

Auditee :	SERAL EV VE OTEL TEKSTIL SANAYI TICARET ANONIM Sirketi
Audit Date From :	17/07/2019
Audit Date To :	18/07/2019
Expiry Date of the Audit :	Please refer to the producer profile in the amfori BSCI platform
Auditing Company :	UL-RS
Auditor's Name(s) :	Sehnaz Nalbant(Lead)
Auditing Branch (if applicable) :	



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## Rating Definitions



Rating	A combination of ratings per Performance Area where:	Consequence																																							
<b>A</b> <b>Very Good</b>	<ul style="list-style-type: none"><li>• Minimum 7 Performance Areas rated A</li><li>• No Performance Areas rated C, D or E</li></ul> These are three examples: <table><tr><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td></tr><tr><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>B</td><td>B</td><td>B</td></tr><tr><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>B</td><td>B</td><td>B</td><td>B</td><td>B</td></tr></table>	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	B	B	B	A	A	A	A	A	A	A	A	B	B	B	B	B	The auditee has the level of maturity to maintain its improvement process without the need for a follow-up audit.
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<b>B</b> <b>Good</b>	<ul style="list-style-type: none"><li>• Maximum 3 Performance Areas rated C</li><li>• No Performance Areas rated D or E</li></ul> These are three examples: <table><tr><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>B</td><td>B</td><td>B</td><td>B</td><td>B</td><td>B</td><td>B</td></tr><tr><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>B</td><td>B</td><td>B</td><td>B</td><td>B</td><td>B</td><td>B</td><td>C</td></tr><tr><td>B</td><td>B</td><td>B</td><td>B</td><td>B</td><td>B</td><td>B</td><td>B</td><td>B</td><td>B</td><td>C</td><td>C</td><td>C</td></tr></table>	A	A	A	A	A	A	B	B	B	B	B	B	B	A	A	A	A	A	B	B	B	B	B	B	B	C	B	B	B	B	B	B	B	B	B	B	C	C	C	The auditee has the level of maturity to maintain its improvement process without the need for a follow-up audit.
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<b>C</b> <b>Acceptable</b>	<ul style="list-style-type: none"><li>• Maximum 2 Performance Areas rated D</li><li>• No Performance Areas rated E</li></ul> These are three examples: <table><tr><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>C</td><td>C</td><td>C</td><td>C</td></tr><tr><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>B</td><td>B</td><td>B</td><td>B</td><td>C</td><td>C</td><td>C</td><td>D</td></tr><tr><td>C</td><td>C</td><td>C</td><td>C</td><td>C</td><td>C</td><td>C</td><td>C</td><td>C</td><td>C</td><td>C</td><td>D</td><td>D</td></tr></table>	A	A	A	A	A	A	A	A	A	C	C	C	C	A	A	A	A	A	B	B	B	B	C	C	C	D	C	C	C	C	C	C	C	C	C	C	C	D	D	The auditee needs follow up to support its progress. Following the completion of the audit, the auditee develops a Remediation Plan within 60 days.
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<b>D</b> <b>Insufficient</b>	<ul style="list-style-type: none"><li>• Maximum 6 Performance Areas rated E</li></ul> These are three examples: <table><tr><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>D</td><td>D</td><td>D</td></tr><tr><td>A</td><td>A</td><td>A</td><td>B</td><td>B</td><td>B</td><td>C</td><td>C</td><td>C</td><td>D</td><td>D</td><td>D</td><td>E</td></tr><tr><td>D</td><td>D</td><td>D</td><td>D</td><td>D</td><td>D</td><td>D</td><td>D</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td></tr></table>	A	A	A	A	A	A	A	A	A	A	D	D	D	A	A	A	B	B	B	C	C	C	D	D	D	E	D	D	D	D	D	D	D	D	E	E	E	E	E	The auditee needs follow up to support its progress. Following the completion of the audit, the auditee develops a Remediation Plan within 60 days.
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D	D	D	D	D	D	D	D	E	E	E	E	E																													
<b>E</b> <b>Unacceptable</b>	<ul style="list-style-type: none"><li>• Minimum 7 Performance Areas rated E</li></ul> These are three examples: <table><tr><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td></tr><tr><td>A</td><td>A</td><td>B</td><td>B</td><td>C</td><td>D</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td></tr><tr><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td></tr></table>	A	A	A	A	A	A	E	E	E	E	E	E	E	A	A	B	B	C	D	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	amfori BSCI Participants shall closely oversee the auditee's progress as the producer may represent a higher risk than other business partners.
A	A	A	A	A	A	E	E	E	E	E	E	E																													
A	A	B	B	C	D	E	E	E	E	E	E	E																													
E	E	E	E	E	E	E	E	E	E	E	E	E																													
<b>Zero Tolerance</b>	A Zero Tolerance issue was identified (see amfori BSCI System Manual Part V – Annex 5: amfori BSCI Zero Tolerance Protocol)	Immediate actions are required. The amfori BSCI Zero Tolerance Protocol is to be followed.																																							

**Main Auditee Information**



Name of producer :	SERAL EV VE OTEL TEKSTIL SANAYI TICARET ANONIM SIRKETI		
DBID number :	378859		
Audit ID :	156517		
Address :	SABANOGLU OSB MAH.YASAR DOGU CAD. NO: 56 TEKKEKOY Samsun		
Province :	Samsun	Country :	Turkey
Management Representative :	Mr.Muhammet KARA		
Contact person:	Mr.Muhammet Kara	Sector :	Non-Food
Industry Type :	Textiles, clothing, leather	Product group :	Home textiles
Product Type :	Pillow, quilt, bed linen		

