f...	§5	NC ZAF600687614

Local law issues

§1	In accordance with the Factories Act, 1948, Chapter 5, Article 45(1): In every factory, there shall be provided and maintained so as to be readily accessible during all working hours, first-aid boxes equipped with prescribed contents.
§2	In accordance with the Factories Act 1948, Section 7A (2b), every occupier should have arrangement in the factory for ensuring safety and absence of risk to health in connection with the use, handling, storage and transport of articles and substances.
§3	In accordance with the Rajasthan Factories Rules (1951), Rule 63(1)(a), in every room of a factory exits sufficient to permit safe escape of the occupants in case of fire or other emergency shall be provided and be kept free of any obstructions.
§4	In accordance with the Factories Act 1948, Section 38 (2), effective measures shall be taken to ensure that in every factory all the workers are familiar with the means of escape in case of fire and have been adequately trained in the routine to be followed in such cases.
§5	In accordance with the Rajasthan Factories Rules (1951), Rule 63(10)(e), the exits shall be clearly visible and suitable illuminated with suitable arrangements, whatsoever artificial lighting is to be adopted for this purpose, to maintain the required illumination in case of failure of the normal source of electric supply.

Management systems

	Policies and procedures	Resources	Communication and training	Monitoring
1. Employment is freely chosen				
1.A. Responsible recruitment and entitlement to work				
2. Freedom of association and right to collective bargaining are respected				
3. Working conditions are safe and hygienic				
4. Child labour shall not be used				
5. Legal wages are paid				
6. Working hours are not excessive				
7. No discrimination is practiced				
8. Regular employment is provided				



Not addressed



Fundamental improvements required



Some improvements recommended



Robust management systems

	Policies and procedures	Resources	Communication and training	Monitoring
8.A. Sub-contracting and homeworkers are used responsibly	✔	✔	✔	✔
9. No harsh or inhumane treatment is allowed	✔	✔	ⓘ	✔
10.A. Environment 2-Pillar	ⓘ	✔	ⓘ	ⓘ

-  Not addressed
-  Fundamental improvements required
-  Some improvements recommended
-  Robust management systems

Site details

Company and site details

Sedex company reference	ZC4018755	
Sedex site reference	ZS4021759	
Company name	A & D International Pvt Ltd	
Business ownership type	GOODS	
Site name	A&D INTERNATIONAL PVT LTD	
Site name in local language		
GPS location	GPS address	DTA 004-007, DTA Zone, Mahindra World City, Village Tilawas, Ajmer Road, Jaipur
	Coordinates	26.813389 N, 75.603496 E
Is the worksite in a remote location, far from habitation?	No	
Site contact	Contact name	Mr. Dhananjay Mishra
	Job title	HR Manager
	Phone number	9116010751
	Email	hr@andjaipur.com
Applicable business and other legally required business license numbers and documents	Factory License Registration No. RJ/31382, Application No. R-70268/CIFB/2023 Date of Issue: 30.01.2023 & valid till 31.03.2026 for 350 employees and 1000 HP. FIRE NOC No. LSG/JAIPUR GREATER/FIRENOC/2023-24/20267 Dated 06.02.2024 & valid till 05-02-2025. Pollution Consent No.F(Tech)/JAIPUR(Sanganer)/6711(1)/2021-2022/738-739. Order No. 2021-2022/Jaipur(S)/10002 Date: 02/09/2021, Valid from 02.09.2021 to 31.03.2031. GST No. 08AADCR5816K1Z3 Dated. 01.07.2017	

Site activities

Site function	Factory Processing/Manufacturer
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Site activities

Site activities	Primary	Manufacture of furniture
	Secondary	
	Other	
Product type	Wooden & Metal Furniture	
Process overview	The factory is into manufacture of wooden & metal furniture. The main production process carried out in the factory are receipt of wood, chemical treatment, seasoning, checking, cutting, clamping, jointing, sanding, assembly, finishing, packing and dispatch. The type of machines used for the manufacturing process are Double side planer - 2 Nos., Rip SAW - 2 Nos., Clamp carrier - 1 No., Multi Vario RIP - 1 No., Wide belt Sander - 2 Nos., Spindle Moulder - 3 Nos., Dove Tail - 1 No., Multi Boring - 1 No., Panel Saw - 4 Nos., Horizontal Cut Saw - 1 No., Tenon - 2 Nos., Hing Boring - 1 No., OSC Belt edge Sander - 2 Nos., Vertical Spong Sander - 2 Nos., Mortising - 2 Nos., Frame Assembler - 2 Nos., Cold Press - 1 No., Glue Applicator - 1 No., Band Saw - 4 Nos., Surface Planer - 1 No., Portable Dust Collector - 9 Nos., Paint booth - 2 Nos., Drill Machine - 3 Nos., Slim Lift - 2 Nos., Cut of Saw - 2 Nos., Pipe Cutter - 2 Nos., Buffer machine - 2 Nos., Compressor - 2 Nos., Diesel Generator - 1 No.	
What level of mechanization best describes the work at this site?	Fair mechanisation / manual Labour	

Site scope

Is the audited site a physically continuous area?	Yes	
What is the area of audited site to its boundary?	20027m ²	
Building 1	Last construction works on site	2015
	If building is shared, provide details	No
	Number of floors	2
	Description of floor activities	Ground Floor: Office, wood store, consumable store, chemical treatment, seasoning, checking, cutting, clamping, jointing, sanding, assembly, finishing, packing and dispatch. Mezzanine store: Upholstery section, approved sample store
Is there any difference between the site scope of the audit and the Sedex site profile?	No	

Site scope

Does the scope of the audit subdivide any building or is limited to particular processes, products or businesses within the physical site? No

Is any activity conducted onsite not included within the scope of the audit? No

Worker accommodation and transport

Are there any site-provided worker accommodation buildings? No

Does the site organise worker transport to the worksite? Not applicable
No transportation provided by the factory.

Work patterns

Approximate workers on site per month (% of peak)	January	95-100%	February	95-100%
	March	95-100%	April	95-100%
	May	95-100%	June	95-100%
	July	95-100%	August	95-100%
	September	95-100%	October	95-100%
	November	95-100%	December	95-100%

Is there any night or back shift work at the site? No

Site assessments

Does this site hold any certifications that address labour standards, human rights, corruption or environmental impact? No

Site assessments

Has the site assessed for negative impacts on the human rights, lands, resources, territories, livelihoods or food security of indigenous peoples or the local community?	No No assessment for negative impact.
Has there been a Human Rights Impact Assessment (HRIA) conducted within the last three years at this site?	No No Human Rights Impact Assessment done.

