



Sedex Members Ethical Trade Audit Report

Version 6.1



Audit Details				
Sedex Company Reference: <i>(only available on Sedex System)</i>	ZC415074384	Sedex Site Reference: <i>(only available on Sedex System)</i>	ZS415317932	
Business name (Company name):	Northern Food Complex Company Limited			
Site name:	NORTHERN FOOD COMPLEX LIMITED COMPANY			
Site address:	99/3 Moo1 Chiangrai-Dongmada Road Maekorn Muang 57000 TH	Country:	TH	
Site contact and job title:	Ms. Kotchaporn Kudnanon / Human Resource Manager			
Site phone:	+6653673985	Site e-mail:	m_konhong@yahoo.com	
SMETA Audit Pillars:	<input checked="" type="checkbox"/> Labour Standards	<input checked="" type="checkbox"/> Health and Safety (plus Environment 2-Pillar)	<input checked="" type="checkbox"/> Environment 4-pillar	<input checked="" type="checkbox"/> Business Ethics
Date of Audit:	2024-09-02			

Audit Company Name:
Intertek Thailand

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

Audit Content:

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

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

2-Pillar SMETA Audit

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

4-Pillar SMETA

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

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

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

SMETA Declaration

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

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

Auditor Team			
Lead Auditor:	Phatara Thitiwimol	APSCA Number:	21704393
Additional Auditors:	Parinya Ouarerun		21700715
	Rangsan Sukruang		21701580
Date of declaration:	2024-09-02		

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

Site Representation	
Full Name:	Ms. Kotchaporn Kudnanon
Title:	Human Resource Manager
Date of declaration:	2024-09-02
Comments: <i>Any exceptions to this must be recorded here (e.g. different sample size): Sampled wage records from the past 5 months were provided for review (5 months only since the operation for digital thermometer just started last Sep 2020). The audit took 2.0 man-days (9AM-6PM per day). Audit time was extended until 8PM due to the extent of documentation; this was agreed upon with the factory representatives</i>	
None observed.	

Summary of Findings

Issue <small>(please click on the issue title to go direct to the appropriate audit results by clause)</small>	Area of Non-Conformity		Number of issues			Findings
	ETI	Local Law	NC	Obs	GE	
<u>0A - Universal rights covering UNGP</u>			0	0	0	
<u>0B - Management Systems and code implementation</u>			0	0	1	GE - 6ebb0e97-009a-48e4-a583-03a3fef52fbc
<u>1 - Freely chosen employment</u>			0	0	0	
<u>2 - Freedom of association and right to collective bargaining are respected</u>			0	0	0	
<u>3 - Working conditions are safe and hygienic</u>	3.1 3.1 3.1 3.1 3.1	\$1 \$2 \$3 \$4 \$5	5	0	1	NC - ZAF600611195 NC - ZAF600611196 NC - ZAF600611199 NC - ZAF600611200 NC - 1b4a3799-a0af-48d2-94f2-9bd22d8fe6dd GE - f087b178-25bf-4162-9a04-c30f87d8a236
<u>4 - Child labour shall not be used</u>			0	0	0	
<u>5 - Living wages are paid</u>	5.1	\$6	1	0	1	NC - ZAF600611193 GE - 73627708-de12-4cec-b173-15b76bb590a4
<u>6 - Working hours are not excessive</u>	6.3 6.5 6.6		3	0	0	NC - ZAF600611194 NC - ZAF600611197 NC - ZAF600611198
<u>7 - No discrimination is practiced</u>			0	0	0	
<u>8 - Regular employment is provided</u>	8.4		1	0	0	NC - ZAF600611192
<u>8A - Subcontracting and homeworking</u>			0	0	0	
<u>9 - No harsh or inhumane treatment is allowed</u>			0	0	0	
<u>10A - Entitlement to work and immigration</u>			0	0	0	
<u>10B2 - Environment 2-pillar</u>			0	0	0	
<u>10B4 - Environment 4-pillar</u>			0	0	1	GE - 5cf3b173-dfa0-45a0-9345-f243c3900b2d
<u>10C - Business ethics 4-pillar</u>			0	0	0	

Local Law Issues

Issue	Description
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§1	1. In accordance with the Ministry of Industry Re: Fire prevention and protection in the factory B.E. 2552 Section 4 The facility building shall be provided with detection and fire alarm system throughout the building as appropriate to local conditions, especially in areas where there is no active task performance and installation or use electrical equipment or storage of flammable or combustible materials are easy to install detection devices and automatic alarm. 2. In accordance with the Ministry of Industry Re: Fire prevention and protection in the factory B.E. 2552 Section 4 Fire alarm equipment must be signaled without the need of electricity used for lighting and machinery or have the backup power supply for the system not less than 2 hours.
§2	In accordance with the Notification of Ministry of Industry Re: Fire prevention and protection in the factory B.E. 2552 Section 12 The factory which store materials or products which are flammable objects and the continued is 1,000 square meters or more, must install automatic fire extinguishing system such as automatic Sprinkler System or other equivalent coverage to that area.
§3	In accordance with Ministerial Regulations Re: The standards in the management and implementation of occupational health and safety in the work environment with dangerous chemicals B.E. 2556; Chapter 4 Storage, packaging and transport of hazardous chemicals, Clause 17: The employer storage facility for hazardous chemicals and having the following features; (8) A dam wall cofferdam walls or anything else that looks similar. To prevent trapping liquid hazardous chemicals. Out of the door on the storage of hazardous chemicals. And conduit, hazardous chemical spills to be collected for safe disposal. To prevent the accumulation of residues. Must be separated by a conduit drainage system.
§4	In accordance with Notification of the Ministry of Labour B.E. 2555 (A.D. 2012) Re: Prevention and suppression of fire in the factory, Chapter 2 Building safety and fire escapes, Clause 8: The employer shall provide a fire escape routes leading to all floors of the building at least two evacuation routes, which can be employed to work at the same time to secure the safe in less than five minutes.
§5	The Ministerial Regulation on the Prescribing of standard for administration and management of Occupational safety, health and environment relating to protection and prevention of fire B.E. 2555 (2012) Clause 9 The facility which consists of two storey building, or have the business area more than 300 square meters onwards, the employer shall install the fire alarm system at all storey.
§6	1. In accordance with the Notification of Wage Committee Re: Minimum Wage Rate (Issue No. 10) B.E. 2562, Clause 10: Minimum wage is Baht 315 per day in area of Chiangrai Province. 2. In accordance with the Notification of Wage Committee Re: Minimum Wage Rate (Issue No. 11) B.E. 2565, Clause 9: Minimum wage is Baht 332 per day in area of Chiangrai Province.

Site Details

Site Details		
Company Name	Northern Food Complex Company Limited	
Site Name	NORTHERN FOOD COMPLEX LIMITED COMPANY	
GPS location (if available)	GPS Address:	99/3 Moo 1 Chiangrai-Dongmada Road., T. Maekron, A. Muangchiangrai, Chiangrai, 57000 Thailand
	Coordinates:	19.850108, 99.734492
Applicable business and other legally required licence numbers and documents, for example, business license number, liability insurance, any other required government inspections	<ul style="list-style-type: none"> • Business license no. 0105529041174, approved by Ministry of Commerce since 11 November 1986 with no expiry date. • Facility license no. 015700100125400, approved by Department of Industrial Works and valid until 15 June 2025. • Food producing permit (Aor.2) no. 57-2-00140, approved by Ministry of Public Health and valid until 31 December 2026. • The health hazardous business license (AorPor.2), approved by Maekron Municipality and extended from 18 January 2024. 	
Products/Activities at site, for example, garment manufacture, electricals, toys, grower, cutting, sewing, packing etc	Manufacturer of Soy Sauce, Seasoning Sauce, Miso Paste and Organic Rice Vinegar.	
Site description: (Include size, location, and age of site. Also, include structure and number of buildings)	Northern Food Complex Company Limited. locates in Chiangrai, Thailand. This is a private company. The total land area occupied by the facility is about 31,484 square meters while the size of production area is 7,239 square meters. They have started their operation at the existing location since 1998. No dormitory and canteen are provided to employees. The facility consists of six (6) main buildings as follow in table.	

Structure and number of buildings	Building Name:		Building No. B1	
	Floor	Description	Remark	
	1	Office, and finished goods warehouse.	Not applicable	
	Mezzanine	Office, meeting room and eating area.	Not applicable	
	Building Name:		Building No. B2	
	Floor	Description	Remark	
	1	Roasting, steaming and incubation.	Not applicable	
	Building Name:		Building No. B3	
	Floor	Description	Remark	
	1	Fermentation.	Not applicable	
	Building Name:		Building No. B4	
	Floor	Description	Remark	
	1	Pressing, pasteurization, bottling.	Not applicable	
	Mezzanine	Packaging storage area.	Not applicable	
	Building Name:		Building No. B5	
	Floor	Description	Remark	
	1	Vinegar production.	Not applicable	
	Building Name:		Building No. B6	
Floor	Description	Remark		
1	Engineering shop.	Not applicable		
Mezzanine	Engineering office.	Not applicable		
Visible structural integrity issues (large cracks) observed?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Please give details: Buildings are structurally sound, no crack on beam or column and no condition of damage observed.			
Does the site have a structural engineer evaluation?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please give details: The building inspection was conducted on 11 November 2023 by authorized engineer with license no. B.3103/2551.			
Site function	<input type="checkbox"/> Agent <input checked="" type="checkbox"/> Factory Processing/Manufacturer <input type="checkbox"/> Finished Product Supplier <input type="checkbox"/> Grower <input type="checkbox"/> Homeworker <input type="checkbox"/> Labour Provider <input type="checkbox"/> Pack house <input type="checkbox"/> Primary Producer <input type="checkbox"/> Service Provider <input type="checkbox"/> Sub-contractor			

Months of peak season	Select a month to Select a month
Process overview	The main products manufactured by the facility are Soy Sauce, Seasoning Sauce, Miso Paste and Organic Rice Vinegar. The production capacity is 65,000 packs per month. The main production processes are material receiving, roasting, steaming, incubation, fermentation, pressing, pasteurization, clarification, filtration, bottling, packing, warehouse and delivery. There are three (3) production lines with around 2,000 machines used in the facility. The main machines used are bean grinding machine, roasting machine, cooker machine, prepressing machine, pressing machine, filter machine, fermentation tank, film wrapping machine, weight scale, chiller machine, labelling machine, sterilizing machine, mixer tank, bottling machine and boiler.
What form of worker representation is there on site?	<input type="checkbox"/> Union <input type="checkbox"/> Worker Committee <input checked="" type="checkbox"/> Other <input type="checkbox"/> None
Please give details:	Welfare Committee
Is there any night production work at the site?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Are there any on site provided worker accommodation buildings	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Please give details:
Are there any off site provided worker accommodation buildings	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Please give details:
Were all site provided accommodation buildings included in this audit	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Please give details: No accommodation provided for employees.

