



## 06 Feb 2020 / The Better Company Brand

SMETA Checklist

Complete

Failed items

**22**

Created actions

**12**

Name of Facility

**The Better Company Brand**

Address of Facility

**1224 Thorn St., Torrington 82240 WY**

Name

**Priscilla Aquil**

Title

**Corporate Social Responsibility Manager**

Date of Self-assessment

**📅 6th Feb, 2020 ⌚ 10:08 AM +08**

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**SMETA Checklist / Environment / Management Systems & Training**

Does your facility have up-to-date ISO 14001, RC 14001, or EMAS certification?	No
– Actions <hr/> <b>To Do</b> Perform ISO 14001 Audit and update recordkeeping	

**SMETA Checklist / Environment / Greenhouse Gas (GHG) Emissions & Energy Usage**

Does your facility have goals and targets to reduce GHG emissions?	No
– Actions <hr/> <b>To Do</b> Set goals and targets to reduce GHG emissions	

Does your facility report GHG emissions and climate change strategy to the Carbon Disclosure Project (CDP) or publicly disclose an equivalent amount and type of information on an annual basis?	No
– Notes include this in the part where we set our goals and targets for GHG emissions	

**SMETA Checklist / Environment / Water Management**

Does your facility have a system in place to address wastewater generation and management?	No
– Actions <hr/> <b>To Do</b> Analyze our waste stream, discover more recycling opportunities, improve waste management system, and mitigate the impact of waste on the environment.	

Does your facility treat wastewater prior to off-site discharge?	No
– Notes follow WHO guidelines for the safe use of wastewater, excreta, and greywater	

Does your facility identify the sources of its water (e.g. aquifers, municipal water sourced from local water body, harvested rainwater, etc.)?	No
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Does your facility assess external supply and quality risks related to these water sources?	No
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**SMETA Checklist / Environment / Waste Management**

Does your facility have set targets to reduce the volume of waste generated?	No
<p>– Actions</p> <hr/> <p><b>To Do</b> Set targets to reduce the volume of waste generated.</p>	

**SMETA Checklist / Environment / Pollution Prevention**

Does your facility consider Design for Environment (DfE) in its development of products?	No
<p>– Actions</p> <hr/> <p><b>To Do</b> Consider DfE to reduce the overall human health and environmental impact of our product, where impacts are considered across its life cycle.</p>	

Does your facility conduct tests to identify impact on soil and groundwater from facility operations?	No
<p>– Actions</p> <hr/> <p><b>To Do</b> Conduct tests to identify impact on soil and groundwater from facility operations (in relation to wastewater management targets to be set).</p>	

**SMETA Checklist / Social / Workplace Management**

Does your facility have up-to-date SA8000, ETI, or other recognized certification?	No
<p>– Notes</p> <p>add this to our certifications that need to be updated</p>	

**SMETA Checklist / Social / Facility Emergency Management**

Has your facility operated without serious injury and/or fatality over the past three years?	No
<p>– Notes</p> <p>serious injury last 2018 (the employee forgot to do a ppe check and missed the tear in his chemical resistant gloves)</p>	

### SMETA Checklist / Social / Discrimination

Does your facility have procedures in place to ensure employees receive equal pay for equal work, regardless of the aforementioned factors?	No
– Actions	
<b>To Do</b> Have written personnel policies to prevent discrimination	

### SMETA Checklist / Social / Harassment & Abuse

Does your facility have a formal, written policy that clearly states a commitment to prevent harassment and abuse in the workplace?	No
– Actions	
<b>To Do</b> Write a formal, written policy that clearly states a commitment to prevent harassment and abuse in the workplace.	

### SMETA Checklist / Social / Compensation

Does your facility have procedures in place to ensure all workers are paid the legal overtime rate?	No
– Actions	
<b>To Do</b> Document procedures in place to ensure all workers are paid the legal overtime rate	

Does your facility have procedures in place to ensure payroll documents indicate all hours worked?	No
– Notes	
include overtime	

### SMETA Checklist / Social / Hours of Work

Does your facility have procedures in place to ensure all overtime performed at the facility is voluntary?	No
– Notes	
waaah, we need to act about this overtime issue now!	