Worker analysis

Gender disaggregated data available Men and women

Worker totals

	Men	Women	Other	Total
Number of workers	150 (91.5%)	14 (8.5%)	- -	164 (100%)

Workers by type

	Men	Women	Other	Total
Permanent workers (employees)	147 (89.6%)	14 (8.5%)	- -	161 (98.2%)
Temporary or fixed term employees	0 (0%)	0 (0%)	- -	0 (0%)
Agency or subcontracted workers	3 (1.8%)	0 (0%)	- -	3 (1.8%)
Seasonal workers	0 (0%)	0 (0%)	- -	0 (0%)
Self-employed workers	0 (0%)	0 (0%)	- -	0 (0%)
Informal workers including home workers	0 (0%)	0 (0%)	- -	0 (0%)
Apprentices, trainees or interns	0 (0%)	0 (0%)	- -	0 (0%)

* % of total workforce

Migrant workers

	Men	Women	Other	Total
Domestic migrant workers	30 (18.3%)	0 (0%)	- -	30 (18.3%)
International migrant workers	0 (0%)	0 (0%)	- -	0 (0%)
Total migrant workers	30 (18.3%)	0 (0%)	- -	30 (18.3%)

* % of total workforce

Where workers have migrated internally, list the most common internal states workers have moved from

Uttar Pradesh

Workers by age

	Men	Women	Other	Total
18 - 24 years old	34 (20.7%)	2 (1.2%)	- -	36 (22%)
15 - 17 years old	0 (0%)	0 (0%)	- -	0 (0%)
Under 15 years old	0 (0%)	0 (0%)	- -	0 (0%)

* % of total workforce

Is the worker analysis data relevant for peak season and current to the audit?

Yes

Please list the nationalities of all workers, with the three most common nationalities listed first

Indian

Most common nationalities as approximate % of workforce

	Men	Women	Other	Total
Indian	91%	9%	-	100%

Workers by remuneration type

	Men	Women	Other	Total
Workers paid per unit (piece rate)	0 (0%)	0 (0%)	- -	0 (0%)
Workers paid based on a mix of 'piece work' and hourly rate	0 (0%)	0 (0%)	- -	0 (0%)
Workers paid hourly / daily rate	0 (0%)	0 (0%)	- -	0 (0%)
Salaried workers	150 (91.5%)	14 (8.5%)	- -	164 (100%)

* % of total workforce

Workers by payment cycle

	Men	Women	Other	Total
Paid daily	0 (0%)	0 (0%)	- -	0 (0%)
Paid weekly	0 (0%)	0 (0%)	- -	0 (0%)
Paid monthly	150 (91.5%)	14 (8.5%)	- -	164 (100%)
Other	0 (0%)	0 (0%)	- -	0 (0%)

* % of total workforce

If other payment cycle entered, please provide details

N/A, all the workers are paid on monthly basis.

People in managerial, supervisory and administrative roles

	Men	Women	Other	Total
Employees in management positions	7 (4.3%)	0 (0%)	- -	7
Supervisors or team leaders	10 (6.1%)	0 (0%)	- -	10
Administrative staff	18 (11%)	2 (1.2%)	- -	20

Worker interview summary

Gender disaggregated data available	Men and women
Which methods of worker engagement were used?	Individual interviews Group interviews

Digital worker survey participants

	Men	Women	Other	Total
Number of workers	-	-	-	-

Were any of the audit findings attributable to the survey?	
Was the interview sample representative of all types of nationality and employment types of workers?	Yes
Was the interview sample representative of the gender composition of the workforce?	Yes
Number and size of group interviews	4 group of 5 workers
Did workers understand the purpose of the audit?	Yes
Were interviews conducted in circumstances to ensure privacy, with the confidentiality of the interview process communicated to the workers?	Yes
Was there any indication that workers had been 'coached' in how they should respond to questions?	No
What was the general attitude of the workers towards their workplace?	Favorable

Attitude of workers

In which areas did workers raise significant concerns or complaints?	Other (provide details) None, no complaints received.
What did the workers like the most about working at this site?	Job security Hours worked, rest days or breaks Social benefits & insurance (e.g. ability to book annual leave, maternity leave, pensions etc.) Work environment – comfort (e.g. temperature, noise or dust levels) Work atmosphere (e.g. treatment by supervisors) Training and development Contracts Grievance mechanisms Freedom of movement Facilities (e.g. rest area, recreation, canteen) Pay Social dialogue (e.g. freedom to associate) Diversity Communication (e.g. from management) Equal opportunities
Additional comments	The interviewed stated that they can approach the management for any concern or grievances, further all the interviewed workers informed they were happy working there. They confirmed that no overtime work was done in the factory. They further stated that overtime if any was voluntary & compensated at 200% of the standard wages. They were very satisfied with working in the facility. The female workers confirmed the existence & knowledge of ICC.
Attitude of workers' committee/union representatives	Works Committee members stated that the management never interfered in their work. The management encouraged the worker representatives to bring any grievance to their notice.
Attitude of managers	The attitude of the managers was positive. They informed that honesty and transparency were the key requirements for a successful SMETA Audit. The management was cooperative throughout the audit. In the closing meeting, the managers acknowledged the findings and agreed on the CAP. They assured that the issues identified would be addressed timely.

Workers interviewed by type

	Total
Permanent workers	24
Temporary or fixed-term employees	0
Agency or subcontracted workers	2
Seasonal workers	0

Workers interviewed by type

Other workers	0
Total number of workers interviewed	26

Workers interviewed by group/individual

	Men	Women	Other	Total
Workers interviewed in groups	10	10	-	20
Workers interviewed individually	6	0	-	6

Migrant workers interviewed

	Men	Women	Other	Total
Domestic migrant workers interviewed	5	0	-	5
International migrant workers interviewed	0	0	-	0
Total migrant workers interviewed	5	0	-	5

Measuring workplace impact

Gender disaggregated data available

Men and women

Annual worker turnover (%)*

	Men	Women	Other	Total
Last full quarter (90 days)	5.0%	6.0%	-	11.0%
Last full calendar year (2023)	10.0%	5.0%	-	15.0%
Previous full calendar year (2022)	10.0%	5.0%	-	15.0%

* Number of workers leaving in last 12 months as a % of average total number of workers on site over the year.