Audit Parameters			
Time in and time out	Day 1		
	In	09:00	
	Out	17:30	
Audit type:	PERIODIC		
Was the audit announced?	ANNOUNCED		
Was the Sedex SAQ available for review?	Yes		
Any conflicting information SAQ/Pre-Audit Info to Audit findings?	No		
Who signed and agreed CAPR	Ms. Kotchaporn Kudnanoi / Human Resource Manager		
Is further information available	No		

Audit attendance	Management	Worker Representatives	
		Worker Committee representatives	Union representatives
A: Present at the opening meeting?	Yes	No	No
B: Present at the audit?	Yes	No	No
C: Present at the closing meeting?	Yes	No	No
<i>Reason for absence at the opening meeting</i>	There is no Worker Committee/ Union established as it is not required by law. However, two (2) welfare committee representatives are interviewed during the audit.		
<i>Reason for absence during the audit</i>	There is no Worker Committee/ Union established as it is not required by law. However, two (2) welfare committee representatives are interviewed during the audit.		
<i>Reason for absence at the closing meeting</i>	There is no Worker Committee/ Union established as it is not required by law. However, two (2) welfare committee representatives are interviewed during the audit.		

Worker Analysis

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

Worker Analysis								
	Local			Migrant*			Home workers	Total
	Permanent	Temporary	Agency	Permanent	Temporary	Agency		
Worker numbers – male	96	0	3	0	0	0	0	99
Worker numbers – female	64	0	1	0	0	0	0	65
Total	160	0	4	0	0	0	0	164
Number of Workers interviewed – male	10	0	1	0	0	0	0	11
Number of Workers interviewed – female	14	0	1	0	0	0	0	15
Total – interviewed sample size	24	0	2	0	0	0	0	26

Nationalities Structure		
Nationality of Management	Thai	
Please list the nationalities of all workers, with the three most common nationalities listed first.	Nationality 1: Thai	approx %: 100%
Was this list completed during peak season?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Please give details: Not applicable. There was no peak season in the facility.	
Worker remuneration	Workers on piece rate:	0%
	Paid hourly:	20%
	Salaried:	80%
Payment cycle	Paid daily:	0%
	Paid weekly:	0%
	Paid monthly:	100%
	Other:	0%
	Details for other:	Not applicable.

Worker Interview Summary	
Were workers aware of the audit?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Were workers aware of the code?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Number of group interviews:	4 groups of 5 employees.
Number of individual interviews:	Male: 2 Female: 4
All groups of workers are included in the scope of this audit such as; Direct employees, Casual and agency workers, Workers employed by service providers such as security and catering staff as well as workers supplied by other contractors.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please give details:
Interviews were done in private and the confidentiality of the interview process was communicated to the workers?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
In general, what was the attitude of the workers towards their workplace?	<input checked="" type="checkbox"/> Favorable <input type="checkbox"/> Non-favourable <input type="checkbox"/> Indifferent
What was the most common worker complaint?	No complaint from employee.
What did the workers like the most about working at this site?	Based on employee interview, all selected employees feel comfortable and relax during the interview. They are satisfied with the facility's atmosphere, a good attitude and relationships toward the management, supervisor, and the workplace.
Any additional comment(s) regarding interviews:	None observed.
Attitude of workers to hours worked:	They are satisfied with the working hours. Overtime work is based on their voluntarily.
Is there any worker survey information available?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Please give details:

Attitude of workers:
Twenty-six employees are selected for interview. They are interviewed as 4 group of 5 employees and six (6) employees are interviewed individually. All selected employees feel comfortable and relax during the interview.
Attitude of worker's committee/union reps:
There is no Labor Union / Worker Committee Representative in the facility as it is not required by law. However, Welfare Committee is established, and two (2) welfare committee members are selected for interview in this audit. Based on the interview, they confirmed that they are perform duty without pressure or discrimination and they have a good attitude toward the management, supervisor and the workplace.
Attitude of managers:
During the opening meeting, the facility's representative allows auditors to access all areas, review the document, and conduct the confidential employee interview and taking photo during site tour. The facility management acknowledges the policy on transparency and give a good cooperation to support auditors during whole audit processes. Each Non-Compliance issues have been explained to the facility for further improvement. The onsite report has been signed for acknowledgement during closing meeting.

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

0A: Compliance Requirements

0.A.1 Businesses should have a policy, endorsed at the highest level, covering human rights impacts and issues, and ensure it is communicated to all appropriate parties, including its own suppliers.
0.A.2 Businesses should have a designated person responsible for implementing standards concerning Human rights
0.A.3 Businesses shall identify their stakeholders and salient issues.
0.A.4 Businesses shall measure their direct, indirect, and potential impacts on stakeholders (rights holders) human rights.
0.A.5 Where businesses have an adverse impact on human rights within any of their stakeholders, they shall address these issues and enable effective remediation.
0.A.6 Businesses shall have a transparent system in place for confidentially reporting, and dealing with human rights impacts without fear of reprisals towards the reporter. Note for auditors and readers. This is not a full Human Rights Assessment, but instead a check on the business's implementation of processes to meet their Universal rights covering UNGP responsibilities.

Current Systems and Evidence Examined

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

Current Systems:

The facility has established the Human Rights Policy on 15 November 2022 and endorsed by management. It is communicated to all employees by posting at notification board and orientation training. The latest training was conducted on 13 August 2024. Ms. Kotchaporn Kudnanoi - Human Resource Manager is responsible person for implementing the human rights standards. The facility has identified their stakeholders and salient issues on human right and risk assessment has been measured on 15 September 2022. The facility's policy has communicated to their stakeholders via email, the latest was sent to suppliers on 9 April 2024. The facility has also communicated the Human Rights policy to employees by posting on the notification board. Employees can report any grievance, complaint or suggestion via directly to management, supervisor and Human Resource Department or suggestion box, email, post mail and phone as confidentially reporting channels with management while suppliers can report social responsibility and human rights issue without fear of reprisals through confidential email, post mail, website and phone.

Evidence examined:

- Human Rights Policy.
- Facility's representative and selected employee interview.
- Supplier communication email.
- Training records.

Any other comments:

None observed.

Policy statement that expresses commitment to respect human rights?

☒ Yes ☐ No

Please give details:

It is indicated in the Human Rights Policy which issued on 15 November 2022 and endorsed by management.

Are the policies included in workers' manuals?

☒ Yes ☐ No

Please give details:

The Human Rights Policy has been provided to employees with the facility's work rule and regulation during orientation program.

Does the business have a designated person responsible for implementing standards concerning Human Rights?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please give details: Ms. Kotchaporn Kudnanoi - Human Resource Manager is responsible person for implementing the human rights standards.
Does the business have a transparent system in place for confidentially reporting, and dealing with human rights impacts without fear of reprisals towards the reporter?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please give details: Employees can report any grievance, complaint or suggestion via directly to management, supervisor and Human Resource Department or suggestion box, email, post mail and phone as confidentially reporting channels with management while suppliers can report social responsibility and human rights issue without fear of reprisals through confidential email, post mail, website and phone.
Does the grievance mechanism meet UNGP expectations? (Legitimate, Accessible, Predictable, Equitable, Transparent, Rights-compatible, a source of continuous learning and based on stakeholder engagement)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Does the business demonstrate effective data privacy procedures for workers' information, which is implemented?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please give details: Personal Data Protection Act Policy has been established while all private document or record such as application form, employee's private documents, payroll and health examination records are kept in restricted area by human resource department and only the authorized person can access.
Measuring Workplace Impact	
Annual worker turnover(Number of workers leaving in last 12 months as a % of average total number of workers on site over the year (annual worker turnover))	Last year 1.0% This year 1.0%
Current % quarterly (90 days) turnover(Number of workers leaving from the first of the 90 day period through to the last day of the 90 day period / [(number of employees on the 1st day of 90 day period + number of employees on the last day of the 90 day period) / 2])	1.0%
Annual % absenteeism(Number of days lost through job absence in the year / [(number of employees on 1st day of the year + number employees on the last day of the year) / 2] * number available workdays in the year)	Last year 1.0% This year 1.0%
Quarterly (90 days) % absenteeism(Number of days lost through job absence in the period / [(Number of employees on 1st of the period + Number of employees on the last day of the period / 2] * Number of available workdays in the month)	1.0%

Are accidents recorded?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please give details: The accident and investigation procedure are established. Based on accident record review, all accidents are investigated and recorded.	
Annual Number of work related accidents and injuries per 100 workers((Number of work related accidents and injuries * 100) / Number of total workers)	Last year	0.01%
	This year	0.01%
Quarterly (90 days) number of work related accidents and injuries per 100 workers((Number of work related accidents and injuries * 100) / Number of total workers)	0.01%	
Lost day work cases per 100 workers(((Number of lost days due to work accidents and work related injuries * 100) / Number of total workers)	Last year	0.01%
	This year	0.01%
% of workers that work on average more than 48 standard hours / week in the last 6 / 12 months	6 month	0.0%
	12 month	0.0%
% of workers that work on average more than 60 total hours / week in the last 6 / 12 months	6 month	34.0%
	12 month	34.0%

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

0B: Compliance Requirements

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

Current Systems and Evidence Examined

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

Current Systems:

Ms. Kotchaporn Kudnanon - Human Resource Manager is responsible for social accountability representative with ETI Code of Conduct, checking and contact Labor Department if there is any update on local laws or workplace requirements and the implementation to ensure the compliance of social issue and safety issue. The facility's work rules, and regulations, Human Rights Policy, Social and labour responsibility policy, safety manual and traditional holiday are communicated to the employees through the employee information board and orientation training program. The latest training was conducted on 13 August 2024. The facility's policy has communicated to their stakeholders via email, the latest was sent to suppliers on 9 April 2024.

The facility has maintained:

- 1) Business license no. 0105529041174, approved by Ministry of Commerce since 11 November 1986 with no expiry date.
- 2) Facility license no. 015700100125400, approved by Department of Industrial Works and valid until 15 June 2025.
- 3) Food producing permit (Aor.2) no. 57-2-00140, approved by Ministry of Public Health and valid until 31 December 2026.
- 4) The health hazardous business license (AorPor.2), approved by Maekron Municipality and extended from 18 January 2024.