**SMETA Checklist / Governance / Accountability**

Has your facility conducted audits of its labor, health, and safety laws management system(s) in the past year?	No
– Actions	
<b>ToDo Conduct labor standards audit ASAP</b>	

Has your facility conducted audits of its labor, health, and safety laws management system(s) in the past three years?	No
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**SMETA Checklist / Governance / Grievance & Remediation**

Does your facility have effective grievance procedures in place to allow employees to bring environmental and/or work-related violations and/or concerns to management’s attention in an anonymous manner without fear of retribution?	No
– Actions	
<b>ToDo Document grievance procedures</b>	

Does your facility have procedures in place to investigate reports of environmental and/or work-related violations and/or concerns?	No
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**SMETA Checklist / Governance / Stakeholder Engagement**

Does your facility publicly disclose results of its stakeholder engagement?	No
– Actions	
<b>ToDo Publicly disclose results of stakeholder engagement</b>	

# Actions

12 Actions

<p>SafetyCulture Staff created a High priority action</p> <p><b>To Do</b> <input type="checkbox"/> 13th Feb, 2020 10:20 AM +08</p> <p><b>Perform ISO 14001 Audit and update recordkeeping</b> Perform ISO 14001 Audit and update recordkeeping</p>
<p>Does your facility have up-to-date ISO 14001, RC 14001, or EMAS certification?</p> <p><b>SMETA Checklist / Environment / Management Systems &amp; Training</b></p>
<p>SafetyCulture Staff created a Medium priority action</p> <p><b>To Do</b> <input type="checkbox"/> 20th Feb, 2020 10:20 AM +08</p> <p><b>Set goals and targets to reduce GHG emissions</b> Set goals and targets to reduce GHG emissions</p>
<p>Does your facility have goals and targets to reduce GHG emissions?</p> <p><b>SMETA Checklist / Environment / Greenhouse Gas (GHG) Emissions &amp; Energy Usage</b></p>
<p>SafetyCulture Staff created a Medium priority action</p> <p><b>To Do</b> <input type="checkbox"/> 13th Feb, 2020 10:35 AM +08</p> <p><b>Analyze our waste stream, discover more recycling opportunities, improve waste management system, and mitigate the impact of waste on the environment.</b> Analyze our waste stream, discover more recycling opportunities, improve waste management system, and mitigate the impact of waste on the environment.</p>
<p>Does your facility have a system in place to address wastewater generation and management?</p> <p><b>SMETA Checklist / Environment / Water Management</b></p>
<p>SafetyCulture Staff created a Low priority action</p> <p><b>To Do</b> <input type="checkbox"/> 13th Feb, 2020 10:39 AM +08</p> <p><b>Set targets to reduce the volume of waste generated.</b> Set targets to reduce the volume of waste generated.</p>
<p>Does your facility have set targets to reduce the volume of waste generated?</p> <p><b>SMETA Checklist / Environment / Waste Management</b></p>



SafetyCulture Staff created a Low priority action

**To Do**  27th Feb, 2020 10:40 AM +08

**Consider DfE to reduce the overall human health and environmental impact of our product, where impacts are considered across its life cycle.**

Consider DfE to reduce the overall human health and environmental impact of our product, where impacts are considered across its life cycle.

Does your facility consider Design for Environment (DfE) in its development of products?

**SMETA Checklist / Environment / Pollution Prevention**

SafetyCulture Staff created a Medium priority action

**To Do**  20th Feb, 2020 10:40 AM +08

**Conduct tests to identify impact on soil and groundwater from facility operations (in relation to wastewater management targets to be set).**

Conduct tests to identify impact on soil and groundwater from facility operations (in relation to wastewater management targets to be set).

Does your facility conduct tests to identify impact on soil and groundwater from facility operations?