## Audit Details



Audit Range :	<input type="checkbox"/> Full Audit <input checked="" type="checkbox"/> Follow-up Audit
Audit Scope :	<input checked="" type="checkbox"/> Main Auditee <input type="checkbox"/> Main Auditee & Farms
Audit Environment :	<input checked="" type="checkbox"/> Industrial <input type="checkbox"/> Agricultural <input type="checkbox"/> Small Producer
Audit Announcement :	<input checked="" type="checkbox"/> Fully-Announced <input type="checkbox"/> Fully-Unannounced <input type="checkbox"/> Semi-Announced
Random Unannounced Check (RUC) :	No
Audit extent (if applicable) :	Limited extent (follow-up on a few Performance Areas only)
Audit interferences or contingencies (if applicable) :	none
Overall rating :	<b>B</b>
Need of follow-up :	If YES, by :

## Rating per Performance Area (PA)

PA 1	PA 2	PA 3	PA 4	PA 5	PA 6	PA 7	PA 8	PA 9	PA 10	PA 11	PA 12	PA 13
C	A	A	A	A	A	A	A	A	A	A	A	A

## Executive summary of audit report

The facility was established in 1994 for producing home textile products such as bed linen, pillow and quilt. It is operating at the current industrial zone address since 2012. The facility is owner of the land and buildings.

The facility's main processes are pillow and quilt producing including cutting, sewing, QC and packing. The monthly capacity is depending on product type; 70.000 pieces of quilt; 160.000 pieces of pillow; 10.000 pieces of bed linen. All production processes are completed on site without any sub-contracting. The facility is in 3 buildings; the 1st building is used as administration offices and the relevant building consists of totally 3 floors. The 2nd and 3rd buildings are connected to each other and used for all production processes and warehousing. Quilt production is operated in Building-2 and pillow production in Building 3. These buildings are two floored. Besides that, employees' dressing rooms, toilets, kitchen and canteen and doctor room are in the Building 3. The total closed area of the enterprise has been raised to 14.282 m2 currently. There are available three building permits and building usage licenses including two floors in two production buildings and three floors in management building are covering 11.457 m2 area. The permit was not obtained yet for the 2.825 m2 of new finished products warehousing area of Production Building-2 built as steel construction and several small additional buildings around Building 2. (Please refer to N/C of 7.11)

The working hours for production employees are as below;

1st shift; 07:00 - 15:30 including 60-minute break x 4 days (Breaks at 09:30-09:50 and 12:30-13:10)

06:55 - 15:30 including 85-minute break on Friday (Breaks at 09:30-09:45 and 12:30-13:40)

06:55 - 15:30 including 45-minute break on Saturday (Breaks at 09:30-09:45 and 12:30-13:00) No work on Sunday. It is worked 45 hours a week.

2nd shift; 15:30 - 00:00 including 60-minute break x 6 days. (Breaks at 18:00-18:40 and 21:30-21:50) No work on Sunday. It is worked 45 hours a week.

For administration and warehouse employees;

08:00-18:00 including 110-minute break x 5 weekdays (Breaks at 09:30 to 09:55 and 12:30 to 13:30 and 15:30 to 15:55)

08:00-12:30 including 30-minute break on Saturdays. (Break at 09:30 to 10:00) No work on Sunday. It is worked 45 hours a week.

Fingerprint scan system is used to record working hours of employees.

Security service was subcontracted to another company.

During the scheduling process, it was reported by the auditee that they have 261 employees. On the day of audit, there were 249 employees (147 female, 102 male) including 27 management and administrative staff (11 female and 16 male) and 222 production employees (136 female, 86 male) in the main auditee. There were contracted 3 security staff from security service sub-contractor existing in the facility. There was no young intern/ trainee from high schools under legal traineeship program. There were two trainees attending to facility in the scope of ISKUR (Turkish Employment Agency) course program. It is informed that the facility does not employ a new employee in current situation if someone quit the job in this low season. Therefore, there was a bit difference between the numbers.

There is no migrant worker; all workers are local people.

The salary payment date is between 7th - 10th of each month. All remuneration including monthly wage, overtime wage and minimum living allowance are paid to bank account as per Law since the initial audit.

There is no agency worker, all workers are local workers. No dormitory is provided.

This follow-up audit started on July 17, 2019 with an opening meeting with the attendance of Mr.Mustafa Akyuz (General Manager), Mr.Muhammet Kara (HR & Social Compliance Manager/BSCI Management Representative), Ms. Esra Yamak (Social Compliance Responsible), Mr.Mustafa Kursat Yuce (Contracted OHS Specialist), Ms.Zeynep Danis (Contracted Social Compliance Specialist), and one Worker Representative. The audit team consisted of the lead auditor.

All the production areas and workers were in the scope of the audit. Facility gave full access to all areas, documentation and employee interviews and gave permission to take photos in the production areas.

At the end of the audit, a closing meeting was conducted on July 18, 2019 with the attendance of Mr.Mustafa Akyuz (General Manager), Mr.Muhammet Kara (HR & Social Compliance Manager/BSCI Management Representative), Ms. Esra Yamak (Social Compliance Responsible) and one Worker Representative.

A copy of CAP was left to the facility and Mr.Muhammet Kara (HR & Social Compliance Manager/BSCI Management Representative) signed the CAP.

Additional Notes:

1.APSCA Registration number of the auditor: 21702506.