Rate of absenteeism (%)*

	Men	Women	Other	Total
Last full quarter (90 days)	5.0%	2.0%	-	7.0%
Last full calendar year (2023)	7.0%	3.0%	-	10.0%
Previous full calendar year (2022)	7.0%	3.0%	-	10.0%

* Number of days lost through job absence in the year, calculated as (the number of employees on 1st day of the year + number employees on the last day of the year) / 2)* number available workdays in the year*100

Are accidents recorded?

Yes

The facility maintains accident log in FORM # 29 & 15 as per the legal requirement. No accidents had occurred as of date.

Annual number of work related accidents and injuries (per 100 workers)*

	Men	Women	Other	Total
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Annual number of work related accidents and injuries (per 100 workers)*

Last full quarter (90 days)	0.0%	0.0%	-	0.0%
Last full calendar year (2023)	0.0%	0.0%	-	0.0%
Previous full calendar year (2022)	0.0%	0.0%	-	0.0%

* Calculated as (number of work related accidents and injuries * 100) / number of total workers.

Lost day work cases (per 100 workers)*

	Men	Women	Other	Total
Last full quarter (90 days)	0.0%	0.0%	-	0.0%
Last full calendar year (2023)	0.0%	0.0%	-	0.0%
Previous full calendar year (2022)	0.0%	0.0%	-	0.0%

* Calculated as (number of lost days due to work accidents and work related injuries * 100) / number of total workers.

Percentage of workers that work on average more than 48 standard hours in a given week

	Men	Women	Other	Total
Last full quarter (90 days)	0.0%	0.0%	-	0.0%
Last full calendar year (2023)	0.0%	0.0%	-	0.0%
Previous full calendar year (2022)	0.0%	0.0%	-	0.0%

Percentage of workers that work on average more than 60 standard hours in a given week

	Men	Women	Other	Total
Last full quarter (90 days)	0.0%	0.0%	-	0.0%

Percentage of workers that work on average more than 60 standard hours in a given week

Last full calendar year (2023)	0.0%	0.0%	-	0.0%
Previous full calendar year (2022)	0.0%	0.0%	-	0.0%

0. Enabling accurate assessment

Summary of findings

Code area	Workplace requirement	Local law	Finding
No findings			
Systems and evidence examined to validate this code section	The factory welcomed the auditors and assured complete support to conduct the audit. The auditors were not offered any bribe and gifts during the audit. The site description matched the details as per the SAQ and factory information provided. The factory had a written policy on Human Rights AND/HR/POLICY/20 dated 24-09-2020 and the HR Manager had communicated the policy and requirements to all the employees on 14.09.2024 & 14.06.2024.		

0. Enabling accurate assessment

Data points

Has the site received an official notice, fine, prosecution, or withhold release order (WRO) for non-compliance with legislation, regulation, consent, or permits within the last three years, relating to Health and Safety, labour rights or the environment?	No
Did any workers selected by the auditor decline to be interviewed?	No
Were sufficient documents for non-employee (e.g. agency or other subcontracted) workers available for review?	No

1. Employment is freely chosen

Management systems

Develop and maintain relevant policies and procedures to ensure workplace requirements are met	Robust Management Systems
Appoint a manager with sufficient seniority who is responsible for implementing procedures	Robust Management Systems
Communicate and train employees and other workers, including managers and supervisors, on relevant policies and procedures	Some Improvements Recommended
Monitor the effectiveness of procedures to meet policy and workplace requirements	Robust Management Systems
Explanation for management systems grades	The factory had a policy which prohibited the use of forced labour AND/HR/POLICY/07 dated 24-07-2020. The policy was available for review. There was a procedure which required all workers to present their personal identification documents for proof of age, but only copies would be kept in their personnel files and the originals were given back to the workers. The terms and conditions of employment in the appointment letter stated that the workers were free to leave the workplace outside of their work hours. The facility management was found to be well aware of the legal and compliance requirements. The facility has a management system in place and developed its own policy and procedures related to employment freely chosen. The factory did not require any payment for work tools, PPE, IC/staff card, training, etc. or any kind of deposits. The factory did not use prison labour. All the above was also confirmed during management and employee interviews. The Manager HR was responsible to oversee that no forced, bonded, involuntary or prison labour is employed.

Summary of findings

Code area	Workplace requirement	Local law	Finding
	No findings		
Systems and evidence examined to validate this code section	- Personnel files including employment contracts - Resignation records and final settlement records - Factory rules - Employee handbook - Management and employee interviews.		

1. Employment is freely chosen

Data points

If required under local law, is there a published 'modern slavery' or similar statement?	Not Applicable
Does the site utilise any workers who are prisoners?	No
Does the site use the labour of persons required to work under any government scheme?	No

1.A. Responsible recruitment and entitlement to work

Management systems

Develop and maintain relevant policies and procedures to ensure workplace requirements are met	Robust Management Systems
Appoint a manager with sufficient seniority who is responsible for implementing procedures	Robust Management Systems
Communicate and train employees and other workers, including managers and supervisors, on relevant policies and procedures	Some Improvements Recommended
Monitor the effectiveness of procedures to meet policy and workplace requirements	Robust Management Systems
Explanation for management systems grades	- Recruitment Policy and Procedures AND/HR/POLICY/21 dated 20-07-2020 reviewed. The facility has designated Manger-HR for the implementation, but to maintain & implement the procedures facility needs to appoint a manager with sufficient seniority who is responsible for implementing procedures. All workers are provided with a copy of employment contracts with terms and conditions and a copy is maintained in their respective personal files. There is no training imparted to the workers on the workers' rights. As per documents review, factory management representation and employee interview, all employees in the factory were local residents, no migrant employees from other state/country was noted in the facility. All employees had the proper legal rights to work in this region.

Summary of findings

Code area	Workplace requirement	Local law	Finding
			No findings
Systems and evidence examined to validate this code section	- No agency was used in facilities for recruitment process. - Recruitment Policy and Procedures AND/HR/POLICY/21 dated 20.07.2020 - Duties and responsibilities of the Plant Head and Accounts/HR Executive. - Personal files.		

