


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N°	QUESTION 问题	GUIDELINES 指引（如果您有任何疑问，请与我联系。181-3883-8005）
<b>Performance Area 1: Social Management System and Cascade Effect 执行领域1：社会管理体系和级联效应</b>		
<b>Management System 管理体系</b>		
1.1	<p>The auditee has set up an effective management system to implement the BSCI Code of Conduct. 被审核方（生产商）已确立执行BSCI行为守则的有效管理体系</p>	<p>An effective management system is crucial to ensure daily operations work in line with BSCI. 有效的管理体系对确保每日的运营遵照BSCI规定至关重要。The auditee shall carefully read Annex 3: How to Set Up a Social Management System before going further through the BSCI Performance Areas. 被审核方（生产商）应在进一步进入BSCI 执行领域前认真阅读附件 3：如何建立社会管理体系。</p> <p>To set up an effective management system, the auditee understands: 为了确立有效的管理体系，被审核方（生产商）理解：</p> <ul style="list-style-type: none"> <li>o The importance that its own good social performance has for its clients 使其客户有良好社会绩效的重要性</li> <li>o The content of the BSCI Code and Terms of Implementation BSCI守则内容和实施条款</li> <li>o The benefits of having a Social Management System in place 有合适的社会管理体系的好处</li> <li>o Communication with customers and stakeholders helps to make continuous improvement possible 有助于可行持续改进的与实践人和利益相关者进行的沟通</li> </ul>
1.2	<p>The auditee appoints a senior manager to ensure that the BSCI values and principles are followed in a satisfactory manner 被审核方（生产商）委任高级经理来确保以符合要求的方式遵循BSCI价值和原则</p>	<p>Working in line with the BSCI Code requires the involvement of several staff members. However, there must be a senior position in charge. This function has decision-making power and allocated budget to succeed in the follow-up of BSCI social performance evaluation. 按照BSCI守则工作要求不同的员工共同参与。但是，这必须是资深负责人。职能包括决策权并遵循BSCI社会绩效评估分配预算</p> <p>The individual assuming this role understands: 担任该职务的人士理解：</p> <ul style="list-style-type: none"> <li>o The BSCI Code of Conduct and System Manual BSCI行为守则和体系手册</li> <li>o The business and the supply chain 业务和供应链</li> <li>o The business partners which are significant for the company 商业伙伴对公司的重要性</li> <li>o The expectations of stakeholders 利益相关者的期望</li> </ul> <p>In addition, the auditee determines who is in charge of: 此外，被审核方（生产商）决定以下人员负责：</p> <ul style="list-style-type: none"> <li>o Following up with the grievance mechanism 跟进申诉机制</li> <li>o Human resources 人力资源</li> <li>o Ensuring that workers receive and have received training relevant to the BSCI values and principles 确保工人受到并已受到有关BSCI价值和原则标准的培训</li> <li>o Occupational health and safety risk assessments 职业健康与安全风险评估</li> </ul>
1.3	<p>The auditee knows who its significant business partners are and assesses how they understand and apply the BSCI Code of Conduct 被审核方（生产商）了解谁是主要商业伙伴，并评估他们如何理解和应用BSCI行为守则</p>	<p>For more information, see BSCI System Manual Part I - Chapter 3: How to Develop the BSCI Implementation Strategy. 参见BSCI管理手册第一部分第3章：如何开发BSCI 实施战略了解详情。</p> <p>The auditee determines which business partners are significant based on: 被审核方（生产商）主要根据以下情况决定重要的商业伙伴：</p> <ul style="list-style-type: none"> <li>o Price, quality and delivery time 价格、质量和交付时间</li> <li>o Volume 数量</li> <li>o Nature of the relationship 关系性质</li> <li>o Level of trust and reliability 信任度和可靠性</li> </ul> <p>The auditee keeps records on these significant business partners with regard to the way they manage: 被审核方（生产商）保存关于主要商业伙伴管理方式的记录：</p> <ul style="list-style-type: none"> <li>o Their own social responsibility 自有社会责任</li> <li>o Potential grievances from their own workers 潜在的内部工人申诉</li> </ul>
1.4	<p>The auditee organises its workforce capacity to meet the expectations of the delivery order and/or contracts 被审核方（生产商）组织其劳工来达成交付订单和/或合同预期和要求</p>	<p>Controlling and anticipating production processes reduces unnecessary subcontracting and overtime, which may impact quality. 控制并预期在生产过程中减少影响质量的不必要分包和加班。</p> <p>The auditee has control over the production process when: 出现下列情形时被审核方（生产商）能控制生产过程： It understands the volume and frequency it is able to deliver 理解能够交付的数量和频次 It plans at least the following aspects: 至少应计划以下方面的内容：</p> <ul style="list-style-type: none"> <li>o Production, quality checks and delivery time 生产、质量检查和交付时间</li> <li>o Workforce capacity (in cooperation with workers representatives and the one in charge of human resources) 劳工能力（与工人代表以及人力资源负责人合作）</li> <li>o A “contingency plan” in case something slows down or interrupts production 出现减缓或干扰生产时的应急计划</li> <li>o Organisation of overtime according to business needs; with a person responsible for its approval 按照业务需求组织加班；经负责人批准</li> <li>o Cost calculation (premium paid overtime is to be added to the cost calculation) 成本计算（支付的加班费增加到成本计算中）</li> <li>o Growth expectation and human resources needed 增长预期和所需的人力资源</li> </ul>
<b>Cascade Effect 级联效应</b>		
1.5	<p>The auditee monitors how its business partners observe the BSCI Code of Conduct 被审核方（生产商）监控其商业伙伴如何遵守BSCI行为守则</p>	<p>Preliminary steps: The auditee requests its business partners to: 预备步骤：被审核方（生产商）要求其商业伙伴：</p> <ul style="list-style-type: none"> <li>o Share the BSCI Code of Conduct and relevant Terms of Implementation 共享BSCI行为守则和相关实施条款</li> <li>o Sign the Code and relevant Terms of Implementation. This is mandatory if the BSCI Audit scope includes a sample of farms 签署守则和相关实施条款。BSCI审核范围包括农场样本时应强制执行</li> <li>o Provide information regarding their social performance (e.g. from internal audits; quarterly reporting; social audits and/or certificates) 提供其社会绩效信息（如通过内审；季度报告；社会审核和/或证书提供信息）</li> </ul> <p>Clear procedures: The auditee develops and implements clear procedures to: 清晰的程序：被审核方（生产商）开发和执行清晰的程序：</p> <ul style="list-style-type: none"> <li>o Select business partners by taking their social performance into consideration 参考其社会绩效来选择商业伙伴</li> <li>o Follow-up on business partners’ continuous improvement 跟进商业伙伴的持续改进</li> <li>o Set consequences in case business partners breach trust 商业伙伴违反信用造成的后果</li> </ul> <p>For example, the auditee shall define under which circumstances a contract or commercial relations shall be terminated due to business partners’ disregard for workers’ rights.</p>

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1.6	The auditee develops the necessary policies and procedures to prevent and address any harm done to workers in its supply chain (physically, financially or psychologically) 被审核方（生产商）开发必要的政策和程序来防止并说明对供应链工人造成的任何伤害（身体、经济或心理伤害）	Workers are often harmed when working rules are insufficient or unclear. The harm may be physical but also financial and/or psychological. 在工作规则不充分或不明确时工人通常会受到伤害。伤害可以是身体、经济和/或心理伤害。  For addressing these issues, the auditee has at least descriptions of the: 为了说明这些问题，被审核方（生产商）至少应描述以下情况： <ul style="list-style-type: none"> <li>Conducted risk assessment(s) 已开展的风险评估</li> <li>Defined steps to prevent and address harm 已明确的维护和提出伤害的步骤</li> <li>The decision-maker and the available channel(s) of communication 决策人和可用的沟通渠道</li> <li>Available budget and procedures to draw on for addressing the impact(s) 可用于解决影响的成本和程序</li> <li>Defined system to follow up on the measures taken 已明确的遵循所采取措施的体系</li> </ul>
1.7	The auditee manages its business relations in a responsible manner 被审核方（生产商）以负责任的方式管理其业务关系	The auditee does not need to stop business or contracts with business partners simply because they have difficulties in following the BSCI Code. 被审核方（生产商）无需仅因为他们在执行以下BSCI守则方面上存在困难而终止业务或与商业伙伴终止合同。 The auditee has: 被审核方（生产商）具有： <ul style="list-style-type: none"> <li>Communication channels to allow the business partners to explain their difficulties as well as their progress to align to the Code 允许商业伙伴阐明其困难及遵守守则进展情况的沟通渠道</li> <li>Clear procedures to determine when a contract with suppliers or subcontractors needs to be terminated 决定何时需与供应商或分包人终止合同的清晰的程序</li> <li>Specific clauses in the contracts about ending a business relationship or rescinding a contract because of social issues 因社会问题而终止业务关系或解除合同的特定合同条款</li> </ul>
	 Documents related to this Performance Area有关本执行领域的文件	<ul style="list-style-type: none"> <li>Job descriptions in which the implementation of BSCI is included BSCI执行包括的工作描述</li> <li>Documentary evidence on production capacity planning 生产能力规划的文档证明</li> <li>Evidence that the BSCI Code of Conduct and Terms of Implementation have been distributed to significant business partners BSCI行为守则和实施条款已分发给主要商业伙伴的证据</li> <li>Signed BSCI Code of Conduct and relevant Terms of Implementation if farms are part of the scope of the audit 若农场包含在审核范围内，已签署的BSCI行为守则和相关实施条款</li> <li>Evidence of business partners' social performance (quarterly reports, audit reports, valid certificates) 商业伙伴社会的绩效证明（季度报告、审核报告、有效证书）</li> <li>Evidence of qualifications of the person in charge of implementing BSCI 执行BSCI执行负责人的资格证明</li> <li>Documentary evidence of the social policy and procedures to implement BSCI 执行BSCI的社会政策和程序的文档证明</li> </ul>


## Performance Area 2: Workers Involvement and Protection 执行领域2：工人参与和保护

2.1	The auditee involves and exchanges information on workplace issues with workers and their representatives 被审核方（生产商）让工人及其代表参加并交流关于工作场所问题的信息	The auditee ensures: 被审核方（生产商）确保： <ul style="list-style-type: none"> <li>Management and workers meet on a regular basis to discuss about how to improve working conditions 管理层和工人定期会面，以商讨如何改善工作条件</li> <li>Minutes of these meetings are taken, kept and remain available for workers to consult 制定、保存并保留这些会议记录，以便工人查询</li> <li>A workers representative is elected by workers (including seasonal workers) 工人代表由工人选举产生（包括季节性工人）</li> <li>Records on the election process are kept and made available 保留并可使用选举过程记录</li> <li>The concerns of the most vulnerable workers are taken into consideration (e.g. migrant and young workers) 考虑到最弱势工人的问题（如外来工和青年工人）</li> <li>Follow-ups on workers' requests and/or complaints are recorded 跟进记录的工人请求和/或投诉</li> </ul>
2.2	The auditee defines long-term goals to protect workers according to the BSCI Code of Conduct 被审核方（生产商）按照BSCI行为守则明确长期目标以保护工人	The auditee defines long-term goals in cooperation with workers and workers representatives. The auditee has a long-term plan (e.g. 5 years) to work according to the BSCI Code. 被审核方（生产商）明确了跟工人和工人代表合作的长期目标。被审核方（生产商）有按照BSCI守则工作的长期计划（如5年）。  This long-term plan should: 该长期计划应： <ul style="list-style-type: none"> <li>Include the vision, mission and objectives of the company in line with the BSCI Code 包括公司遵循 BSCI守则的愿景、使命和目标</li> <li>Reflect a step-wise approach toward making sustainable improvements 反映做出可持续改进的渐进式方法</li> <li>Genuinely involve workers and workers representatives in defining the goals 确实地让工人和工人代表共同明确目标</li> <li>Be written and approved by the competent person (or governance body) 经合格的人员（或政府机构）书面批准</li> </ul>
2.3	The auditee takes specific steps to make workers aware of their rights and responsibilities 被审核方（生产商）采取特定程序使工人了解其权利和责任	Workers' rights and obligations are defined by: 工人权利和义务规定如下文件所述： <ul style="list-style-type: none"> <li>The law 法律</li> <li>The specific work contracts and job descriptions 特定工作合同和工作描述</li> <li>The auditee's rules of the workplace (as long as these rules abide by the law) 被审核方（生产商）的工作场所（车间）规则（只要这些规则符合法律规定）</li> </ul> <p>The auditee raises workers' awareness on their rights and responsibilities. 被审核方（生产商）提高工人对其权利和责任的意识。</p> <p>These are some specific steps: 以下是部分特定步骤：  <ul style="list-style-type: none"> <li><b>Organize information sessions</b> : Information sessions are a good starting point but they have no impact if they are done in an isolated manner 组织宣讲会：宣讲会是一个好的开始，但是如果以孤立的方式组织则不起作用。</li> <li><b>Develop work contracts, working rules and job descriptions</b> : They must abide by the law and the auditee must clearly communicate them to workers 开发工作合同，工作规则和工作描述：他们必须遵守法律，被审核方（生产商）必须与工人清楚地进行沟通</li> <li>Create proper communication channels with workers 建立合适的工人沟通渠道</li> <li>Ensure that workers: 确保工人： <ul style="list-style-type: none"> <li>* <b>Receive a copy of their contracts</b> . In some cases (e.g. illiteracy of workers) other means would be used to ensure workers are informed of their rights and obligations (e.g. posters with icons) 收到合同</li> </ul> </li> </ul> </p>
2.4	The auditee builds sufficient competence to successfully embed responsible practices in the business operation. This refers to managers, workers and workers representatives 被审核方（生产商）充分培养下列人士的能力，以便在业务经营中成功结合责任规范，包括经理、工人和工人代表	The auditee ensures that management regularly receives: 被审核方（生产商）确保管理层通常会收到： <ul style="list-style-type: none"> <li>Informative sessions on the BSCI Code of Conduct 被审核方（生产商）关于BSCI行为守则信息</li> <li>Specific training for the human resources, occupational health and safety and grievance mechanism personnel 关于人力资源、职业健康与安全及申诉机制人员的专门培训</li> <li>Feedback on the BSCI Audit results and follow-up 被审核方（生产商）关于BSCI审核结果的反馈和跟进</li> </ul> <p>The auditee has training materials related to BSCI Code content and these are made available for the management. 被审核方（生产商）有关于BSCI守则内容的培训资料，并且管理层可使用该类资料。</p>
Grievance Mechanism		

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2.5	<p>The auditee establishes or participates in an effective grievance mechanism for individuals and communities 被审核方（生产商）建立或参与了有效的个人和团体申诉机制</p>	<p>A grievance mechanism allows workers and communities to lodge suggestions or complaints related to the workers' or communities' rights. 申诉机制赋予了工人和社区提出建议，或对工人或社区投诉的权利。It can also be used as a communication channel to prevent harmful incidents from taking place. 这可作为沟通渠道以防发生有害事件。</p> <p>Setting up an internal grievance mechanism and/or joining an existing external one are both possible and both can be effective. 设立内部申诉机制和/或加入现有的外部申诉机制均可生效。</p> <p>To learn more about this topic, see <a href="#">BSCI System Manual Part V - Annex 4: How to Set up a Grievance Mechanism</a> m. 如需了解本话题更多信息，参见<a href="#">BSCI管理手册第五部分 - 附件 4: 如何建立申诉机制说明</a>。</p> <p><b>Written Procedure</b> : The auditee ensures that the written procedure for the grievance mechanism defines: <b>书面程序</b>: 被审核方（生产商）确保申诉机制的书面程序明确规定了：</p> <ul style="list-style-type: none"> <li>o A person responsible for its administration o 负责行政管理</li> <li>o Potential conflicts of interest and how to overcome them (e.g. if a grievance is against the person who administers the mechanism) o 潜在的利益冲突以及如何克服该类冲突（如对机制管理人员提出的申诉）</li> <li>o Timelines to address grievances o 提出申诉的时效性</li> <li>o Processes for “appeals” and escalation, which provide additional guarantees that the auditee will address the grievance o 上诉和发展过程，这为被审核方（生产商）提出申诉提供额外保证</li> </ul>
 <p>Documents related to this Performance Area 有关本执行领域的文件</p>	<ul style="list-style-type: none"> <li>o Documentary evidence of the workers representative election o 工人代表选举文档证明</li> <li>o Documentary evidence of regularly scheduled workers meetings o 定期召开的工人会议的文档证明</li> <li>o Records of agreements with workers representatives o 与工人代表订立的协议记录</li> <li>o Employment contracts including those related to security personnel, cleaning and other services o 雇佣合同，包括有关安保人员、清洁和其他服务的合同</li> <li>o Job descriptions in which the implementation of BSCI is included o BSCI执行包括的工作描述</li> <li>o Documented working rules o 记录的工作记录</li> <li>o Evidence of a training calendar for workers and management o 工人和管理层培训日程的证据</li> <li>o Documentary evidence of training given to workers, management and human resources (e.g. list of attendees with signature) o 工人、管理层和人力资源培训的文档证明（如签署的出席人员名单）</li> <li>o Documentary evidence of trainer competence o 培训方能力的文档证明</li> <li>o Documentary evidence of grievances lodged/investigated (e.g. BSCI Template 8: Grievance Mechanism filled in) o 提出/调查申诉的文档证明（如BSCI 模板8：填制的申诉机制）</li> </ul>	