Evidence examined:

- Business license.
- Factory license.
- Food producing permit.
- Business detrimental to health certificate.
- Facility's work rule and regulation.
- Human Rights Policy.
- Social and labour responsibility policy.
- Training record.
- Supplier communication email.

Any other comments:

None observed.

Management Systems

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

☐ Yes ☒ No

Please give details:

The facility has not been subjected to any fines / prosecutions for non-compliance to any regulations in the last 12 months.

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 give details: The Human Rights Policy, and Labor and Social and labour responsibility policy have been established which included the child labor, forced labor, discrimination, harassment and abuse content to reduce the risk of child labor, forced labor, discrimination, harassment & abuse.
If Yes, is there evidence (an indication) of effective implementation? Please give details.	Based on site observation, there is no one looked like child employee observed. Based on facility's representative interview and employee interview, no discrimination and all confirm that they are treated equally and free to move or access to basic liberties without restriction. They have never heard about harassment or abuse case in the facility.
Have managers and workers received training in the standards for forced labour, child labour, discrimination, harassment & abuse?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please give details: The facility has provided work rule and regulation training to all employees via orientation training program.
If Yes, is there evidence (an indication) that training has been effective e.g. training records etc.? Please give details	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please give details: The latest training was conducted on 13 August 2024.
Does the site have any internationally recognised system certifications e.g. ISO 9000, 14000, OHSAS 18000, SA8000 (or other social audits)?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please give details: The facility has been certified the recognized system certification as follows. 1) ISO 9001:2015 standard issued by TISTR, refer to certificate no. Q9 0263, effective from 18 October 2022 to 17 October 2025 2) Thai Labour Standard (TLS 8001:2020) at Completion Level issued by Global Certification Service Limited, refer to certificate no. TLS62010 effective from 17 January 2022 until 16 January 2025 3) ISO 45001:2018 standard by TISTR, refer to certificate no. S 0020 effective from 18 October 2022 until 17 October 2025 4) ISO 14001:2015 Standard issued by TISTR; refer to certificate no. E 0025 effective from 18 October 2022 until 17 October 2025 5) The Food Safety Management System (ISO 22000:2018) issued by Intertek, refer to certificate no. 24192003001, effective from 2 January 2024 until 7 March 2027 6) Food Safety System Certification FSSC22000 v5.1 issued by Intertek, refer to certificate no. 241618090001 effective from 21 May 2022 until 5 January 2025.
Is there a Human Resources manager/department?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Ms. Kotchaporn Kudnanoi - Human Resource Manager is responsible for overall of human resource activities, recruitment, and employees' development.
Is there a senior person /manager responsible for implementation of the code?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please give details: Ms. Kotchaporn Kudnanoi - Human Resource Manager is responsible person for ETI Base Code implementation.

Is there a policy to ensure all worker information is confidential?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please give details: Personal Data Protection Act Policy is established to ensure that all employees information is confidential.
Is there an effective procedure to ensure confidential information is kept confidential?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please give details: All private employee information such as personnel file, wages and health examination report are kept in restricted area and only authorized person can access.
Are risk assessments conducted to evaluate policy and procedure effectiveness?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please give details: The facility has identified their stakeholders and salient issues on human right and risk assessment has been measured on 15 September 2022.
Does the facility have a process to address issues found when conducting risk assessments, including implementation of controls to reduce identified risks?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please give details: The facility has conducted risk assessment related to their policies to identify the risks. Corrective and preventive actions is required to control and reduce the identified risks.
Does the facility have a policy/code which require labour standards of its own suppliers?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please give details: The Human Rights Policy and Social and labour responsibility policy have been established and communicated to their stakeholders such as suppliers and contractors via email.
Land Rights	
Does the site have all required land rights licenses and permissions (see SMETA Measurement Criteria)?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please give details: The facility has obtained a valid title deeds in place.
Does the site have systems in place to conduct legal due diligence to recognize and apply national laws and practices relating to land title?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please give details: The facility has regularly updated the laws & regulations and all applicable laws and practices relating to land title.
Does the site have a written policy and procedures specific to land rights?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Please give details: Not applicable.
Is there evidence that facility/site compensated the owner/lessor for the land prior to the facility being built or expanded?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please give details: Based on receipt review, property and land tax was paid to Maekron municipality on 25 June 2024.

<p>Does the facility demonstrate that alternatives to a specific land acquisition were considered to avoid or minimize adverse impacts?</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>Please give details:</p> <p>The facility has no expansion plan for land and building. Therefore, there is no alternative to a specific land acquisition considered to avoid or minimize adverse impacts.</p>
<p>Is there any evidence of illegal appropriation of land for facility building or expansion of footprint?</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>Please give details:</p> <p>There is no evidence observed for any illegal appropriation of land.</p>

Good Example		Evidence																		
[Back to findings summary]																				
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1 - Freely chosen Employment [Summary of Findings]

1: Compliance Requirements

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

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

Current Systems and Evidence Examined

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

Current Systems:

All employees are not forced to work in the facility, including working overtime. They are free to talk, move around the workplace, access the drinking water, restroom and first aid kits, leave from the facility during their break, after their shift is ended and under reasonable circumstances. They are not required lodging their original official identity documents such as national identity card or withholding salary and deposit by the facility. Only copies of the national identity card, house registration and education certificate are required to keep in their personnel files. All employees have the right to terminate their employment freely by giving written notice in advance at least one (1) pay period. Furthermore, there is no forced labor, bonded labor or involuntary prison labor found in the facility.

Evidence examined:

- Facility's work rule and regulation.
- Personnel files of twenty-six selected employees including employment contract are reviewed.

Any other comments:

None observed.

Is there any evidence of retention of original documents, e.g. passports/ID' (If yes, please give details and category of workers affected)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Please give details:
Is there any evidence of a loan scheme in operation (If yes, please give details and category of workers affected)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Please give details:
Is there any evidence of retention of wages / deposits (If yes, please give details and category of workers affected)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Please give details:
Are there any restrictions on workers' freedom to terminate employment?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Please give details: Employees could terminate the employment whenever they need by notify in advance at least one (1) payment period.
If any part of the business is UK based or registered there & has a turnover over £36m, is there a published a 'modern day slavery statement?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Not Applicable Please give details: Not applicable.

<p>Is there evidence of any restrictions on workers' freedoms to leave the site at the end of the work day?</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>Please give details:</p> <p>Based on selected employee interview, they are free to talk, move around the workplace, access the restroom, drinking water and first aid kits, leave from the facility during their break, after their shift is ended and under reasonable circumstances.</p>
<p>Does the site understand the risks of forced / trafficked / bonded labour in its supply chain</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable</p> <p>Please give details:</p> <p>Based on facility's representative interview, they are aware of and understand risk of forced, trafficked, boned labor in their supply chain. Human Rights Policy Social and labour responsibility policy have been established in place.</p>
<p>Is the site taking any steps taking to reduce the risk of forced / trafficked labour?</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Please give details:</p> <p>The facility has evaluated the impact to reduce the risk of forced labor and trafficked labor by checking the applicant documents such as national identity card to proof their ages during application process. The facility does not withhold any personal document from employees, only copied of document will be kept in employee's personnel files. Employees are not required for any monetary deposit or fee prior or during employment and freedom of movement.</p>

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

[Summary of Findings]

2: Compliance Requirements

- 2.1 Workers, without distinction, have the right to join or form trade unions of their own choosing and to bargain collectively.
- 2.2 The employer adopts an open attitude towards the activities of trade unions and their organisational activities.
- 2.3 Workers' representatives are not discriminated against and have access to carry out their representative functions in the workplace.
- 2.4 Where the right to freedom of association and collective bargaining is restricted under law, the employer facilitates, and does not hinder, the development of parallel means for independent and free association and bargaining.

Current Systems and Evidence Examined

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

Current Systems:

There is no Labor Union established at the facility as it is not required by law. Welfare Committee has been established by election on 20 May 2024 and consisted of five (5) members. Employees can raise any concern directly to Welfare Committee and management or submit via suggestion box. Welfare Committee has conducted the meeting with management at least once every three (3) months. The latest meeting was on 17 August 2024 and the topic of discussion was about white factory project. Minute of meeting is communicated to employee verbally by Welfare Representatives and posting on the employee's notice board. Based on Welfare Committee interview, Welfare Committee can conduct their activities without restriction. The facility adequately provides time and support for Welfare Committee activities. Furthermore, all employees can join or form labor union without restriction. Freedom of association and collective bargaining is not restricted under law.

Evidence examined:

- Twenty-six selected employees' interview.
- Election record of Welfare Committee.
- Minutes of Welfare Committee meeting.

Any other comments:

None observed.

What form of worker representation/union is there on site? (Please add the name of the union or committee in the textbox)	<input type="checkbox"/> Union <input checked="" type="checkbox"/> Other <input type="checkbox"/> Worker Committee <input type="checkbox"/> None
Other details:	Welfare Committee.
Is it a legal requirement to have a union?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Is it a legal requirement to have a worker's committee?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Is there any other form of effective worker/management communication channel? (Other than union/worker committee e.g. H&S, sexual harassment)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please give details: Welfare Committee has been established by election on 20 May 2024 and conducted the meeting with management at least once every three (3) months as required by law.
Is there evidence of free elections?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Does the supplier provide adequate facilities to allow the Union or committee to conduct related business?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please give details: Based on Welfare Committee interview, Welfare Committee can conduct their activities without restriction and the facility adequately provides time and support for Welfare Committee activities.
Name of union and union representative, if applicable:	Not applicable.
Is there evidence of free elections?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Not Applicable
If there is no union, is there a parallel means of consultation with workers e.g. worker committees?	Welfare Committee.
Is there evidence of free elections?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable
Are all workers aware of who their representatives are?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please give details: Based on employee interview, they are aware of their representatives. Welfare Committee representatives are freely elected by all employees.
Were worker representatives freely elected?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Date of last election:	2024-05-20
Do workers know what topics can be raised with their representatives?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Were worker representatives/union representatives interviewed?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
If Yes, please state how many:	2.0
Please describe any evidence that union/worker's committee is effective? Specify date of last meeting; topics covered; how minutes were communicated etc.	Welfare Committee has conducted the meeting with management at least once every three (3) months. The latest meeting was on 17 August 2024 and the topic of discussion was about white factory project. Minute of meeting is communicated to employee verbally by Welfare Representatives and posting on the employee's notice board.
Are any workers covered by Collective Bargaining Agreement (CBA)?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

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

3: Compliance Requirements

3.1 A safe and hygienic working environment shall be provided, bearing in mind the prevailing knowledge of the industry and of any specific hazards. Adequate steps shall be taken to prevent accidents and injury to health arising out of, associated with, or occurring in the course of work, by minimising, so far as is reasonably practicable, the causes of hazards inherent in the working environment.