2. Business licenses number and validity date: No 061 dated on 14/02/2018 for still valid since no any change in production scope and layout. (Please refer to photos attachment)
3. All employees declared to social security registration institute with fully payments including regular wage, overtime wage, allowances since the initial audit. (Please refer to corrected findings)
4. There was no any suspicious encourage to affect the normal audit scope.
5. Photos and documents:
- 5.1) Business license – Provided. Please refer to photos. No: 061 dated on 14/02/2018
- 5.2) Contractor license/permit – Working contract with security, OHS and environment service providers are available. Please refer to photos
- 5.3) Agency labor contract – N/A. No agent used for employment. Facility directly hires employees according to skill justification by HR
- 5.4) Government waivers – N/A as per Law.
- 5.5) Fire-related licenses – Provided. Fire safety inspection report dated on 02/11/2018 is available. The facility has annual inspection for fire safety equipment by a third-party stakeholder firm. Please refer to photos.
- 5.6) Structural/stability licenses – Not provided for additional new building yet. Please refer to N/C of 7.11
- 5.7) Environmental licenses – Provided. Please refer to photos
- 5.8) Collective bargaining agreement – N/A. No trade union exists in the facility.
- 5.9) Policy/procedures – Facility policies and procedures are documented, reviewed and issued by management, announced on the notice board in canteen apparently. Please refer to photos
- 5.10) Social insurance – Provided for all employees. Employees declared to social security registration institute with fully payments including regular wage, overtime wage since the initial audit. Please refer to photos and corrected findings.
- 5.11) Time records – Provided for sampled months accordingly. Please refer to photos
- 5.12) Payroll journals - Provided for sampled months accordingly. Please refer to photos
- 5.13) H&S findings – Please refer to photos and NC 7.1 and 7.11
- 5.14) Remediation of previous findings: Please refer to photos and corrected findings.
- 5.15) Facility outlook/layout – Provided. Please refer to photos
- 5.16) Hazardous waste storage area– Provided. Please refer to photos

## Ratings Summary



Auditee's background information			
Auditee's name :	SERAL EV VE OTEL TEKSTIL SANAYI TICARET ANONIM SIRKETI	Legal status :	Corporation
Local Name :	SERAL EV VE OTEL TEKSTIL SANAYI TICARET ANONIM SIRKETI	Year in which the auditee was founded :	1994
Address :	SABANOGLU OSB MAH.YASAR DOGU CAD. NO: 56 TEKKEKOY	Contact person (please select) :	Mr.Muhammet Kara
Province :	Samsun	Contact's Email :	info@seraltekstil.com.tr
City :	Samsun	Auditee's official language(s) for written communications :	TURKISH
Region :	Middle East/ North Africa	Other relevant languages for the auditee :	NONE
Country :	Turkey	Website of auditee (if applicable) :	http://www.seraltekstil.com.tr/
GPS coordinates :	41.241550, 36.431466	Total turnover (in Euros) :	14219670.00
Sector :	Non-Food	Of which exports % :	30.00
Industry :	Textiles, clothing, leather	Of which domestic market % :	70.00
If other, please specify :	NA	Production volume :	70.000 pieces of quilt/ month; 160.000 pieces of pillow/month; 10.000 pieces of bed linen/month
Product Group :	Home textiles	Production cost calculation :	Yes
If other, please specify :	NA	Lost time injury calculation cost :	Yes
Product Type :	Pillow, quilt, bed linen		

Auditee's employment structure at the time of the audit			
Total number of workers :	249	Total number of workers in the production unit to be monitored (if applicable) :	0
	MALE WORKERS	FEMALE WORKERS	
Permanent workers	102	147	
Temporary workers	2	0	
In management positions	16	11	
Apprentices	0	0	
On probation	1	0	
With disabilities	5	2	
Migrants (national citizens)	0	0	
Migrants (foreign citizens)	0	0	
Workers on the permanent payroll	102	147	
Production based workers	0	0	
With shifts at night	43	68	
Unionised	0	0	
Pregnant	-	6	
On maternity leave	-	8	

## Finding Report





## Performance Area 1 : Social Management System and Cascade Effect

1- Followup Audit [Audit Id - 156517] Audit Date: 17/07/2019 PA Score: C

Deadline date:18/11/2019

### GOOD PRACTICES:

1)The facility has certified ISO 9001:2015 quality management system supporting social compliance management system practices and continual improvement via documentation, annual objectives, corrective actions and management review meeting implementations etc. 2)Facility policies and procedures are documented, reviewed and issued by management, announced to employees on the notice board in canteen apparently 1)Kuruluşun, sosyal uygunluk yönetim sistemi uygulamalarını ve sürekli iyileştirme yaklaşımını, dokümantasyon, yıllık hedefler, düzeltici faaliyetler ve yönetimin gözden geçirmesi toplantısı vb. uygulamalarla destekleyen, sertifikalı ISO 9001 yönetim sistemi bulunmaktadır. 2)Kuruluş politika ve prosedürleri dokümanite edilmiş, Yönetim tarafından gözden geçirilerek ve yayınlanmış, ve yemekhane alanındaki duyuru panosunda çalışanlara açıkça duyurulmuştur.

### AREAS OF IMPROVEMENT:

The overall assessment shows that the auditee partially respects the requirements of this PA1 principle. The facility has an adequate documentation to support implementations of Amfori BSCI Code and Principles. The documentation was reviewed for current and applicable practices. Organizational chart and responsibilities were communicated in the facility. There was an appointed management representative who is the HR Manager and responsible for BSCI Code implementations and grievance system. There is another Social Compliance responsible working on social compliance management system for two years. The work instructions, time table, emergency instructions, instructions and safety signs in case of accidents were available in the facility. All employees have signed working contracts. The factory has documented procedures for supplier selection and assessment methodology. However, they were not applicable properly yet. During audit dates, the factory could not maintain the appropriate records of all suppliers' BSCI commitment to social compliance. The facility has a well improving social compliance management system; however, there are still some gaps. Please refer to issues that need to be corrected in PA1 and PA7. This question was rated as partially because the gaps noted were non-systematical. The initial audit findings noted under PA2, 5, 6, 10, 13 were corrected during this follow-up audit.

