

HANES *Brands Inc*

Global Supplier Standard

Audit Findings & Corrective Actions

Facility Name	Survey Program	Auditor Name	Factory Representatives	
Cifra Spa	Annual - unannounced	Luigi Recordi	Mr. Mario Redaelli	QC/QA Manager
	Audit Type	Audit Date	Mr. Alessandro Mariani	HR Manager
	Annual - unannounced	04-05 April 2018		

Auditor signature:		Factory Representative signature :	
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Question Category	Question Number	Question	Finding	Score	Recommendation	Corrective Actions	Completion Date
Management Practices	1.1.1	Does the factory have a comprehensive written grievance policy and procedure?	It was noted that the factory did not have any written grievance policy and procedure in place.	0	It is recommended to write a put in place a clear grievance policy and procedure.	TBD	TBD
Management Practices	1.1.2	Are all employees trained on this policy and is it documented?	It was noted that the factory did not provide any training records.	0	It is recommended to train all employees on the usage of the grievance policy and make sure that this training is documented.	TBD	TBD

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Management Practices	1.1.4	Are internal compliance assessments conducted on a defined schedule such that each compliance point is assessed at least once per year? Are assessments results communicated and retained?	It was noted that no internal compliance assessments have been conducted by the factory.	0	It is recommended to conduct an internal compliance assessment on yearly basis, document results and proactively address findings through continuous improvement actions.	TBD	TBD
Management Practices	1.1.5	Is a formal corrective and preventive action system implemented including actions generated from external assessments to address findings. Includes actions to address root causes and verification of effectiveness of actions? (CPAR	It was noted that the factory did not have any formal corrective and preventive actions system in place.	0	It is recommended to have in place a formal corrective and preventive action in place.	TBD	TBD
Management Practices	1.1.7	Is there a designated compliance officer?	It was noted that there was no designated compliance officer.	0	It is recommended to identify and appoint a full-time compliance officer.	TBD	TBD
Health, Safety and Social	2.3.4	Are evacuation drills conducted and documented once every six (6) months on each shift at all buildings including offices?	It was noted that the factory has conducted 1 fire drill only last year (2 March 2017)	1	It is recommended that the evacuation drills shall be conducted and documented once every six (6) months on each shift at all buildings including offices.	TBD	TBD

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Labor	3.3.4	Is all overtime voluntary?	It was noted that OT is agreed verbally.	1	It is recommended that the factory shall put in place a procedure to have a formal agreement of the overtime requested through a signature of at least a weekly sheet.	TBD	TBD
Labor	3.3.7	ZERO TOLERANCE: Is all work performed only in authorized facilities and under no circumstances is work performed at home?	It was noted that the finishing/packing and the dyeing processes are made through 2 external subcontractors.	-40	It is recommended to ensure that all production processes are made only in authorized facilities.	TBD	TBD
Labor	3.8.7	Do employees have the ability to raise issues, concerns and/or grievances anonymously?	It was noted that the factory did not have any written grievance policy and procedure in place.	1	It is recommended to write a put in place a clear grievance policy and procedure.	TBD	TBD

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Security	5.1.3	Do you regularly conduct and document relevant security awareness training to your all managers and employees?	It was noted that factory did not have conducted and documented security awareness training.	0	It is recommended that documented relevant security awareness training shall be conducted regularly for all managers and employees.	TBD	TBD
Security	5.2.1	Is there a written policy that requires employees to display their identification at all times?	It was noted that there was no policy on displaying identification cards.	0	It is recommended that there shall be a written policy that requires employees to display their identification at all times.	TBD	TBD
Security	5.2.2	Are policies and procedures in place to ensure the security of all trademarked supplies and accessories?	It was noted that there was no policies or procedure assuring security of all trademarked supplies and accessories.	0	It is recommended that policies and procedures shall be in place to ensure the security of all trademarked supplies and accessories.	TBD	TBD
Security	5.4.1	Is there an established procedure for access control to the facility? Employee, Vehicle, Visitor/Contractor	It was noted that there was no developed procedure for access control to the facility.	0	It is recommended that there shall be established procedure for access control to the facility. a) Employee b) Vehicle c) Visitor/Contractor.	TBD	TBD