3.2 Workers shall receive regular and recorded Health & Safety training, and such training shall be repeated for new or reassigned workers.

3.3 Access to clean toilet facilities and to potable water, and, if appropriate, sanitary facilities for food storage shall be provided.

3.4 Accommodation, where provided, shall be clean, safe, and meet the basic needs of the workers.

3.5 The company observing the code shall assign responsibility for Health & Safety to a senior management representative.

Current Systems and Evidence Examined

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

Current Systems:

1) General Health and Safety management

1. The facility has assigned Ms. Kotchaporn Kudnanoi - Human Resource Manager to responsible for overall Health and Safety.
2. There are 15 Safety officers at foreman level, eight (8) Safety officers at Executive level and one (1) Safety officer at professional level working in the facility.
3. Occupational Health and Safety Policy has been established on 1 May 2021 and signed by General Manager.
4. Ten drinking water stations are provided in the facility. The latest testing was conducted on 8 August 2024 by Internal Laboratory Analyst. The quality of drinking water is acceptable.
5. There are six (6) toilets for male and six (6) toilets for female provided in the facility which are enough and maintained to be clean and in good condition.
6. General safety rules and regulation are trained to all employees. The latest training was conducted on 13 August 2024 for one (1) new employee.
7. The inspection of working environment condition concerning noise, heat, dust and light was conducted on 11 May 2024 and 6 June 2024 which inspected by C.E.M. Technology (Thailand) Co., Ltd. and all results are acceptable.
8. The Injuries and Accident Investigation and Preventive and Corrective Action Procedure has been established and recorded by Safety Officer at professional level.
9. Safety Manual has been established on 1 September 2019.
10. Job Safety Analysis including control measure is conducted for each task for all activities and job functions by Safety Officer at Professional level and each related department. The latest Job Safety Analysis has been conducted on 7 May 2024.
11. Safety Committee with seven (7) members has been formed by election on 9 October 2022. The committee has conducted the meeting once a month. The latest meeting was conducted on 27 August 2024.
12. The working performance report of safety at professional level (JorPorVor) to Occupational Safety and Health Bureau, Department of Labour Protection and Welfare every six (6) months; the latest was submitted on 23 July 2024 for 1st period of year 2024 (January 2024 – June 2024).
13. The building inspection was conducted on 11 November 2023 by authorized engineer with license no. B.3103/2551.
14. The facility has been certified for ISO 45001:2018 standard; refer to certificate no. S 0020, effective since 18 October 2022 and valid until 17 October 2025 which issued by TISTR.

2) Fire Safety

1. There are 38 fire extinguishers, 17 emergency lights, two (2) fire alarm buttons, seven (7) smoke detectors, two (2) heat detectors, nine (9) fire hose reel, one (1) fire pump and water reserved tank (432 cubic meters) available in the facility. Based on site observation, the fire evacuation route map is posted on each floor while all firefighting equipment and all fire exits are clearly marked, unblocked and unlocked during working hours and all firefighting equipment are unblocked or obstructed. Firefighting equipment are checked on monthly basis. The latest inspection was conducted during August 2024.
2. Fire drill training has been conducted once a year on 2 March 2024 for all employees by Training Fire Three Nine Co., Ltd. while the preliminary firefighting technique training has been provided for 71 employees on 2 March 2024 by Training Fire Three Nine Co., Ltd.
3. Plan for protection and prevention of fire concerning campaign, inspection, training, fire extinguishing, fire evacuation, relief and rehabilitation has been established on 12 September 2015.

3) Medical services

1. There is one (1) patient bed and one (1) first aid kit provided to employees with free of charge.
2. Doctor and nurse are exempted by law due to number of employees is less than 200 persons. First aid training was conducted on 2 March 2024 to 123 employees by Training Fire Three Nine Co., Ltd.
3. Annual medical examination was arranged for employees on 15 February 2024 by Chiangrai Prachanukroh Hospital.

4) Machine safety

1. Machine safety guard is equipped for moving part of machine. Emergency stop is installed at all machines. Safety sign, warning sign, PPE sign and prohibition sign are posted in the workplace.
2. Preventive maintenance plan of year 2024 has been established and maintained as per the plan.
3. Forklift safety training was conducted on 24-27 February 2020 by Department of Skill Development for five (5) employees while forklifts are inspected by operator every day prior to use.
4. Annual cranes and hoists inspection have been conducted on 3 October 2023 by authorized engineer with license no. SK. 2252.
5. Annual boiler inspection was conducted on 10-12 August 2024 by authorized engineer with license no. SK. 954 while annual pressure vessel inspection was conducted on 26 September 2023 by authorized engineer with license no. SK. 2252.

5) Chemical safety

1. Hazardous chemical list and safety information report was submitted to Labour Department on 26 January 2024.
2. Emergency plan for chemical leakage drill training have been conducted on 2 March 2024 to 123 employees by safety officer at professional level.
3. Chemical concentration inspection was conducted on 11 May 2024 and 6 June 2024 which inspected by C.E.M. Technology (Thailand) Co., Ltd. and all results are acceptable.

6) Electrical safety

1. The inspection of electrical cords, tools and equipment was arranged by authorized engineer with license no. SFK. 3474 on 20 May 2024. The result is acceptable.
2. Based on site observation, all electrical cords, tools and equipment are kept in good condition and warning sign is posted at each electrical control box.

Evidence examined:


- Health and Safety Policy and Health and safety manual.
- Safety Officers announcement.
- Safety Department announcement.
- Risk assessment.
- Fire emergency plan and fire drill training report.
- Health and Safety training record.
- Health and Safety license and permit.
- Health and Safety inspection record.
- Health and Safety Committee announcement.
- Health and Safety Committee meeting record.
- The accident investigation record.
- Material Safety Data Sheet (MSDS).
- Working environment inspection report.
- Health examination record.

Any other comments:


None observed.

Does the facility have general and occupational Health & Safety policies and procedures that are fit for purpose and are these communicated to workers?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please give details: The facility has established Occupational Health and Safety policy on 1 May 2021 and signed by General Manager. Furthermore, the policy and manual are communicated to employees by posting on employee information board and training.
Are the policies included in workers' manuals?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please give details: The Occupational Health and Safety policy is defined in Safety manual which is trained to all employees and posted on employee information board.
Are there any structural additions without required permits/inspections (e.g. floors added)?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Please give details: No structural additions which required the inspection observed.
Are visitors to the site informed on H&S and provided with personal protective equipment?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please give details: The facility has informed health and safety instruction and has provided PPE during on-site audit.

Is a medical room or medical facility provided for workers?(This section is to list evidence to support system description (Documents examined & relevant comments. Include renewal/expiry date where appropriate))	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please give details: There is one (1) patient bed and one (1) first aid kit provided to employees with free of charge.
Is there a doctor or nurse on site or there is easy access to first aider/ trained medical aid?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please give details: Doctor and nurse are exempted by law due to number of employees is less than 200 persons. First aid training was conducted on 2 March 2024 to 123 employees by Training Fire Three Nine Co., Ltd.
Where the facility provides worker transport – is it fit for purpose, safe, maintained and operated by competent persons e.g. buses and other vehicles?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Please give details: No transportation is provided to employees.
Is secure personal storage space provided for workers in their living space and is fit for purpose?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Please give details: There is no dormitory provided to employees. However, the facility has provided locker for employees to keep their personal belongings.
Are H&S Risk assessments are conducted (including evaluating the arrangements for workers doing overtime e.g. driving after a long shift) and are there controls to reduce identified risk?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please give details: Job Safety Analysis including control measure is conducted for each task for all activities and job functions by Safety Officer at Professional level and each related department. The latest Job Safety Analysis has been conducted on 7 May 2024.
Is the site meeting its legal obligations on environmental requirements including required permits for use and disposal of natural resources?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please give details: The facility meets legal obligations on environment requirements.
Is the site meeting its customer requirements on environmental standards, including the use of banned chemicals?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please give details: The facility has regularly updated customer requirement and local law requirement related to occupational health and safety and environment which included banned chemicals. Based on document review, the facility's practice is complied with environmental local requirement and no banned chemicals used. The facility has tracked and reported all hazardous substance and hazardous chemicals.

Non-Compliance		Evidence																													
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Actions	It is recommended that the facility should install the automatic fire detection (heat, smoke, or beam detector) installed at finished goods warehouse in building no. B1.	


Non-Compliance		Evidence																																
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Actions	N/A	
Additional comments	Based on site observation, the secondary containment has been provided for the chemical containers such as Sodium Acetate and Lactic Acid in the chemical storage area in the warehouse building B1. None observed.	

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4 - Child Labour Shall Not Be Used [Summary of Findings]

4: Compliance Requirements

4.1 There shall be no new recruitment of child labour.

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

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

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

Current Systems and Evidence Examined

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

Current Systems:

Based on personnel files document review, all employees are above the age required by local law and there is no young employee hired in the facility. The youngest employees found is 19 years and 10 months. Based on site observation, there is no any employee looks like a child or young employee observed. The copies of age documents such as national identity card and house registration are kept in each personnel file for age proof identification.

Evidence examined:

- Twenty-six personnel files that contain copies of age proof documents are checked.
- Facility's work rule and regulation.
- Employee and facility's representative interview.

Any other comments:

None observed.

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

5 - Living Wages are Paid [Summary of Findings]

5: Compliance Requirements

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

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

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

Current Systems and Evidence Examined

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

Current Systems:

Facility's wage and benefits information as follows:

- Employees' wage is calculated on a daily rate basis and monthly rate basis.
- The minimum wage has been paid to employee at least THB 345 per day, which is met the legal minimum local wage. (THB 345 per day for Chiangrai province).
- Employees are paid 150% of hourly wage for overtime on normal working day, 200% for working on holiday and 300% for overtime on holiday according to law requirement.
- All employee's wage has been paid once a month on 27th of month by cut-off period from 1st to the end of current month and overtime wage calculation by cut-off period from 16th of previous month to 15th of current month.
- All payments of employees are transmitted through Krungthai Bank and slips are provided to all employees.
- All employees have been provided written employment contract in their native languages which is including with employment condition, detail of wages and benefits prior employment process.
- The facility has contributed 5% as part of employer's portion and deducted 5% of employee's wage to submit into social security fund as per local law requirement.
- Benefits are provided to employees according to the local law requirement, such as six (6) days paid for annual holiday, three (3) days paid for personal leave, thirty days paid for sick leave and ninety-eight days for maternity leave.