1.A. Responsible recruitment and entitlement to work

Data points

Labour hire

Does the site use labour providers and/or formal, temporary, seasonal or guest worker programmes?	Workers are recruited, selected, and hired directly by our company
How do the labour providers recruit and hire workers?	N/A - Recruitment providers not used
Where labour providers were used to recruit, what was the highest number of tiers identified in a workers recruitment journey?	0
Are there any subcontracted workers (including dispatched labour) on site?	No
Were all non-employee (e.g. agency or subcontracted) workers included within the scope of this audit for the purpose of document review and (if onsite on date of audit) interview?	Not Applicable
Were sufficient documents for non-employee (e.g. agency or other subcontracted) workers available for review?	Not Applicable

Migrant workers

Do any workers migrate across international borders to work at this site?	No
Percentage of workers that are migrant	18%
Do any workers migrate from other states, provinces or regions within the country to work at this site?	Yes
List the sending states/provinces/regions	Uttar Pradesh

Recruitment fees

Were you able to detect recruitment fees and costs paid by workers during the recruitment and employment process?	Not Applicable
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Were recruitment fees or costs identified during worker interviews?	No
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N/A, as all the workers are directly hired by the factory, as observed during the review of the personal files, management interaction and workers interview.

2. Freedom of association and right to collective bargaining are respected

Management systems

Develop and maintain relevant policies and procedures to ensure workplace requirements are met	Robust Management Systems
Appoint a manager with sufficient seniority who is responsible for implementing procedures	Robust Management Systems
Communicate and train employees and other workers, including managers and supervisors, on relevant policies and procedures	Some Improvements Recommended
Monitor the effectiveness of procedures to meet policy and workplace requirements	Robust Management Systems
Explanation for management systems grades	Policy on Freedom of association & collective bargaining AND/HR/POLICY/22.dated 20-07-2020 Grievance Redressal Policy & Procedures AND/HR/POLICY/14 dated 20-07-2020 The factory had no worker union, but workers were free to join any union, if they wished. As confirmed in both management and worker interviews, the employees were free to form unions or join any associations. No one would be treated differently because of their membership status of the union. Manager HR is responsible to ensure that 'Freedom of Association and Right to Collective Bargaining' is respected by the management. Factory recognizes and encourages the right to freedom of association and collective bargaining under the law provision. Facility encourages and respects all employees' rights to join union freely. Facility has maintained Workers committee and Grievance committee. - The factory had a functional works Committee. The members of the committee met once in 3 months. The last 2 meetings were held on 05-10-2024 & 04-05-2024 - The factory had a functional Grievance Committee. The members of the committee met once in 3 months. The last 2 meetings were held on 16-09-2024 & 15-07-2024 The factory management had provided a suggestion box for the workers to lodge in their complaints / grievances or share their suggestions. During operative personnel interviews, it is confirmed the employer adopts an open attitude towards the activities of committee and their organizational activities. Also confirmed: Workers' representatives are not discriminated against and have access to carry out their representative functions in the workplace. The factory monitors the effective of the system through regular training.

Summary of findings

Code area	Workplace requirement	Local law	Finding
No findings			

**Systems and evidence examined to
validate this code section**

Policy on Freedom of Association & Collective Bargaining AND/HR/POLICY/22 dated 20-07-2020
- Grievance handling policy and Procedures Grievance Redressal AND/HR/POLICY/14 dated 20-07-2020
- Suggestion box opening log and suggestion box complaint feedback
- Employee handbook and employment contracts were reviewed.
- Employee and management interviews.

2. Freedom of association and right to collective bargaining are respected

Data points

Are trade unions allowed by law in the national context?	Yes
Are there any registered trade unions in the workplace?	No
Are they active?	
Does the employer recognise the trade union?	Not Applicable
Are the worker representative bodies, trade union or otherwise, accessible to all workers, including more vulnerable workers (such as female, migrant, agency, and seasonal workers)?	Yes
Are the worker representatives freely elected by the workforce as a whole?	Yes
Does union/worker committee membership reflect the gender composition of the workforce?	Yes
Does the membership reflect the nationality composition of the workforce?	Not Applicable
Has there been any industrial action (e.g. strikes, unrest, or cases raised to formal tribunals or labour courts) in the past two years?	No

3. Working conditions are safe and hygienic

Management systems

Develop and maintain relevant policies and procedures to ensure workplace requirements are met	Some Improvements Recommended
Appoint a manager with sufficient seniority who is responsible for implementing procedures	Some Improvements Recommended
Communicate and train employees and other workers, including managers and supervisors, on relevant policies and procedures	Some Improvements Recommended
Monitor the effectiveness of procedures to meet policy and workplace requirements	Some Improvements Recommended
Explanation for management systems grades	Facility has Health & Safety Policy AND/HR/POLICY/03 dated 24.09.2020 The facility had a dedicated person responsible for Health & Safety. The factory had a functional health & safety committee and the members of the committee met once in 3 months. Health & safety trainings were provided to all the workers. The recent training was conducted on 08.08.2024. Minutes of the meetings showed that the meeting was conducted between the workers and the facility's management, and each point was acted on. Fire drills were conducted once every 3 months. The last 02 drills were conducted on 11-09-2024 & 10-06-2024 The facility provided first aid boxes in each production area. There is no proper monitoring of the health and safety conditions due to which below issues were identified: the factory has a valid FIRE NOC,

Summary of findings

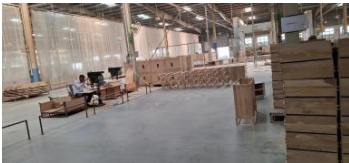
Code area	Workplace requirement	Local law	Finding
3. Working conditions are safe and hygienic	3.G Provide sufficient first-aid supplies ons...	§1	NC ZAF600687610
	3.H Where identified as necessary to reduce r...	§2	NC ZAF600687611
	3.L Implement effective processes to manage f...	§3	NC ZAF600687612
	3.L Implement effective processes to manage f...	§4	NC ZAF600687613
	3.L Implement effective processes to manage f...	§5	NC ZAF600687614

Systems and evidence examined to validate this code section

- Health and Safety Policies AND/HR/POLICY/03 dated 24.09.2020.
- Fire NOC NO. LSG/JAIPUR GREATER/FIRENOC/2023-24/20267 Date of issue: 06-02-2024 valid from 06-02-2024 to 05-02-2025
- First aid training certificates of 08 trained first aid providers.
- Health & Safety Committee meeting records 11-09-2024 & 10.06.2024
- Interaction with Management and Interviews with employees.
- Fire drill records.
- Fire fighting equipment inspection records.
- Machines inspection records.
- Accident & Injuries records.
- Building stability certificate & approved site plans.
- Factory tour.