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Facility Tour	6.2.5	Do employees display their identification at all times?	It was noted that workers did not wear any ID badges.	0	It is recommended to provide employees with an ID badges and ensure it is worn all times.	TBD	TBD
Facility Tour	6.2.8	Is there a program established to inspect every container entering and exiting the facility for contraband?	It was noted that facility has not a program established to inspect every container entering and exiting the facility for contraband	0	It is recommended that facility shall have a program established to inspect every container entering and exiting the facility for contraband	TBD	TBD

CODICE ETICO PER LA FABBRICA

Spettabile Rappresentante della Fabbrica,

ELEVATE fornisce un servizio indipendente mirato a valutare gli standard di lavoro della fabbrica che vengono registrati e riportati ai nostri clienti che ci hanno incaricato ad eseguire tale servizio. Chiediamo la vostra collaborazione per consentirci di svolgere il nostro lavoro in modo professionale. In cambio, ci impegniamo a trattare voi ed il vostro staff con rispetto, obiettività ed equità durante e dopo la valutazione.

ELEVATE ha un rigido "Codice Etico" per tutti i dipendenti e i collaboratori che proibisce l'accettazione di regali, pagamenti o benefici di qualsiasi tipo. Questa lettera sul Codice Etico viene presentata a tutta la direzione della fabbrica per spiegare le aspettative che abbiamo per il nostro personale e anche per lo staff della fabbrica durante la nostra visita. Vi preghiamo gentilmente di leggere questa lettera e quindi firmarla come impegno al rispetto di tale codice:

1. **Richieste di tangenti:** mai in nessun caso cedere a richieste di prestazioni o pagamenti da un dipendente o rappresentante di ELEVATE. Se un dipendente o rappresentante di ELEVATE richiede o sollecita qualsiasi beneficio o pagamento diretto o indiretto, ci aspettiamo che ci contatti immediatamente
2. **Offerte di tangenti:** mai in nessun caso offrire un pagamento, tangente, regalo o beneficio a qualsiasi dipendente o rappresentante di ELEVATE. Qualsiasi beneficio fornito o offerto a un dipendente di ELEVATE sarà considerato come un tentativo di corruzione e verrà segnalato al nostro cliente entro 24 ore.
3. **Pressione ingiustificata:** non esercitare alcuna pressione sui dipendenti o rappresentanti di ELEVATE per eseguire il proprio lavoro in modo soggettivo o per modificarne i risultati. Inoltre, non cercare direttamente i nostri dipendenti al di fuori dell'orario di lavoro (ad esempio, a casa, in albergo, etc.) per qualsiasi motivo.
4. **Ambiente di lavoro:** creare un ambiente in cui i dipendenti o rappresentanti di ELEVATE possano lavorare liberamente e in modo costruttivo, consentire a loro di svolgere il proprio lavoro in modo corretto, tempestivo, tale da soddisfare le aspettative del cliente.
5. **Pranzo:** i dipendenti o rappresentanti di ELEVATE non possono pranzare in un ristorante con i rappresentanti della fabbrica. Se il pranzo 'take-away' è fornito dall'esterno il dipendente o rappresentante di ELEVATE è tenuto al pagamento ed ottenere la ricevuta se possibile.
6. **Transporto:** i dipendenti o rappresentanti di ELEVATE potrebbero non accettare passaggi verso il luogo di produzione. I dipendenti possono accettare passaggi solo in circostanze eccezionali in cui il trasporto alternativo non è disponibile e con l'approvazione del proprio supervisore.

RIPORTARE UNA PRATICA NON ETICA:

In caso di dubbi sulla professionalità o sulla condotta di qualsiasi dipendente o rappresentante di ELEVATE, si prega di:

1. Contattarmi immediatamente ed investigheremo in maniera obbiettiva la vostra segnalazione; o
 2. Riportare il fatto attraverso il nostro Ethics Point website o hotline. Questo è un Sistema anonimo e confidenziale per segnalare qualsiasi illegale, non etica o impropria condotta attraverso un sicuro sito web o una linea telefonica multilingua. Per fare una segnalazione visita il sito web www.elevate.ethicspoint.com o usa il numero verde per il tuo paese che potrai trovare nello stesso sito.
- Potrai anche contattare direttamente Davis Guan (vedi qui di seguito i dettagli).



La ringraziamo anticipatamente per la sua cooperazione.

Davis Guan

Vice President, Global Quality and Integrity

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Rappresentante
della Fabbrica

MARIO REDAELLI

Firma

Mario Redaelli

Data

05-04-2018

Personale sul
campo

LOBI RECORD

Firma/e

LoBi Record

Data

April 05th, 2018