Evidence examined:

- Signed employment contract.
- Twenty-six payroll records in February 2024, May 2024 and August 2024.
- Leave records.
- Traditional holiday announcement.
- Facility's work rule and regulation.

Any other comments:

None observed.

Summary Information

Criteria	Local Law	Actual at the Site	Is this part of a Collective Bargaining Agreement?
Standard/Contracted work hours: (Maximum legal and actual required working hours excluding overtime, please state if possible per day, week, and month)	Legal Maximum Per Day: 8.0 Per Week: 48.0 Per Month: null	Actual Per Day: 8.0 Per Week: 48.0 Per Month: 0.0	NO

Overtime hours: (Maximum legal and actual overtime hours, please state if possible per day, week, and month)	Legal Maximum Per Day: null Per Week: 36.0 Per Month: null	Actual Per Day: 8.0 Per Week: 36.0 Per Month: 0.0	NO
Wage for standard/contracted hours: (Minimum legal and actual minimum wage at site, please state if possible per hr, day, week, and month)	Legal Maximum Per Day: 345 Per Week: null Per Month: null	Actual Per Day: 345 Per Week: 0 Per Month: 10350	NO
Overtime wage: (Minimum legal and actual minimum overtime wage at site, please state if possible per hr, day, week, and month)	Legal Maximum Per Day: null Per Week: null Per Month: null	Actual Per Day: 0 Per Week: 0 Per Month: 0	NO
Wages Analysis:			
Were accurate records shown at the first request?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Sample Size Checked (State number of worker records checked and from which weeks/months – should be current, peak, and random/low. Please see SMETA Best Practice Guidance and Measurement Criteria)	Twenty-six payroll records in February 2024 (random month), twenty-six payroll records in May 2024 (random month) and twenty-six payroll records in August 2024 (current month) are provided for review.		
Are there different legal minimum wage grades? If Yes, please specify all.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
If there are different legal minimum grades, are all workers graded and paid correctly?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Not Applicable Please give details:		
For the lowest paid production workers, are wages paid for standard/contracted hours (excluding overtime) below or above the legal minimum?	<input type="checkbox"/> Below legal min <input checked="" type="checkbox"/> Meet <input checked="" type="checkbox"/> Above		
Lowest actual wages found: Note: full time employees and please state hour / week / month etc.	THB 345 per day or THB 10,350 per month.		
Please indicate the breakdown of workforce per earnings	0.0% of workforce earning under minimum wage 13.0% of workforce earning minimum wage 87.0% of workforce earning above minimum wage		
Bonus Scheme found: Please specify details:	Bonus Scheme found: Annual bonus is provided to employees regarding to each employee's performance and facility's profits. Note: type of employee (e.g. full time, temp, etc.) and please state which units e.g. /hour /week /month etc.		
What deductions are required by law e.g. social insurance? Please state all types:	5% of employees' basic wage excluding overtime wage and other incomes will be deducted for social security fund: pension, unemployment, maternity, sickness and injury.		
Have these deductions been made?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Please list all deductions that have been made.	Social security fund.		
Please list all deductions that have not been made.	None.		
Were appropriate records available to verify hours of work and wages?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		

Were any inconsistencies found? (if yes describe nature)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Do records reflect all time worked? (For instance, are workers asked to attend meetings before or after work but not paid for their time)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please give details: Records as provided are consistency and reflected by each other.
Is there a defined living wage: This is not normally minimum legal wage. If answered yes, please state amount and source of info: Please see SMETA Best Practice Guidance and Measurement Criteria.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Please give details:
If yes, what was the calculation method used.	<input type="checkbox"/> ISEAL/Anker Benchmarks <input type="checkbox"/> Asia Floor Wage <input type="checkbox"/> Figures provided by Unions <input type="checkbox"/> Living Wage Foundation UK <input type="checkbox"/> Fair Wear Wage Ladder <input type="checkbox"/> Fairtrade Foundation <input type="checkbox"/> Other – please give details:
Are there periodic reviews of wages? If Yes give details (include whether there is consideration to basic needs of workers plus discretionary income).	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please give details: The facility has reviewed and promoted employee's salary/basic wage on annual basis. However, the criteria are depended on employees' performance.
Are workers paid in a timely manner in line with local law?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Is there evidence that equal rates are being paid for equal work:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please give details: Employees confirm that they are treated equally and receive wages in accordance with each employee's qualification.
How are workers paid:	<input type="checkbox"/> Cash <input type="checkbox"/> Cheque <input checked="" type="checkbox"/> Bank Transfer <input type="checkbox"/> Other

Non-Compliance		Evidence																																			
[Back to findings summary]																																					
<table border="1"> <thead> <tr> <th colspan="2">Non-Compliance</th> </tr> </thead> <tbody> <tr> <td>Status</td> <td>CLOSED</td> </tr> <tr> <td>Reference</td> <td>ZAF600611193</td> </tr> <tr> <td>Clause</td> <td>5 - Living Wages are Paid</td> </tr> <tr> <td>Issue Title</td> <td>438 - Isolated instances of workers paid less than the legal minimum wage</td> </tr> <tr> <td>Subcategory</td> <td>Payment of Wages</td> </tr> <tr> <td>New or carried over?</td> <td> <input type="checkbox"/> New <input checked="" type="checkbox"/> Carried Over </td> </tr> <tr> <td>Raised by audit</td> <td>ZAA415962902</td> </tr> <tr> <td>Resolved by audit</td> <td>ZAA600085526</td> </tr> <tr> <td>Root cause</td> <td> <input type="checkbox"/> Training <input type="checkbox"/> System <input type="checkbox"/> Costs <input type="checkbox"/> Lack of workers <input checked="" type="checkbox"/> Other </td> </tr> <tr> <td>Root cause - Other</td> <td>N/A</td> </tr> <tr> <td>Local law issue</td> <td>1. In accordance with the Notification of Wage Committee Re: Minimum Wage Rate (Issue No. 10) B.E. 2562, Clause 10: Minimum wage is Baht 315 per day in area of Chiangrai Province. 2. In accordance with the Notification of Wage Committee Re: Minimum Wage Rate (Issue No. 11) B.E. 2565, Clause 9: Minimum wage is Baht 332 per day in area of Chiangrai Province.</td> </tr> <tr> <td>ETI code</td> <td>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.</td> </tr> <tr> <td>Explanation to the non compliance</td> <td>It was noted that auditors cannot be verified the wages of subcontracted security guard due to the wage's records have been kept at the head office of subcontracted security guard service. Remark: This finding will be closed, and it will be re-issued as a finding in section 8.</td> </tr> <tr> <td>Follow up method</td> <td> <input checked="" type="checkbox"/> Follow up audit <input type="checkbox"/> Desktop audit </td> </tr> <tr> <td>Timescale</td> <td> <input type="checkbox"/> Immediate <input type="checkbox"/> 30 days <input checked="" type="checkbox"/> 60 days <input type="checkbox"/> 90 days <input type="checkbox"/> 120 days <input type="checkbox"/> 180 days <input type="checkbox"/> 365 days <input type="checkbox"/> Other </td> </tr> <tr> <td>Actions</td> <td>It is recommended that the facility should monitor the wages of subcontracted security guard service to</td> </tr> </tbody> </table>			Non-Compliance		Status	CLOSED	Reference	ZAF600611193	Clause	5 - Living Wages are Paid	Issue Title	438 - Isolated instances of workers paid less than the legal minimum wage	Subcategory	Payment of Wages	New or carried over?	<input type="checkbox"/> New <input checked="" type="checkbox"/> Carried Over	Raised by audit	ZAA415962902	Resolved by audit	ZAA600085526	Root cause	<input type="checkbox"/> Training <input type="checkbox"/> System <input type="checkbox"/> Costs <input type="checkbox"/> Lack of workers <input checked="" type="checkbox"/> Other	Root cause - Other	N/A	Local law issue	1. In accordance with the Notification of Wage Committee Re: Minimum Wage Rate (Issue No. 10) B.E. 2562, Clause 10: Minimum wage is Baht 315 per day in area of Chiangrai Province. 2. In accordance with the Notification of Wage Committee Re: Minimum Wage Rate (Issue No. 11) B.E. 2565, Clause 9: Minimum wage is Baht 332 per day in area of Chiangrai Province.	ETI code	5.1 - Wages and benefits paid for a standard working week meet, at a minimum, national legal standards or industry benchmark standards, whichever is higher. In any event wages should always be enough to meet basic needs and to provide some discretionary income.	Explanation to the non compliance	It was noted that auditors cannot be verified the wages of subcontracted security guard due to the wage's records have been kept at the head office of subcontracted security guard service. Remark: This finding will be closed, and it will be re-issued as a finding in section 8.	Follow up method	<input checked="" type="checkbox"/> Follow up audit <input type="checkbox"/> Desktop audit	Timescale	<input type="checkbox"/> Immediate <input type="checkbox"/> 30 days <input checked="" type="checkbox"/> 60 days <input type="checkbox"/> 90 days <input type="checkbox"/> 120 days <input type="checkbox"/> 180 days <input type="checkbox"/> 365 days <input type="checkbox"/> Other	Actions	It is recommended that the facility should monitor the wages of subcontracted security guard service to	
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	ensure following the local law and ETI Base Code.	
Additional comments	<p>The subcontractor security guard. It is in the procurement process for the subcontractor security guard received wage not less than THB 39.375 hour. Periodic audit on 27 – 28 September 2023: Open It was noted that based on payroll record review in December 2022, April 2023 and September 2023 found the subcontractor security guards receive wage THB 39.30 per hour instead of THB 41.5 hour which follow as minimum wage THB 332 per day for Chiangrai Province (effective since 1 October 2022). Periodic audit 2 September 2024: It was noted that auditors cannot be verified the wages of subcontracted security guard due to the wage's records have been kept at the head office of subcontracted security guard service. Remark: This finding will be closed, and it will be re-issued as a finding in section 8.</p> <p>Periodic audit 2 September 2024: It was noted that auditors cannot be verified the wages of subcontracted security guard due to the wage's records have been kept at the head office of subcontracted security guard service. Remark: This finding will be closed, and it will be re-issued as a finding in section 8.</p>	

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

6: Compliance Requirements

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

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

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

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

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

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

Current Systems and Evidence Examined

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

Current Systems:

Facility's working hours information as follows:

- Fingerprint scanning system is used to record all employees' working hours.
- Working day: Monday to Saturday while Sunday is a day off.
- For All employees except pressing section; Working hours: 08:00 AM – 05:00 PM.
- For pressing section has three (3) shifts:
 - o Shift 1: 05:00 AM to 02:00 PM.
 - o Shift 2: 11:00 AM to 08:00 PM.
 - o Shift 3: 01:00 PM to 10:00 PM.