Workplace requirement 3.H Where identified as necessary to reduce residual risk, provide (without charge to workers) and ensure the use of appropriate personal protective equipment (PPE).	Time given to resolve 30 days
Issue title 278 - Personal Protective Equipment (PPE) provided but incidents of workers not using PPE where appropriate	Verification method Desktop audit
Description It was noted during the factory tour worker operating the drilling machine installed near the material for sanding area was not wearing the provided goggles while working.	Area of non-compliance/non-conformance Local law Base code
Corrective and preventative actions The factory is advised to ensure that the workers wear the provided and required personal protective equipment while working.	
Local law reference In accordance with the Factories Act 1948, Section 7A (2b), every occupier should have arrangement in the factory for ensuring safety and absence of risk to health in connection with the use, handling, storage and transport of articles and substances.	

Evidence



[Worker operating the drill machine not wearing goggles.jpg](#)

* PDF generated at 07:28 (UTC) on 23 Nov 2024. [View this finding on the Sedex platform](#) for live updates and closure details.

ZAF600687612	Non-compliance	Due 2024-12-06
Code area 3 Working conditions are safe and hygienic	Status Closed (2024-11-23)*	

Workplace requirement 3.L Implement effective processes to manage fire safety including, but not limited to, accessible evacuation routes, a fire detection system, fire fighting/suppression equipment, training and regular drills covering all shifts and warning systems.	Time given to resolve 30 days
Issue title 207 - Isolated or partial occurrence of blocked fire exits causing an elevated but not significant risk	Verification method Desktop audit
Description It was noted during the factory tour, pathways were blocked by materials in the sanding section near the periphery.	Area of non-compliance/non-conformance Local law Base code
Corrective and preventative actions The factory is advised to ensure that the pathways are free from obstructions at all times.	
Local law reference In accordance with the Rajasthan Factories Rules (1951), Rule 63(1)(a), in every room of a factory exits sufficient to permit safe escape of the occupants in case of fire or other emergency shall be provided and be kept free of any obstructions.	
Evidence 	
Obstructed pathways.jpg 	

* PDF generated at 07:28 (UTC) on 23 Nov 2024. [View this finding on the Sedex platform](#) for live updates and closure details.

ZAF600687613	Non-compliance	Due 2024-12-06
Code area 3 Working conditions are safe and hygienic	Status Closed (2024-11-23)*	
Workplace requirement 3.L Implement effective processes to manage fire safety including, but not limited to, accessible evacuation routes, a fire detection system, fire fighting/suppression equipment, training and regular drills covering all shifts and warning systems.	Time given to resolve 30 days	
Issue title 209 - Not all emergency exits are properly marked and lighted	Verification method Desktop audit	
Description It was noted during the factory tour aisles were not marked in the new finishing section located in front of the female workers lunch room.	Area of non-compliance/non-conformance Local law Base code	

Corrective and preventative actions

The factory is advised to ensure that aisles are marked in the new finishing area.

Local law reference

In accordance with the Factories Act 1948, Section 38 (2), effective measures shall be taken to ensure that in every factory all the workers are familiar with the means of escape in case of fire and have been adequately trained in the routine to be followed in such cases.

Evidence



Pathways not marked.jpg

* PDF generated at 07:28 (UTC) on 23 Nov 2024. [View this finding on the Sedex platform](#) for live updates and closure details.

ZAF600687614

Non-compliance Due 2024-12-06

Code area

3 Working conditions are safe and hygienic

Status

Closed (2024-11-23)*

Workplace requirement

3.L Implement effective processes to manage fire safety including, but not limited to, accessible evacuation routes, a fire detection system, fire fighting/suppression equipment, training and regular drills covering all shifts and warning systems.

Time given to resolve

30 days

Issue title

209 - Not all emergency exits are properly marked and lighted

Verification method

Desktop audit

Description

It was noted during the factory tour, emergency light was not installed near the exit of the male workers dining area and near the exit of the new finishing section.

Area of non-compliance/non-conformance

Local law
Base code

Corrective and preventative actions

The factory is advised to ensure that emergency lights are installed near the exit of the male workers dining area and the new finishing section.

Local law reference

In accordance with the Rajasthan Factories Rules (1951), Rule 63(10)(e), the exits shall be clearly visible and suitable illuminated with suitable arrangements, whatsoever artificial lighting is to be adopted for this purpose, to maintain the required illumination in case of failure of the normal source of electric supply.

Evidence



[Emergency light not provided.jpg](#)



* PDF generated at 07:28 (UTC) on 23 Nov 2024. [View this finding on the Sedex platform](#) for live updates and closure details.

3. Working conditions are safe and hygienic

Data points

Is someone within the company responsible for health and safety?	Yes, senior manager or business owner
Do workers operate high risk or heavy machinery or vehicles as part of their jobs?	Yes
Do workers handle or have access to hazardous substances (e.g. chemicals or pesticides)?	Yes Workers working in the coloring / finishing section.
Who organises accommodation for workers?	Workers independently arrange their own accommodation
Who organises worker transportation between accommodation and worksite?	Workers organise their own transport
Who organises worker transportation while at work?	Workers organise their own transport
Do all structural additions (e.g. added floors) have a valid permit/inspection report as per local law?	Yes The factory has an approved layout plan, approved by Deputy Chief Inspector Factories and Boilers, Jaipur. Plan No. P-35413/CIFB/2018 date. 29.05.2018. The factory also has building stability certificate issued by Mr. Mahendra Singhal (Chartered Engineer & Competent Person) on 15.12.2023.
Does the visual appearance of the building give you any immediate concerns about the structural integrity of the building?	No
Are there any cracks observed in the walls, floors, ceilings or other areas of the facility, both internally or externally?	No
Does the site have a structural engineer evaluation?	Yes

4. Child labour shall not be used

Management systems

Develop and maintain relevant policies and procedures to ensure workplace requirements are met	Robust Management Systems
Appoint a manager with sufficient seniority who is responsible for implementing procedures	Robust Management Systems
Communicate and train employees and other workers, including managers and supervisors, on relevant policies and procedures	Robust Management Systems
Monitor the effectiveness of procedures to meet policy and workplace requirements	Robust Management Systems
Explanation for management systems grades	Facility has a 'No Child labor policy' AND/HR/POLICY/05A dated 24.07.2020 The HR Manager takes care of the recruitment and the verification of the age proof. Based on a review of hiring policy, employee's identification and age proof documents such as Voter ID, Unique ID Card (Aadhar card) and School Certificates were checked by the HR department prior to hiring. Applicants without any valid age proof identification documents were not hired. Based on the policy review, the minimum hiring age of the facility was 18 years old or above. The youngest worker was 19 years old. The Director verbally trained the HR executive, and he is aware of the age of the child and the young workers.