Yapılan genel değerlendirme sonrasında, kuruluşun bu PA1 maddesiyle ilgili gereksinimi kısmen karşılamakta olduğu gözlemlenmiştir. Dokümantasyon, mevcut durum ve uygulanabilirlik bakımından gözden geçirilmiştir. Organizasyon şeması ve sorumluluklar kuruluş içinde iletilmiştir. Amfori BSCI Kod uygulamaları ve şikayet sisteminden de sorumlu olarak, İnsan Kaynakları Müdürü yönetim temsilcisi olarak atanmıştır. İki yıl boyunca sosyal uygunluk yönetim sistemi üzerinde çalışmaktan sorumlu ikinci bir Sosyal Uygunluk Sorumlusu da atanmıştır. Kurulusta, iş talimatları, zaman çizelgesi, acil durum talimatları, kaza durumlarına karşı güvenlik işaretleri ve talimatları bulunmaktadır. Tüm çalışanlar, iş sözleşmelerini imzalamıştır. Firma, tedarikçi seçimi ve değerlendirme metodolojisi için prosedürlerini oluşturmuştur. Ancak, henüz uygun şekilde uygulanabilir değildir. Fabrika, tüm tedarikçilerinin BSCI sosyal uygunluk taahhüdüne ilişkin gerekli kayıtları denetim tarihinde henüz sağlayamamıştır. Kuruluş, iyi bir gelişim gösteren sosyal uygunluk yönetim sistemine sahiptir; ancak, hala bazı boşluklar mevcuttur. Lütfen PA1 ve PA7'de düzeltilmesi gereken konulara bakınız. Bu soru, kısmen uygunsuz olarak not edildi çünkü belirtilen boşluklar sistematik değildir. PA2, 5, 6, 10, 13'te belirtilen ilk denetim bulguları bu takip denetimi ile düzeltilmiştir.

- 1.1 - FULL AUDIT on 24&25/12/2018:** Minimum part of wages are paid through official payroll submitted to the social insurance agency. Rest of normal wages and all amount of overtime wages are paid by cash through unofficial payroll. The facility shared all payment records to the auditor. The facility has social compliance management system however there are gaps. Please refer to issues that need to be corrected in PA 2,5,6,7, 10 and 13. This question was rated as partially because the gaps noted were minor and non-systematical. (Turkish Regulation on Overtime and Extra Work art 10; Social Insurance and General Health Insurance Law; #5510/2006, Rev: 08.05.2008, Art. 80; Regulation about Compensation of all kinds of rights such as Wage, Bonus, Premium through Bank Accounts; No: 27058, Date: 18.11.2008, Art. 10; Turkish Labor Law # 4857 / 2003, ARTICLE 32) FOLLOW-UP AUDIT on 17&18/07/2019-NOT CORRECTED: Based on the satisfactory evidence, supported with management and employee interviews and records that facility partially respects this principle since the initial audit. The facility has started to pay all wages and monetary allowances via official bank account since January 2019. It was observed that, all payments were declared to the social security institution (SGK) in sampled months February, April, June 2019 that confirmed during interviews. The facility has a well improving social compliance management system; however, there are still some gaps. Please refer to issues that need to be corrected in PA1 and PA7. This question was rated as partially because the gaps noted were minor and non-systematical. (BSCI PRINCIPLES 1.1)

ÖNCEKİ KAPSAMLI DENETİM 24&25/12/2018- İşletmede maaşların asgari kısmı sosyal sigorta bordrosu üzerinden ödenmektedir. Ancak maaşların kalan kısmı ve fazla mesailerin tamamı gayri resmi bordro üzerinden ödenmektedir. İşletme tüm kayıtları denetçiyle paylaşmıştır. - İşletmede bir sosyal uygunluk yönetim sistemi mevcuttur ancak sistemde iyileştirmesi gereken açıklar mevcuttur. Lütfen performans alanı 2,5,6,7,10 ve 13'deki düzeltilmesi gereken konulara bakınız. (Fazla Çalışma ve Fazla Sürelerle çalışma yönetmeliği Madde 10, Sosyal Sigorta ve Genel Sağlık Sigortası Kanunu Madde 80, Türk İş Kanunu Madde 32, Ücret, Prim, İkramiye ve Bu Nitelikteki Her Türü İstihkakın Bankalar Aracılığıyla Ödenmesine Dair Yönetmelik Madde 10) TAKİP DENETİMİ- 17&18/07/2019: DÜZELTİLMEMİŞTİR: Tatmin edici kanıtlara dayanarak, yönetim ve çalışan görüşmeleri ile desteklendiği üzere, kuruluşun ilk denetimden bu yana bu prensibe kısmen uygunluk sağladığı tespit edilmiştir. Firma, Ocak 2019'dan bu yana tüm ücret ve parasal ödemeleri, resmi banka sistemi aracılığıyla ödemeye başlamıştır. Tüm ödemelerin, görüşmeler sırasında da onaylandığı üzere, örneklenen Şubat, Nisan, Haziran 2019 ayları için sosyal güvenlik kurumuna (SGK) bildirildiği gözlemlenmiştir. İşletmede, iyi bir şekilde geliştirilmekte olan bir sosyal uygunluk yönetim sistemi mevcuttur; ancak sistemde halen iyileştirmesi gereken bazı açıklar mevcuttur. Lütfen performans alanı 1 ve 7'deki düzeltilmesi gereken konulara bakınız. (BSCI GEREKLİLİKLERİ 1.1)