• One (1) hour break has been provided in each shift after four (4) hours worked while 20 minutes break provided before overtime hours in case of overtime work.

Based on time attendance records review in February 2024, May 2024 and August 2024, the working time can be analyzed as followed.

• August 2024 (current month), the average number of hours worked in a week for 26 selected employees was 49.67 hours. Maximum weekly working hour was 84 hours (1 out of 26 selected employees who is subcontracted security guard). Range of overtime hour was from 3.5 – 36 hours per week. A minimum working hour per week was 20 hours (1 out of 26 selected employees). The working hour per day of 26 selected employees was 4 – 13 hours. The range of consecutive workday per week is from 12 – 19 days.

• May 2024 (random month), the average number of hours worked in a week for 26 selected employees was 46.21 hours. Maximum weekly working hour was 69 hours (1 out of 26 selected employees). Range of overtime hour was from 3.5 – 21 hours per week. A minimum working hour per week was 16 hours (1 out of 26 selected employees). The working hour per day of 26 selected employees was 8 – 11.5 hours. The range of consecutive workday per week is from 9 – 16 days.

• February 2024 (random month), the average number of hours worked in a week for 26 selected employees was 46.73 hours. Maximum weekly working hour was 73.5 hours (1 out of 26 selected employees). Range of overtime hour was from 1 – 25.5 hours per week. A minimum working hour per week was 24 hours (1 out of 26 selected employees). The working hour per day of 26 selected employees was 8 – 16 hours. The range of consecutive workday per week is from 8 – 17 days.

Evidence examined:

- Twenty-six time and attendance records in February 2024, May 2024 and August 2024.
- Leave records.
- Public holidays announcement.

Any other comments:

None observed.

Working hours' analysis	
Systems & Processes	
What timekeeping systems are used?	Fingerprint scanning system.
Is sample size same as in wages section?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please give details:
Are standard/contracted working hours defined in all contracts/employment agreements? (If no, please give details including % and which type of workers do NOT have standard hours defined in contracts/employment agreements.)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Are there any other types of contracts/employment agreements used?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Do any standard/contracted working hours defined in contracts/employment agreements exceed 48 hours per week? (If yes, please detail hours, %, types of workers affected and frequency.)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Are workers provided with at least 1 day off in every 7-day-period, or 2 in 14-day-period?	<input type="checkbox"/> 1 in 7 days <input type="checkbox"/> 2 in 14 days <input checked="" type="checkbox"/> No (please explain)
Please give details	Some selected employees included worked without at least one (1) day off in every seven (7) days period in February 2024, May 2024 and August 2024.
Is this allowed by local law?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Maximum number of days worked without a day off (in sample):	19
Standard/Contracted Hours worked	
Were standard working hours over 48 hours per week found? (If yes, % of workers & frequency)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No % of workers: null% Frequency:
Any local waivers/local law or permissions which allow averaging/annualised hours for this site? (If yes, please give details.)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Overtime Hours worked	
Actual overtime hours worked in sample (State per day/week/month)	Highest OT hours of selected employees: 25.5 hours per week in February 2024, 21 hours per week in May 2024 and 25 hours per week in August 2024. Highest OT hours of selected subcontracted security guard: 36 hours per week in August 2024.

Combined hours (standard or contracted + overtime hours = total) over 60 found?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please give details: Some selected employees worked more than 60 hours a week in February 2024, May 2024 and August 2024.		
Approximate percentage of total workers on highest overtime hours:	34.0%		
Is overtime voluntary? (Please detail evidence e.g. Wording of contract / employment agreement / handbook / worker interviews / refusal arrangements)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Conflicting Information Please give details: Based on employees' interview, if any overtime working request, they can refuse to work overtime time. Overtime working is based on voluntary.		
Overtime premium			
Are the correct legal overtime premiums paid? (Please give details of normal day overtime premium as a % of standard wages)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A – there is no legal requirement to OT premium Please give details: Employees are paid 150% of hourly wage for overtime on normal working day, 200% for working on holiday and 300% for overtime on holiday according to law requirement.		
Is overtime paid at a premium?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No 100% of employees are paid overtime by receiving at premium rate no later than 27th of each month for all employees when they have working in overtime.		
If the site pays less than 125% OT premium and this is allowed under local law, are there other considerations? Please complete the boxes where relevant.	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Consolidated pay	<input type="checkbox"/> Collective Bargaining agreements
Please give details	<input checked="" type="checkbox"/> Other Based on time record and payroll record review found that no selected employees received the overtime wage less than 125% of normal wage rate while the wages of subcontracted security guard and subcontracted janitor due to the wage's records cannot be verified due to the documents have kept at their head office.		
If more than 60 total hours per week and this is legally allowed, are there other considerations? Please complete the boxes where relevant. (Please explain any checked boxes above e.g. detail of consolidated pay / CBA or Other)	<input checked="" type="checkbox"/> Overtime is voluntary <input type="checkbox"/> Site can demonstrate exceptional circumstances	<input type="checkbox"/> Onsite Collective bargaining allows 60+ hours/week is voluntary <input type="checkbox"/> Other reasons (please specify)	<input checked="" type="checkbox"/> Safeguards are in place to protect worker's health and safety
Please explain any checked boxes above e.g. detail of consolidated pay / CBA or other	Not applicable.		
Is there evidence that overtime hours are being used for extended periods to make up for labour shortages or increased order volumes?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		

If sufficient workers cannot be hired, are new working time arrangements explored to ensure that overtime is the exception rather than the rule?

☐ Yes ☒ No

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7 - No Discrimination is Practiced [Summary of Findings]

7: Compliance Requirements

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

Current Systems and Evidence Examined

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

Current Systems:

Based on facility's representative and employee interview, they are treated equally and receive wages at fair and appropriate rate in accordance with each employee's qualification and performance. They are not differently treated based on personal characteristics, gender, age, disability, sexual orientation, racial characteristics, cultural or religious beliefs of similar factors. During the audit, there is no significant of discrimination and no evidence of any discriminatory practice in remuneration.

Evidence examined:

- Personnel files of twenty-six selected employees.
- Employee application forms.
- Facility's work rule and regulation.

Any other comments:

None observed.

Gender breakdown of Management + Supervisors (Include as one combined group)	Male: 56.0%	Female: 44.0%
Number of women who are in skilled or technical roles (e.g. where specific qualifications are needed i.e. machine engineer / laboratory analyst)	Twelve laboratory analysts.	
Is there any evidence of discrimination based on race, caste, national origin, religion, age, disability, gender, marital status, sexual orientation, union membership or political affiliation?	<input type="checkbox"/> Hiring <input type="checkbox"/> Promotion	<input type="checkbox"/> Compensation <input type="checkbox"/> Termination or retirement <input type="checkbox"/> Access to training <input checked="" type="checkbox"/> No evidence of discrimination found
Please give details	Not applicable.	
Professional Development		
What type of training and development are available for workers?	There is orientation training on work rule and regulation, health and safety program provided to each employee regarding to their job function. However, all employees can take leave for training or development of knowledge and skills according to law requirement.	
Are HR decisions e.g. promotion, training, compensation based on objective, transparent criteria? (If no, please provide details)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

8 - Regular Employment Is Provided [Summary of Findings]

8: Compliance Requirements

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

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

Additional Elements: Responsible Recruitment

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

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

8.5 Employment agencies must only supply workers registered with them.

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

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

Current Systems and Evidence Examined

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

Current Systems:

Based on the document review, the facility's work rule and regulation has been established in place and compiled with the local law requirement. The facility has communicated the work rule to employees by orientation and posting at employee information board. Employment contract has been established in native language of employee and signed by employer and employee. The employment application including copies of national identity card, house registration and education certificate for all employees are kept and maintained at the employees' personnel file while the original documents are kept by employees. All employees are Thai and directly hired by the facility, except three (3) subcontracted security guards are supplied by Lucky Security Guard Co., Ltd. and one (1) subcontracted janitors are supplied by NT. Super Clean Limited Partnership.

The facility has an no system to monitor the subcontracted security guard service (Lucky Security Guard Co., Ltd.) and the subcontracted janitor service (NT. Super Clean Limited Partnership.) to ensure the compliance with local law and ETI Base Code.

1) There is non-compliance concerned the subcontracted security guard service as follows.

1.1 One (1) subcontracted security guard worked more than 60 hours per week at 84 hours per week in August 2024, but it is complied with the local law.

1.2 One (1) subcontracted security guard worked 13 consecutive days in August 2024.

1.3 Auditors cannot be verified the wages of subcontracted security guard due to the wage's records have been kept at the head office of subcontracted security guard service.

2) There is non-compliance concerned for the subcontracted janitor service as follow.

2.1 Auditors cannot be verified the wages of subcontracted janitor service due to the wage's records have been kept at the head office of subcontracted janitor service.

Evidence examined:

- Facility's work rule and regulation.
- Personnel files of twenty-six selected employees.
- Employment contract.
- The facility's representative interview and selected contracted service employee interview.
- Contractor's work rule and regulation.
- Contractor's time attendance records in February 2024, May 2024 and August 2024.
- Contractor's employment contract.

Any other comments:

None observed.

Responsible Recruitment	
All Workers	
Were all workers presented with terms of employment at the time of recruitment, did they understand them and are they same as current conditions?	<input checked="" type="checkbox"/> Terms & Conditions presented <input checked="" type="checkbox"/> Understood by workers <input checked="" type="checkbox"/> Same as actual conditions
Did workers pay any fees, taxes, deposits or bonds for the purpose of recruitment/placement? (If yes, please describe details and specific category(ies) of workers affected)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Migrant Workers	
Type of work undertaken by migrant workers:	No migrant employee employed in the facility.
Please give details about recruitment agencies for migrant workers:	Number of (in country) recruitment agencies used: 0 Number of (outside of local country) recruitment agencies used: 0
Are migrant workers' voluntary deductions (such as for remittances) confirmed in writing by the worker and is evidence of the transaction supplied by the facility to the worker?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Please give details: No migrant employee employed in the facility.
Is there any observation on this finding?	No migrant employee employed in the facility.
Are any migrant workers in skilled, technical or management roles? (This should include all migrant workers including permanent workers, temporary and/or seasonal workers)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Non-employee workers	
Recruitment Fees	
Are there any fees?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Agency Workers (if applicable) (Workers sourced from a local agent who are not directly paid by the site, but paid by the agency. Usually the agencies are paid by the site and the wages of the individual workers are paid by the agency.)	
Number of agencies used (average):	0
Please provide the names of agencies if applicable	Not applicable, no agency worker used in the facility.
Were agency workers' age / pay / hours included within the scope of this audit?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Were sufficient documents for agency workers available for review?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Is there a legal contract agreement with all agencies?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Please give details: Not applicable, no agency worker used in the facility.