Summary of findings

Code area	Workplace requirement	Local law	Finding
	No findings		
Systems and evidence examined to validate this code section	- Child Labour and Child Labour Remediation Policy AND/HR/POLICY/05A dated 24-07-2020 - Personnel records including age proof documents of 26 out of 26 selected samples. - Interaction with Management and Interviews with employees. - Factory tour.		

4. Child labour shall not be used

Data points

Percentage of workers that are age 24 or younger	21%
Enter the legal age of employment	15
Enter the age of the youngest worker identified	19
Enter the number of workers under local legal minimum age	0
Enter the number of workers under 15 years old	0
Percentage of workers that are apprentices, trainees or interns	0%
Were there children present on the work floor but not working at the time of audit?	No
Do children live at the accommodation provided to workers?	Not Applicable

5. Legal wages are paid

Management systems

Develop and maintain relevant policies and procedures to ensure workplace requirements are met	Robust Management Systems
Appoint a manager with sufficient seniority who is responsible for implementing procedures	Robust Management Systems
Communicate and train employees and other workers, including managers and supervisors, on relevant policies and procedures	Some Improvements Recommended
Monitor the effectiveness of procedures to meet policy and workplace requirements	Some Improvements Recommended
Explanation for management systems grades	Facility has Minimum Wages & benefit policy AND/HR/POLICY/02 dated 24-07-2020 The minimum wage is displayed. The factory Act Abstract is displayed. The HR Manager is taking care of the Wage distribution. The verbal training on the wages, calculation, Overtime payment and deductions and benefits is imparted during induction. The workers are aware of the wage calculation. The wages is monitored by the master roll. The deductions are recorded in the master roll.

Summary of findings

Code area	Workplace requirement	Local law	Finding
	No findings		
Systems and evidence examined to validate this code section	- Payroll and attendance records of the sampled months-February 2024 (Random Month), June 2024 (Random Month) and September 2024 (Current month). - Local legal minimum wage notification issued by the Rajasthan Government 2023 on 1st January 2023 (Unskilled: INR 7410 per month, Semi-skilled: INR 7722 per month, Skilled: INR 8034 per month). - Employee interview. - Local and national laws. - Wages and benefits policy. - Local legal minimum wage documents. - Employment contracts for all sampled 26 employees. - List of National and Festival Holidays. - Employee State Insurance & Provident Fund Contributions remittance records.		

5. Legal wages are paid

Data points

What is the basic wage paid to workers?	The legal minimum wage
Does the site use digital payment methods (i.e. money paid directly into a bank account) to pay workers?	Only digital payments
How much as a percentage of their pay does a worker receive as 'payment-in-kind' benefits?	None

Worker remuneration

Which benefits are provided to permanent or full-time workers that are not provided to temporary or part-time workers?	Not applicable
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Summary information

Is legal wage/legally recognised CBAs data available for any of these options?	Monthly	
Is actual wage data available on site for any of these options?	Monthly	
Maximum legal working hours	Max hours per day	9.0
	Max hours per week	48.0
	Max hours per month	Non applicable
Actual required working hours	Required hours per day	8.0
	Required hours per week	52.0
	Required hours per month	Non applicable
Maximum legal overtime hours	Max hours per day	2.0
	Max hours per week	12.0
	Max hours per month	Non applicable

Actual overtime hours	Max hours per day	2.0
	Max hours per week	4.0
	Max hours per month	16.0
Minimum legal wage	Min per hour	Non applicable
	Min per day	285.0
	Min per week	Non applicable
	Min per month	7410.0
Actual minimum wage	Actual per hour	Non applicable
	Actual per day	Non applicable
	Actual per week	Non applicable
	Actual per month	11000.0
Minimum legal overtime wage	Min per hour	35.62
	Min per day	Non applicable
	Min per week	Non applicable
	Min per month	Non applicable
Actual minimum overtime wage	Actual per hour	52.88
	Actual per day	Non applicable
	Actual per week	Non applicable
	Actual per month	Non applicable

Wage analysis

Number of workers' records checked	10
Provide the date and details of the records	The factory provided payroll records from October 2023 to September 2024. For detailed review the sampled months of September 2024 (current month), June 2024 (random month) & February 2024 (random month).
Are there different legal minimum/ legally recognised CBAs wage grades?	Yes The factory follows the minimum wages notification issued by the Labour Department Government of Rajasthan, per the notification the minimum wages are as follows from 01.01.2023: Unskilled: INR 7410, Semi-skilled: INR 7722, Skilled: INR 8034.

For the lowest paid workers, are wages paid for standard/contracted hours (excluding overtime) below or above the legal minimum/ legally recognised CBAs?	Above legal minimum
Indicate the breakdown of workforce per earnings	100% of the workers earned above the legal minimum wages as per the skill categories.
Are there any bonus schemes used?	Yes The factory provided bonus at 9% of the total wages earned during the period from 2022 - 2023. The bonus was paid on 10.11.2023.
Were accurate records shown at the first request?	Yes
Were any inconsistencies found?	No

5.A. Living wages are paid

Summary of findings

Code area	Workplace requirement	Local law	Finding
	No findings		
Systems and evidence examined to validate this code section	- Payroll and attendance records of the sampled months-February 2024 (Random Month), June 2024 (Random Month) and September 2024 (Current month). - Local legal minimum wage notification issued by the Rajasthan Government 2023 on 1st January 2023 (Unskilled: INR 7410 per month, Semi-skilled: INR 7722 per month, Skilled: INR 8034 per month). - Employee interview. - Local and national laws. - Wages and benefits policy. - Local legal minimum wage documents. - Employment contracts for all sampled 26 employees. - List of National and Festival Holidays.		