**SMETA Checklist / Environment / Pollution Prevention**

SafetyCulture Staff created a High priority action

**To Do**  13th Feb, 2020 11:00 AM +08

**Have written personnel policies to prevent discrimination**

Have written personnel policies to prevent discrimination

Does your facility have procedures in place to ensure employees receive equal pay for equal work, regardless of the aforementioned factors?

**SMETA Checklist / Social / Discrimination**

SafetyCulture Staff created a High priority action

**To Do**  13th Feb, 2020 11:00 AM +08


**Write a formal, written policy that clearly states a commitment to prevent harassment and abuse in the workplace.**

Write a formal, written policy that clearly states a commitment to prevent harassment and abuse in the workplace.

Does your facility have a formal, written policy that clearly states a commitment to prevent harassment and abuse in the workplace?

**SMETA Checklist / Social / Harassment & Abuse**

SafetyCulture Staff created a High priority action

**ToDo**  13th Feb, 2020 11:05 AM +08


**Document procedures in place to ensure all workers are paid the legal overtime rate**

Document procedures in place to ensure all workers are paid the legal overtime rate

Does your facility have procedures in place to ensure all workers are paid the legal overtime rate?

**SMETA Checklist / Social / Compensation**

SafetyCulture Staff created a High priority action

**ToDo**  13th Feb, 2020 11:17 AM +08

**Conduct labor standards audit ASAP**

Conduct labor standards audit ASAP

Has your facility conducted audits of its labor, health, and safety laws management system(s) in the past year?

**SMETA Checklist / Governance / Accountability**

SafetyCulture Staff created a Low priority action

**ToDo**  13th Feb, 2020 11:18 AM +08


**Document grievance procedures**

Document grievance procedures

Does your facility have effective grievance procedures in place to allow employees to bring environmental and/or work-related violations and/or concerns to management's attention in an anonymous manner without fear of retribution?

**SMETA Checklist / Governance / Grievance & Remediation**

SafetyCulture Staff created a Low priority action

**ToDo**  27th Feb, 2020 11:20 AM +08

**Publicly disclose results of stakeholder engagement**

Publicly disclose results of stakeholder engagement

Does your facility publicly disclose results of its stakeholder engagement?

**SMETA Checklist / Governance / Stakeholder Engagement**

**General Information**

Does your facility have sub-contractors?	No
Does your facility have foreign or domestic labor brokers used to source labor?	No
Total number of employees at the facility 219	
Percentage of male employees 34	
Percentage of female employees 66	
Percentage of foreign/migrant workers 18	
Number of temporary contract workers employed by the facility 18	
Does your facility have procedures to ensure contract workers are not required to pay an excessive recruitment fee or lodge a deposit with their labor broker?	Yes
Does your facility have procedures to ensure freedom of movement of contract workers is not unreasonably restricted?	Yes
Does your facility have a system in place to ensure that contract labor providers adhere to all relevant labor laws?	Yes
Are all employees provided a written employment agreement with the facility in a language that they understand?	Yes
Does your facility maintain a personnel file on every employee?	Yes


**Environment**

**Management Systems & Training**

1 Failed 1 Action

Does your facility have a management system in place, or is it developing one, to assess environmental risks associated with production?	Yes
Is your facility management system in compliance with applicable environmental laws and regulations?	Yes



Does your facility have set goals and targets in relation to increased energy efficiency?	Yes
<p>– Photos</p>  <p>Photo 2</p>	
<p>What are the targets?</p> <p>Identify the factors that drive up energy consumption through monthly energy audits. Information gathered through the inspection is used as a basis for presented recommendations to cut down energy costs.</p>	
<p>Total annual GHG emissions in the most recent year measured (enter in total metric tons CO2e)?</p> <p>70.7</p>	
Does your facility report GHG emissions and climate change strategy to the Carbon Disclosure Project (CDP) or publicly disclose an equivalent amount and type of information on an annual basis?	No
<p>– Notes</p> <p>include this in the part where we set our goals and targets for GHG emissions</p>	