Does the site have a system for checking labour standards of agencies?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Please give details: Not applicable, no agency worker used in the facility.
Contractors (Contractors in this context are generally individuals who supply several workers to a site. Usually the contractors are paid by the site and the wages of the workers are paid by the contractor. Common terms include, gang bosses, labor provider.)	
Any contractors on site?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please give details: One (1) subcontracted security guard service name as Lucky Security Guard Co., Ltd. and one (1) subcontracted janitor service name as NT. Super Clean Limited Partnership.
If Yes, how many workers supplied by contractors?	4
Do all contractor workers understand their terms of employment?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Please give details: Although, the information in employment contract is complied with law and regulation. However, auditors cannot be verified the wages of subcontracted security guard service and subcontracted janitor service due to the wage's records have been kept at their head office.

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	<input type="checkbox"/> 90 days <input type="checkbox"/> 120 days <input type="checkbox"/> 180 days <input type="checkbox"/> 365 days <input type="checkbox"/> Other	
Actions	It is recommended that the facility should establish systems and processes to identify, monitor and control subcontracted service companies to adequate control for comply with Social Compliance according to the ETI base code and local law.	

8A - Sub-Contracting and Homeworking [Summary of Findings]

8A: Compliance Requirements

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

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

Current Systems and Evidence Examined

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

Current Systems:

Based on site observation, all production processes are completed in the facility. No sub-contracting and homeworking employee used in the facility.

Evidence examined:

- Interviews with management and employee.
- Reviews the production process flow.

Any other comments:

None observed.

Summary of sub-contracting – if applicable

Is there any sub-contracting at this site? ☐ Yes ☒ No

Summary of homeworking – if applicable

Is homeworking used at this site? ☐ Yes ☒ No

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

9: Compliance Requirements

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

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

Current Systems and Evidence Examined

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

Current Systems:

Based on the facility's work rule and regulations review, the facility has a clear disciplinary process which is referred to the facility's work rule and regulations that is complied with legal requirements and maintains legal discipline steps which consist of verbal warning, written warning, work suspension and termination. The employees can raise issues of concern to management without fear of reprisals or negative repercussions. There is no sign of physical abuse such as bruising, obvious physical injuries or overt sights of corporal or psychological punishment observed during this the audit. Based on employee interview, they are freely to leave from facility during their break, and after their shift ended, access to drinking water, restroom and first aid kits. In addition, no one is abused or harassed by their supervisors, management, and co-employees.

Evidence examined:

- Facility's work rule and regulation.
- Employee interview.

Any other comments:

None observed.

Are there published, anonymous and/or open channels available for reporting any violations of Labour standards and H&S or any other grievances to a 3rd party?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Please give details: There are no published, anonymous and/or open channels available for reporting any violations of Labour standards and Health & Safety or any other grievances.
If yes, are workers aware of these channels and have access? Please give details.	
If yes, what type of mechanism is used e.g. hotline, whistle blowing mechanism, comment box etc. Please give details.	
Which of the following groups is there a grievance mechanism in place for?	<input checked="" type="checkbox"/> Worker <input type="checkbox"/> Communities <input checked="" type="checkbox"/> Suppliers <input type="checkbox"/> Other
Please provide grievance mechanism details	Employees can report any grievance, complaint or suggestion via directly to management, supervisor and Human Resource Department or suggestion box, email, post mail and phone as confidentially reporting channels with management while suppliers can report social responsibility and human rights issue without fear of reprisals through confidential email, post mail, website and phone.

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

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

10A: Compliance Requirements

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

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

Current Systems and Evidence Examined

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

Current Systems:

Based on the facility's representative interview, document review and site observation, there is no foreign migrant in the facility. All employees are Thai and directly hired by the facility, except three (3) subcontracted security guards from Lucky Security Guard Co., Ltd. and one (1) subcontracted janitor from NT. Super Clean Limited Partnership. All employees have a national identification card which issued by Thai Government Authority while only the copied documents are given to the management and employees kept the original documents by themselves. They are legal right to work in the facility.

Evidence examined:

- Facility's work rule and regulation.
- Personnel files of twenty-six selected employees.
- Employee and facility's representative interview.

Any other comments:

None observed.

10B4 - Environment 4-Pillar
[Summary of Findings]

10B4: Compliance Requirements

10.B4.1 Businesses as a minimum must meet the requirements of local and national laws related to environmental standards.

10.B4.2 Where it is a legal requirement, businesses must be able to demonstrate that they have the relevant valid permits including for use and disposal of resources e.g. water, waste etc.

10.B4.3 Businesses shall be aware of their end client's environmental standards/code requirements

10.B4.4 Suppliers should have an environmental policy, covering their environmental impact, which is communicated to all appropriate parties, including its own suppliers.

10.B4.5 Suppliers shall be aware of the significant environmental impact of their site and its processes.

10.B4.6 The site should measure its impacts, including continuous recording and regular reviews of use and discharge of natural resources e.g. energy use, water use (see 4-pillar audit report and audit checks for details).

10.B4.7 Businesses shall make continuous improvements in their environmental performance.

10.B4.8 Businesses shall have available for review any environmental certifications or any environmental management systems documentation

10.B4.9 Businesses should have a nominated individual responsible for co-ordinating the site's efforts to improve environmental performance.

10B4: Guidance for Observations

10.B4.10 Suppliers should have completed the appropriate section of the SAQ and made it available to the auditor.

10.B4.11 Has the site recently been subject to (or pending) any fines/prosecutions for noncompliance to environmental regulations.

Note for auditors and readers. This environment section is intended to take not more than 0.25 auditor days. It is an assessment only and the main requirement is to establish whether a site is meeting applicable environmental laws and/or has any certifications or environmental management systems in place. Following this assessment the client/supplier may decide a full environmental audit is required (see also best practice guidance/environment and guidance for auditor)

Current Systems and Evidence Examined

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

Current Systems:

The facility has maintained the following environmental documentation and promptly provides to review as follows:

- Mr. Suriya Sompach – Engineering Manager is designated person for Environmental Representative.
- Wastewater is analysed for pH, COD, BOD, Oil& Grease, TSS and TDS. The latest was conducted on 29 March 2024 by ALS Laboratory Group (Thailand) Co., Ltd. The result is acceptable.
- The facility has obtained the permit to use groundwater (NorBor.5) to Department of Groundwater Resources, refer to the permit no. 10-50954-0024 which valid until 25 July 2026 and the permit no. 10-50959-0023 which valid until 26 September 2025.
- The facility has generated types of waste at the garbage area such as general waste, recycle waste and hazardous waste.
- The facility has obtained the permit to store of waste or useless material more than 90 days (SorKor.1) issued by Department of Industrial Work; refer to permit no. SK1(E) 27998/2566, effective from 24 August 2023 until 20 August 2024 for waste or useless material such as boiler soot, contaminated fabric, fluorescent lamp and deteriorate battery and used oil.
- The permit to remove waste and useless material from the facility (SorKor.2) issued by Department of Industrial Work; refer to permit no. AK.6601-3607, effective from 28 February 2023 until 27 February 2024. The facility has provided the system for removal waste or useless material; refer to manifest reference no. 661010427005, the latest removal was on 27 April 2023. Based on the facility's representative interview and waste removal status in e-waste website from Department of Industrial Works, the facility has not removed the waste since 27 April 2023 and request approval for extend the waste removal permission since the permit to store of waste or useless material in the facility more than 90 days has ended on 20 August 2024.
- The facility has submitted the notification of detail of waste or useless material to Department of Industrial Work annually. The latest submission was on 31 January 2024.
- Air emission quality inspection from stack has been inspected on 11 May 2024 and 6 June 2024 which inspected by C.E.M. Technology (Thailand) Co., Ltd. and all results are acceptable.
- Environmental Policy has been established on 28 April 2022 and signed by General Manager.
- The facility has conducted environmental aspect impact assessment regularly. The latest was conducted on 2 May 2024.
- Environment management training was conducted on 10 April 2024.
- Key performance indicators for improve an environment performance have been setup in place such as reduced electricity usage, reduced water usage and waste reduction.
- The facility has been certified for ISO 14001:2015 standard; refer to certificate no. E 0025, effective since 18 October 2022 and valid until 17 October 2025 which issued by TISTR.
- The facility has not been subjected to (or pending) any fines/prosecutions for noncompliance to environmental regulations.

Evidence examined:

- Wastewater inspection report.
- Air emission quality inspection report.
- Waste disposal permit.
- Groundwater permit.
- Energy consumption and water consumption records.
- Environmental aspect impact assessment.
- Environmental policy.
- Environmental key performance indicators report.
- Energy conservation report.
- Environmental recognized certificate.

Any other comments:

None observed.

Environmental Analysis

Is there a manager responsible for Environmental issues (Name and Position):

Mr. Suriya Sompach – Engineering Manager is designated person for Environmental Representative.

Has the site conducted a risk assessment on the environmental impact of the site, including implementation of controls to reduce identified risks?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please give details: The facility has conducted environmental aspect impact assessment regularly. The latest was conducted on 2 May 2024.
Does the site have a recognised environmental system certification such as ISO 14000 or equivalent?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please give details: The facility has been certified for ISO 14001:2015 standard; refer to certificate no. E 0025, effective since 18 October 2022 and valid until 17 October 2025 which issued by TISTR.
Does the site have an Environmental policy?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
If yes, is it publicly available?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
If yes, does it address the key impacts from their operations and their commitment to improvement?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please give details: The key impacts from their operations and their commitment to improvement has been addressed according to the environmental policy while key performance indicators for improve an environment performance have been setup and implemented in place such as reduced electricity usage, reduced water usage and waste reduction.
Does the site have a Biodiversity policy?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Is there any other sustainability systems present such as Chain of Custody, Forest Stewardship Council (FSC), Marine Stewardship Council (MSC) etc.?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Please give details: There is no evidence that the facility has any other sustainability systems present in place.
Have all legally required permits been shown?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please give details: The facility has obtained the permit no. SK1(E)-27998/2566, effective from 24 August 2023 until 20 August 2024 to store the waste or useless material, issued by Department of Industrial Work and permit no. AK.6601-3607, effective from 28 February 2023 until 27 February 2024 to remove waste and useless material from the facility (SorKor.2) issued by Department of Industrial Work.
Is there a documentation process to record hazardous chemicals used in the manufacturing process?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable Please give details: The facility has notified the list of hazardous in their possession to the authority on 26 January 2024.
Is there a system for managing client's requirements and legislation in the destination countries regarding environmental and chemical issues?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please give details: A system for update client's requirement, local laws and regulations regarding environmental and chemical issues has been written in the documented environmental management manual in place.