Performance Area 3: The rights of Freedom of Association and Collective Bargaining 执行领域3：结社自由和集体谈判权		
3.1	<p>The auditee respects the right of workers to form unions in a free and democratic way 被审核方（生产商）尊重工人以自由和民主的方式组建联盟的权利</p>	<p><b>Free and open society</b> : The right of workers to form and join organisations of their own choosing is an integral part of a free and open society. Even in countries where trade union activity is unlawful, the auditee allows workers to freely elect their own representatives. 自由和开放的社会：工人组建和加入其选择的组织的权利构成了自由和开放的社会的重要组成部分。即使在工会活动被视为非法的国家，被审核方（生产商）也允许工人自由选举其代表。</p> <p>The auditee practices a clear policy <b>NOT</b> to: 被审核方（生产商）执行清楚的政策而不会：</p> <ul style="list-style-type: none"> <li>o Prevent worker participation in the activities of unions or other workers' organisations o 妨碍工人参加联盟或其他工人组织活动</li> <li>o Discourage or interfere in the election process of workers representatives o 不鼓励或干扰工人代表的选举过程</li> <li>o Retaliate against workers who participate (actively or passively) in the workers representative election o 报复（主动或被动）参加工人代表选举的工人</li> </ul>
3.2	<p>The auditee respects workers' right to bargain collectively 被审核方（生产商）尊重工人的集体谈判权</p>	<p>Collective bargaining is the process used by workers representatives (e.g. trade unions) and employers to negotiate the provisions that: 集体谈判是工人代表（如工会）和雇主用于协商下列条款的过程：</p> <ul style="list-style-type: none"> <li>o Reflect the terms and conditions of employment for workers o 反映工人雇佣条款和条件</li> <li>o Confer rights, privileges and responsibilities to the parties o 赋予各方权利、特权和责任</li> </ul> <p>The auditee encourages collective negotiations on the terms of employment. 被审核方（生产商）鼓励对雇佣条件进行集体谈判。</p> <p>The auditee ensures that the stipulations contained in the collective bargaining agreement: 被审核方（生产商）确保集体谈判协议包含的该项规定：</p> <ul style="list-style-type: none"> <li>o Apply to workers in the same category o 适合同类工人</li> <li>o Are available to workers o 适合工人</li> <li>o Are integrated in the employment contracts o 结合到雇佣合同</li> </ul>
3.3	<p>The auditee does not discriminate against workers because of their trade union membership 被审核方（生产商）未因工人的工会成员身份歧视工人</p>	<p>The auditee puts into practice a clear policy <b>NOT</b> to: 被审核方（生产商）实施清楚的政策而不会：</p> <ul style="list-style-type: none"> <li>o Discriminate against candidates for a company position because of their affiliation to a trade union o 由于公司职务应聘人员与工会的关系而歧视该应聘人员</li> <li>o Give more nor less benefits to workers because of their affiliation to trade unions o 由于工人跟工会的关系给予其或多或少的好处</li> <li>o Dismiss workers for being unionised o 不解雇加入工会的工人</li> </ul>
3.4	<p>The auditee does not prevent workers representatives from accessing or interacting with workers in the workplace 被审核方（生产商）不得阻碍工人代表在工作场所（车间）与工人接触和互动</p>	<p>The auditee understands that: 被审核方（生产商）理解：</p> <ul style="list-style-type: none"> <li>o Workers representatives can arrange meetings with workers during working hours in line with the law o 工人代表可在工作时间内，按照法律规定安排跟工人会面</li> <li>o The time involved in a meeting with the workers representative cannot be deducted from workers' remuneration o 在工人参加工人代表会议期间不得扣除工人报酬</li> </ul>
 <p>Documents related to this Performance Area 有关本执行领域的文件</p>	<ul style="list-style-type: none"> <li>o Documentary evidence of the workers representative election o 工人代表选举的文档证明</li> <li>o Collective Bargaining Agreement (if applicable) o 集体谈判协议</li> <li>o Minutes or documents of meetings that led to the collective bargaining agreement (if applicable) o 有关集体谈判协议的会议记录和文件（如适用）</li> <li>o Recruitment and dismissal procedures and records o 招聘和解雇程序和记录</li> </ul>	

Performance Area 4: No Discrimination 执行领域4：不歧视

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N°	QUESTION 问题	GUIDELINES 指引（如果您有任何疑问，请与我联系。181-3883-8005）
4.1	The auditee takes the necessary measures to avoid or eradicate discrimination in the workplace 被审核方（生产商）采取合适的措施以避免或消除工作场所（车间）中的歧视情况	<p><b>Broad interpretation</b> : In some cultures, discrimination may be very subtle, therefore, it is important to broaden the interpretation to include a range of individual characteristics, including race, language, religion and other characteristics as means of discrimination. <b>完整解释</b>: 在一些文化中，歧视的含义非常微妙。因此，完整解释歧视包含一系列个人特点非常重要，这包括种族、语言、宗教和其他被歧视的特点。</p> <p><b>Most pervasive forms</b> : The most pervasive forms of discrimination can be found with regard to exploitation of migrant workers: 最普遍形式：欺凌外来工是最常见的歧视：            o Confiscation of passports o 没收护照            o Failure to provide employment contracts o 未能提供雇佣合同            o Non-payment or under-payment of wages o 未支付或未支付全部工资            o Illegal deductions from wages o 不合法扣减工资            o Long working hours o 长工时            o Substandard living conditions and denial of water and food o 低于标准的生活条件和无水、无食物            o Use or threats of violence o 使用暴力或暴力威胁            These kinds of behaviour are unacceptable. 上述行为都不被接受。</p> <p><b>Directly and indirectly</b>: Potential discrimination shall be avoided both during employment and recruitment processes. <b>直接和间接</b>: 在雇用和招聘过程中应避免出现潜在歧视。            The auditee puts into practice: 被审核方（生产商）实施:</p>
4.2	The auditee ensures workers are not disciplined, dismissed or discriminated against because of their complaints against infringements of their rights 被审核方（生产商）确保工人不因其对侵犯他们权利的投诉而受到惩戒、罢免或歧视	<p>The auditee makes sure that workers feel free to use the grievance mechanism without fear of reprisal. 被审核方（生产商）确保工人可在不担心报复的情况下自如地使用申诉机制</p> <p>The auditee puts in practice: 被审核方（生产商）实施:</p> <ul style="list-style-type: none"> <li>Grievance mechanism records to keep the background of every lodged grievance and the conclusions of the follow-ups o 申诉机制记录，以保存提出的各项申诉背景以及跟进情况的结论</li> <li>Grievance satisfaction surveys and keeps the results on record o 进行申诉 满意度调查并保留结果记录</li> <li>Regular training to management, including supervisors, to enforce this policy o 定期进行管理层培训以强制执行本政策，包括主管培训</li> </ul>
4.3	The auditee takes the necessary measures so workers are not harassed or disciplined on grounds of discrimination 被审核方（生产商）采取合适的措施，以便工人不因歧视而感到困扰或受到惩戒	<p>The auditee puts into practice: 被审核方（生产商）实施:</p> <ul style="list-style-type: none"> <li>A written procedure that describes reasons for disciplinary measures in the workplace according to the law o 按照法律规定说明在工作场所（车间）采取惩戒措施的理由的书面程序</li> <li>Consultation with workers and their representatives on disciplinary measures and the way in which they are to be enforced o 与工人及其代表协商惩戒措施以及强制执行的方式</li> <li>A record-keeping system that maintains overviews on cases of disciplinary measures which may have been imposed o 保存强制执行的惩戒措施概要的记录保存系统</li> <li>Regular training for management, including supervisors, on the content and procedure for disciplinary measures o 管理层定期进行有关惩戒措施内容和程序的培训（包括主管）</li> </ul>
 <p>Documents related to this Performance Area</p>	<ul style="list-style-type: none"> <li>Documentary evidence on disciplinary procedures o 惩戒程序的文档证明</li> <li>Documentary evidence on disciplinary cases and the measures taken o 惩戒案例和所采取措施的文档证明</li> <li>Documentary evidence of workers' performance assessments and procedures o 工人绩效评估和程序的文档证明</li> <li>Worker contracts or agreements, including with recruitment agencies (if relevant) o 工作合同或协议，包括与招聘代理签订的合同或协议（若有关）</li> <li>Documentary evidence of grievances lodged/ investigated (BSCI Template 8: Grievance Mechanism filled in) o 提出/调查申诉的文档证明（BSCI 模板8: 填制的申诉机制）</li> </ul>	
<p><b>Performance Area 5: Fair Remuneration 执行领域5: 公平报酬</b></p>		
5.1	The auditee complies with the government's minimum wage legislation or the industry standard approved through collective bargaining (if applicable) 被审核方（生产商）遵循政府的最低工资法案或者经集体谈判批准的行业标准（如适用）	<p>The auditee: 被审核方（生产商）：            o Knows the minimum wage or industry standard that applies to its sector of activity o 了解适合该行业活动的最低工资或行业标准            o <b>Does not hire any worker for a lower remuneration than this threshold o 不低于本阈值的报酬聘请任何工人</b>            o <b>Keeps pay slips</b> for at least the 12 month period before the date of the BSCI Audit o 在BSCI审核日之前的至少12个月内保留工资条</p> <p>At least the minimum wage or relevant standard applies to: 最低工资或相关标准至少适用于：            o <b>Part-time workers</b> : On a pro-rata basis o <b>兼职工人</b>: 按比例            o <b>Piece-rate workers</b> : The number of pieces produced in 8 hours amounts to no less than the minimum daily wage defined by law o <b>计件工人</b>: 8小时内的生产件数金额不低于法律规定的每日最低工资            o <b>Workers in the probationary period</b> are paid according to the law o 按法律规定向<b>试用期工人</b>支付            o <b>Workers hired through agencies</b> : The auditee is aware of and keeps records on how, when and how much the agency pays these workers <b>适合代理雇佣工人</b>: 被审核方（生产商）了解并保留有关代理如何并何时支付工人以及付款金额的记录            o <b>In a cooperative</b> : If the auditee is a cooperative, the by-laws or internal regulations clearly specify how workers and the cooperative's members are remunerated and when. Specifications on loans and possible advance payments are respected and documented. All these specifications are approved in a General Assembly by the majority as defined by the cooperative's by-laws o <b>在合作社中</b>: 若被审核方（生产商）是合</p>
5.2	Wages are paid in a timely manner; regularly and fully in legal tender 工资应按时支付；定期以法定货币全额支付	<p><b>Agreed and communicated</b> : Payment periods and procedures are agreed and communicated to the workers prior to the engagement. <b>约定和沟通</b>: 订立合约前与工人约定和沟通支付期限和程序</p> <p>The auditee pays workers: 被审核方（生产商）向工人支付：            o <b>Timely</b>: As agreed and as communicated to workers prior to their engagement o <b>及时</b>: 订立合约前与工人约定和沟通            o <b>Regularly</b>: With a frequency that allows workers to make use of their earnings without incurring debts o <b>定期</b>: 允许工人在不产生负债的情况下使用其所得的报酬            o <b>Fully in legal tender</b> : The work performed by the workers in regular working hours is to be paid in legal tender only o <b>以法定货币全额支付</b>: 工人在正常工时内的工作仅以法定货币支付</p> <p>Payment "in kind" can be part of the overall remuneration as long as it is: 只要符合下列规定，以实物支付可被视为全部报酬的一部分：            o On top of the amount due in legal tender o 最高的法定货币应付金额            o Never done as alcohol or other drugs o 从未使用酒精或药物</p> <p><b>For workers hired through agencies</b> : The auditee is aware of and keeps records on how, when and how much the agency pays these workers. <b>适合代理雇佣工人</b>: 被审核方（生产商）了解并保留关于代理如何并何时支付工人以及付款金额的记录。            The auditee calculates the transportation and housing costs provided to workers and has a written policy on how these services are part of the remuneration. 被审核方（生产商）计算出提供给工人的交通和住房成本。</p>


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5.3	<p><b>The level of wages reflects the skills and education of workers 工资水平反映出工人技能和教育情况</b></p>	<p>the auditee recognises that skills can be achieved by means of both education and experience. many skills are not proven by means of official diplomas. 被审核方（生产商）认定，通过教育和经验来获取技能。多项技能无需通过官方文凭证明。</p> <p>Workers' skills are taken into consideration: 以下情况应考虑到工人的技能：          o In the hiring process o 在雇用过程中          o When assigning salaries o 分配工资          o When assigning tasks o 分配任务时</p> <p>Having a highly-skilled worker conducting a low-skilled job is not acceptable as it may represent a sign of discrimination or evasion of the law. 由于要求技术娴熟的工人进行低技能工作是一种歧视或规避法律的行为，因此不认可该类行为。</p> <p>The auditee ensures that: 被审核方（生产商）确保：          o Job descriptions are available with outlines of the kinds of skills required to perform the jobs o 工作描述可列明执行工作所需的技能类型          o The people in charge of recruitment are trained to evaluate the level of competence required from workers o 招聘负责人受训评估工人能力的水平          o Regular trainings are provided to strengthen workers' skills o 提供加强工人技能的定期培训          o People in charge of conducting occupational health and safety risk- assessments are consulted to determine the types of skills needed o 咨询职业健康与安全风险评估负责人，以决定所需的技能类型</p>
5.4	<p><b>The auditee provides sufficient remuneration that allows workers to meet a decent living standard 被审核方（生产商）提供让工人达到体面生活标准的足够报酬</b></p>	<p>Fair remuneration concerns all workers regardless if they are: 无论是哪类工人，所有工人均能获得公平的报酬：          o Permanent or seasonal o 永久或季节性          o Directly or indirectly engaged o 直接或间接订立合约</p> <p>The auditee may use <b>BSCI Template 5: Fair Remuneration Quick Scan</b> to estimate the living standard in its region and determine a potential gap with its remuneration practice. This will be acknowledged by the auditor as a good practice. If there is a gap, the information should be taken into consideration for future wage negotiations. 被审核方（生产商）可使用<b>BSCI模板5：公平报酬快速扫描</b>预估其区域内的生活标准，并决定该生活标准与报酬规范之间存在的潜在差异。审核员将确认这是良好的实践。如有差异，在日后协商工资时应参考该类信息。</p> <p><b>Total remuneration includes: 总报酬包括：</b>          o Wages paid for up to 48 regular working hours (or whatever the maximum regular hours are according to local law) o 超出正常工时48小时的工资（或按照当地法律规定确定的最多正常工时）          o Social benefits 社会福利          o In-kind benefits and bonuses o 实物福利和奖金          o Subsidised or free transportation o 补贴或免费交通          o Subsidised or free living space 补贴或免费住宿          o Subsidised or free canteen services o 补贴或免费食堂服务          o Opportunities for education or training o 教育或培训的机会          o Premium paid overtime o 支付加班费</p> <p>Remuneration does not include the cost of: 报酬不包括下列成本：          o Uniforms o 制服          o Personal protective equipment o 个人防护装备          o Training that is mandatory as part of the job requirement. For example, occupational health and safety training o 强制规定为部分工作要求的培训。例如，职业健康与安全培训          o Any tool essential to conduct the job o 任何主要工作工具</p>
5.5	<p><b>The auditee provides workers with the social benefits that are legally granted 被审核方（生产商）为工人提供合法的社会福利</b></p>	<p><b>National law:</b> National law defines the mandatory social benefits granted to workers in that region. 国家法律：国家法律是指在该地区给予工人的强制社会福利。</p> <p><b>Mandatory social benefits</b> usually are: <b>强制社会福利</b>通常包括：          o Old age pension o 养老金          o Survivor' s benefit o 遗属退休金          o Family benefits and parental leave o 家庭福利和产假          o Medical care o 医疗          o Unemployment o 失业          o Sick leave o 病假          o Disability o 残疾          o Work-related injury compensation o 工伤赔偿          o Vacations o 假期</p> <p><b>Collective Bargaining Agreement</b> : A collective bargaining agreement must be respected not least if it covers more than the law by including more social benefits. <b>集体谈判协议</b>: 若集体谈判协议包含了超出法律规定的多项社会福利，则必须遵循该集体谈判协议。          Commercial insurance: In some countries, the auditee may sign up for commercial insurance to cover at least some of the social benefits (usually work-related injury and health) and use these commercial insurances to replace (fully or partially) the government programme. If the country' s legislation does not allow such a replacement, but workers are insured, the auditee complies "partially" with this item. 商业保险：在某些国家，被审核方（生产商）可参加至少包括部分社会福利的商业保险（通常是工伤和健康保险），并用这些商业保险替代（全部或部分的）政府计划。若国家法规不允许进行替代，但工人已被投保，则被审核方（生产商）</p> <p><b>Exceptions from social benefits</b> : The auditee may have been granted exemptions from social benefits. Such exceptions shall be: <b>社会福利免责事项</b>: 被审核方（生产商）可获准无需提供社会福利。该免责事项应：          o Issued in line with the company procedure o 按照公司程序发布          o Issued by the legal authority (usually government department) o 法定机构发布（通常是政府部门）          o Valid for the current period of time o 当前时期有效          o Applicable for the auditee o 适合被审核方（生产商）          The auditee shall have available the original document(s) to prove these exemptions. 被审核方（生产商）必须有证明这些免责情况的原文件。</p> <p><b>Good practices</b> : If the auditee provides commercial insurance in addition to the minimum social benefits required by law, the auditor shall acknowledge it under "Good practices" in the Findings Report. <b>良好实践</b></p>

