# **ILS Social Compliance Audit**

Audit Reference #: (audit firm internal)	10211171289	Audit ID #: (Disney's ID)	N/A
Date Audit Started: Year/Mo/Day	2021/05/12	Date Audit Completed: Year/Mo/Day	2021/05/12
Code Conducted to:	Disney	Audit Report Date: Year/Mo/Day	2021/05/19
Audit Type:	Initial Audit	<b>Special Program:</b> (only required if applicable to NDAs)	None

# **Facility Information**

Facility ID No.:	N/A		
Facility Name:	Ningbo Zhenhai Chengo	li Stationery Co., Ltd.	
Address Line 1:	4th Building, No.728 W	est Zhenluo Road, Luotuo S	Street
Address Line 2:	Zhenhai District		
City:	Ningbo	State/Province:	Zhejiang
Town:		Country:	China
Zip Code:	315000	GPS Location:	N/A
Contact Name: (First and Last)	Xiaomei Xu	Contact Person Title:	HR Manager
Primary Email:	2853376002@qq.com	Phone Number: Country code – area code / phone number	86-574- 86559909
Contact Person Title:	HR Manager	Fax: Country code – area code / phone number	86-574- 86587331

# Name/Address/Ownership Updates

Facility Name:	
Facility Address:	
Facility Ownership Update:	
Upcoming Relocation or Expansion:	

## Audit Team

Audit Firm:	BVCPS
Number of Auditors:	2

	Name	APSCA Registration Number	APSCA Certification Number
Audit Team Member 1: (Lead/Exclusive Auditor)	Nimo Jia	21701178	
Audit Team Member 2:	Leonardo Li	21704627	
Audit Team Member 3:			
Audit Team Member 4:			
Audit Team Member 5:			
Audit Team Member 6:			
Audit Team Member 7:			
Audit Team Member 8:			
(Note: In FANS, please input au 1 row for each auditor)	ditor(s)' APSCA Registration N	lumber(s) in the Cross-Reference	Tab of the DDM –

# Audit Details & Assessment

### **Facility Details**

Access to Facility:	Accepted			
Access to Facility - Predetermined Comments	<ul> <li>Acceptable</li> <li>Auditors attempted to conduct an audit and were denied access.</li> <li>Other</li> </ul>			
Access to Facility - Additional Comments:	Nil			
Current % Capacity Devoted to Disney:	1%	Past % Capacity Devoted to Disney:	8%	
Products Produced:	Pencil case, stat notebook and et		as softcover notebook, plush	
Disney Products Observed:	Notebook with N	1ickey mouse		
Production Processes:	Printing, cutting, coating, indentation, assembly, inspection and packing			
# Total Employees:	166	<b>#Production Employees</b>	: 131	
# Buildings:	1			
# Buildings by Purpose:	1/warehouse, of inspection and p	fice, printing, cutting, coati backing	ng, indentation, assembly,	
Peak Production Months:	<ul> <li>Unknown</li> <li>None</li> <li>January</li> <li>February</li> <li>March</li> </ul>	☐ April ☐ May ☐ June ☐ July ☐ August	<ul> <li>September</li> <li>October</li> <li>November</li> <li>December</li> </ul>	
Low Production Months:	<ul> <li>Unknown</li> <li>None</li> <li>January</li> <li>February</li> <li>March</li> </ul>	April May June July August	<ul> <li>September</li> <li>October</li> <li>November</li> <li>December</li> </ul>	

Facility Regular Hours:	8	Facility # of Shifts/Hours	All: 1/08:00-12:00, 13:00- 17:00
Other Brands Present?	Primark, Undercover		
Establishment Date: Yr/Mo/Day	2006/02/14		

Nationality of Management:	Chinese
Nationality of owner/owner entity:	Chinese

#### Management Gender (enter # of people):

	Male	Female
Managers	8	22
Supervisors	3	2

Nationality of Workers: (Top 5 Countries)	Approx. % of Total Workforce:
Chinese	100%
List ALL other nationalities in the facility:	N/A