6. Working hours are not excessive

Management systems

Develop and maintain relevant policies and procedures to ensure workplace requirements are met	Robust Management Systems
Appoint a manager with sufficient seniority who is responsible for implementing procedures	Robust Management Systems
Communicate and train employees and other workers, including managers and supervisors, on relevant policies and procedures	Some Improvements Recommended
Monitor the effectiveness of procedures to meet policy and workplace requirements	Robust Management Systems
Explanation for management systems grades	Facility has policy on working hours and overtime AND/HR/POLICY/08 dated 24-07-2020 Facility has Leave policy AND/HR/POLICY/06 dated 24-07-2020 The leave record is maintained. The roles and responsibility of the workplace requirements is defined, There is induction training on the working hours, overtime, leaves given to the employees. The workers are aware of the working hours and weekly off.

Summary of findings

Code area	Workplace requirement	Local law	Finding
	No findings		
Systems and evidence examined to validate this code section	- Time records of 26 sampled workers of February 2024 (Random month), June 2024 (Random month) & September 2024 (Current month). - Attendance records (Muster roll). - Leave records vide Form 14. - Interactions with management and employees. - Employees' contracts - Facility's working hours policy - Production records		

6. Working hours are not excessive

Data points

Is the sample size the same as in the wages section?	Yes
Normal day overtime premium as a percentage of standard wages	200%
If the site pays an overtime premium of less than 125% and this is allowed under local law, are there other considerations?	N/A, the factory compensate overtime at 200% of the regular wages.
Excluding overtime, what are the regular working hours per week for workers at this site?	48.0
Including overtime, what is the average number of working hours per week for full-time workers at this site?	52.0
In the sample, what was the maximum number of hours worked in a single week, including overtime, for any worker at this site?	52.0
Maximum number of days worked without a day off in sample	6

7. No discrimination is practiced

Management systems

Develop and maintain relevant policies and procedures to ensure workplace requirements are met	Robust Management Systems
Appoint a manager with sufficient seniority who is responsible for implementing procedures	Robust Management Systems
Communicate and train employees and other workers, including managers and supervisors, on relevant policies and procedures	Some Improvements Recommended
Monitor the effectiveness of procedures to meet policy and workplace requirements	Robust Management Systems
Explanation for management systems grades	An Anti-Discrimination Policy & Procedure AND/HR/POLICY/04 dated on 24-07-2020 on hiring, compensation, promotion and access to training was available during the audit. Based on a review of the wage records and employee interviews, no discrimination was noted in hiring, compensation, access to training, promotion, termination or retirement. The HR Manager was responsible for the investigation and disposal of discrimination cases. Based on a wage records review, the facility provided the same pay for employees doing work of the same or similar nature. There was no evidence of discrimination. The site has communicated the policies to its workforce and relevant persons.

Summary of findings

Code area	Workplace requirement	Local law	Finding
			No findings

Systems and evidence examined to validate this code section

- The factory's Anti-Discrimination policy AND/HR/POLOICY/04 dated 24-07-2020.
- Time In and Out records.
- Personnel files including appointment letter with terms and conditions for 26 out of 26 selected samples.
- Salary and other benefit records.
- Training records
- Appraisal records
- Termination records
- Bonus Records
- Loan records
- List of Holidays
- Application forms
- Medical records
- Interactions with management and employees

7. No discrimination is practiced

Data points

Percentage of women workers in skilled or technical roles (e.g. where specific qualifications are needed, such as engineer/laboratory analyst)?	0%
Representation of women in managerial roles (ratio of women workers to women managers)	0%
Representation of women in supervisory roles (ratio of women workers to women supervisors)	0%
Three most common nationalities in managerial and supervisory roles	Indian

8. Regular employment is provided

Management systems

Develop and maintain relevant policies and procedures to ensure workplace requirements are met	Robust Management Systems
Appoint a manager with sufficient seniority who is responsible for implementing procedures	Robust Management Systems
Communicate and train employees and other workers, including managers and supervisors, on relevant policies and procedures	Some Improvements Recommended
Monitor the effectiveness of procedures to meet policy and workplace requirements	Some Improvements Recommended
Explanation for management systems grades	Individual agreements are included in every personnel file, also a copy of the contract is delivered to all the employees. Based on interactions with the facility's management, no casual, agency and apprentice employees were engaged. Based on interactions with the employees, no recruitment fees were required at any stage of the recruitment process. The sampled workers confirmed that they were issued appointment letter and also were explained the terms & conditions of the employment during induction training. Social Security benefits are provided, according to individual agreements and payroll records reviewed. No illegal deductions and fees were found during documental review.

Summary of findings

Code area	Workplace requirement	Local law	Finding
	No findings		
Systems and evidence examined to validate this code section	- The facility's policy on Regular Employment AND/HR/POLICY/09 dated 24.07.2020. - Appointment letter with terms and conditions for all the selected 26 samples. - Salary and other benefit records. - Interaction with management and employees.		

8. Regular employment is provided

Data points

Percentage of workers that are permanently or temporarily employed	98.17%
Percentage of workers that have been engaged via irregular, sub-contracted or non-employment models of labour, rather than permanent or temporary contracts of employment	1.83%
Percentage of workers employed as apprentices, trainees or interns	0.0%

8.A. Sub-contracting and homeworkers are used responsibly

Management systems

Develop and maintain relevant policies and procedures to ensure workplace requirements are met	Robust Management Systems
Appoint a manager with sufficient seniority who is responsible for implementing procedures	Robust Management Systems
Communicate and train employees and other workers, including managers and supervisors, on relevant policies and procedures	Robust Management Systems
Monitor the effectiveness of procedures to meet policy and workplace requirements	Robust Management Systems
Explanation for management systems grades	During the facility tour and management interview it was noted that the site does not outsource the production process as all the production are inhouse. Products are finished, labeled and packed on site only.

Summary of findings

Code area	Workplace requirement	Local law	Finding
	No findings		
Systems and evidence examined to validate this code section	- The facility's Subcontracting policy AND/HR/POLICY/23 dated 20.07.2020. - Inward and outward material register. - Production records. - Goods/ Vehicle movement registers - Interactions with management.		

8.A. Sub-contracting and homeworkers are used responsibly

Data points

Are homeworkers employed directly or engaged through an agent? Not applicable

Gender disaggregated data available

Number of homeworkers used

	Men	Women	Other	Total
Number of workers	-	-	-	-

What processes are carried out by homemaker?

Are full records of homeworkers available at the site?