### Air Emissions

Does your facility regularly test air emissions (i.e. NOx, SOx, mercury, hazardous air pollutants)?	Yes
Does your facility have a system in place to manage air emissions?	Yes
Does your facility have set targets in relation to reducing air emissions?	Yes
<p>What are the targets?</p> <p>Reduce hazardous air pollutants by 1% every year</p>	
Does your facility have pollution prevention devices on chimneys, vents, and extraction systems?	Yes

### Water Management

4 Failed 1 Action

Does your facility have a system in place to manage and monitor water withdrawals and consumption?	Yes
Does your facility have a program and/or procedures to reduce water use or reuse/recycle water?	Yes



Does your facility have set targets to reduce water consumption?	Yes
<p>– Photos</p>  <p>Photo 3</p>	
<p>What are the targets?</p> <p>Check pipeline systems regularly to detect the existence of water leakage. Identify the origin and causes of leaks to determine possible remediation.</p>	
Does your facility have a system in place to address wastewater generation and management?	No
<p>– Actions</p> <p><b>To Do</b> Analyze our waste stream, discover more recycling opportunities, improve waste management system, and mitigate the impact of waste on the environment.</p>	
Does your facility treat wastewater prior to off-site discharge?	No
<p>– Notes</p> <p>follow WHO guidelines for the safe use of wastewater, excreta, and greywater</p>	
Does your facility identify the sources of its water (e.g. aquifers, municipal water sourced from local water body, harvested rainwater, etc.)?	No
Does your facility assess external supply and quality risks related to these water sources?	No

## Waste Management

1 Failed 1 Action

Does your facility have a program and/or procedures to reduce or eliminate pollution and waste in its operations?	Yes
Does your facility have a recycling program to reduce or eliminate pollution and waste in its operations?	Yes
Does your facility have a program and/or procedures to manage and dispose of hazardous waste (if applicable), wastewater, solid waste, and airborne emissions?	Yes
Does your facility have set targets to reduce the volume of waste generated?	No
<p>– Actions</p> <p><b>To Do</b> Set targets to reduce the volume of waste generated.</p>	



Does your facility assess whether substances stored, used, or handled on-site are prohibited by national or international laws or protocols?	Yes
<p>– Photos</p>  <p>Photo 5</p>	
Does your facility have a system in place to address pollution prevention and management of hazardous and potentially hazardous substances?	Yes
Does your facility maintain up-to-date material safety data sheets (MSDS) for all hazardous substances used on-site?	Yes
<p>– Notes</p> <p><a href="https://safetyculture.com/wp-content/media/2019/11/safety-data-sheet-sample-report_PDF.pdf">https://safetyculture.com/wp-content/media/2019/11/safety-data-sheet-sample-report_PDF.pdf</a></p>	
Does your facility set targets in relation to eliminating or reducing hazardous substances on-site?	Yes
<p>– Photos</p>  <p>Photo 6</p>	
<p>What are the targets?</p> <p>Monthly chemical safety audits</p>	
Does your facility conduct tests to identify impact on soil and groundwater from facility operations?	No
<p>– Actions</p> <hr/> <p><b>To Do</b> Conduct tests to identify impact on soil and groundwater from facility operations (in relation to wastewater management targets to be set).</p>	
<p><b>Other Raw Materials</b></p>	
Does your facility keep inventory of all chemical substances used, stored, processed, and manufactured?	Yes



Does your facility have a program and/or procedures to reduce the use of resources (other than water), and promote sustainable natural resource practices?	Yes
Does your facility have a policy statement and/or management system that addresses conflict minerals?	Yes
Does your company engage with the government, commercial contacts, or civil society groups regarding conflict minerals and/or rare earth materials?	Unanswered
– Notes irrelevant	

### Transportation

Does your facility have in place targets and programs to reduce overall sustainability impacts by managing transportation logistics (e.g. prioritizing low impact transportation modes)?	Yes
What are the targets and programs? On Fridays, we use bicycles for delivering our products.	