- 1.3 - FULL AUDIT on 24&25/12/2018:** Based on document review and management and employee interviews it was identified that, time recording system was not available for 1 out of 2 security guards' (contractor firm employees). Due to that, normal and overtime working hours could not be verified for the relevant employee. The facility management declared that, the relevant employee only works for Sundays. This question was rated as partially because time recording system was available for other employees. (Turkish Regulation on Working Hours Related to Labor Law, No: 25425, Date: 06.04.2004, Art. 9) FOLLOW-UP AUDIT on 17&18/07/2019-CORRECTED: Based on the satisfactory evidence, facility respects this principle since the initial audit. Because, there is one security guard from service contractor firm, working only on Sunday from 08:00 to 16:00 as per sampled months. His attendance record is checked for sampled months February, April, June 2019. He is interviewed. The renewed contract with the security service contractor firm is reviewed. FOLLOW-UP AUDIT on 17&18/07/2019 NEW FINDING: (This finding is inter-related with 1.1.) It was noted during document review, interaction and evaluation with management that, the facility has maintained the list of critical and medium level suppliers and service providers worked frequently. However; amfori BSCI Code commitment was available only for 5 out of 28 business partners during audit dates. There is not another implemented supplier evaluation methodology for monitoring the social performance of suppliers, service sub-contractors in recent period. There was not adequate number of appointed staff for monitoring the social performance of supply chain members. (Note: The facility has sent amfori BSCI COC to all business partners; however, signed copies were not returned. The issue is noted as partially status; it is informed that the facility has an improvement plan for visiting critical level suppliers in 2019.) ÖNCEKİ KAPSAMLI DENETİM 24&25/12/2018- İşletmede bulunan 2 güvenlik görevlisinden 1'ine (hizmet sağlayıcı firma çalışanı) ait zaman kayıtları tutulmamaktadır. Bu yüzden ilgili çalışana ait normal ve fazla mesai çalışma saatleri doğrulanamamıştır. İşletme yönetimi ilgili çalışanın yalnızca Pazar günleri çalıştığını beyan etmiştir. İş Kanunu'na ilişkin Çalışma Süreleri Yönetmeliği Çalışma Süresinin Belirlenmesi Madde 9 TAKİP DENETİMİ- 17&18/07/2019: DÜZELTİLMİŞTİR: Tatminkar kanıtlara dayanarak, kuruluş ilk denetimden bu yana bu prensibe uymaktadır.



Çünkü, taşeron firmadan bir güvenlik görevlisi, örneklenen aylara göre sadece pazar günü 08: 00-16: 00 arasında çalışmaktadır. Mesai kaydı, Şubat, Nisan, Haziran 2019 örneklenen ayları için kontrol edildi. Kişile görüşme yapıldı. Taşeron firma ile yenilenen sözleşme gözden geçirildi. TAKİP DENETİMİ- 17&18/07/2019-YENİ BULGU: (Bu bulgu 1.1 ile ilintilidir.) Doküman gözden geçirme, yönetimle yapılan görüşme ve değerlendirmelere göre; firma sık çalışılan kritik ve orta seviye tedarikçi ve hizmet sağlayıcı iş ortaklarına dair bir liste hazırlamıştır. Ne var ki, amfori BSCI taahhüt dokümanları, sadece 28'de 5 iş ortağı için denetim tarihinde temin edilebilmiştir. Yakın zamanda, tedarikçilerin, hizmet sağlayıcıların, sosyal performanslarını izlemekle ilgili uygulanmış farklı bir tedarikçi değerlendirme metodu bulunmamaktadır. Tedarik zincirinin sosyal performansının izlenmesi için uygun sayıda personel halihazırda atanmamıştır. (Not: amfori BSCI COC tüm iş ortaklarına imzalanmak üzere gönderilmiştir; ancak dönüş sağlanamamıştır. Mevcut durumda bu konu, kısmi uygunsuzluk olarak not edilmiş olup, firmanın 2019 için öncelikli kritik tedarikçilerine ziyaretleri gündemdedir.) (BSCI GEREKLİLİKLERİ 1.3)

- 1.4 -** FULL AUDIT on 24&25/12/2018: There is evaluation system for doing overtime practices & for paying overtime practices according to local law but is not effective. There is emergency action plan for the emergency cases that may lead to slow down or interrupt production, but natural disasters are not mentioned. And cost calculation was not performed. This question was rated as partially because production plan is available. (BSCI PRINCIPLES 1.4) FOLLOW-UP AUDIT on 17&18/07/2019-CORRECTED: Based on the satisfactory evidence, facility respects this principle since the initial audit. The emergency action plan for the emergency cases including natural disasters with cost calculation analysis was documented  
ÖNCEKİ KAPSAMLI DENETİM 24&25/12/2018- Firmanın kanuna uygun şekilde fazla mesai çalışmaları yapmak & fazla mesai çalışmalarını ödemek için bir sistemi mevcuttur ancak efektif değildir. - İşletmede üretimin yavaşlaması veya sekteye uğramasına sebep olabilecek acil durumlar için bir eylem planı mevcuttur ancak doğal afetlere değinilmemiştir. Ayrıca ilgili planlarla alakalı maliyet analizi de yapılmamıştır. (BSCI GEREKLİLİKLERİ 1.4) TAKİP DENETİMİ- 17&18/07/2019: DÜZELTİLMİŞTİR: Tatmin edici kanıtlara dayanarak, ilk denetimden sonra bu prensibe uyulmaktadır. İşletmede üretimin yavaşlaması veya sekteye uğramasına sebep olabilecek acil durumlar için bir eylem planı mevcuttur ve doğal afetlere değinilmiştir. Planlarla alakalı maliyet analizi yapılmıştır.

**Remarks from Auditee:**

None/Yoktur

Full Audit [Audit Id - 141101] Audit Date: 24/12/2018 PA Score: D

Deadline date:25/06/2019

Good practices

Areas of improvement

Based on satisfactory evidence through documents review and employee and management interview, the main auditee partially respects this performance area 1. İşletme objektif kanıtlara göre sosyal yönetim sistemleri başlığına kısmi uygunluk göstermemektedir.