Does the supplier buy products or services from suppliers that use homeworkers? No
The factory does not buy any products from suppliers that uses home workers.

Sub-contracting

Are there any concerns about unrecorded work or undeclared sub-contracting on site, giving considerations to the workers' capacity? No
Based on the capacity & production documents reviewed, management interaction and worker interview, no undeclared work or undeclared subcontracting was observed.

Are any sub-contractors used? No

9. No harsh or inhumane treatment is allowed

Management systems

Develop and maintain relevant policies and procedures to ensure workplace requirements are met	Robust Management Systems
Appoint a manager with sufficient seniority who is responsible for implementing procedures	Robust Management Systems
Communicate and train employees and other workers, including managers and supervisors, on relevant policies and procedures	Some Improvements Recommended
Monitor the effectiveness of procedures to meet policy and workplace requirements	Robust Management Systems
Explanation for management systems grades	- There are no apparent concerns regarding any forms of abuse at the facility, as per employee and management interviews. - Contact numbers of the top management are displayed in the factory for the workers to raise grievances to them directly. - All forms of discipline are formally documented in line with local legal requirements. - Facility has established the standing order to define the employment terms, misconducts and disciplinary action procedure. - Facility has formed the Grievance Committee to handle work related the grievances. - The Internal Complaints committee is formed to handle sexual harassment complaints.

Summary of findings

Code area	Workplace requirement	Local law	Finding
	No findings		
Systems and evidence examined to validate this code section	- The factory's Grievance Policy AND/HR/POLICY/14 dated 24.07.2020, - The factory's Disciplinary Policy AND/HR/POLICY/44 - No Forced Labor policy AND/HR/POLICY/07 dated 24.07.2020. - Interactions with management and employees. - The relevant policy on prevention of harassment and abuse. - Internal grievance procedure documentation. - Training records. - Site tour		

9. No harsh or inhumane treatment is allowed

Data points

Is there a formal process for workers to report concerns, complaints, or problems ('grievance mechanism')?	Yes, there is a formal grievance process The grievance process is available to all workers
What type of grievance mechanism(s) are available?	Suggestion box, grievance committee, ICC.
Number of grievances raised in the last 12 months	0
Number of grievances resolved in the last 12 months	0

10.A. Environment 2-Pillar

Management systems

Develop and maintain relevant policies and procedures to ensure workplace requirements are met	Some Improvements Recommended
Appoint a manager with sufficient seniority who is responsible for implementing procedures	Robust Management Systems
Communicate and train employees and other workers, including managers and supervisors, on relevant policies and procedures	Some Improvements Recommended
Monitor the effectiveness of procedures to meet policy and workplace requirements	Some Improvements Recommended
Explanation for management systems grades	Facility has environmental policy AND/HR/POLICY/09 dated 20.07.2020 The HR Manager is nominated as environmental manager. The facility had provided training to the employees on environmental requirements on 04.11.2024. Interviewed workers confirmed the same. The environmental objectives are being monitored. Facility has communicated the policies to its workforce and relevant persons.

Summary of findings

Code area	Workplace requirement	Local law	Finding
No findings			

Systems and evidence examined to validate this code section

1. The facility established and maintained an environmental policy and the HR Manager was responsible for environmental compliance.
2. Based on management interactions, the facility and their suppliers were aware of environmental requirements.
3. The facility established an environmental policy AND/HR/POLICY/09 Dated 20.07.2020.
4. The facility had a system to provide environmental awareness through notice board post to relevant employees.
5. The facility comes under Green category as per Rajasthan Pollution Control Board, Ref. No F (Tech)/Jaipur (Sanganer) 6711 (1)/2021-2022/738-739 dated. 02.09.2021 valid till ten years.
6. The facility conducted necessary Stack emission test, Noise test and ambient air quality test once in a period of one months. The last test report was dated 22.06.2024 by Jagdamba Laboratories (OPC) Pvt. Ltd.
7. The facility had provided training to the employees on environmental requirements on 20.05.2024. Interviewed workers confirmed the same.
8. Environment Risk Assessment done on 12.03.2024

10.A. Environment 2-Pillar

Data points

Has the site received an official notice, fine or prosecution for any non-compliances with environmental legislation, regulation, consent or permits (within the last three years)?	No
Does the site have any valid environmental or energy management certificates?	The factory does not have any environmental or energy management certificates, however the factory has consent under air and water pollution and authorization to handle hazardous waste. Consent # F(Tech)/JAIPUR(Sanganer)/6711(1)/2021-2022/738-739. Order No. 2021-2022/Jaipur(S)/10002 Date: 02/09/2021, Valid from 02.09.2021 to 31.03.2031. Authorization to handle hazardous waste No. F(HSW)/JAIPUR(Sanganer)/6798(1)/2021-2022/1092-1093 dated 23.09.2021, valid from 22.09.2021 to 31.03.2026.
Are there any other sustainability certifications present (e.g. Forest Stewardship Council (FSC), Marine Stewardship Council (MSC)?	No
Has the site implemented or made plans to implement any adaptive measures to protect workers from the impact of climate change?	No

Attachments



[Factory name and main gate.jpg](#)



[Treated wood store.jpg](#)



[Consumable store.jpg](#)



[Cutting section.jpg](#)



[Jointing and Clamping section.jpg](#)



[Sanding section.jpg](#)



[Lacquer section.jpg](#)



[Assembly section.jpg](#)



[Fitting section.jpg](#)



[Final Checking section.jpg](#)



[Packing section.jpg](#)



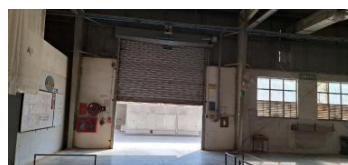
[Packed goods storage.jpg](#)



[Worker dining area.jpg](#)



[Fire hydrant installed.jpg](#)



[Fire extinguisher, hydrant, hose reel, emergency light, fire alarm call point.jpg](#)



[Sprinkler system Installed.jpg](#)



[Pathways marked.jpg](#)



[Main notice board, ETI code displayed.jpg](#)



[NC - Emergency light not provided.jpg](#)



[NC - Missing content in the first aid box.jpg](#)





[NC - Obstructed pathways.jpg](#)

[NC - Pathways not marked.jpg](#)

[NC - Worker operating the drill machine not wearing goggles.jpg](#)

[CAPR_ZAA600095155_Signed.PDF](#)



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