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5.6	<p>The auditee ensures that deductions from wages are only taken under the conditions and to the extent prescribed by the law 被审核方（生产商）确保仅根据法律条件和规定扣除工资</p>	<p>Deductions cannot result in: 不因下列情况而扣减： o Workers earning less than the legal minimum wage o 工人所得低于法定最低工资 o An economic benefit for the auditee o 被审核方（生产商）经济利益 o A form of discrimination o 歧视形式</p> <p><b>Training sessions</b> : Workers cannot have deductions in wages or working hours because of the time they are in required meetings, training sessions or other workplace situations beyond their control. Instead, the employer assumes responsibility for the situation (e.g. a machine used by a worker is under repair and the lost time negatively impacts her/his productivity). <b>培训课程</b>: 工人不因其参加规定的会议、培训课程或因超出其控制的其他工作场所（车间）情形而被扣除工资或工时。雇主反而应对该类情形负责（如工人使用的机器正在修理和浪费时间而对其生产力造成负面影响）。</p> <p><b>Closed down</b> : If the auditee’s production site is going to be closed down for repairs or reconstruction, the auditee has to properly communicate the closing period to the workforce in advance. This communication must be done with the support of the workers representative to ensure all workers’ rights are respected. <b>终止业务</b>: 若被审核方（生产商）的生产车间终止业务来进行维修或重建，被审核方（生产商）应提</p>
	<p>Documents related to this Performance Area有关本执行领域的文件</p>	<p>o Documentary evidence of legal deductions for goods and services o 货物和服务法律推理的文档证明 o Documentation on legal minimum wages relevant for the sector o 该行业的法定最低工资相关标准文件 o Documented collective bargaining agreement o 记录的集体谈判协议 o Pay slips for workers and documentary evidence of payments o 工人工资条和支付的文档证明 o Fair Remuneration Quick Scan completed (BSCI Template 5: Fair Remuneration Quick Scan) o 已填写完成的公平报酬快速扫描（BSCI 模板5：公平报酬快速扫描） o Worker contracts or agreements, including with recruitment agencies o 工人合同或协议；包括招聘代理 o Personnel data files for all workers (including seasonal workers) o 所有工人的个人信息档案（包括季节性工人） o Documentary evidence of additional benefits (commercial insurance if applicable) o 额外利益的文档证明（商业保险，如适用） o Documentary evidence of updated contributions to social insurance funds o 已更新的社保资金供款的文档证明 o Documentary evidence of legal deductions for goods or services o 货物和服务法律推理的文档证明 o Lists of wage ranges and calculations including for piece rate workers o 工资范围清单和工资计算（包括计件工人）</p>

### Performance Area 6: Decent Working Hours 执行领域6：体面劳动时间

6.1	<p>The auditee does not require more than 48 regular working hours per week, without prejudice to the exceptions recognised by the ILO 在不影响国际劳工组织认可的特殊情况下，被审核方（生产商）不要求每周的正常工作时间超出48小时</p>	<p>The auditee ensures working hours do not exceed: 被审核方（生产商）确保工作时长不超过： o 48 regular hours in a week o 每周48小时的正常工时 o 8 regular hours per day o 每天8小时的正常工时</p> <p>The auditee exceptions apply only to: 被审核方（生产商）的特殊情况仅适合以下情形： o <b>Management</b> : For supervisory or management positions o <b>管理</b>: 适合监督或管理层 o <b>Custom</b> : When by law, custom or agreement, workers work less than 8 hours in one or more days of the week. The remaining days of the week can then be extended to 9 hours (48 regular working hours remains the maximum) o <b>惯例</b>: 按照法律、惯例或协议规定，若工人在一周内的一天或多天工作少于8小时，工人可在每周的剩余天数内工作达9小时（每周的正常工时仍最多是48小时） o <b>Shifts</b> : For workers employed in shifts, if their average number of working hours takes place over a period of 3 weeks or less o <b>轮班</b>: 轮班工人的工时为3周或以下适用 o <b>Family</b> : For members of the same family employed in the undertaking o <b>家庭</b>: 适用于企业雇佣的相同家庭成员 o <b>Special regime</b> : For workers subject to a special regime, defined by the local laws (e.g. security guards are often not subjected to regular legal requirements regarding working hours). o <b>特殊制度</b>: 对于特殊岗位的工人，当地法律做出了明确规定（如安保无需符合常规的法定工时要求）</p>
6.2	<p>The auditee request of overtime is in line with the requirements of the BSCI Code of Conduct 被审核方（生产商）的加班要求遵循BSCI行为守则要求</p>	<p><b>Overtime: 加班</b>: o It is any working hour in addition to the regular hour limit. In countries where legislation sets the limit below 48 hours per week (e.g. 40 hours), any additional working hour is considered overtime o 这是除正常工作时限外的工时。在规定了以下每周工作48小时（如40小时）时限的国家里，任何额外的工时均被视为加班 o It must be paid in a premium rate o 必须按加班费率支付</p> <p>Most countries’ legislations define: 大多数国家的法律规定： o <b>Temporary exceptions</b> allow additional working hours (e.g. force majeure, accident risks or actual and urgent work to be done to machinery) o <b>暂时性特殊情况</b>允许额外工时（如不可抗力、意外风险 或需要使用机器的实际和紧急工作） o <b>Overtime limits</b> (e.g. maximum 3 hours per day) o <b>加班时限</b>（如每日最多3小时） o <b>Premium rate</b> that applies to overtime (e.g. 25% more than a regular working hour) o <b>加班费率</b>（如超出正常工作时间是25%） o <b>Type of working processes</b> , which due to their nature, must be done in continuous shifts and national law allows a permanent exception (e.g. national law allows 2 shifts of 12 hours per day instead of 3 shifts of 8 hours per day) o <b>工作流程类型</b>, 对于因其类型必须持续轮班的工作，国家法律允许的永久特殊情况（如国家法律允许每天工作12小时轮班2次以替代每天工作8小时轮班3次）</p> <p>The auditee must be aware of the regulation that applies to its industry. 被审核方（生产商）必须了解适合其行业的规则。</p> <p><b>Written procedure</b> : The auditee puts into practice a procedure to deal with overtime, particularly with regard to temporary exceptions. This procedure: <b>书面程序</b>: 被审核方（生产商）实施处理加班的程序，尤其是关于暂时 o Originates in an agreement between the workers representative and the auditee o 源自工人代表和被审核方（生产商）之间的协议 o Sets the daily limits of work over the exceptional period o 设立特殊时期的每日工作限制 o Sets the premium rate paid by the auditee o 设立被审核方（生产商）支付的加班费率 o Respects any other criteria defined by law o 遵守任何其他法律规定的标准</p> <p><b>Legal exceptions</b> : If the auditee belongs to a type of industry covered by a legal permanent exception, the auditee must keep updated documentary proof of the agreement that describes the legal exception. <b>法定特殊</b> This agreement must have force of law and define: 本协议须具备法律效力并明确： o Type of exceptions o 特殊情况类型 o Categories of affected workers o 受影响的工人类别 o The maximum additional working hours in each case o 在各种情况下的最长额外工时 o The premium rate for overtime: at least 25% more than the regular rate o 加班费率：至少超出正常费率的25%</p> <p><b>Additional comments about exceptions: 关于加班的补充说明</b></p>

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		<p><b>Additional comments about overtime: 关于加班的补充说明:</b></p> <ul style="list-style-type: none"> <li>o <b>Voluntary:</b> It needs to be voluntarily agreed, unless in cases of temporary exceptions (e.g. force majeure) which must be described in the employment contract o <b>自愿:</b> 除雇佣合同必须说明的暂时特殊情况（如不可抗力）</li> <li>o <b>Exceptional:</b> It needs to be exceptional. Overtime cannot be repeatedly added onto regular working hours o <b>特殊情况:</b> 这需是特殊情况。不得在正常工作期间重复进行加班</li> <li>o <b>No adding risks:</b> It needs to be set without increasing the risk to workers' health and safety o <b>无额外风险:</b> 不得增加工人健康和安全风险</li> <li>o <b>Premium paid:</b> It is paid in a premium rate as defined by the law. Overtime occurring during official holidays and/or Sundays may have a higher premium rate to pay o <b>支付加班费:</b> 按法律规定的费率支付。在官方假期和</li> <li>o It takes into consideration: o 考虑到: <ul style="list-style-type: none"> <li>* The vulnerability of temporary workers, migrant workers and piece rate workers to do too much overtime 临时工、外来工和计件工人加班过多的弱势情况</li> <li>* The accumulation of fatigue related to shifts 轮班累积的疲劳</li> <li>* Special protection for young workers, pregnant women and night workers 为青年工人、怀孕女工和夜班工人提供的特殊保护</li> </ul> </li> </ul> <p><b>Corrective measures:</b> Certain measures can be implemented to reduce excessive overtime: <b>纠正措施:</b> 采取特定措施减少超时加班</p> <ul style="list-style-type: none"> <li>o New technologies to improve production efficiency o 改进生产效率的新技术</li> <li>o New production techniques o 新生产技术</li> <li>o More skilled and qualified workers o 更熟练和更符合资格的工人</li> <li>o Improvement in logistics (e.g. coordination and planning) o 改善后勤保障（如协调和规划）</li> <li>o A proper discussion with clients on delivery time expectations o 跟客户适当协商计划交期</li> </ul> <p>All these aspects of overtime also apply for agricultural undertakings including if the auditee is a cooperative. 所有加班规定也适合农企，包括被审核方（生产商）是合作社的情况。</p>
6.3	<p>The auditee grants workers the right to resting breaks in every working day 被审核方（生产商）赋予工人在工作日休息的权利</p>	<p>The auditee ensures that workers benefit from: 被审核方（生产商）确保工人可受益于:</p> <ul style="list-style-type: none"> <li>o <b>Short breaks:</b> Workers are allowed to take short breaks during working hours, especially when the work is dangerous or monotonous, to enable workers to stay alert o <b>短暂休息:</b> 工人获准在工作时间内短暂休息以恢复其警惕性，尤其是面对具有危险性或单调性工作时</li> <li>o <b>Meal break:</b> Workers are allowed to take the necessary time for meal breaks according to the law o <b>进餐休息时间:</b> 工人可按法律规定享有进餐时间</li> <li>o <b>Night rest:</b> Workers working during the day are allowed at least 8 hours of night rest within a 24 hour period o <b>夜间休息:</b> 日间工作的工人在24小时内至少有八小时睡觉/休息时间</li> <li>o <b>Adequate areas:</b> Workers have access to effective resting break areas. For example: o <b>充分空间:</b> 工人可进入休息区域，如: <ul style="list-style-type: none"> <li>* Access to ventilated areas 进入通风区</li> <li>* Accessible toilets 可使用洗手间</li> <li>* Possibility for changing the physical working position (either sitting down or standing up) 可改变工作时的身体位置（坐下或站立）</li> </ul> </li> </ul>
6.4	<p>The auditee grants workers the right to at least one day off in every seven days 被审核方（生产商）赋予工人至少每七天休息一天的权利</p>	<p><b>Full calendar day:</b> The auditee respects relevant regulations for days off. <b>完整日历日:</b> 被审核方（生产商）遵循相关休息日法规。</p> <p>The day off shall be a “full calendar day” and should follow national law or custom. 休息日是完整日历日，并遵循国家法律或习俗要求。</p> <p>The producer grants workers a “full calendar” day off in every 7 days, unless the freely negotiated collective bargaining agreement or national law defines otherwise. 除通过集体谈判协议协商或国家法律另有规定外，生产商应准许工人每7天休息一个日历日。</p>
 <p>Documents related to this Performance Area 本执行领域相关文件</p>		<ul style="list-style-type: none"> <li>o Documented working rules o 记录的工作规则</li> <li>o Pay slips for workers and documentary evidence of payments o 工人工资单和付款凭证</li> <li>o Documentary evidence of the legal permanent exception covering the auditee's industry o 包含被审核方（生产商）行业的法定永久特殊情况的书面证明</li> <li>o Working time records o 工时记录</li> <li>o Documented overtime procedure including agreements with workers o 记录的加班程序，包括与工人订立的协议</li> <li>o Documented records of accidents o 记录的意外记录</li> </ul>

## Performance Area 7: Occupational Health and Safety 执行领域7：职业健康和安全

### Regulations 规则

7.1	<p>The auditee observes applicable occupational health and safety (OHS) regulations 被审核方（生产商）遵守适用的职业健康与安全法规</p>	<p>In cases where the country does not prescribe OHS regulations, international standards apply. 若国内无职业健康与安全法规，则适用国际标准。</p> <p>The auditee involves workers and their representatives in drafting and enforcing its internal procedure on occupational health and safety. 被审核方（生产商）让工人及其代表参与拟定并执行职业技术健康和内部程序。</p>
7.2	<p>The auditee seeks workers' protection in case of accident, including through compulsory insurance schemes 被审核方（生产商）在意外发生时为工人寻求保护，包括通过强制保险方案</p>	<p>The auditee implements different measures to protect workers in case of accident (e.g. promote compulsory insurance schemes). 被审核方（生产商）采取不同的措施在意外发生时保护工人（如推广强制保险方案）</p> <ul style="list-style-type: none"> <li>o The auditee involves workers and their representatives to identify better ways to protect workers from accidents o 被审核方（生产商）让工人及其代表参与识别出在意外中保护工人的更好方式</li> <li>o The auditee provides regular training for workers and management on how to avoid accidents and minimise impacts from accidents o 被审核方（生产商）为工人和管理层提供如何防止意外以及将影响降至最低程度的定期培训</li> <li>o The auditee regularly analyses the accident records to learn lessons and adjust accident protocols accordingly o 被审核方（生产商）定期分析意外记录以收集经验并相应地对意外协议进行调整</li> </ul>

