

**Spector & CO**  
**Social Compliance Program**



Vendor: \_\_\_\_\_  
 Factory: \_\_\_\_\_  
 Date: \_\_\_\_\_  
 Auditor: \_\_\_\_\_

**Social Audit Evaluation**

No.	Category	Points Applicable	Points Reached	Result in %
1	Child Labor			
2	Involuntary Labor			
3	Coercion and Harassment			
4	Nondiscrimination			
5	Association			
6	Health & Safety			
7	Hours and Wages			
8	Protection of the Environment			
9	Subcontractors And Sources			
10	laws and regulations			
Conclusion				

**Audit Result:**

	Pass > 85%	all categories must be > 70%
	Fail <85%	

Note: If the factory has Zero Tolerance issue the factory will fail the audit even if the factory get the total score more than 85% and the score for every category is more 70%

Please see below some sample questions / sections that are reviewed during Spector's Proprietary Audits. Cells in **RED** are Zero Tolerance Items that will cause a failure

<b>Subheader</b>	<b>Question</b>
<b>1. Child labor</b>	
Child labor	Does the factory comply with all applicable legal requirements for working age?
Child labor	Does the hiring age policy/practice comply with the legal requirement and/ or the Spector & Co. Code of Conduct, whichever is more stringent?
<b>2. Involuntary Labor</b>	
Involuntary Labor	Is there no evidence of labor as a form of forced labor within the factory or at their sub-contractors?
Forced Labor	Does the factory not delay or withhold wage payments in order to coerce workers to stay on the job?
<b>3. Coercion and Harassment</b>	
Coercion and Harassment	Is the Factory free of physical or verbal abuse?
<b>4. Discrimination</b>	
Discrimination	Is there no evidence of discrimination in relation to Workplace Conduct?
Discrimination	Is there no evidence of discrimination in the allocation of working hours, overtime or production targets?
<b>5. Association</b>	
Association	Does the factory have a written policy on Industrial Relations /Freedom of Association and grievance procedures?
Association	Are worker representatives free to meet without management present?
<b>6. Health &amp; Safety</b>	
General Health & Safety (Management System)	Is the overall structural safety of the factory good and in compliance with building standards?
General Health & Safety (Management System)	Is there NO combination of conditions in the factory that present any imminent risk or danger to workers or the factory?
General Health & Safety (Management System)	Is the factory generally well organized with proper housekeeping maintained at all times?
Fire Safety	Does the factory have a valid fire license or Certificate of Compliance from the concerned authority?
Fire Safety	Are all means of emergency exits and egress properly marked, unobstructed and accessible at all times during work hours?
Electrical and Mechanical Safety	Does the factory have procedures that provide guidance on electrical safety for the responsible person(s) authorized for maintaining the electrical system at the factory?
Electrical and Mechanical Safety	Are all electrical switches and control panels accessible and unobstructed?
Electrical and Mechanical Safety	Does the factory obtain valid equipment inspection certificates as per any applicable local regulations? (e.g. elevators, boiler, air compressor, forklift, pressure vessels, vehicles and etc)

Chemical Safety	Does the factory have a documented chemical safety and management policy in place?
Chemical Safety	Are chemical substances stored in designated chemical storage areas and according to appropriate chemical families , compatibility or hazard classification? Is the classification and labeling in compliance with global standards? (Note: The chemical inventory document should be arranged according to hazard groups to provide guidelines for storage)
Chemical Safety	Are all chemical container labels and warning signs provided in the predominant languages?
Dormitory and Welfare Amenities	Are the dormitories, including the overall structural safety, in good condition?
Dormitory and Welfare Amenities	Does the living area have adequate space in accordance with local requirement?
Kitchen and Canteen	Does the factory obtain a valid canteen hygiene license from the concerned authority where applicable?
Kitchen and Canteen	Does the canteen staff have valid health/sanitation (including prerequisites) certificates?
<b>7. Hours and Wages</b>	
Wages	Does the factory have a written policy and procedure on wage and benefits management for all workers, including special categories of workers (e.g. migrant workers, juvenile; pregnant workers, etc)?
Wages	Are all workers including sub-contracted workers provided with at least the legal minimum wage?
Wages	Does the factory always pay the correct, legally defined rates for work on overtime, rest day, and holidays?
Wages	Did the factory not delay any payments of wages within the last twelve months?
Hours	Are there no systematic cases of workers working more than 60 hours per week as regular and overtime hours in the last 12 months per Code of Conduct requirements?
<b>8. Protection of the Environment</b>	
Protection of the Environment	Are hazardous wastes generated at the factory properly handled and disposed?
Protection of the Environment	Are chemical liquid substances and oil handled properly and with appropriate secondary containment to prevent migration to the ground and public sewer/drain? Is there no trace chemical or oil spillage to the ground or water drain inside the factory?
Protection of the Environment	Are there no illegal air emissions that are polluting the environment?
<b>9. Subcontractors And Sources</b>	
Subcontractors And Sources	Does the factory monitor and document the working condition at subcontracted production sites?
<b>10. laws and regulations</b>	
laws and regulations	Does the factory have a valid business permit (operational license)?
laws and regulations	Was there no obstruction to the audit?
laws and regulations	Does the factory have a written policy and procedures on recruitment, hiring, personnel development and regulating workplace conduct?
laws and regulations	Does the factory sign employment contracts with all employees?