(Note: If there are North Korean workers in the facility, please additionally provide the following details in the Comments section of the Audit Report:

- Employment dates of each North Korean worker
- Labor agent of each North Korean worker
- Type of work authorization/permission for each North Korean worker
- Summary of Code category violation related to the North Korean workers (detailed info of the Code category violation related to the North Korean workers shall be reported as per the standard reporting process)

### Audit Details

Attendance Records Tested:	🗌 Unknown	🗌 April	September
	🗌 None	🛛 May	🛛 October
	🗌 January	🗌 June	November
	February	🗌 July	December
	🛛 March	🗌 August	
Payroll Ledgers Tested:	🗌 Unknown	🗌 April	September
	🗌 None	🖂 May	🛛 October
	🗌 January	🗌 June	November
	February	🗌 July	December
	🖾 March	🗌 August	
Last Pay Date: Year/Mo/Day	2021/04/30	Number of Records Sampled:	20
# Individual Employee Interviews:	12 (10 sampled employees and 1 new hire employee and 1 youngest employee)	# Employee Group Interviews:	0
Numbers per Group:		•	·
Additional Locations Audited?	No		
Explain Additional Location Details:	Nil		
Comments/Observations:	Nil		
Communicated Findings With:	Ms. Xu Xiaomei/H	IR Manager	
Agreed to and Signed CAPAR?	Yes		

#### **Comments Details**

#### Comments:

**Name and Title of Others Present (ex. translators, observers, trainees):** Kiki Kuai (on-site Trainee)

Attendance Records Provided: 13/April 2020 to April 2021

Payroll Records Provided: 12/April 2020 to March 2021

# of Records Sampled (description): Current: 10, Random: 5, Random: 5

**Resources Received from Facility (i.e. transportation, meals)**: Factory provided lunch in the office and the auditors paid RMB 15/person as lunch fee, transportation from factory to Ningbo railway station and the auditors paid RMB 70 to the manager.

**Factory Representative in opening meeting (name/title):** Ms. Xu Xiaomei, HR Manager, Ms. Zhu Yan, worker representative.

**Factory Representative in closing meeting (name/title):** Ms. Xu Xiaomei, HR Manager, Ms. Zhu Yan, worker representative.

Name of Vendor/License: Ningbo Zhenhai Chengdi Stationery Co., Ltd.

## Audit Violations

<u>Age</u> <u>Requirement</u>	Child Labor:
	Predetermined Comments:
	Law / Code: Additional Comments: No apparent violations
	Remarks: 1. Local minimum age standard: 16 years old 2. Minimum age of the factory's employees: 20 years old
	Other:
	Predetermined Comments:
	Law / Code: Additional Comments: No apparent violations
	Young Persons: 🛛 Acceptable 🗌 Needs Improvement 🗌 N/A 🗌 Unable to Verify
	Predetermined Comments:
	Law / Code: Additional Comments: No apparent violations

Association:	Acceptable Deeds Improvement N/A Dunable to Verify
	Predetermined Comments:
	Law / Code: Additional Comments: No apparent violations
Coercion and	Other:
Harassment:	Acceptable Deeds Improvement N/A Dunable to Verify
	Predetermined Comments:
	🖾 Acceptable
	Law / Codo:
	Additional Comments: No apparent violations
	Physical Abuse or Sexual Harassment:
	Acceptable Deeds Improvement N/A Unable to Verify
	Predetermined Comments:
	Law / Code: Additional Comments: No apparent violations
	Law / Code: Additional Comments: No apparent violations <b>Physical Abuse or Sexual Harassment:</b> Acceptable Needs Improvement N/A Unable to Verify <i>Predetermined Comments:</i> Acceptable Law / Code:

<b>Compensation:</b>	Minimum Wage:	
	Acceptable 🗌 Needs Improvement 🗌 N/A 🗌 Unable to Verify	
	Predetermined Comments:	
	Law / Code: Additional Comments: No apparent violations.	
	Remarks: Local minimum wage standard: (wage per hour or per month): RMB2010 per month or RMB11.55 per hour since December 1, 2017. Minimum wage paid by factory to workers: According to 20 sample population employees' payroll and attendance records (10 samples from current paid month March 2021, 5 samples from October 2020 and 5 samples from May 2020) provided by the factory, all sample population were paid at least RMB11.55 per hour as regular wage.	
	Overtime Hours:	
	□ Acceptable	
	<ul> <li>Predetermined Comments:</li> <li>Employees work in excess of 60 hours per week for more than 17 weeks per year.</li> </ul>	
	Disney Code of Conduct: We expect manufacturers to recognize that wages are essential to meeting employees' basic needs. Manufacturers will, at a minimum, comply with all applicable wage and hour laws and regulations, including those relating to minimum wages, overtime, maximum hours, piece rates and other elements of compensation, and provide legally mandated benefits. Except in extraordinary business circumstances, manufacturers will not require employees to work more than the lesser of (a) 48 hours per week and 12 hours overtime or (b) the limits on regular and overtime hours allowed by local law or, where local law does not limit the hours of work, the regular work week plus 12 hours overtime. In addition, except in extraordinary business circumstances, employees will be entitled to at least one day off in every seven-day period.	
	Additional Comments: A review of 5 sample employees' time records from May 12, 2020 to May 11, 2021, auditors noted that 5 out of 5 sample employees worked in excess of 60 hours (i.e. 63 to 71 hours) for 46 weeks during that period which exceeded the client's standard of maximum 17 weeks in a year.	
	$oxed{intermation}$ Employees work in excess of six consecutive days without a day of rest.	
	Law / Code: Article 38 of the Labor Law of the PRC, employing units are to guarantee that employees have at least one day off a week. Disney Code of Conduct: We expect manufacturers to recognize that wages are essential to meeting employees' basic needs. Manufacturers will, at a minimum, comply with all applicable wage and hour laws and regulations, including those relating to minimum wages, overtime, maximum hours, piece rates and other elements of compensation, and provide legally mandated benefits. Except in extraordinary business circumstances, manufacturers will not require employees to	

work more than the lesser of (a) 48 hours per week and 12 hours overtime or (b) the limits on regular and overtime hours allowed by local law or, where local law does not limit the hours of work, the regular work week plus 12 hours overtime. In addition, except in extraordinary business circumstances, employees will be entitled to at least one day off in every seven-day period.
Additional Comments: Auditors noted that 25 out of 25 sample population employees worked seven days consecutively without rest. A review of the sample population employees' time records (5 samples from May 2020, 5 samples from October 2020, 10 samples from March 2021 and 5 samples from April 2021) yielded the following: (1) 5 out of 5 sample population employees worked 30 days consecutively without rest in May 2020, which was not in compliance with the client's standard; (2) 5 out of 5 sample population employees worked 27 days consecutively without rest in October 2020, which was not in compliance with the client's standard; (3) 10 out of 10 sample population employees worked 31 days consecutively without rest in March 2021, which was not in compliance with the client's standard; (4) 5 out of 5 sample population employees worked 26 days consecutively without rest in April 2021, which was not in compliance with the client's standard;
$\boxtimes$ Employees work in excess of the legal overtime limit.
Law / Code: Article 41 of the Labor Law of the PRC, after consultation with the trade union and employees, the employer may extend working hours due to its production or business needs, but the extended working hours shall not generally exceed one hour a day; in special circumstances that require an extension of working hours, the extended working hours shall not exceed 3 hours a day and 36 hours a month on condition that the health of employees is guaranteed.
Additional Comments: A review of 25 sample population employees' time records (5 samples from May 2020, 5 samples from October 2020, 10 samples from March 2021 and 5 samples from April 2021) yielded the following: (1) 5 out of 5 sample population employees worked in excess of 36 overtime hours per month (i.e. 118 hours) in May 2020, which was not in compliance with the legal requirement;
<ul> <li>(2) 5 out of 5 sample population employees worked in excess of 36 overtime hours per month (i.e. 108 to 112 hours) in October 2020, which was not in compliance with the legal requirement;</li> <li>(3) 10 out of 10 sample population employees worked in excess of 36 overtime hours per month (i.e. 103 to 115 hours) in March 2021, which was not in</li> </ul>
compliance with the legal requirement; (4) 10 out of 10 sample population employees worked in excess of 36 overtime hours per month (i.e. 100 hours) in April 2021, which was not in compliance with the legal requirement.
<ul> <li><i>Remarks:</i></li> <li>1. Attendance Recorded by: (automated/electronic, timecard, manual, no recording, etc.): finger printing attendance system</li> <li>2. Auditors noted according to provided attendance records, the maximum overtime hours were 3 hours per day and 118 hours per month, maximum weekly working hours were 71 hours and maximum consecutive working days were 31 days.</li> </ul>
Overtime Wage:

Predetermined Comments:
Law / Code: Additional Comments: No apparent violations.
<i>Remarks:</i> Auditors noted according to provided payroll and attendance records that all sampled employees were compensated 150% and 200% of normal wages for overtime on weekdays and rest days respectively, which was in compliance with legal requirement. No overtime in statutory holidays was noted.
Social Benefits and Other Compensation:
Predetermined Comments: $\square$ Employees are not provided with legally mandated benefits
Law / Code: Article 73 of the Labor Law of the People's Republic of China, employees shall, in accordance with the law, be entitled to social insurance benefits under the following circumstances: (1) retirements; (2) illness or injury; (3) disability caused by work-related injury or occupational disease; (4) unemployment; and (5) maternity. The survivors of the insured laborers shall be entitled to subsidies for survivors in accordance with the law. The conditions and standards for laborers to enjoy social insurance benefits shall be stipulated by laws, rules and regulations. The social
insurance amount that laborers and entitled to, must be timely paid in full amount.
Additional Comments: According to the social insurance payment receipt provided by factory management, auditors noted that only 122 out of 166 employees were provided with pension, unemployment, medical, maternity and accident insurance in March 2021. The factory provided commercial accident insurance to 45 employees with a valid period from August 30, 2020 to August 29, 2021.
<i>Remarks:</i> Regular Pay Date: on or before the 30th of next month Wage pay in/by (cash, check, direct deposit, etc.): Cash

<u>Health and</u> Safety:	<b>Dormitories:</b> <ul> <li>Acceptable</li> <li>Needs Improvement</li> <li>N/A</li> <li>Unable to Verify</li> </ul>
	Predetermined Comments:
	Law / Code: Additional Comments: The factory did not provide dormitory for workers.
	Fire & Emergency Safety:
	Predetermined Comments: $\square$ A valid fire acceptance approval document is not available for review or does not include all buildings.
	Law / Code: Article 13 of the Construction Project Fire Safety Supervision and Management Regulation, for the following densely-populated places, the construction units shall apply approval for fire safety design from the public security fire control institution and at the completion of the construction project, apply fire control acceptance check from the public security fire control institution: (4) production and process workshop of labor intensive factories with a total construction area of more than 2500 square meters and (5) employee dormitories with a total construction area of more than 1000 square meters of labor intensive factories.
	Article 24 of the Construction Project Fire Safety Supervision and Management Regulation (Extract), for the other construction works and construction units not including in Article 13 and 14 shall enter the fire design and inspection in the records within 7 day after the construction was approved to build, or inspection for completed building construction projects. The record shall be put onto website of province fire control bureau, or to the site of local fire control bureau.
	Additional Comments: Auditors noted that the Fire Protection Acceptance Check on current production building was not applied by the audited factory directly. Provided document indicated that a fire acceptance check approval on the current production building was issued to Ningbo Huaxin Construction Project Co., Ltd. While the audited factory rented building from this company, they did not go through reapproval process on its own fire control design since it became a new tenant in May 2018.
	Hazardous Material:
	Predetermined Comments:
	Law / Code: Additional Comments: No apparent violations
	Machine & Electrical Safety:

Predetermined Comments: $\square$ Machines/equipment are not equipped with protective covers or safety devices.	
Law / Code: Article 6.1.6 of Code of Design of Manufacturing Equipment Safety and Hygiene, the exposed dangerous components or part of any transmission belts, rotational axis, transmission chain, coupling, belt wheel, gear, flying wheels, chain wheels, electric saw and others, which is within 2 meters height of the plane where the operator is operating such devices shall be equipped with safety devices.	
Additional Comments: Auditors noted that 6 out of 6 sewing machines being used in the workshop were not installed with needle guard. (please see picture $#1$ )	
Medical & First Aid:	
Predetermined Comments:	
Law / Code: Additional Comments: No apparent violations	
<b>Other:</b> Acceptable Deeds Improvement N/A Durable to Verify	
Predetermined Comments:	
Law / Code: Additional Comments: No apparent violations	
Personal Protective Equipment (PPE):	
Predetermined Comments:	
Law / Code: Additional Comments: No apparent violations	
Sanitation:	
Predetermined Comments:	
Law / Code: Additional Comments: No apparent violations	

Mandatory Overtime:
Predetermined Comments:
Law / Code: Additional Comments: No apparent violations
<b>Other:</b> Acceptable Deeds Improvement N/A Unable to Verify
Predetermined Comments:
Law / Code: Additional Comments: No apparent violations
Prison, Bonded, Indentured, Forced Labor:
Predetermined Comments:
Law / Code: Additional Comments: No apparent violations

Monitoring and	Ethics:
Compliance:	Acceptable Deeds Improvement N/A Unable to Verify
	Predetermined Comments:
	Law / Code: Additional Comments: No apparent violations
	Insufficient or Inadequate Records:
	Predetermined Comments:
	Law / Code: Additional Comments: No apparent violations
	<b>Other:</b> Acceptable Deeds Improvement N/A Durable to Verify
	Predetermined Comments:
	Law / Code: Additional Comments: No apparent violations
	<b>Transparency:</b> Acceptable Inprovement N/A Unable to Verify
	Predetermined Comments:
	Law / Code: Additional Comments: No apparent violations
Non-	Acceptable Deeds Improvement N/A Unable to Verify
Discrimination:	Predetermined Comments:
	Law / Code: Additional Comments: No apparent violations

<u>Other Laws (if</u> applicable):	Labor Contract:
	Predetermined Comments:
	Law / Code: Additional Comments: No apparent violations
	<b>Other:</b> Other:           Acceptable           Needs           Improvement           N/A           Unable
	Predetermined Comments:
	Law / Code: Additional Comments: No apparent violations
<u>Protection of the</u> Environment:	Acceptable Deeds Improvement N/A Durable to Verify
	Predetermined Comments:
	Law / Code: Additional Comments: No apparent violations.
Publication:	Acceptable Deeds Improvement N/A Dunable to Verify
	Predetermined Comments:
	Law / Code: Additional Comments: No apparent violations.
Subcontracting:	□ Acceptable □ Needs Improvement □ N/A □ Unable to Verify
	Predetermined Comments:
	Law / Code: Additional Comments: Auditors confirmed that Ningbo Zhenhai Chengdi Stationery Co., Ltd. did not subcontract or receive Disney-branded production from any facility or other sources during May 2020 to May 2021.

#### Appendix:

1	N/A	N/A