- 1.1 -** BSCI PRINCIPLES 1.1. The facility should have an efficient management system to BSCI values are implemented. LAW:In accordance with The Turkish Regulation on Overtime and Extra Work art 10, The overtime and extra works payments included with normal working hours payment that are given to employees are paid according to Turkish Labor Law .This payment has to be clearly shown on payroll documentation and on pay slips, which are given to employees according to Turkish Labor Law. In accordance with Social Insurance and General Health Insurance Law; #5510/2006, Rev: 08.05.2008, Art. 80. The social insurance premiums of the employees are calculated and paid based on gross total wage paid to the employees in the related month. Turkish Labor Law # 4857 / 2003, ARTICLE 32-In general terms, the wage shall mean the amount provided and paid in cash to a person by the employer or third persons against performance of a designated work. Basically, the wage is paid as Turkish currency in the working place or deposit in a bank account in the name of the worker. Where it is agreed to pay the wage in foreign currency, Turkish equivalent of the agreed amount is calculated and paid over the current forex rate prevailing on the date of payment. The wages may not be paid in the form of bill payable to order (bond), or coupon or any other valuable paper alleged to represent a currency effective in the country. In accordance with Regulation about Compensation of all kinds of rights such as Wage, Bonus, Premium through Bank Accounts; No: 27058, Date: 18.11.2008, Art. 10. If the facility has at least 10 employees, net wages of the employees should be paid through bank account after the cut of legal deductions from gross wages. Finding: - Minimum part of wages are paid through official payroll submitted to the social insurance agency. Rest of normal wages and all amount of overtime wages are paid by cash through unofficial payroll. The facility shared all payment records to the auditor. - The facility has social compliance management system however there are gaps. Please refer to issues that need to be corrected in PA 2,5,6,7, 10 and 13. This question was rated as partially because the gaps noted were minor and non-systematical.

BSCI GEREKLİLİKLERİ 1.1. KANUN:Fazla Çalışma ve Fazla Sürelerle çalışma yönetmeliği Madde 10, Sosyal Sigorta ve Genel Sağlık Sigortası Kanunu Madde 80, Türk İş Kanunu Madde 32, Ücret, Prim, İkramiye ve Bu Nitelikteki Her Türlü İstihkakın Bankalar Aracılığıyla Ödenmesine Dair Yönetmelik Madde 10 Bulgu: - İşletmede maaşların asgari kısmı sosyal sigorta bordrosu üzerinden ödenmektedir. Ancak maaşların kalan kısmı ve fazla mesailerin tamamı gayri resmi bordro üzerinden ödenmektedir. İşletme tüm kayıtları denetçiyle paylaşmıştır. - İşletmede bir sosyal uygunluk yönetim sistemi mevcuttur ancak sistemde iyileştirmesi gereken açıklar mevcuttur. Lütfen performans alanı 2,5,6,7,10 ve 13'deki düzeltilmesi gereken konulara bakınız.

- 1.3 -** Law: In accordance with the Turkish Regulation on Working Hours Related to Labor Law, No: 25425, Date: 06.04.2004, Art. 9; The employer should document the working hours of employees appropriately. Finding: Based on document review and management and employee interviews it was identified that, time recording system was not available for 1 out of 2 security guards' (contractor firm employees). Due that, normal and overtime working hours could not be verified for the relevant employee. The facility management declared that, the relevant employee only works for Sundays. This question was rated as partially because time recording system was available for other employees.

Kanun:İş Kanununa İlişkin Çalışma Süreleri Yönetmeliği Çalışma Süresinin Belgelenmesi Madde 9 Bulgu: İşletmede bulunan 2 güvenlik görevlisinden 1'ine (hizmet sağlayıcı firma çalışanı) ait zaman kayıtları tutulmamaktadır. Bu yüzden ilgili çalışana ait normal ve fazla mesai çalışma saatleri doğrulanamamıştır. İşletme yönetimi ilgili çalışanın yalnızca Pazar günleri çalıştığını beyan etmiştir.

- 1.4 -** BSCI REQUIREMENT 1.4. The should be satisfactory evidence that the auditee's workforce capacity is properly organized to meet the expectations of the delivery order and contracts. Finding: - There is evaluation system for doing overtime practices & for paying overtime practices according to local law but is not effective. - There is emergency action plan for the emergency cases that may lead to slow down or interrupt production but natural disasters are not mentioned. And cost calculation was not performed. This question was rated as partially because production plan is available.  
BSCI GEREKLİLİKLERİ 1.4. Bulgu: - Firmanın kanuna uygun şekilde fazla mesai çalışmaları yapmak & fazla mesai çalışmalarını ödemek için bir sistem mevcuttur ancak efektif değildir. - İşletmede üretimin yavaşlaması veya sekteye uğramasına sebep olabilecek acil durumlar için bir eylem planı mevcuttur ancak doğal afetlere değinilmemiştir. Ayrıca ilgili planlarla alakalı maliyet analizi de yapılmamıştır.

Remarks from Auditee

## Performance Area 2 : Workers Involvement and Protection

1- Followup Audit [Audit Id - 156517] Audit Date: 17/07/2019 PA Score: A

Deadline date:

### **GOOD PRACTICES:**

None/Yoktur

### **AREAS OF IMPROVEMENT:**

The overall assessment shows that the auditee respects the requirements of this principle since the initial audit. The auditee has set and issued its policies and documented procedures referring to BSCI Code of Conduct. Long term objectives for 5 years were identified and were monitoring concerning all PA's. The auditee was ensuring workers' involvement on worker representation and grievance mechanism via written procedures and trainings during orientation and periodical trainings. There were 3 worker representatives elected from sections on 24.01.2018 who are the members of OHS Committee also. It has been noted that the auditee has an applicable grievance mechanism used by employees whenever needed; the mechanism consists of using suggestion box, worker representation and an open-door meeting with management. Two-way communication meetings between the employees and employer were conducted to discuss about improving working conditions in 2019. Grievance /complaint records were provided in written. In overall, no gap or insufficient practice has been identified in implementation of PA2. One finding noted under PA2.2 during initial audit was corrected.