### Social


#### Workplace Management

1 Failed

Does your facility have a written corporate responsibility policy or statement of commitment that defines its approach to labor, health, and safety standards?	Yes
Does your facility have policies that prohibit forced labor and child labor?	Yes
Does your facility have written personnel policies that cover (select all that apply):	<ul style="list-style-type: none"> <li>+ Benefits and deductions</li> <li>+ Vacation and leave</li> <li>+ Wages</li> <li>+ Discipline and termination</li> <li>+ Regular hours</li> </ul>
Does your policy cover all workers, including migrant workers?	Yes
Does your facility have a management system in place, or is it developing one, to assess labor, health, and safety risks?	Yes
– Notes safety meetings, ergonomic assessments, stress risk assessments, mental health assessments	
Is your facility performance management system in compliance with applicable social laws and regulations?	Yes

Does your facility have up-to-date SA8000, ETI, or other recognized certification?	No
<p>– Notes</p> <p>add this to our certifications that need to be updated</p>	
Does your facility have a system in place for employee appraisal that covers regular workers and probationary employees/trainees?	Yes
Are formal and written policies and procedures for disciplining and terminating employees standardized throughout the facility?	Yes
Does your facility strictly prohibit physical punishment of employees as a disciplinary measure?	Yes
Are labor, health, and safety policies, practices, and expectations communicated to all employees and suppliers in local or appropriate languages?	Yes
What communication vehicles are used? (Select all that apply:)	<ul style="list-style-type: none"> <li>+ Manager meeting</li> <li>+ Employee handbook/literature</li> <li>+ Formal training</li> </ul>

**Facility Health & Safety**

<p>To which laws and regulations governing environment, health, and safety does the facility adhere?</p> <p><b>Occupational Health and Safety</b></p>	
Does your facility have up-to-date OHSAS 18001, ANSI Z10, CSA Z1000, BSI 8800, or OSHA VPP certification?	Yes
<p>Please list relevant certifications:</p> <p>OHSAS 18001</p>	
Does your facility have procedures in place to ensure appropriate machinery is well-maintained and equipped with necessary safety devices?	Yes
<p>– Notes</p> <p>ppe checks, pre-use checks, weekly maintenance checks</p> <p>– Photos</p> <div style="display: flex; align-items: center;">  </div> <p>Photo 7</p>	

Does your facility have written procedures for the safe storage, use, and disposal of each hazardous material used in production (if applicable), in language(s) workers understand?	Yes
Does your facility have procedures in place to ensure appropriate Personal Protection Equipment (PPE) is provided to employees?	Yes

## Personal Protection Equipment

### Personal Protection Equipment 1

Name of PPE distributed Chemical resistant clothing	
Number of employees using it 169	
How often are noise levels and air quality in the facility regularly monitored? (Times per year): 2	
Does your facility have a written emergency response plan and fire evacuation procedure?	Yes
Has the emergency response plan and fire evacuation procedure been communicated to all parties that could be affected by the emergency in local or appropriate languages?	Yes
How often does the facility conduct emergency drills? (Times per year): 4	
Are all emergency exits unobstructed and unlocked from the inside at all times during working hours?	Yes
Does your facility have procedures in place to ensure employees are not denied permission or delayed from leaving the facility under reasonable circumstances (e.g. in the event on an emergency or personal urgency)?	Yes

## Facility Emergency Management

1 Failed

Does your facility have well-stocked, unlocked first aid stations at every production site?	Yes
Are all employees trained on relevant health and safety matters, including (select all that apply):	<ul style="list-style-type: none"> <li>+ Emergency management</li> <li>+ Hazardous materials handling</li> <li>+ Occupational health and safety</li> <li>+ Personal protection equipment</li> </ul>
Has your facility operated without serious injury and/or fatality over the past year?	Yes

Has your facility operated without serious injury and/or fatality over the past three years?	No
<p>– Notes</p> <p>serious injury last 2018 (the employee forgot to do a ppe check and missed the tear in his chemical resistant gloves)</p>	
Does your facility have a dormitory?	No