### Risk Assessment 风险评估

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7.3	The auditee regularly carries out risk assessments for safe, healthy and hygienic working conditions 被审核方（生产商）定期执行安全、健康和卫生工作条件的风险评估	<p>The auditee regularly conducts occupational health and safety risks assessments to: 被审核方（生产商）定期进行职业健康与安全风险评估，以：</p> <ul style="list-style-type: none"> <li>o Identify the most common risks for workers o 识别出最常见的工人风险</li> <li>o Classify the risks based on their severity and likelihood o 基于其严重性和可能性对风险进行分类</li> <li>o Define the kind of preventive or remedial measures that may be necessary o 明确必要的预防或改善措施类型</li> <li>o Develop, maintain and implement an action plan o 开发、维护和执行行动计划</li> <li>o Allocate budget o 分配成本</li> </ul> <p>A good risk assessment: 良好的风险评估：</p> <ul style="list-style-type: none"> <li>o Is appropriate for the safety and health of all workers o 适合所有工人安全和健康</li> <li>o Includes consultation with workers o 包括与工人协商的内容</li> <li>o Covers all production activities, workplaces, machinery, equipment, chemicals, tools and processes o 涵盖所有生产活动、生产车间、机器、设备、化学品、工具和过程</li> <li>o Uses relevant standards as a reference (e.g. national law or international standards) o 使用相关标准作为参考（如国家法律或国际标准）</li> <li>o Includes regular monitoring and testing o 包括定期监控和检测</li> <li>o Allocates adequate human and financial resources to ensure that the identified risk(s) can be mitigated o 配备充分的人力资源和财政资源，以确保减少已经识别出的风险</li> </ul>
7.4	There is active cooperation between management and workers (and/or their representatives) when developing and implementing systems towards ensuring OHS 管理层和工人（和/或其代表）之间就开发和执行确保职业健康与安全的体系展开积极合作	<p>Workers and their representatives are consulted: 咨询工人及其代表：</p> <ul style="list-style-type: none"> <li>o During the risk assessment o 在风险评估期间</li> <li>o During the development of the action plan o 在行动计划开发期间</li> <li>o During the implementation of the systems o 在执行体系期间</li> </ul> <p>If the auditee has set up an occupational health and safety committee with democratically elected workers representatives, this is a positive step. Alternative means are acceptable but adequate evidence must show how this active cooperation takes place. 被审核方（生产商）已设立经工人代表民主选举的职业健康与安全委员会是积极的一步。替代方式是可行的，但必须有充分的证据说明如何开展这项积极合作。</p> <p>The auditee keeps records on: 被审核方（生产商）保留下列相关记录：</p> <ul style="list-style-type: none"> <li>o OHS committee meetings o 职业健康与安全委员会会议</li> <li>o OHS committee recommendations o 职业健康与安全委员会建议</li> <li>o How the decision-maker accepts or rejects those recommendations o 决策人如何接受或拒绝这些建议</li> </ul>
Training 培训		
7.5	The auditee regularly provides OHS trainings to ensure workers understand the rules of work, personal protection and measures for preventing and reacting to accidents 被审核方（生产商）定期提供职业健康与安全培训，以确保工人理解工作规则、个人防护、防止意外及如何应对意外的措施	<p>The auditee makes available to workers the information on: 被审核方（生产商）使工人获得下列信息：</p> <ul style="list-style-type: none"> <li>o The hazards and risks associated with their work o 工作危害和风险</li> <li>o The actions to be taken for their protection o 保护工人所采取的行动</li> </ul> <p>This information needs to be displayed in a way that can be easily understood by workers. 本信息需以易于工人理解的方式明示。</p> <p>Workers should be at least trained on the following OHS aspects: 工人至少应接受下列职业健康与安全培训：</p> <ul style="list-style-type: none"> <li>o Use and maintain the personal protective equipment (cleaning, replacement when damaged and appropriate storage) o 使用和维护个人防护装备（清洁、损坏时更换和合适储存）</li> <li>o Handling basic and site specific hazards o 处理基本危害和现场特定危害</li> <li>o Safe work practices o 安全工作规范</li> <li>o Emergency procedures for natural disasters o 自然灾害应急程序</li> <li>o Evacuation drills and/or fire-fighting drills. The drills are recorded to indicate: o 疏散演习和/或消防演习。记录演习情况以说明： <ul style="list-style-type: none"> <li>* The purpose 目的</li> <li>* Number of workers who participated 参与工人人数</li> <li>* Results 结果</li> <li>* Photos and dates 图片和日期</li> <li>* Time taken for the evaluation: the time for evacuating the building should never last more than 9 minutes 评估时长：从大楼疏散的时间不得超过9分钟</li> </ul> </li> </ul>
Personal Protective Equipment 个人防护装备		
7.6	The auditee enforces the use of personal protective equipment to provide protection to workers in conjunction with other facility controls and safety systems 被审核方（生产商）强制要求使用个人防护装备，以连同其它工厂控制和安全体系为工人提供保护	<p>The auditee provides personal protective equipment that: 被审核方（生产商）提供个人防护装备：</p> <ul style="list-style-type: none"> <li>o Offers effective protection to the worker and occasional visitors. Particular attention shall be given for special processes (e.g. sand blasting for jeans, fumigation in agriculture) o 为工人和偶尔来访的访客提供有效保护。尤其主要特殊流程（如牛仔裤磨砂、农业熏蒸）</li> <li>o Does not cause unnecessary inconvenience to the individual o 不对个人造成不必要的麻烦</li> <li>o Is free of charge o 免费</li> <li>o Is suitable for the necessary activities in the workplace o 适合工作场所（车间）的必要活动</li> </ul>
Chemicals 化学品		
7.7	The auditee implements engineering and administrative control measures to avoid or minimise the release of hazardous substances into the work environment. 被审核方（生产商）执行工程和行政控制措施，以防或尽量减少向工作环境中释放有害物质。 It keeps the level of exposure below internationally established or recognised limits 保持接触水平低于国际设立或认可的限值	<p>The auditee puts into practice: 被审核方（生产商）执行：</p> <p><b>Risk assessment:</b> To identify the engineering and administrative control measures that are needed to avoid or minimise the release of hazardous substances into the work environment. <b>风险评估:</b> 被审核方（生产商）已识别出必要的工程和行政控制措施，以避免或尽量减少向工作环境倾倒有害物质</p> <p><b>Administrative control measures : 行政控制措施:</b></p> <ul style="list-style-type: none"> <li>o Authorisation : Only authorised workers have access to chemical substances o <b>授权:</b> 被授权的工人方可接触化学物质</li> <li>o Protection : Workers receive adequate protection for handling and administering chemicals o <b>保护:</b> 工人在处理和管理化学品时获得充分保护</li> <li>o Record-keeping : Distribution, use and disposal of chemicals is properly recorded o <b>记录保存:</b> 正确记录化学品分配、使用和处置情况</li> <li>o Following instructions : The use of chemicals corresponds to the recommendations of the manufacturer o <b>遵循指引:</b> 使用符合制造商建议的化学品</li> <li>o Labeled : The labelling of chemicals and marking of hazards are clearly understood by the workers and are done in accordance with nationally and internationally recognised requirements. For example: o <b>标签:</b> 工人清楚了解化学品标签和危害标记，并按照国家和国际认可的要求执行，例如： <ul style="list-style-type: none"> <li>- The International Chemical Safety Cards (ICSC) - 国际化学品安全卡（ICSC）</li> </ul> </li> </ul>
Accident and Emergency Procedures 意外和应急程序		



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7.8	<p>The auditee develops and implements accident and emergency procedures 被审核方（生产商）开发和执行意外和应急程序</p>	<p><b>Step-wise:</b> The auditee knows the different steps to follow in case of accident or emergency so risks are minimised. <b>步进式:</b> 被审核方（生产商）了解在意外或紧急情况发生时使风险降至最低程度所需遵循的不同步骤。</p> <p><b>Written procedures :</b> These steps are documented in an emergency procedure, which is widely understood by workers; particularly by those who play a more relevant role in case of accidents (e.g. first-aid personnel). <b>书面程序:</b> 应急程序记录了这些步骤，工人可全面了解这些步骤，尤其是与意外关联性更大的工人（如急救人员）。</p> <p><b>Special attention :</b> The auditee ensures that these procedures are properly explained to: <b>特别注意:</b> 被审核方（生产商）确保向下列人员正确解释这些程序：                      o Seasonal and temporary workers o 季节性工人和临时工                      o Night workers o 夜班工人                      o Migrant workers o 外来工                      o Young workers o 青年工人                      o Pregnant workers o 怀孕女工                      o Disabled workers o 残障工人</p>
7.9	<p>The auditee makes visible potential hazards to the workers through signs and warnings 被审核方（生产商）通过标记和警示让工人看见潜在危害</p>	<p>There are no universal ways to communicate potential hazards and warnings to workers and visitors. 不存在与工人和访客沟通潜在危害情况并提出警告的通用方式。</p> <p>Signals and warnings must be: 信号和警告必须：                      o Relevant to the specific culture and activities o 关于特定文化和活动                      o Displayed in the appropriate place for their purpose o 为其目的在合适的地点明示                      o Related to the accident and emergency procedures o 关于意外和应急程序                      o Related and suitable to potential hazards. For example: o 关于并适用于潜在危害，例如：                      * Chemicals 化学品                      * Electricity 电力                      * Hot surfaces 热表面                      * Falling objects 坠落物                      * Slippery floors 光滑的地板                      * Machinery and vehicles 机器和车辆</p>
7.10	<p>The auditee has and properly uses procedures for recording and reporting occupational accidents and injuries 被审核方（生产商）具有并正确使用记录和汇报职业意外和伤害的程序</p>	<p><b>Reporting:</b> The procedures enable workers to report immediately to their supervisor any situation which may present a serious danger to life or health. Both accidents and near-misses are reported. <b>报告:</b> 被审核方（生产商）有合适的体系，以便工人能立即向其主管汇报任何严重危害人们生命或健康的情形。记录意外和险兆事故。</p> <p><b>Recording:</b> The auditee keeps records on all accidents and injuries. Records specify: <b>记录:</b> 被审核方（生产商）保留所有意外和伤害记录。记录应详述：                      o When the accident took place (e.g. date, peak season, picking season) o 意外发生的时间（如日期、旺季、采摘季节）                      o Who was involved o 参与人员                      o What actions were taken o 采取了哪些措施                      o What were the final results (e.g. death, injury) o 什么是最终结果（如死亡、伤害）                      o How the accidents (or occupational diseases) were investigated o 如何调查意外（或职业病）                      o What prevention and remediation actions were taken o 采取了哪些预防和改善措施                      o How long workers were unable to work o 工人多久不能工作</p>
7.11	<p>The auditee seeks the stability and safety of the equipment and buildings used for production 被审核方（生产商）寻求生产设备和建筑大楼的稳定性和安全性</p>	<p>o The auditee knows and follows: o 被审核方（生产商）了解并遵循：                      * National legal requirements concerning the building 建筑大楼的相关国家法律要求                      - Stability - 稳定性                      - Safety - 安全性                      - Appropriateness to conduct its business activity - 开展其业务活动的合适性                      * Legal requirements concerning the safety of the equipment, including ongoing official inspections (if relevant) 设备安全法定要求，包括正在进行的官方检测（如有相关）                      o The auditee has procedures in place to confirm the stability and safety of the equipment o 被审核方（生产商）有合适的程序来确认设备的稳定性和安全性                      o The auditee maintains accurate documentation on any official and private inspection concerning building and equipment safety and stability o 被审核方（生产商）保存关于任何建筑大楼和设备的安全性和稳定性的官方检测和私人检测的准确文件                      o The auditee is in possession of valid licences to conduct its activities in the related building o 被审核方（生产商）持有在相关建筑大楼中开展业务的有效执照</p>
7.12	<p>The auditee respects the workers' right to remove themselves from imminent danger without seeking permission 被审核方（生产商）遵循工人在无需批准的情况下立即远离迫切风险的权利</p>	<p>The right of workers to remove themselves from imminent danger without seeking permission: 工人有权在迫切危险发生时无需批准离开：</p> <p>o Applies to the workplace and residential facilities provided by the auditee o 适用于被审核方（生产商）提供的工作场所（车间）和住所                      o Must be well communicated to workers during trainings o 务必在培训期间与工人充分沟通                      o Must be properly documented in the OHS procedures o 务必在职业健康与安全程序中正确记录</p>
Electricity 电力		

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7.13	<p>The auditee makes sure a competent person periodically checks the electrical installations and equipment 被审核方（生产商）确保合格人员定期检查电气装置和设备</p>	<p>The person in charge of maintaining safe electrical installations is competent by means of: 通过下列方式使负责维护安全电气装置的人员胜任工作：                      o Training o 培训                      o Qualification o 资格                      o Experience o 经验</p> <p>The person checks the electrical installations and equipment: 负责人员检查电气安装和设备：                      o Within the pre-defined timeframe o 在预定的时限内                      o Randomly o 随机                      o Per request o 按要求</p> <p>The checks are properly recorded and, if possible, posted close to the verified installation or equipment. The record includes at least: 正确记录检查情况，并且（如有可能）在已核实的安装或设备附近明确公告。记录至少包括：                      o Name of the person in charge o 负责人姓名                      o Date of the last check o 最近检查日期                      o Description of the finding (if any) o 调查结果描述（如有）                      o Due date for the next check o 下一次检查日期</p> <p>When dealing with electrical installations and equipment, workers need to conduct their work safely: 在处理电气装置和设备时，仅使用正确安装和工作条件良好的工具：                      o Only tools properly insulated and in good condition are used o 仅使用正确安装和状态良好的工具                      o Working space and lighting is appropriate o 合适的工作空间和灯光</p> <p>Usually national laws define the adequate working space and lighting workers working with electrical installations and equipment need. 国家法律通常明确规定了操作电气装置和设备的负责人所需的充分工作空间和灯光</p>
Fire Protection 防火		
7.14	<p>The auditee has installed an adequate amount of firefighting equipment, which works properly 被审核方（生产商）已安装了工作状态良好并且数量充足的消防设备</p>	<p>The auditee has the necessary firefighting equipment, in line with the OHS action plan. 被审核方（生产商）按照职业健康与安全行动计划配备必要的消防设备。 Usually the national law specifies the standard requirements for firefighting equipment such as: 国家法律通常明确规定了消防设备标准要求，如：                      o Position and placement o 位置和地点                      o Size and effectiveness o 规模和有效性                      o Maintenance and inspection requirements o 维护和检验要求</p> <p>If there are no legal requirements, the firefighting equipment must at least be: 若无法定要求，消防设备至少应：                      o Distributed in an equal manner o 以均等方式分布                      o Placed at a height that ensures effectiveness o 以确保有效使用的高度放置                      o Easily reached by workers o 工人随手可及                      o Properly identified (e.g. inventoried) with clear reference to: o 带下列清晰标记并已经正确识别（如库存）：                      * The last serviced date 最近维修日期                      * The due date for the next servicing 下一次维修日期</p> <p>The location placement and the route to reach the fire extinguishers must be visually marked. 务必明显标记灭火器的位置和拿取灭火器的路线</p> <p>Early warning systems must be installed and function as required by the law. 务必按照法律规定安装和使用早期警示系统                      Warning systems can be: 警示系统可以是：</p>
Escape Routes and Emergency Exits 逃生路线和应急出口		
7.15	<p>The auditee ensures that escape routes, aisles and emergency exits in the production site are easily accessible, clearly marked and not blocked 被审核方（生产商）确保生产场地的逃生路线、走廊和应急出口可易于进入、清晰标记且无堵塞</p>	<p>The ultimate goal of accessible and marked escape routes is that workers and visitors may easily leave the premises in case of incidence without putting their health or lives at risk. 进入和标记逃生路线目的旨在便于工人和访客在意外发生时离开经营场所，而不会对其健康或生命带来风险。</p> <p>o Escape routes, aisles and emergency exits fully observe the three characteristics at the same time: o 逃生路线、走廊和紧急出口同时符合下列三项要求：                      * Not blocked 不堵塞                      * Easily accessible 容易进入                      * Clearly marked 清晰标记</p> <p>o Workers and visitors can easily leave the premises in case of incidence without putting their lives at risk 工人和访客在发生事故时可轻易离开生产经营场所，而不会对其生命构成风险</p> <p>o The auditee approaches safe evacuation in a systemic and preventive manner, which includes: o 被审核方（生产商）以系统地保护人员的方式安全疏散，这包括：                      * Escape routes, aisles and emergency exits that are: 逃生路线、走廊和应急出口：                      - Not blocked or locked during working time - 在工作时间内不堵塞或锁闭                      - Marked without ambiguity - 标记不含糊                      * Emergency lights and any other evacuation signals, which are properly installed and function well 应急灯和任何其他疏散信号均正确安装、运行良好并定期检验</p>
7.16	<p>The auditee ensures evacuation plans: 被审核方（生产商）确保疏散计划：                      o Meet legal requirements o 符合法定要求                      o Are posted in relevant places so workers can see and understand them o 在相关地点公告以便工人看见和理解它们</p>	<p>Plans to evacuate the building must show: 大楼疏散计划必须说明：                      o Standpoint: Current position from the standpoint at which the plan is posted o 立足点: 从公告的计划中的立足点了解当前位置                      o Closest escape route: Placement of the closest escape routes including emergency exits o 最近的逃生路线: 最近的逃生路线位置，包括紧急出口                      o Firefighting equipment: Placements of fire extinguishers and any other firefighting equipment o 消防设备: 灭火器和任何其他消防设备的位置</p> <p>At least a relevant number of workers know how to use a fire extinguisher. 至少相关工人应了解如何使用灭火器。                      Workers understand the evacuation plan and know how to follow it from their own standpoints. 工人理解疏散计划并知道如何在其立足点使用它。</p>
Machine and Vehicle Safety 机器和车辆安全性		