Yapılan genel değerlendirmeye göre, fabrikanın ilk denetimden sonra, bu gereksinimi karşılamakta olduğu gözlenmiştir. Kuruluş, BSCI Davranış Kurallarına atıfta bulunan politikalarını ve yazılı prosedürlerini belirlemiş ve yayınlamıştır. Tüm performans alanlarına ilişkin 5 yıllık uzun vadeli hedefler belirlenmiş ve izlenmektedir. Kuruluş, oryantasyon ve periyodik eğitimler sırasında, yazılı prosedürler ve eğitimlerle, çalışanların temsil ve şikayet mekanizmalarına katılımını sağlamaktadır. 24.01.2018 tarihinde, bölümlerden, aynı zamanda İSG Kurulu üyesi de olan 3 çalışan temsilcisi seçilmiştir. Fabrikada oluşturulan temel şikâyet yönetimi mekanizmasının, çalışanlar tarafından ihtiyaç halinde kullanıldığı gözlenmiştir. Şikâyet kutuları, çalışan temsilcileri ve yönetimle açık kapı toplantıları gibi uygulamalar, çalışanların kendilerini rahatça ifade etmelerini sağlamaktadır. Çalışanlar ve işveren arasında, 2019 yılında çalışma koşullarının iyileştirilmesi hakkında görüşmek üzere iki yönlü iletişim toplantıları yapılmaktadır. Şikâyet / şikâyet kayıtları yazılı olarak verilmiştir. Genel olarak, PA2'nin uygulanmasında herhangi bir boşluk ya da yetersiz uygulama tespit edilmemiştir. İlk denetim sırasında PA2.2'de belirtilen bir bulgu düzeltilmiştir.

**2.2 - FULL AUDIT on 24&25/12/2018:** The long-term goals were identified in the facility. But strategic plans were not identified. This question was rated as partially because the gaps noted were minor and non-systematical. (BSCI PRINCIPLES 2.2) FOLLOW-UP AUDIT on 17&18/07/2019- CORRECTED: Based on the satisfactory evidence, facility respects this principle since the initial audit. The long- term goals were identified with budget for 5 years and evaluated during management review meetings latest on 18.01.2019 and 29.06.2019. ÖNCEKİ KAPSAMLI DENETİM 24&25/12/2018- İşletmede uzun vadeli hedefler belirlenmiştir ancak, hedeflere ulaşmak için stratejik plan oluşturulmamıştır. (BSCI GEREKLİLİKLERİ 2.2) TAKİP DENETİMİ- 17&18/07/2019: DÜZELTİLMİŞTİR: Tatmin edici kanıtlara dayanarak, ilk denetimden sonra bu prensibe uyulmaktadır. 5 yıllık uzun vadeli hedefler belirlenmiş ve bütçelendirilmiş olup, en son 18.01.2019 ve 29.06.2019 tarihli YGG toplantılarında değerlendirilmiştir.

### **Remarks from Auditee:**

None/Yoktur

Full Audit [Audit Id - 141101] Audit Date: 24/12/2018 PA Score: A

Deadline date:25/06/2019

### **Good practices**

### **Areas of improvement**

Based on satisfactory evidence through site tour, documents review and employee and management interview, the main auditee partially respects this performance area 2 işletme saha turu, doküman incelemesi ve çalışan & yönetim görüşmesine performans alanı 2 'ye kısmen uygunluk göstermektedir

**2.2 - BSCI REQUIREMENT 2.2.** There should be satisfactory evidence that the auditee defines long-term goals for protecting workers in line with the aspirations of the BSCI Code of Conduct. Finding: The long-term goals were identified in the facility. But strategic plans were not identified. This question was rated as partially because the gaps noted were minor and non-systematical. BSCI GEREKLİLİKLERİ 2.2. Bulgu: İşletmede uzun vadeli hedefler belirlenmiştir ancak, hedeflere ulaşmak için stratejik plan oluşturulmamıştır.

### **Remarks from Auditee**

## Performance Area 3 : The rights of Freedom of Association and Collective Bargaining

1- Followup Audit [Audit Id - 156517] Audit Date: 17/07/2019 PA Score: A

Deadline date:

### **GOOD PRACTICES:**

N/A

### **AREAS OF IMPROVEMENT:**

This performance area is not re-assessed for current follow up audit as it is rated as full compliance in the previous audit. Bu performans alanı, bir önceki denetimde tam uygun olarak puanlandığı için değerlendirmeye alınmamıştır.

### **Remarks from Auditee:**

None/Yoktur

Full Audit [Audit Id - 141101] Audit Date: 24/12/2018 PA Score: A

Deadline date:

### **Good practices**

### **Areas of improvement**

### **Remarks from Auditee**

**Performance Area 4 : No Discrimination**

1- Followup Audit [Audit Id - 156517] Audit Date: 17/07/2019 PA Score: A

Deadline date:

**GOOD PRACTICES:**

N/A

**AREAS OF IMPROVEMENT:**

This performance area is not re-assessed for current follow up audit as it is rated as full compliance in the previous audit.  
Bu performans alanı, bir önceki denetimde tam uygun olarak puanlandığı için değerlendirmeye alınmamıştır.

**Remarks from Auditee:**

None/Yoktur

Full Audit [Audit Id - 141101] Audit Date: 24/12/2018 PA Score: A

Deadline date:

Good practices

Areas of improvement

Remarks from Auditee

**Performance Area 5 : Fair Remuneration**

1- Followup Audit [Audit Id - 156517] Audit Date: 17/07/2019 PA Score: A

Deadline date:

**GOOD PRACTICES:**

1)Facility provides lunch free of charge to employees. 2)Facility provides transportation free of charge to employees. 3)Facility provided food allowance about 305 TL for all workers in Ramadan month in June 2019 4)Living wage is calculated and facility has awareness on the living wage requirement in the region. 1)Firma, çalışanlarına ücretsiz yemek hizmeti sağlamaktadır. 2)Firma, çalışanlarına ücretsiz ulaşım hizmeti sağlamaktadır. 3)Ramazan'da tüm çalışanlara, 305 TL karşılığı erzak yardımı sağlanmıştır.(Haziran 2019) 4)Adil yaşam ücreti hesaplanmıştır ve firma, bölgedeki yaşam ücreti gereksinimleri konusunda yeterli farkındalığa sahiptir.