### Forced Labor

Does your facility employ prison labor?	No
Are any of the workers under bond, debt, or other obligation to the facility or to labor brokers?	No
Are workers free to resign from their employment at any time without penalty, giving reasonable notice?	Yes
Are workers free to leave the facility and related dormitories during non-working hours and at the end of their shift?	Yes
Does your facility (or labor broker) withhold worker ID cards or passports?	No
Are workers required to deposit money prior to or during employment?	No

### Child Labor & Young Workers

Does your facility employ child labor (workers younger than 14 or 15)?	No
Are young workers (above the legal minimum age, but under the age of 18) requiring protective restrictions employed in accordance with the law?	Unanswered
<p>– Notes</p> <p>irrelevant</p>	
Do any young workers perform night work, hazardous jobs, or are they exposed to risks from chemicals, machinery, tools or excessive cold, heat, or noise?	Unanswered
<p>– Notes</p> <p>irrelevant</p>	
Does your factory have effective procedures for verifying workers' ages?	Yes

### Discrimination

1 Failed 1 Action

Does your facility have written personnel policies in place for its hiring, salary, benefits, termination, and/or retirement practices to	<ul style="list-style-type: none"> <li>+ Religion</li> <li>+ Gender</li> </ul>
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prevent discrimination on the basis of (select all that apply):	
Does your facility have procedures in place to ensure employees receive equal pay for equal work, regardless of the aforementioned factors?	No
<p>– Actions</p> <hr/> <p><b>To Do</b> Have written personnel policies to prevent discrimination</p>	
Are female applicants asked about their pregnancy status when applying for a job?	Yes
Are employees permitted to perform religious obligations without restriction?	Yes
<p>– Notes</p> <p>but no written policy yet</p>	

### Freedom of Association & Collective Bargaining

Are there any laws or regulations in the facility's country/region of operation concerning workers' freedom to join or form trade unions or workers' organizations of their own choosing and to collectively bargain?	Yes
Are workers free to join or form trade unions or workers' organizations of their own choosing and collectively bargain, if permitted by law?	Yes
Does your facility recognize trade unions or other independent workers' organizations representing employees in the workplace?	Yes
Which of the following types of labor organizations are present and active in the facility? (Select all that apply:)	Health & safety committee
Are employees in the facility able to participate democratically in the selection of representatives for labor organizations?	Yes

### Harassment & Abuse

1 Failed 1 Action

Does your facility have a formal, written policy that clearly states a commitment to prevent harassment and abuse in the workplace?	No
<p>– Actions</p> <hr/> <p><b>To Do</b> Write a formal, written policy that clearly states a commitment to prevent harassment and abuse in the workplace.</p>	

Does your facility have procedures in place to ensure the workplace is free of physical abuse, corporal punishment, physical contact with the intent to injure or intimidate, and disciplinary measures that cause physical discomfort?	Yes
– Notes undocumented procedures	
Does your facility have procedures in place to ensure the workplace is free of sexual harassment?	Yes
Does your facility have procedures in place to ensure the workplace is free of verbal abuse and/or harassment?	Yes
Does your facility have procedures in place to document and confidentially report events, complaints, cases, and management responses and action related to harassment and abuse?	Yes

### Compensation

2 Failed 1 Action

Does your facility have procedures in place to ensure all workers are paid at least the legal minimum wage for standard working hours?	Yes
Does your facility have procedures in place to ensure all workers are paid the legal overtime rate?	No
– Actions	
<b>To Do</b> Document procedures in place to ensure all workers are paid the legal overtime rate	
Does your facility have procedures in place to ensure all workers are provided all the benefits to which they are entitled upon hire?	Yes
Does your facility have procedures in place to ensure all workers are provided the holidays and leave to which they are legally entitled?	Yes
Does your facility have procedures in place to ensure no unauthorized or illegal deductions are taken from employee wages?	Yes
Does your facility have procedures in place to ensure payroll documents indicate all hours worked?	No
– Notes include overtime	
Are all workers provided with a written explanation, in local or appropriate languages, of pay and any deductions taken?	Unanswered