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7.17	<p>The auditee ensures adequate safeguards for any machine part, function, or process which may cause injury to workers 被审核方（生产商）确保为可能对工人造成伤害的任何机器零部件、功能或过程提供充分保障</p>	<p>All applicable safeguards for equipment are available and properly installed, for example: 所有适用的安全设备均可使用并正确安装，如：            o Belt encasements o 腰带套            o Grills for fans o 风扇护栅            o Emergency switch-off o 应急开关</p> <p>Valid inspection and insurance for machinery and vehicles are available as required by law. The maintenance work carried out is recorded and done by competent personnel. 法律规定应对机器和车辆进行有效监测并投保。            。主管人员负责记录和维护。            This may be the case for elevators, lifts and other hazardous machines. 这适用于扶手梯、升降机和和其他危险机器。</p> <p>The auditee keeps records of the maintenance, which includes: 被审核方（生产商）保存维护记录，这包括：            o Summary of maintenance o 维护情况汇总            o Name of the competent person in charge o 合格负责人姓名            o Applicable insurance and its validity o 合适的保险及其有效性</p>
<b>First Aid 急救</b>		
7.18	<p>The auditee ensures qualified first-aid is available at all times 被审核方（生产商）确保一直能够提供符合要求的急救</p>	<p>National legal regulations define what kind of medical provisions shall be available for workers in the workplace. 国家法规明确规定了适合工作场所（车间）工人的医疗条款。</p> <p>If there are no such legal regulations, the auditee ensures: 若无相关法规，被审核方（生产商）确保：            o Adequate first-aid kits, rooms and/or stations o 具备足够的急救站或急救室            o Regular training on first-aid and related procedures to ensure emergency treatment o 确保定期提供关于急救和相关程序的培训以确保能够应急处理            o One or multiple trained people who can administer first-aid o 一位或多位负责急救的已受训人员            o Responsible people to verify and re-fill the content of the first-aid kit o 核实并重新补充急救药箱的责任人</p> <p>Where immediate flushing with water is the recommended first-aid response, the auditee ensures that close to workstations there are: 若建议使用立即用水冲洗的急救措施，被审核方（生产商）确保工作站附近：            o Potable water sources o 饮用水            o Eye-wash stations o 洗眼装置            o Emergency showers o 应急喷淋装置</p>
7.19	<p>The auditee has emergency procedures to deal with cases of trauma or serious illness. These procedures must be in writing. 被审核方（生产商）有处理创伤或严重疾病的书面应急程序。</p>	<p>This emergency procedure may be a separate document or part of the action plan developed after the OHS risk assessment. 本应急程序可以是单独文件，或者职业、健康和安全风险评估后开发的行动计划的一部分。</p> <p>Workers are aware of the procedures in case of trauma or serious illness. 工人了解在出现创伤或严重疾病时的工作程序。</p> <p>The procedure also includes the steps to be taken when a worker has to be transferred to an appropriate medical facility. 程序也包括工人被转移至合适医疗机构时采取的步骤。</p>
<b>Work place and social facilities, including housing when provided by the auditee 工作地点、公共设施，包括被审核方（生产商）提供的场所</b>		
7.20	<p>The auditee provides potable water for workers at all times 被审核方（生产商）始终为工人提供饮用水</p>	<p>Access at all times. The auditee provides access to potable water at all times, not only during breaks. 随时可用：被审核方（生产商）允许随时饮水，而不只是在休息期间饮水。</p> <p>Access to water must never be used as means for discrimination or as a disciplinary measure. 从不将用水作为歧视或惩戒措施。</p> <p>The right to potable water applies to: 饮水的权利适合：            o The workplace o 工作场所（车间）            o The facilities where workers prepare or eat food o 工人准备食物或饮食的地点            o Housing provided by the auditee o 被审核方（生产商）提供的住房</p> <p>National regulations often define: 国家法规通常明确规定了：            o Water quality suitable for human use o 适合人们使用的水质量            o Which areas may not require potable water (e.g. showers) o 无需饮用水的区域（如沐浴）            o The kinds of tests and authorities that verify if water is potable o 验证水是否适合饮用的检测项目和机构类型</p> <p><b>Certificates:</b> Relevant and valid certificates must be made available. <b>证书:</b> 相关有效证书必须可用。</p> <p><b>Signs for no potable water:</b> Places where water is not potable must be properly indicated to avoid any health risk to users. <b>无饮用水标记:</b> 务必正确标记无饮用水的地点以防对用户造成任何健康风险。</p> <p><b>Risk of dehydration:</b> The auditee pays additional attention to the right to potable water if it is based in a country where risk of dehydration is higher due to hot weather. <b>脱水风险:</b> 被审核方（生产商）应尤其注</p>
7.21	<p>The auditee provides workers with access to an appropriate, clean area for storing food, eating and/or cooking 被审核方（生产商）允许工人进入合适的清洁区域储存食品、饮食和/或煮食</p>	<p>The auditee makes sure that workers are allowed to enjoy their lunch or dinner breaks in a place that is safe and clean. 被审核方（生产商）确保准予工人在安全和干净的地方享用午餐或晚餐。</p> <p>If the law indicates the obligations of businesses to provide an eating room or canteens, the auditee follows that law. 若法律规定企业有义务提供用餐区或食堂，被审核方（生产商）应遵循该法律要求。</p> <p>If the law does not indicate the minimum conditions for these facilities, the auditee shall conduct its own assessment in consultation with workers and their representatives to define and agree on the minimum conditions. 若法律未规定该地点应达到的最低条件，被审核方（生产商）应咨询工人及其代表进行评估，以明确和约定最低条件。</p> <p>The auditee pays particular attention during peak season that workers are allowed to enjoy their lunch or dinner breaks in a place that is safe and clean. The facilities need to accommodate the entire workforce (permanent and all other workers). 被审核方（生产商）在旺季特别准予工人在安全和干净的地方享用午餐或晚餐。该地点需能够容纳所有劳动者（永久雇佣工人和所有其他工人）。</p> <p>The auditee must have information available for the audit about: 被审核方（生产商）必须确保审核时可使用下列信息：            o How food is stored o 如何储存食物            o Records of cleaning shifts o 清洁轮班记录</p>


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7.22	<p>The auditee provides workers with clean washing facilities, changing rooms and toilets that are respectful of local customs 被审核方（生产商）为工人提供尊重当地习俗的干净的洗涤设施、更衣室和洗手间</p>	<p>The auditee makes sure that workers are allowed to use changing rooms, and use washing rooms and toilets in a way that is respectful towards them. 被审核方（生产商）确保以尊重工人的方式准予工人使用更衣室、洗涤室和洗手间。</p> <p>If the law indicates the minimum number of washing facilities and toilets that businesses are obliged to provide, the auditee follows that law. 被审核方（生产商）遵循适合公司规模的清洗设施和洗手间最少数量的相关国家法规。</p> <p>If no law exists, the assessment of how many facilities are needed to serve the size of the workforce needs to be part of the OHS risk assessment and related action plan. 若无国家法规，被审核方（生产商）确定其标准根据职业、健康和安全风险-评估和相关行动计划。</p> <p>The auditee is able to explain during the audit the reasons for having the amount of facilities that it has. It can also explain plans to adapt the number if needed. 被审核方（生产商）能够在审核期间阐明其所有的设施数量以及按需确定数量的计划。</p> <p>If there is no applicable law, the number of washing facilities, changing rooms and toilets shall meet the needs of the total number of workers; for women and men alike. 若无适用法律，清洁设施、更衣室和洗手间的数量应符合全部工人需求，如女工和男工。</p> <p>Particular attention shall be devoted to ensure that facilities meet workers needs even when the number of workers increases (e.g. peak session). 即使在工人数增加时，尤其注意确保工厂符合工人需求（如旺季）。</p>
7.23	<p>The auditee provides workers with transportation (either directly or by using third parties) that is safe and that complies with national regulations 被审核方（生产商）（直接或通过第三方）为工人提供安全并符合国家法规要求的交通工具</p>	<p>The auditee has information on how workers get to the premises (e.g. using public transportation, bicycles). 被审核方（生产商）有工人如何到达经营场所的信息（如使用公共交通工具、自行车）。</p> <p><b>Agricultural vehicles</b> : Special attention should be paid to agricultural vehicles used for human transportation, which represent an additional risk for accidents or harming workers <b>农用车辆</b>: 尤其关注适用于人力运输的农用车辆，这代表潜在意外风险或对工人造成伤害的潜在风险。</p>
7.24	<p>The location of the social facilities or workers housing ensure that users are not exposed to natural hazards or affected by the operational impacts of the worksite (for example noise, emissions or dust) 公共设施或工人住房的地点确保用户不会遭受自然危害或受到工作场所（车间）运营的影响（例如噪音、排放物或粉尘）</p>	<p>National law usually defines the characteristics for where/how to locate these facilities. 国家法律通常规定了这些设施的安置地点和方法。</p> <p>If not, the auditee: 否则，被审核方（生产商）：</p> <ul style="list-style-type: none"> <li>o Bases its decision on the OHS risk assessment and related action plan o 以职业健康与安全风险评估和相关行动计划决定为依据</li> <li>o Ensures that the location of social facilities and housing do not expose workers to: o 确保公共设施和住房地点不会使工人遭受到： <ul style="list-style-type: none"> <li>* Natural hazards 自然危害</li> <li>* Adverse impacts on health, safety or their lives 对健康、安全及其生命的不利影响</li> </ul> </li> </ul> <p>Industrial buildings are not used for workers' housing. 工业大楼不得作为工人住房使用。</p> <p><b>Cost of the accommodation</b> : When workers are required to temporarily leave the workplace for an undertaking, the auditee shall provide the workers adequate facilities and accommodation at no cost (e.g. agricultural undertakings or animal production). <b>住房费用</b>: 若工人因工作而被要求临时离开工作场所（车间）时，被审核方（生产商）应向工人免费提供充分的设施和住房（如农企或动物生产）。</p>
7.25	<p>The auditee verifies that temperature, humidity, space, sanitation, illumination are adequate for the health and safety of workers 被审核方（生产商）核实温度、湿度、空间、卫生和照明适合工人健康和安全的</p>	<p><b>Respectful to workers' health and safety:</b> The auditee needs to make sure that workers have a workplace, social facilities and housing that are fully respectful of their health and safety. <b>尊重工人健康和安全的</b>: 被审核方（生产商）应确保工人拥有充分尊重其健康和安全的 workplace（车间）、公共设施和住房。</p> <p>If the law indicates the minimum characteristics for the workplace, social facilities and housing, the auditee follows that law. 若法律规定了工作场所（车间）、公共设施和住房的最低要求，被审核方（生产商）应遵循该法律规定。</p> <p>If not, the auditee includes the characteristics as part of its OHS risk assessment. The auditee shall define in consultation with workers and their representatives the minimum adequate conditions related to: 否则，被审核方（生产商）应在其职业健康和安全风险评估中涵盖这一点。被审核方（生产商）应与工人及其代表协商关于以下方面的最低充分条件：</p> <ul style="list-style-type: none"> <li>o Temperature o 温度</li> <li>o Humidity o 湿度</li> <li>o Space o 空间</li> <li>o Sanitation o 卫生</li> <li>o Illumination 照明</li> </ul> <p><b>Space and illumination</b> : Space and illumination need to be provided in such a way that is adequate for workers' specific activities. <b>空间和照明</b>: 以适合工人特定活动的方式提供所需空间和照明。</p> <p>The auditee shall be able to provide to the auditor consistent information on: 被审核方（生产商）应能够为审核员提供关于以下方面的一致信息：</p> <ul style="list-style-type: none"> <li>o The existing conditions o 现有条件</li> <li>o Improvement plans (if any) o 改善计划（如有）</li> <li>o Timeline and related cost(s) for improvements o 时间表和相关改进成本</li> </ul> <p>If the auditee provides workers with housing: 若被审核方（生产商）为工人提供住房：</p> <ul style="list-style-type: none"> <li>o The rooms shall give workers enough space and not be overcrowded o 让工人拥有足够的空间以防太过拥挤</li> <li>o Workers shall have space to store personal items o 工人应有储存私人物品的空间</li> <li>o Laundry and waste disposal need to be properly organised o 需合适安排洗衣和处理垃圾</li> <li>o Waste removal scheduling shall be displayed for workers in the housing o 在住房内向工人明示垃圾处理安排</li> </ul> <p><b>IMPORTANT</b>: If the auditor identifies any imminent risk to workers' health and/or lives, he/she shall trigger an Alert in the BSCI system and stop the normal course of the audit. The BSCI Audit automatically re</p>