Facility has reduction targets in place for environmental aspects e.g. water consumption and discharge, waste, energy and green-house gas emissions:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please give details: Key performance indicators for improve an environment performance have been setup in place such as reduced electricity usage, reduced water usage and waste reduction.	
Facility has evidence of waste recycling and is monitoring volume of waste that is recycled.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please give details: Disposal waste to external waste vendor is recorded according to the disposal method.	
Does the facility have a system in place for accurately measuring and monitoring consumption of key utilities of water, energy and natural resources that follows recognised protocols or standards?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please give details: Monthly record of water and energy consumption is established.	
Has the facility checked that any Sub-Contracting agencies or business partners operating on the premises have the appropriate permits and licences and are conducting business in line with environmental expectations of the facility?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please give details: The facility has used only license waste vendor who are approved by the local authority.	
Usage/discharge analysis		
Criteria	Previous year: 2023	Current year: 2024
Electricity Usage: Kw/hrs	1149672	678888
Renewable Energy Usage: Kw/hrs	0	0
Gas Energy Usage: Kw/hrs	90886	36755
Has site completed any carbon Footprint Analysis?	No	No
If Yes, please state result		
Water Sources	Groundwater	Groundwater
Water Volume Used	67511	40566
Water Discharged	Canal	Canal
Water Volume Discharged	49172	29276
Water Volume Recycled	0	0
Total waste produced	13960 kilograms	7720 kilograms
Total hazardous waste produced	1200 kilograms	350 kilograms
Waste to recycling	520 kilograms	230 kilograms
Waste to landfill	12240 kilograms	7140 kilograms
Waste to other	Not applicable	Not applicable
Total Product Produced	265.49 tons	184.10 tons

Good Example		Evidence																		
[Back to findings summary]																				
<table><tr><th colspan="2">Good Example</th></tr><tr><td>Status</td><td>OPEN</td></tr><tr><td>Reference</td><td>5cf3b173-dfa0-45a0-9345-f243c3900b2d</td></tr><tr><td>Clause</td><td>10B4 - Environment 4–Pillar</td></tr><tr><td>Issue Title</td><td>615 - The site has an internationally recognised environmental certificate e.g. ISO 14000</td></tr><tr><td>Subcategory</td><td>General Environmental Permits, & Management systems</td></tr><tr><td>New or carried over?</td><td><input checked="" type="checkbox"/> New <input type="checkbox"/> Carried Over</td></tr><tr><td>Explanation to the good example</td><td>The facility has been certified for ISO 14001:2015 standard; refer to certificate no. E 0025, effective since 18 October 2022 and valid until 17 October 2025 which issued by TISTR.</td></tr><tr><td>Evidence</td><td>Based on certification review.</td></tr></table>		Good Example		Status	OPEN	Reference	5cf3b173-dfa0-45a0-9345-f243c3900b2d	Clause	10B4 - Environment 4–Pillar	Issue Title	615 - The site has an internationally recognised environmental certificate e.g. ISO 14000	Subcategory	General Environmental Permits, & Management systems	New or carried over?	<input checked="" type="checkbox"/> New <input type="checkbox"/> Carried Over	Explanation to the good example	The facility has been certified for ISO 14001:2015 standard; refer to certificate no. E 0025, effective since 18 October 2022 and valid until 17 October 2025 which issued by TISTR.	Evidence	Based on certification review.	
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Evidence	Based on certification review.																			

10C - Business Ethics – 4-Pillar Audit [Summary of Findings]

10C: Compliance Requirements

10.C.1 Businesses shall conduct their business ethically without bribery, corruption, or any type of fraudulent Business Practice.

10.C.2 Businesses as a minimum must meet the requirements of local and national laws related to bribery, corruption, or any type of fraudulent Business Practices.

10.C.3 Where it is a legal requirement, businesses must be able to demonstrate that they comply with all fiscal legislative requirements.

10.C.4 Businesses shall have access to a transparent system in place for confidentially reporting, and dealing with unethical Business Ethics without fear of reprisals towards the reporter.

10.C.5 Businesses should have a Business Ethics policy, covering bribery, corruption, or any type of fraudulent Business Practice,

10.C.6 Businesses should have a designated person responsible for implementing standards concerning Business Ethics

10.C.7 Suppliers should ensure that the staff whose job roles carry a higher level of risk in the area of ethical Business Practice e.g. sales, purchasing, logistics are trained on what action to take in the event of an issue arising in their area.

10C: Guidance for Observations

10.C.8 Businesses should communicate their Business Ethics policy, covering bribery, corruption, or any type of fraudulent Business Practice to all appropriate parties, including its own suppliers.

10.C.9 Has the site recently been subject to (or pending) any fines/prosecutions for non-compliance to Business Ethics regulations. If so is there evidence that sustainable corrective actions have been implemented

Note for auditors and readers. This Business Ethics section is intended to take not more than 0.25 auditor days. It is an assessment not an audit.

Current Systems and Evidence Examined

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

Current Systems:

The facility has maintained the following Business Ethics documentation and promptly provided to review as follows:

- Ms. Kotchaporn Kudnanoi - Human Resource Manager is designated responsible person for Business Ethics Representative.
- The written integrity policy of the audit company is communicated to the facility prior to the audit, reexplained and acknowledged during the opening meeting and closing meeting.
- The facility has never been subjected to (or pending) any fines/prosecutions for non-compliance to Business Ethics regulations.
- The facility has update law and concerns requirement including law related to Business Practices annually by management team.
- The facility has established business ethics policy included anti-bribery/ anti-corruption, gift policy and conflict of interest policy; effective since 1 June 2021 and signed by General Manager.
- The business ethics policy has been communicated to employees by orientation, training and posting at notification board. The latest orientation training was conducted on 13 August 2024 and refresher training was conducted on 10 April 2024. In addition, the business ethics policy has been communicated to their suppliers on 9 April 2024.
- The facility has provided a transparent system for confidentially reporting and dealing with unethical Business Ethics without fear of reprisals towards the reporter by all employees and suppliers can raise their grievance or any concern directly to suggestion box, email, website, post mail and directly report to management and welfare committee.

Evidence examined:

- Business Ethics policy.
- Update law and concerned requirement including law related to Business Practices.
- Facility's representative interview.
- Training record.

Any other comments:

None observed.

Does the facility have a Business Ethics Policy and is the policy communicated and applied internally, externally or both, as appropriate?	<input checked="" type="checkbox"/> Internal Policy <input checked="" type="checkbox"/> Policy for third parties including suppliers Please give details: The facility has established business ethics policy included anti-bribery/ anti-corruption, gift policy and conflict of interest policy; effective since 1 June 2021 and signed by General Manager.
Does the site give training to relevant personnel (e.g. sales and logistics) on business ethics issues?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please give details: The business ethics policy has been communicated to employees by orientation, training and posting at notification board. The latest orientation training was conducted on 13 August 2024 and refresher training was conducted on 10 April 2024.
Is the policy updated on a regular (as needed) basis?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please give details: The facility has reviewed and updated the policy through management review regularly which it is approved by management team.
Does the site require third parties including suppliers to complete their own business ethics training	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Please give details: The facility does not require the 3rd parties to complete the business ethic training. Only communication by verbally and commitment letter is conducted.

Attachments



1. Facility Name.JPG



2. Building Overview and Entrance.JPG



3. Fire Extinguisher.JPG



4. Fire Alarm Button.JPG



5. Fire Hose.JPG



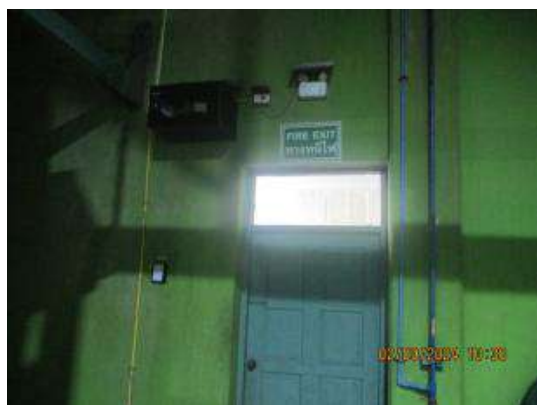
6. Emergency Light.JPG



7. Illuminated Emergency Light.JPG



8. Fire Evacuation Map.JPG



9. Fire Exit Door.JPG



10. Fire Hydrant.JPG



11. Fire Pump.JPG



12. Aisle.JPG



13. Assembly Point.JPG



14. Electric Board.JPG



15. Emergency Stop.JPG



16. Production - Bottling Section.JPG



17. Production - Roasting and steaming section.JPG



18. Guard covered on Moving Part.JPG



19. Forklift.JPG



20. Boiler.JPG



21. Crane.JPG



22. Chemical Storage.JPG



23. Emergency Eyewash Station.JPG



24. PPE Sign.JPG



25. Secondary Containment for Chemical.JPG



26. Employee wear Gloves and Boots.JPG



27. Drinking Water Station.JPG



28. Eating Area.JPG



29. Toilet.JPG



30. Patient Bed.JPG



31. First Aid Box.JPG



32. Material Safety Data Sheet Posted.JPG



33. Fingerprint Scanning System.JPG



34. Notification Board.JPG



35. Personal Locker.JPG



36. Seperated Waste Bins.JPG



37. Suggestion Box.JPG



38. Waste Storage.JPG



39. Wastewater Treatment System.JPG



40. Secondary Containment for Chemical Containers in Warehouse Building No.1.JPG



41. Smoke Detector installed at mezzanine floor of building no. B4.JPG



42. Only one secondary exit at mezzanine floor of building no. B4 .JPG



43. No automatic detection installed at finished goods in building B1.JPG



44. No sprinkler system installed at finished goods warehouse building B1.JPG



45. No manual fire alarm installed at building no. B2.JPG



46. No manual fire alarm installed at building no. B3.JPG



47. No manual fire alarm installed at building no. B4.JPG



48. No manual fire alarm installed at building no. B5.JPG



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