### Hours of Work

1 Failed

Which laws regulating working hours apply to this facility? Working Hours Act 2005
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Which laws regulating overtime hours are applicable to this facility? none yet, oh no!	
Does your facility have procedures in place to ensure all workers are given at least one day off in seven?	Yes
Does your facility have procedures in place to ensure all overtime performed at the facility is voluntary?	No
<p>– Notes</p> <p>waaah, we need to act about this overtime issue now!</p>	

## Governance

### Accountability

2 Failed 1 Action

Does your facility have a management representative assigned responsibility for assuring compliance with environmental laws, regulations, and codes?	Yes
List the name(s) and title(s) QHSE Director, Seraiah Jairus	
Does your facility have a management representative assigned responsibility for assuring compliance with labor, health, and safety laws, regulations, and codes?	Yes
List the name(s) and title(s) Human Resources Head, Balthazar Matthews	
Has your facility conducted audits of its environmental management system(s) in the past year?	Yes
Has your facility conducted audits of its environmental management system(s) in the past three years?	Yes
Has your facility conducted audits of its labor, health, and safety laws management system(s) in the past year?	No
<p>– Actions</p> <hr/> <p><b>To Do</b> Conduct labor standards audit ASAP</p>	
Has your facility conducted audits of its labor, health, and safety laws management system(s) in the past three years?	No
Are corrective actions identified by the environmental, labor, health, and safety audits tracked to closure?	Yes
<p>– Notes</p> <p>assigned actions for noncompliances</p>	

Does your corrective action process include root cause analysis and preventative mechanism implementation?	Yes
Does your facility have a process in place to evaluate and update environmental, social, and governance policies and systems on an on-going basis?	Yes

**Grievance & Remediation**

2 Failed 1 Action

Does your facility have effective grievance procedures in place to allow employees to bring environmental and/or work-related violations and/or concerns to management’s attention in an anonymous manner without fear of retribution?	No
<p>– Actions</p> <hr/> <p><b>To Do</b> Document grievance procedures</p>	
Does your facility have procedures in place to investigate reports of environmental and/or work-related violations and/or concerns?	No
<p>In the past year, how many complaints have been received?</p> <p>2</p>	
<p>In the past year, how many complaints have been investigated?</p> <p>0</p>	
<p>In the past year, how many complaints have been resolved?</p> <p>0</p>	

**Supplier Management**

<p>What procedures does the facility have in place to ensure that suppliers, including labor brokers, operate in compliance with all applicable environmental and labor laws and regulations?</p> <p><b>Annual supplier audits</b></p>
<p>What procedures does the facility have in place to assess and manage identified risks relating to the labor practices of suppliers, including labor brokers?</p> <p><b>None yet, we have to work on our labor standards first before assessing our suppliers</b></p>
<p>What procedures does the facility have in place to evaluate and select suppliers based on their ability to meet ESG standards?</p> <p><b>No procedures for this, we have yet to implement ESG standards</b></p>

**Stakeholder Engagement**

1 Failed 1 Action

Does your facility regularly engage stakeholders on its sustainability strategies, disclosure, and performance, including community groups, employees, NGOs, and government?	Yes
<p>Who?</p> <p>Employees</p>	
<p>How often?</p> <p>Quarterly</p>	



What procedures does the facility have in place to incorporate stakeholder input into its business and operational strategies?

Quarterly stakeholders meeting

Does your facility publicly disclose results of its stakeholder engagement?

No

– Actions

**To Do** Publicly disclose results of stakeholder engagement

### Completion

Overall Recommendations

Wee have identified wastewater management and overtime work noncompliances, and we can improve in documenting our procedures and having formal policies for certain SMETA measurement criteria.

Auditor's Name & Signature



Priscilla Aquil

6th Feb, 2020 11:48 AM +08

# Media summary

7 Photos

□  
Photo 1



Photo 3



Photo 5



Photo 7



Photo 2

□  
Photo 4



Photo 6