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 <p data-bbox="136 405 595 443">Documents related to this Performance Area 本执行领域相关文件</p>	<p data-bbox="633 181 936 197"><u>Certificates and contracts: 证书和合同:</u></p> <ul data-bbox="633 197 1659 288" style="list-style-type: none"><li>o Valid inspection and insurance for machinery and vehicles o 有效的机器和车辆检验和保险</li><li>o Purchase invoices of the PPE bought by the auditee o 被审核方（生产商）购置的个人防护装备采购发票</li><li>o Valid business license and all necessary official approvals to run operations o 有效营业执照和所有必要的官方操作批准书</li><li>o Official building certificate about safety and appropriateness for the industry o 有关行业安全性和适宜性的官方建筑物证书</li><li>o Contract with any service provider including food services, transportation, agents o 与任何服务提供商订立的合同，包括食品服务、运输、</li></ul> <p data-bbox="633 309 757 325"><u>Training: 培训:</u></p> <ul data-bbox="633 325 2092 395" style="list-style-type: none"><li>o Documentary evidence of workers training on occupational health and safety o 工人职业健康与安全培训文档证明</li><li>o Evidence of a training calendar for workers and management o 工人和管理层培训日程证据</li><li>o Documentary evidence of workers' qualifications for those who deal with dangerous machines, electrical installation and any other activity that requires specific training due to the high level of risk o 工人合格操作危险机器、电气装置、以及参与任何其他因风险而要求特定培训的活动的文档证明</li></ul> <p data-bbox="633 416 891 432"><u>Records and reports: 记录和报告:</u></p> <ul data-bbox="633 432 2114 667" style="list-style-type: none"><li>o Risk assessment for safe, healthy and hygienic working conditions o 安全、健康和卫生工作条件风险评估</li><li>o Action plan for safe, healthy and hygienic working conditions o 安全、健康和卫生工作条件行动计划</li><li>o Documentary evidence of updated contributions to social insurance funds 已更新的社保基金供款书面证明</li><li>o Occupational health and safety regulations applicable for the industry o 行业适用的职业健康与安全法规</li><li>o Documentary evidence of the election process of the health and safety committee o 健康和安委会选举过程的书面证明</li><li>o Minutes of the health and safety committee meetings o 健康和安委会会议记录</li><li>o Documentary evidence of consumption, withdrawal and disposal of chemicals (including Material Safety Data Sheets - MSDS) o 消耗、撤销和处理化学品的书面证明（包括材料安全数据表 - MSDS）</li><li>o Official inspections conducted to ensure building and equipment safety, including date of validity and corrective actions if any o 确保建筑物和设备安全的官方检查，包括有效日期和纠正措施（如有）</li><li>o Inspection reports, maintenance records, operating and safety instructions for:<ul data-bbox="674 576 1854 667" style="list-style-type: none"><li>o 关于以下方面的检验报告、维护记录、操作和安全指引：<ul data-bbox="674 596 1854 667" style="list-style-type: none"><li>* Dangerous machines, including but not limited to lifts, electrical equipment, high-pressure equipment 危险机器，包括但不限于升降机、电气设备、高压设备</li><li>* Firefighting equipment (e.g. inspection tags on fire extinguishers) 消防设备（如灭火器检验标签）</li><li>* Potable water at production facilities and dormitories 生产车间和宿舍的饮用水</li><li>* Health and safety for the facilities and dormitories including but not limited to temperature, noise level and lighting 场所和宿舍健康和安委会，包括但不限于温度、噪音水平和灯光</li></ul></li></ul></li></ul>	

Performance Area 8: No Child Labour 执行领域8：不雇佣童工		
8.1	<p data-bbox="633 836 2114 874">Children who are working who are younger than 15 years old (or younger than 14 years old in countries that have set that age as the threshold), is regarded as child labour, unless it is “light work” (defined below). 除从事“轻松的工作”（如下所述）外，工作年龄未满15周岁的儿童（或者在已规定年龄界限的国家里，年龄未满14周岁）应被视为童工。</p> <p data-bbox="633 874 1048 890">Child labour occurs when work: 如有下列情况则被视为童工:</p> <ul data-bbox="633 890 2181 1054" style="list-style-type: none"><li>o Is done by a person who is younger than 15 years old (or someone who is younger than 14 years old in countries that have set that age as the threshold) o 年龄未满15周岁的人士工作（或者在规定了工作年龄限值的国家里，年龄未满14周岁的人士工作）</li><li>o Is mentally, physically, socially and/or morally dangerous o 造成精神、身体、社会和/或道德危害</li><li>o Is harmful to children o 对儿童有害</li><li>o Interferes with their schooling because it:<ul data-bbox="674 963 1659 1034" style="list-style-type: none"><li>o 因下列原因阻止他们上学：<ul data-bbox="674 979 1189 1018" style="list-style-type: none"><li>* Deprives them of the opportunity to attend school 剥夺他们上学的机会</li><li>* Obliges them to leave school prematurely 迫使他们过早离开学校</li><li>* Requires them to attempt to combine school attendance with excessively long and heavy work 要求他们尝试上学的时候同时参加繁重的工作</li></ul></li></ul></li></ul> <p data-bbox="633 1038 987 1054">o It is not “light work” o 这不是“轻松的工作”</p> <p data-bbox="633 1075 1630 1091"><b>Light work</b> refers to the participation of children or adolescents in work activities such as: <b>轻松的工作</b>是指儿童或青少年参与的工作，如:</p> <ul data-bbox="633 1091 1509 1145" style="list-style-type: none"><li>o Helping their parents around the home o 在家里帮助父母</li><li>o Assisting in a family business o 协助家族企业</li><li>o Earning pocket money outside school hours and/or during school holidays o 在上学外的时间和/或在学校假期期间赚取零花钱</li></ul> <p data-bbox="633 1166 2181 1257"><b>Light work</b> is acceptable as long as: 只要符合下列条件，则可安排<b>轻松的工作</b>：<ul data-bbox="633 1182 2181 1257" style="list-style-type: none"><li>o The child is at least 13 years old (or at least 12 years old in countries that have set a minimum age of 14) o 儿童至少达13周岁（或在最低年龄为14周岁的国家，至少为12周岁）</li><li>o It does not prejudice their attendance at school or time dedicated to homework (e.g. maximum two hours in any working day) o 工作不影响他们上学或做作业的时间（如在工作日最多两小时）</li><li>o It does not take place on a continuous basis (e.g. school holidays) o 不得持续发生（如学校假期）</li><li>o It is supervised by either parents or any other guardian who can ensure the task provided to children is not harmful for their health or interferes with their schooling. o 儿童的父/母亲或和任何其他监护人负责监督</li></ul></p> <p data-bbox="633 1278 2181 1294">A higher minimum age of <b>18 years is set for hazardous work</b> which, by its nature or the circumstances under which it is carried out, is likely to jeopardise peoples' health, safety and/or morals. 由于执行危险工</p> <p data-bbox="633 1315 1285 1331">The auditee must take the necessary measures to: 被审核方（生产商）必须采取必要的措施来:</p> <ul data-bbox="633 1331 1218 1347" style="list-style-type: none"><li>o <b>Understand</b> what child labour is and what it is not o <b>理解</b>谁是童工、谁并非童工</li></ul>	

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		<p>o <b>Identify</b> if child labour is or is not likely to occur in its industry or region (e.g. some industries such as agriculture, hunting, forestry, fishing, mining and quarrying have higher risks of child labour than others)</p> <p>o <b>Not engage child labour indirectly</b> (e.g. using recruitment agencies, or allowing migrant or seasonal workers to use their children to support them at work. Some additional precautions may be needed, such as:                      * Migrant or seasonal workers' children's names, ages, schooling time schedules and information on their schools 外来工和/或季节性工人的子女姓名、年龄、课程安排和在校信息                      * Age and identity cards of workers engaged via recruitment agencies 通过招聘代理订立的工人的年龄和身份证                      * Agencies' recruitment procedures to avoid engagement of children or illegal workers (among others) 防止与儿童或非法工人（之间）订立合约的代理招聘程序</p> <p>If during the data collection, the auditee realises that some of the workers were engaged before they reached the legal age to work, the auditee immediately reports this to the auditor. Such proactive reporting is encouraged.</p> <p><b>Stakeholder mapping</b> : The auditee keeps contact details of the stakeholder(s) who could help solve child labour cases. 利益相关者规划：被审核方（生产商）保留有助于解决童工问题的利益相关者的联系方式。</p> <p>BSCI offers <b>Template 6: Stakeholder Mapping that may be used for this purpose.</b> BSCI提供据此可用的<b>模板6：利益相关者规划</b></p>
8.2	<p>The auditee establishes robust age-verification mechanisms as part of the recruitment process, which may not be in any way degrading or disrespectful to the worker 被审核方（生产商）确立构成雇佣流程的稳健年龄核实机制。该机制不得以任何形式忽视或不尊重工人</p>	<p>The risk for hiring minors is higher for: 下列情况具备较高的雇佣未成年人风险：                      o Certain sectors (e.g. mining) o 特定行业（如采矿）                      o Jobs that require low or no qualifications o 要求更低资格或无需资格的工作                      o Work conducted in remote areas where: o 在偏远地区的工作：                      * Labour inspectors are less likely to reach 劳工督察不太可能前往的地方                      * Individuals have limited access to official identity cards 受限获得官方身份证的人士</p> <p>A robust age-verification mechanism includes: 稳健的年龄核实机制包括：                      o Training of the person or people in charge of hiring workers and dealing with high-risk situations o 培训聘请工人和处理高风险情形的负责人                      o Training of the person or people in charge of hiring workers to cross-verify interview techniques to find out the actual age of workers being interviewed o 培训招聘负责人使用交叉证明面试技巧来了解面谈应聘人员的年龄                      o Regular cross-verification of workers' age with other stakeholders (e.g. recruitment agencies, previous employers) o 定期与其他利益相关者交叉核实工人年龄（如招聘代理、前雇主）</p>
8.3	<p>The auditee has adequate policies and procedures in writing, towards protecting children from any kind of exploitation 被审核方（生产商）具备保护儿童免受任何类型剥削的充分书面政策和程序</p>	<p>These policies and procedures are meant to ensure no direct exploitation of children (by the auditee) and no indirect exploitation (by business partners). 这些政策和程序意味着确保（被审核方（生产商））不会直接剥削儿童，并且（商业伙伴）不会间接剥削儿童</p> <p>The procedure sets in writing: 书面确立程序：                      o The necessary steps to ensure that children are protected from exploitation o 确保儿童免受剥削的必要步骤                      o How to deal in the most responsible way with cases of child labour o 如何以最负责的方式处理童工事件</p> <p>The procedure needs to include: 程序必须包括：  <b>An overview of:</b> <b>概述：</b>                      o Specifically hazardous working conditions in the workplace o 工作场所（车间）的特殊危害工作条件                      o Illegal activities in the region (drug trafficking, prostitution or others) o 区域内的非法活动（贩毒、卖淫或其他）                      o Family poverty as a driving force behind child labour o 驱使造成童工的家庭贫穷                      o Child protection projects run in the area by government, NGOs or others o 在政府、非政府组织或其他区域内开展的儿童保护项目                      o Trade union(s) which could offer support in case of child labour o 为童工提供支持的工会                      o Educational or vocational training facilities nearby or in the region (including contact details and schedules) o 该区域附近或区域内的教育或职业培训机构（包括详细方式和日程表）</p>
8.4	<p>The auditee has adequate and remedial policies and procedures to provide for further protection in case children are found to be working 被审核方（生产商）具备充分的改善政策和程序，以便在发现童工时提供进一步保护</p>	<p>The <b>remediation procedure</b> must include considerations for removal and rehabilitation of the children: <b>改善程序</b>必须包括解雇并使儿童重新融入社会：                      o Possible alternatives for a responsible removal and rehabilitation of the child into society (e.g. non-formal or basic education to help bring older children so they can successfully re-enter regular schools). o 解雇并使儿童重新融入社会的可行性替代方案（如提供非正式或基本教育，以便较大龄儿童能够重新上学）                      o Relevant <b>stakeholders</b> who could provide support in case of dismissals of children found working (e.g. local offices of international organisations like Save the Children, UNICEF and government agencies dealing with child protection). The auditee must always have its contact lists up to date. o 解雇童工后，<b>利益相关者</b>能够提供支持（如国际组织当地办事处，救助儿童会、联合国儿童基金会以及负责保护儿童的政府机构）                      。被审核方（生产商）必须始终保留最新的联系清单。                      o <b>Allocated budget</b> to provide financial compensation to children found working so they can go to school o <b>分配成本</b>为童工提供经济赔偿，以便他们能够上学</p> <p>In some cases the <b>best approach</b> for remediation may be to: 在一些情况下，<b>最佳的改善方式</b>可以是：                      o Work out a time schedule for solving the case 确立解决童工问题的时间表</p>
 <p>Documents related to this Performance Area 本执行领域相关文件</p>	<p>o Personnel data files for all workers (including seasonal workers) o 所有工人的个人档案（包括季节性工人）                      o Age-verification procedure o 年龄核实程序                      o Training of Human resources responsible o 人力资源负责人培训                      o Procedure to avoid children exploitation o 防止剥削童工程序                      o Child labour remediation procedure o 童工改善程序                      o Worker contracts or agreements, including with recruitment agencies o 工人合同或协议，包括与招聘代理订立的合同或协议</p>	

Performance Area 9: Special protection for young workers 执行领域9：保护青年工人		
9.1	<p>The auditee ensures that young people do not work at night and are protected against conditions of work which are prejudicial to their health, safety, morals and development. 被审核方（生产商）确保青年工人无需在夜间工作，并且使工人免受影响其健康、安全、道德和发展的工作条件伤害。</p>	<p><b>Risk assessment:</b> The auditee has a good understanding of the activities that are potentially harmful for young workers. A risk assessment is necessary even if the auditee does not engage any young worker. The risk assessment must describe the processes and areas of work where young workers cannot be involved. <b>风险评估：</b>被审核方（生产商）应对潜在危害青年工人的活动有较好的全面了解。即使未与任何青年工人订立合约，被审核方（生产商）也有必要进行风险评估。</p> <p><b>Night work:</b> The period of time that qualifies as “night work” is usually defined by national law. <b>夜班工作：</b>国家法律通常明确了被定义为“夜班工作”的时间。 If that is the case, the auditee uses the legal definition as a reference to avoid engaging young workers at night. 在这种情况下，被审核方（生产商）参照法律规定以防青年工人在夜间工作。 Without a national law definition, the auditee follows the BSCI definition. BSCI defines “night work” as all work which is performed during a minimum period of 7 consecutive hours, including the period from midnight to 5 am, as defined by the ILO. 若无相关国家法律，被审核方（生产商）应遵循BSCI定义要求。BSCI规定，“夜班工作”是指至少连续七小时的工作，包括在国际劳工组织规定的午夜和早上5点之间的时间间隔内的工作。</p>

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N°	QUESTION 问题	GUIDELINES 指引（如果您有任何疑问，请与我联系。181-3883-8005）
9.2	<p>Young workers working hours do not prejudice. 青年工人工作时不影响：                      o Their attendance at school o 上学时间                      o Their participation in vocational orientation approved by the competent authority o 参加主管机构批准的职业导向培训                      o Their capacity to benefit from training or instruction o 能够参加教育/培训课程</p>	<p>The auditee ensures that daily working time combined with school time and transport time is limited to 10 hours a day when workers attend: 被审核方（生产商）确保，若工人参加下列课程，每日工作时间、上学时间以及交通时间不会超过10小时：                      o Local compulsory education o 当地义务教育                      o Any other education or training programme approved by the relevant/competent authority o 相关机构/主管机构批准的任何其他教育或培训课程</p> <p>The auditee ensures that its own company trainings are scheduled so young workers can still attend school or their education/training programme. 被审核方（生产商）确保能安排公司提供培训，以便青年工人仍能够上学或参加教育/培训课程。</p>
9.3	<p>The auditee establishes the necessary mechanisms to prevent, identify and mitigate harm to young workers 被审核方（生产商）设立保护、识别和减缓青年工人伤害的必要机制。</p>	<p>The OHS risk assessment and related action plan include specific attention to young workers. 职业健康与安全风险评估及相关行动计划尤其关注青年工人。                      Workers and their representatives are consulted to define preventive and mitigation measures. 咨询工人及其代表来明确预防和缓解措施。                      The mitigation measures are properly recorded. 正确记录缓解措施。</p>
9.4	<p>The auditee seeks to ensure that young workers have access to effective grievance mechanisms 被审核方（生产商）竭力确保青年工人已使用有效的申诉机制</p>	<p>Young workers receive special training on how to lodge a grievance. 青年工人接受关于如何提出申诉的特殊培训。                      Young workers are properly informed on the support they receive to lodge a grievance. 青年工人被正确告知如何获得支持以提出申诉。                      Young workers are trained regardless of the type of employment: seasonal, subcontracted or directly engaged. 青年工人均能受训：季节性工人、分包工人或直接订立合约的工人。                      The auditee keeps records of trainings provided to young workers, concerning the existence and use of the grievance mechanism. 被审核方（生产商）保存提供给青年工人的培训记录，该记录包含申诉机制存在和使用信息。</p> <p><b>Training documentation:</b> The auditee makes available the documents related to these trainings, which include: <b>培训文件:</b> 被审核方（生产商）制定培训文件，包括：                      o Dates, schedules (which should not conflict with schooling or vocational training programmes) o 日期、日程（不得与学习时间或职业培训相冲突）                      o Content o 内容                      o Trainer name and qualification o 教员名称和资格                      o Attendance list with signatures o 附带签字的出席人员名单</p>
9.5	<p>The auditee seeks to ensure that young workers are properly trained on Occupational Health and Safety and have access to related training programmes 被审核方（生产商）竭力确保青年工人接受正式的职业健康与安全培训，并参加培训课程</p>	<p>Young workers receive occupational health and safety training on the specific risks they face as young workers in relation to their specific tasks. 青年工人获得关于其面对的特定风险的职业健康与安全培训。                      Training documentation: The auditee makes available the documents related to these trainings, which include: <b>培训文档:</b> 被审核方（生产商）制定培训文件，包括：                      o Dates, schedules (which should not conflict with schooling or vocational training programmes) o 日期、日程（不得与学习时间或职业培训相冲突）                      o Content o 内容                      o Trainer name and qualification o 培训方名称和资格                      o Attendance list with signatures o 附带签字的出席人员名单</p>
9.6	<p>The auditee has a good overview of all young workers engaged in its production site 被审核方（生产商）对其在生产场地工作的所有青年工人有一个较好的全面了解</p>	<p>The auditee understands that young workers are more vulnerable than most workers. 被审核方（生产商）理解青年工人比大多数工人更弱势。                      The auditee devotes extra efforts towards monitoring young workers' working conditions. 被审核方（生产商）更注意监控青年工人的工作条件。                      The auditee has a good overview of young workers' work cycles. 被审核方（生产商）对青年工人的工作周期有较好的全面了解。</p> <p><b>Work cycle</b> refers to: 工作周期是指：                      o The recruitment process o 雇用流程                      o Remuneration o 薪酬                      o Hours of work o 工时                      o Disciplinary measures o 惩戒措施                      o Promotion o 晋升                      o Trainings o 培训                      o Termination of employment o 终止雇佣关系</p> <p><b>Record keeping:</b> The auditee collects and keeps specific records on young workers. <b>记录保存:</b> 被审核方（生产商）收集和保存专门的青年工人记录。</p> <p>BSCI provides <b>Template 7: Young Workers Data</b>. Template 7 includes the minimum information needed to compile these records. It is especially useful if the auditee does not have its own format to draw on. BSCI 提供<b>模板7: 青年工人数据</b>说明了青年工人需要的最低限度信息。模板7 包括编制这些记录所需的最低限度信息，这尤其适合被审核方（生产商）无相关表格可用时使用。</p> <p><b>Handling personal data:</b> Personal data records should only be destroyed in accordance with the national regulations for handling confidential information. See also the Ethical Behaviour Performance Area below.</p>
 <p>Documents related to this Performance Area 本执行领域相关文件</p>	<ul style="list-style-type: none"> <li>o Documentation of all trainings given to young workers o 所有青年工人培训文件</li> <li>o Risk assessment and related action plan with specific measures to protect young workers and young female workers o 风险评估和保护青年工人和青年女工的特定措施行动计划</li> <li>o Young workers overview records o 青年工人概述记录</li> <li>o Young workers' work cycle overview o 青年工人工作周期概要</li> </ul>	

Performance Area 10: No Precarious Employment 执行领域10: 无缺乏保障就业		
10.1	<p>The auditee's employment relationships do not cause insecurity for the workers 被审核方（生产商）雇佣关系不会给工人带来不安全感</p>	<p><b>Cause of insecurity:</b> Situations that cause insecurity to the worker can affect both permanent and temporary workers. They include: <b>不安定原因:</b> 给工人带来不安全感的情况会影响永久雇佣工人和临时工人，这包括：                      o Lack of social security o 缺乏社会保障                      o Use of seasonal contracts for permanent positions o 在永久工作中使用季节性合同                      o Hiring and dismissal practices to avoid consolidation of workers' rights o 防止整合工人权利的雇佣和解雇规范</p> <p><b>Temporary workers:</b> The definition of permanent and temporary jobs (seasonal being one type of job) is usually given by law. If there is no legal definition, the auditee defines temporary jobs as jobs with pre-determined end dates or as jobs which end as soon as a project is completed. <b>临时工人:</b> 法律通常给出了永久工作和临时工作（季节性工作是其中一种类型）的定义。若无法律定义，被审核方（生产商）应规定有预定的结束日期或在项目完成时结束的工作为临时工作。</p> <p><b>Probationary period:</b> National legislation often permits that the first few months of a new employment relationship can be set as a probationary period. This period allows both the employer and the employee to try out the employment relationship. <b>试用期:</b> 国家法规通常允许确定新确立的雇佣关系的前几个月为试用期。在试用期内，雇主和雇员均能够尝试建立雇佣关系。</p>

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N°	QUESTION 问题	GUIDELINES 指引（如果您有任何疑问，请与我联系。181-3883-8005）
10.2	<p>The auditee engages workers based on recognised and documented employment relationships and documented employment relationships 被审核方（生产商）基于已认定和记录的雇佣关系与工人订立合约</p>	<p>The work relation between the auditee and its workers is: 被审核方（生产商）及其工人之间的工作关系：                      o <b>Recognised</b>: The work relation has been established in compliance with national legislation, custom or practice and international labour standards, whichever provides greater protection to workers o <b>认定</b>: 已按照国家法规、习俗或规范以及国际劳工标准（为工人提供更多保护的规定优先）确立工作关系。                      o <b>Documented</b>: The work relation is supported by means of any documentary proof that makes workers aware of their rights and obligations (e.g. work contracts and posters which indicate working rules).                      Particular attention shall be given when workers may have difficulties to read and write. In these cases, the auditee must make additional efforts to ensure that workers understand their working conditions. o <b>记录</b>: 使工人了解其权利和义务的任何文档证明适用于证实工作关系（如工作合同和说明工作规则的公告）。尤其注意工人是否存在阅读和书写困难。在这种情况下，被审核方（生产商）必须通过额外的努力来确保工人理解其工作条件。  <b>Recruitment agencies</b>: The auditee shall carefully look at workers' terms of employment when it engages workers by using recruitment agencies. Recruitment agencies must meet the characteristics defined by law                      Information provided to workers must be: 提供至工人的信息必须是：                      o <b>Understandable</b>: This may require translation to the language of workers, or audio and/or visual guidance for disabled workers as well as for workers who have difficulties in reading and writing o <b>可理解性</b>: 这要求翻译成工人使用的语言、或者为残障工人以及阅读和书写存在困难的工人提供听力和视觉向导                      o <b>Timely</b>: It needs to be provided before initiating the employment relationship o <b>及时性</b>: 被审核方（生产商）在开始建立雇佣关系前提供信息                      o <b>Relevant</b>: It concerns workers' rights, obligations, responsibilities and employment conditions. It includes information on: o <b>相关性</b>: 信息是指工人权利、义务和雇佣条件的信息。这包括下列信息：                      * Working hours 工时                      * Trainings and other benefits 培训和其他利益                      * Remuneration and terms of payment 报酬和支付条件                      * Access to the grievance mechanism 使用申诉机制                      The same understandable information must be given to the workers hired through "recruitment agencies". 被审核方（生产商）通过招聘代理向工人提供相同的必要信息</p>
10.3	<p>The auditee provides workers with understandable information before entering into employment 被审核方（生产商）在达成雇佣关系前为工人提供易于其理解的信息</p>	<p>If misused, some legal employment arrangements can jeopardise workers. The auditee shall avoid misusing: 如有误用，某些法定雇佣协议会危害工人。被审核方（生产商）应避免出现误用：                      o Apprenticeship schemes where there is no intention to develop skills or provide regular employment o 学徒制方案：当它们并非用于传授技巧或提供正常雇佣关系时                      o Seasonal or contingency work when used to undermine workers' protection o 季节性或应急工作：当它们用于替代应永久聘用工人的永久工作时                      In some cases, it is more difficult to determine if the employment arrangement is being misused or not: 在一些情况下，这将比较难以决定是否误用雇佣协议：                      o <b>Labour-only contracting</b>: This practice may cover bonded labour o <b>非正式雇佣合同</b>: 该行为包括抵债性劳动                      o <b>Subcontracting</b>: This practice may cover the employer's intention to avoid reaching the minimum number of workers that allows for the presence of workers representatives or the right to unionise o <b>分包</b>: 该行为可包括雇主避免达到允许存在工人代表或行使成立工会的权利的最低工人人数的目的                      Subcontracting should be done for efficiency or quality reasons, not to undermine workers' rights. The auditee is able to explain the business logic behind its subcontracting practices and demonstrate that</p>
10.4	<p>The auditee does not use employment arrangements in a way that deliberately conflicts with the genuine purpose of the law 被审核方（生产商）未以故意抵触原有法律目的的方式使用雇佣协议</p>	<p>o <b>Employment contracts and/or posters where workers' rights and obligations are displayed</b> o <b>雇员合同和/或公告列明了工人权利和义务</b>                      o <b>Recruitment and dismissal procedures and records</b> o <b>雇用和解雇程序和记录</b>                      o <b>Overview of subcontractors</b> o <b>分包商概述</b>                      o <b>Overview of apprenticeships granted in the company</b> o <b>公司学徒制概述</b>                      o <b>Overview of seasonal workers</b> o <b>季节性工人概述</b></p>
 <p>Documents related to this Performance Area 本执行领域相关文件</p>		


**Performance Area 11: No Bonded Labour 执行领域11: 无强迫劳动**

11.1	<p>The auditee does not engage in any form of servitude, forced, bonded, indentured, trafficked or non-voluntary labour 被审核方（生产商）未确立任何形式的奴役、强迫、抵债、契约、贩卖或非自愿劳动</p>	<p>Workers must be engaged: 工人必须在下列情况下订立合约：                      o Based on their free will o 自愿                      o Without facing any potential or actual risk of being subject to forced labour o 无需面对任何潜在或实际的强迫劳动风险                      Workers can: 工人可：                      o Terminate their employment freely, provided that reasonable notice is given to the employer o 向雇主发出合同通知后可自由终止雇佣关系                      o Leave the premises after working hours, without being stopped or held by security guards (armed or unarmed) o 工人可在工作后离开生产经营场所，不会被（武装或非武装）安保截留或扣留                      o Leave the production site and housing in their free time, without having to ask for permission o 工人可自由离开生产车间和/或住房，无需获得批准                      o Choose accommodation outside of the housing offered by the employer, if they have that possibility o 如有必要，工人可选择在雇主提供的住房外的其他地方住宿                      The auditee shall make sure that: 被审核方（生产商）应确保：                      o Work permits are valid without any indication that workers have been victims of human trafficking o 工作证有效，未表明工人是人口贩卖受害人                      o Workers receive their visa, housing, training and education without providing any form of servitude o 工人无需提供任何劳役方可获得其签证、住房、培训和教育                      o Workers are not requested to leave personal documents in deposit o 工人无需被扣押私人证明                      o Workers are not illegally held against their will over their wages or benefits o 工人不得被非法扣留工资或福利  <b>Prison labour</b>: It refers to a form of occupation for convicts. <b>监狱劳力</b>: 对监狱劳力最熟悉和准确的想法是为罪犯提供工作的一种形式。                      Prison Labour is not a human right violation if it fulfils certain conditions: 该类劳动本身不会侵犯人权。若满足特定条件，例如：                      o Prisoners offer their labour voluntarily, without being pressured or threatened with punishment 囚犯自愿劳动，未受到任何处罚压力或威胁                      o Prisoners perform their work under conditions close to a free labour relationship to the extent that prisoners' conditions allow (e.g. wage level, social security, OHS) o 在囚犯条件允许的接近自由劳动关系条件下  <b>IMPORTANT: Prison Labour in China.</b> BSCI recommends that BSCI Participants do not engage with business partners that use prison labour in China because: <b>重要提示</b>: 中国监狱劳力。由于下列原因，BSCI建议BSCI参与者                      o Prisoners' rights are not covered under Chinese labour law. Instead, they are covered under the prison's rules and criminal law. o 中国劳动合同法和劳动法未包括监狱劳动人员的权利，但监狱法和刑法包含了上述权利                      o Prisoners' labour rights, including overtime rates, are not properly protected o 监狱劳工权利未受到适当保护，包括加班费率                      o Prisoners' remuneration is decided by the prison's management o 监狱管理层决定监狱劳工报酬</p>
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N°	QUESTION 问题	GUIDELINES 指引（如果您有任何疑问，请与我联系。181-3883-8005）
		<p>o Prison rules do not allow BSCI Audits o 监狱法规不允许执行BSCI审核</p> <p><b>Sumangali:</b> The term refers to a hiring practice in South India. Sumangali happens when companies recruit young unmarried women from rural villages to work for several years. <b>“Sumangali”</b> 一词是指在印度纺织以</p> <p>The <b>main characteristics of Sumangali include that the employer:</b> <b>Sumangali的主要特点包括雇员是:</b></p> <ul style="list-style-type: none"> <li>o <b>Recruits</b> young unmarried women from rural villages, most commonly by using brokers o 通常经过中介从农村地区雇佣年轻未婚女工</li> <li>o <b>Promises a lump-sum payment</b> at the end of the contract period, which is retained from the worker’s regular wage o 通过承诺在合同期满后一次性支付扣留工人的正常工资</li> <li>o <b>Controls</b> the movement of the young women outside of their working hours to ensure that they sleep in hostels provided by the employer o 限制青年女工在工作时间外的自由活动，以确保她们在雇主提供的旅馆睡觉</li> </ul> <p>Sumangali represents an additional risk of bonded labour because these young women: Sumangali代表青年女工抵债性劳动的额外风险:</p> <ul style="list-style-type: none"> <li>o Are taken away from their regions with only limited chance to return freely o 远离她们的地区，只有极少机会能够自由回家</li> <li>o Usually belong to the lowest caste in India, having little access to education o 通常印度的最低阶层几乎没有受教育的机会</li> <li>o See their wages reduced below the minimum wage o 发现经扣除的工资低于最低工资额</li> <li>o Lack guarantees to receive the lump-sum (e.g. in pro-rata) o 缺乏收到全额工资的保证（如按比例）</li> <li>o Face additional risks of harassment as they usually remain in confined housing o 经常在被限制在住房内会面临额外的骚扰风险</li> </ul> <p><b>IMPORTANT:</b> The auditee must pay particular attention to potential abuses of these workers’ vulnerability: <b>重要提示:</b> 被审核方（生产商）必须特别注意潜在利用工人弱势的情况:</p> <ul style="list-style-type: none"> <li>o The workers are covered by the special protection for young workers o 保护青年工涵盖工人</li> <li>o The workers must receive the remuneration which was both agreed and communicated without illegal deductions o 工人须按约定和沟通情况获取报酬，无任何非法扣除</li> <li>o The workers have working hours set in line with their apprenticeship situation o 工人的工作时间符合其学徒情况</li> <li>o The terms of apprenticeship arrangements are respected o 遵循学徒制协议条款</li> </ul>
11.2	<p><b>The auditee acts rigorously and diligently when engaging and recruiting migrant workers both directly and indirectly 被审核方（生产商）在直接和间接与外来工订立合约和招聘外来工时表现严谨尽职</b></p>	<p>The auditee takes the necessary measures to engage migrant workers in a way that does not represent a risk of bonded labour. This is particularly important when engagement is done indirectly (e.g. via recruitment agencies). 被审核方（生产商）采取必要的措施以不造成抵债性劳动风险的方式与外来工订立合约。在直接订立合约时尤为重要（如通过招聘代理）。</p> <p>The auditee remains vigilant to avoid this situation when: 如有下列情况，被审核方（生产商）仍需警惕以防出现该情况:</p> <ul style="list-style-type: none"> <li>o Both the country of origin and host country do not provide reliable protection to migrant workers o 采购国和所在国均不为外来工提供可靠保护</li> <li>o Workers have to pay a high recruitment fee to an agency to obtain a work visa and the agency hides from them deductions and remuneration for the work o 工人向代理支付高额雇佣费用来获得工作签证，并且代理隐瞒其扣除该费用和工资报酬</li> <li>o Workers have restricted their movement because the visa or travel documents are controlled by the agency or the auditee o 工人因代理或被审核方（生产商）控制其签证或旅游文件而被限制活动</li> <li>o Workers do not understand the host country language, which puts them in a more vulnerable position o 工人不理解所在国语言使他们处于更弱势地位</li> </ul> <p><b>IMPORTANT:</b> In agriculture, cultivation organised by a community because of law or custom is not regarded as compulsory cultivation. This is in line with the ILO Convention 29 (art. 19.2). <b>重要提示:</b> 在农业中，社区组织的耕作不被视为强制性耕作。</p> <ul style="list-style-type: none"> <li>o Creating and maintaining a culture of respect through the entire business o 在整个企业内创建和维护尊重他人的文化</li> <li>o Being proactive to reward respectful treatment, starting with managers and supervisors o 从经理和主管开始，积极奖励尊重他人的行为</li> </ul>
11.3	<p><b>The auditee does not subject workers to inhumane or degrading treatment, corporal punishment, mental or physical coercion and/or verbal abuse. 被审核方（生产商）未使工人受到非人道或有辱人格的待遇、体罚、精神或肉体胁迫和/或言语虐待</b></p>	<p>The auditee ensures that disciplinary measures do not consist of: 被审核方（生产商）确保惩戒措施不构成:</p> <ul style="list-style-type: none"> <li>o Corporal punishment o 体罚</li> <li>o Coercion such as: o 胁迫包括: <ul style="list-style-type: none"> <li>* Debt bondage 债役</li> <li>* Restriction of movement 限制活动</li> <li>* Violence 暴力</li> <li>* Threats and intimidation 威胁和恐吓</li> </ul> </li> </ul> <p><b>Housing:</b> When the auditee provides housing to workers, it must ensure living conditions are respectful to workers’ dignity. <b>住房:</b> 被审核方（生产商）为工人提供住房时必须确保具备尊重工人尊严的住房条件。</p> <p>These facilities provide as a minimum a: 这些住房至少应提供:</p> <ul style="list-style-type: none"> <li>o Separate bed for each worker o 每位工人单独睡一张床</li> <li>o Separate locker for storing personal belongings o 用单独的储物箱保管个人物品</li> <li>o Separate accommodation for women and men o 男女分开住宿</li> </ul> <p><b>IMPORTANT:</b> Special attention is to be given to the most vulnerable workers such as migrants, seasonal workers, young workers and pregnant women. <b>重要提示:</b> 尤其关注最弱势工人，如外来工、季节性工人、青年工人和怀孕</p>
11.4	<p><b>The auditee establishes all applicable disciplinary procedures in writing and explains them verbally to workers in clear and understandable terms 被审核方（生产商）确立所有适用的书面惩戒程序，并以清晰和易于理解的方式向工人口头说明</b></p>	<p>The auditee ensures that the disciplinary procedures are: 被审核方（生产商）确保惩戒程序:</p> <ul style="list-style-type: none"> <li>o Coherent and in line with the law o 符合并遵循法律规定</li> <li>o In writing and easily accessible to the workers and workers representatives o 以书面形式制定便于工人和工人代表理解</li> <li>o Descriptive concerning the censurable behaviour and possible disciplinary actions o 受谴责行为和可能采取的惩戒措施说明</li> <li>o Descriptive regarding the person in charge and communication channel (including appeal) o 负责人和沟通渠道说明（包括上诉）</li> <li>o Free from unfair deductions or imposition of financial fees, which may actually be illegal deductions o 无不公平扣除工资或强制征收财政费用的非法行为</li> </ul> <p><b>IMPORTANT:</b> If the auditor identifies bonded labour, he/she shall trigger an Alert in the BSCI system and stop the normal course of the audit. The BSCI Audit receives a status of Zero Tolerance. For more information, see BSCI System Manual Part V – Annex 5: BSCI Zero Tolerance Protocol . <b>重要提示:</b> 若审核员识别出抵债性劳动，审核员将在BSCI体系中提出警告，并停止执行正常审核。BSCI审核将接收零容忍情况。参见BSCI管理手册第五部分-附件5: BSCI零容忍协议了解详情。</p>
 <p><i>Documents related to this Performance Area 本执行领域相关文件</i></p>	<ul style="list-style-type: none"> <li>o Documentary evidence of training given to workers, management and human resources (e.g. list of attendees with signatures) o 工人、管理层和人力资源培训的书面证明（如出席人员签字名单）</li> <li>o Documentary evidence on disciplinary procedures o 惩戒程序的文档证明</li> <li>o Employment contracts including those related to security personnel, cleaning and other services o 雇员合同，包括安保人员、清洁和其他服务合同</li> <li>o Documentary evidence on disciplinary cases and the measures taken o 惩戒事件和所采取的措施的文档证明</li> </ul>	

**Performance Area 12: Protection of the Environment 执行领域12: 保护环境**

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12.1	<p>The auditee continuously identifies the significant impacts and environmental implications associated to its activity 被审核方（生产商）持续识别其商业活动的主要影响和环境影</p>	<p>The auditee has a good understanding of the environmental impacts of its business activities. 审核方对商业活动的环境影响有一个较好的理解。</p> <p>The self-assessment for environmental impacts includes: 环境影响自评包括：            o All processes taking place in the business’ boundaries 在业务范围内执行所有过程            o New production processes or newly installed equipment, which are immediately integrated into the assessment 立即评估新生产过程和新安装设备            o Clear understanding on how business activity impacts the environment 清楚理解商业活动如何影响环境            o Pre-defined time periods for conducting such assessments 执行该项评估的预定时限            o Competent staff responsible for collecting the data and doing the assessment 负责收集数据和进行评估的主管人员</p>
12.2	<p>The auditee has procedures in place to ensure integration of local environmental law into the business performance 被审核方（生产商）有程序确保在商业绩效中结合当地环境法</p>	<p>Environmental legal compliance and protection require business enterprises to: 环境法定合规性和保护要求商业企业：            o Integrate policies and procedures into core business strategy 在核心商业战略中融入政策和程序            o Make these policies and procedures a visible part of the business culture 使这些政策和程序成为企业文化的可见部分</p> <p>The auditee develops effective ways to ensure: 被审核方（生产商）开发出有效的方式以确保：            o Ongoing identification of environmental legislation 持续识别环境法规            o Definition of the environmental requirements that apply to its own daily activities 明确适合其每日活动的环境要求：            o Identification of sources of information on environmental legislation such as: 识别环境法规信息来源，如：            * Specialised sites online 专业在线网站            * Publications issued by industry experts 行业专家发表的出版物            * Tailor-made services provided by specialised companies 专业公司提供的定制服务</p>
12.3	<p>The auditee has and maintains required environmental permits and licences 被审核方（生产商）拥有和持有规定的环境许可证和执照</p>	<p>The auditee is aware of the necessary environmental permits and licences required by law for specific business activities. 被审核方（生产商）了解应具备法律规定的特定商业活动所需的环境许可证和执照。</p> <p>Environmental permits and licences are relevant and up to date. If any is unavailable, the auditee has at least already requested it from the competent authority. 环境许可证和执照是最新版本。若环境许可证和执照不可使用，被审核方（生产商）至少应向主管机构申请。</p>
12.4	<p>The auditee manages waste in a way that does not lead to the pollution of the environment. 被审核方（生产商）以不污染环境的方式管理废弃物。</p>	<p>There are local areas where waste separation and disposal are not managed by public authorities. This may lead to dumping waste material into the environment. 在某些地区，公共机构不负责分离和处置废弃物。这将造成向环境倾倒废弃物的情况。            Regardless of national regulations or not, the auditee has procedures in place to: 无论是否存在国家法规，被审核方（生产商）应有程序：            o Identify and separate the type of waste generated (hazardous versus non-hazardous). This includes packaging material 识别和分离所生成的废弃物类型（有害物质和非有害物质，包括包装）            o Define any specific handling requirements (e.g. disposal via an authorised agent or to a specialised site) 明确任何特定处理要求（如通过授权代理处置或在指定地点处置）            o Create awareness among workers about the waste generated and the proper way to handle it 在工人之间建立现场生成并以合适的方式处理废弃物的意识            o Avoid dumping waste into natural environments 避免向自然环境中倾倒废弃物            o Avoid burning waste in open fires 避免在明火中焚烧废弃物            o Dispose of plastics and empty chemical containers without incurring predictable environmental risks including potential harm to humans 在不产生环境风险或有害人类的情况下处置塑料和空置化学品容器</p>
12.5	<p>The auditee manages water in a way that respects the environment, including preserving local water sources 被审核方以保护环境的方式管理水资源，包括保护当地水资源</p>	<p>The auditee has mechanisms in place to promote water conservation and water waste reduction. This refers to water for industrial use and personal consumption. 被审核方（生产商）有适当的机制来提高节水 and 减少废水的能力。这是指工业用水和个人用水</p> <p>Possible mechanisms include: 可行的机制包括：            o Licensed water use (when requested by the applicable law) 特许用水（当适用的法律/机构要求时）            o Proper identification of water springs, rivers, lakes and other water ecosystems in the area 正确识别区域内的泉水、河流、湖泊和其他水生生态系统            o Documented risk assessments that justify management decisions on water use (e.g. irrigation in farms) 记录的风险评估证明管理层的用水决定是正当的（如农场灌溉）            o Awareness raising on water waste reduction 提升减少废水的意识</p> <p>Both management and workers shall be aware of the existence of water sources and the relation that the facility has to their use, supervision and preservation. 管理层和工人均意识到水资源的存在，以及工厂让其用水、监管和保护水资源的关系。</p>
 <p>Documents related to this Performance Area本执行领域相关文件</p>	<p>o Environmental risk assessment 环境风险评估            o Map identification of water springs, rivers, lakes in the area of auditee activities 识别出被审核方（生产商）活动区域的泉水、河流、湖泊            o Calculation of the necessary financial and personnel resources to comply with the minimum social and environmental requirements 必要的财政和人力资源估计符合最低社会和环境要求            o Valid certificates and environmental licenses 有效证书和环境执照</p>	

### Performance Area 13: Ethical Business Behaviour 执行领域13：道德商业行为

13.1	<p>The auditee actively opposes any act of corruption, extortion or embezzlement, or any form of bribery in its activities as a business enterprise 被审核方（生产商）主动反对商业企业活动中出现的任何腐败、敲诈或挪用公款、或贿赂行为</p>	<p>The auditee: 被审核方（生产商）：            o Has a policy (e.g. BSCI Code) in place that publicly condemns corruption, extortion and bribery as unacceptable unethical behaviours 具备公开谴责腐败、勒索和贿赂是不可接受的道德商业行为的政策（如BSCI行为守则）            o Has procedures against any act of corruption 具备处理任何腐败行为的程序            o Identifies where the major risks of corruption could occur 识别出产生主要腐败风险的地点            o Investigates and discourages any misbehaviour among the workers, particularly those with decision-making power 调查和防止工人之间出现任何不当行为，尤其是有关决策权的不当行为            o Rewards ethical behaviour and integrity among its workers and managers 奖励道德的商业行为并增强工人及管理层之间的诚信度            o Includes ethics and integrity as part of the training offered to workers and managers 包括构成工人和经理培训内容的道德和诚信度培训            o Pays particular attention to the relations between auditor and auditee; supervisors; recruitment agencies and subcontractors 特别注意审核员和被审核方（生产商）、主管、招聘代理和分包商之间的关系</p>
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当这些文件您很头疼的时候，请第一时间联系我们，我们会帮您解决您所遇到的所有烦恼。联系方式：400-098-1298 手机：181-3883-8005

N°	QUESTION 问题	GUIDELINES 指引（如果您有任何疑问，请与我联系。181-3883-8005）
13.2	<p>The auditee keeps accurate information regarding its own activities, structure and performance 被审核方（生产商）保留有关其商业活动、架构和绩效的准确信息</p>	<p><b>Disclosed information</b> : The auditee discloses information about its activities, according to applicable regulations and industry benchmark practices. <b>披露信息</b>: 被审核方（生产商）按照适用法律和行业准则披露其商业活动信息。 The auditee ensures information about its business is: 被审核方（生产商）确保其业务信息是： o <b>Accurate</b> : The information presented by the auditee to the BSCI Participant and/or the auditor is exact o <b>准确性</b>: 被审核方（生产商）向BSCI参与者和/或审核员呈交的信息均准确无误 o <b>Structured</b> : The information on different facilities and the way that the auditee organises its production sites is clear, organised and available o <b>结构化</b>: 关于不同生产场以及被审核方（生产商）组建生产车间的方式的信息应清晰并可使用 <b>Activity and performance</b> : Auditee claims about its activity are correct (e.g. production volumes, number of workers, working hours, if workers were hired directly or indirectly) <b>商业活动和绩效</b>: 被审核方（生产商）提出正确开展商业活动（如直接或间接聘请工人时的生产量、工人人数、工时） Reports from previous audits (BSCI Audits or others) or government inspections are available including follow-ups on any findings, which were previously reported. 先前审核（BSCI审核或其他审核）或政府检测报告可包括先前汇报的任何现场调查结果的后续跟进情况。</p>
13.3	<p>The auditee takes the necessary measures to prevent: 被审核方（生产商）采取必要的措施以防： o Falsification of information related to its activities, structure and performance o 伪造关于其商业活动、架构和绩效的信息 o Any act of misrepresentation of its supply chain o 任何关于供应链的不当陈述行为</p>	<p>Ethical behaviour in business starts with the way in which enterprises run their operations. 从公司经营业务开始公司道德的商业行为。 <b>Falsification, fraud and misrepresentation</b> : Falsification, fraud and misrepresentation are purposeful actions intended to cause harm or loss to another party, for one's own direct or indirect gain. <b>伪造、欺诈和不当陈述</b>: 伪造、欺诈和不当陈述是其直接或间接所得对其他方造成伤害或损失的有目的行动。 Fraud and misrepresentation in the supply chain impacts supply chain integrity and can result in substandard or defective products. 供应链欺诈和不当陈述对供应链的完整性造成不利影响。这些情况也可能导致产品不符合标准或产生缺陷品。 The auditee has a serious commitment to avoid any of these actions. It must then ensure that if any staff member behaves unethically, proper investigation and disciplinary action will follow. 被审核方（生产商）郑重承诺以防发生任何该类情况。若任何员工出现不道德的商业行为，则必须确保进行合适调查并采取惩戒措施。</p>
13.4	<p>The auditee collects, uses and processes personal information with reasonable care and in accordance with privacy and information security laws and regulatory requirements 被审核方（生产商）以合理谨慎的方式，按照隐私法和信息安全法和法规要求收集、使用和处理个人信息</p>	<p>The auditee collects and processes personal data of individuals with the utmost respect for the individuals' fundamental rights (particularly the right to privacy). 被审核方（生产商）在最大程度尊重个人基本权利的情况下（尤其是隐私权）收集和处理个人信息。 The level of care applies to directly hired workers, business partners, customers and consumers in the auditee's sphere of influence. 在被审核方（生产商）的影响范围内注意直接聘用的工人、商业伙伴，实践人和消费者的个人信息。 Special attention is paid to the way data are collected to ensure that the worker is protected (e.g. medical records). 特别注意收集数据的方式以确保为工人的切身利益提供保护（如医疗记录）。 <b>IMPORTANT</b>: If the auditor identifies any flagrant misrepresentation; bribery; or any other proven unethical behaviour, he/she shall trigger an Alert in the BSCI system and stop the normal course of the audit. The BSCI Audit receives a status of Zero Tolerance. For more information, see <b>BSCI System Manual Part V - Annex 5: BSCI Zero Tolerance Protocol</b>. <b>重要提示</b>: 若审核员识别出任何公然做出的不当陈述、贿赂、或任何其他已证实的不道德的商业行为，该审核员将在BSCI体系中提出警告，并停止正常审核。BSCI审核接收零容忍情况。参见<b>BSCI管理手册第五部分 - 附件5: BSCI零容忍协议了解详情</b>。</p>
 <p>Documents related to this Performance Area 本执行领域相关文件</p>	<ul style="list-style-type: none"> <li>o Anti-corruption policy o 反贪腐政策</li> <li>o Corruption risk assessment o 贪腐风险评估</li> <li>o Procedure for investigation and discouragement of unethical behaviour o 调查和防止不道德的商业行为的程序</li> <li>o Communications and trainings to promote and reward integrity o 提升并增强诚信度的沟通和培训</li> </ul>	