**AREAS OF IMPROVEMENT:**

The overall observation shows that the auditee respects the requirements of this principle since the initial audit. During this follow-up audit, 15 payroll records were sampled to evaluate the wages and compensation status of the factory. A review of pay records yielded that the legal minimum wage was granted, and employees are paid at least the legal minimum. According to provided records, wages were paid approximately on the 7th to 10th day of each month. It was observed that 90% of employees are paid at least the legal minimum wage. (Note: Minimum wage is Net 2020,9 TL/ monthly including minimum leaving allowance) It is informed that the average wage is (Net 2100 TL/monthly including minimum leaving allowance). It is paid at most (Net 2500TL/monthly including minimum leaving allowance) for qualified operators. Pay slip copy is provided to workers. Social benefits: social security premiums, leave days are compensated in accordance to law requirement. No monetary penalty for disciplinary reasons was practiced. In overall, no gap has been identified in implementation. Previous findings related with PA5.4 and 5.5 were corrected: Living wage is calculated and facility has awareness on the living wage requirement in the region. The facility has started to pay all wages and monetary allowances via official bank account since January 2019. It was observed that, all payments were declared to social security institution (SGK) in sampled months.

Yapılan genel değerlendirmeye göre, fabrikanın bu gereksinimi ilk denetimin ardından karşılamakta olduğu gözlemlenmiştir. Bu takip denetimi esnasında, ödeme ve zaman kayıtlarını doğrulamak için 15 ödeme kaydı örnekleme olarak alınmıştır. Tüm çalışanlara, asgari ücretin üzerinde olacak şekilde ödeme yapılmaktadır. Ödeme kayıtlarına göre ödemeler, her ayın ortalama 7'si ile 10'u arasında yapılmaktadır. Çalışanların %90'ına, en az yasal asgari ücret ödenmektedir. (Not: 2019 için Asgari ücret Net 2020,9 TL/ aylık, AĞI dahil) ödenmektedir. Mevcut durumda, ortalama ücret (Net 2100 TL /aylık, AĞI dahil) olup, ödenen en yüksek ücret, nitelikli operatörler için (Net 2500 TL/aylık, AĞI dahil) beyan edilmiştir. Tüm işçilere, ücret pusulası verilmektedir. Sosyal yardımlar: sosyal güvenlik primleri, izinli günler, kanun gereğince telafi edilmektedir. Disiplin nedenleriyle para cezası uygulanmamaktadır. Genel değerlendirmede, PA5 alanında eksiklik tespit edilmemiştir. Önceki denetimde, PA5.4 ve 5.5 altında tanımlanan bulgular düzeltilmiştir. Adil yaşam ücreti hesaplanmıştır ve firma, bölgedeki yaşam ücreti gereksinimleri konusunda yeterli farkındalığa sahiptir. Firma, Ocak 2019'dan bu yana tüm ücret ve parasal ödemeleri, resmi banka sistemi aracılığıyla ödemeye başlamıştır. Tüm ödemelerin, örneklenen aylar için sosyal güvenlik kurumuna (SGK) bildirildiği gözlemlenmiştir.

- 5.4 - FULL AUDIT on 24&25/12/2018:** The facility did a living wage calculation however individual food, transportation and clothing fees are not calculated correctly. This question was rated as partially because the gaps noted were minor and non-systematical. (BSCI PRINCIPLES 5.4) FOLLOW-UP AUDIT on 17&18/07/2019-CORRECTED: Based on the satisfactory evidence, the facility respects this principle since the initial audit. The facility has applied a new survey to 27employees to provide data for the calculation of current living wage. The individual food, transportation and clothing fees were calculated considering survey results, market prices and governmental statistics.

ÖNCEKİ KAPSAMLI DENETİM 24&25/12/2018- İşletmede yaşam ücretinin belirlenmesi için bir çalışma yapılmıştır ancak etkin değildir. Kişi başına düşen, gıda, ulaşım ve giyim giderleri yanlış hesaplanmıştır. (BSCI PRENSİPLERİ 5.4) TAKİP DENETİMİ- 17&18/07/2019: DÜZELTİLMİŞTİR: Tatmin edici kanıtlara dayanarak, ilk denetimden sonra bu prensibe uyulmaktadır. Kuruluş, güncel adil yaşam ücretini hesaplamak için 27 çalışanına yeni bir anket uygulamıştır. Kişi başına düşen, gıda, ulaşım ve giyim giderleri, bu anket sonuçları, piyasa araştırması ve resmi kurum istatistikleri dikkate alınarak hesaplanmıştır.

- 5.5 - FULL AUDIT on 24&25/12/2018:** Minimum part of wages are paid through official payroll submitted to the social insurance agency. Rest of normal wages and all amount of overtime wages are paid by cash through unofficial payroll. The facility shared all payment records to the auditor. The auditor rated this question as partially due to fact that normal wages are paid through official payroll submitted to the social insurance agency. (Turkish Regulation on Overtime and Extra Work art 10; Social Insurance and General Health Insurance Law; #5510/2006, Rev: 08.05.2008, Art. 80; Regulation about Compensation of all kinds of rights such as Wage, Bonus, Premium through Bank Accounts; No: 27058, Date: 18.11.2008, Art. 10; Turkish Labor Law # 4857 / 2003, ARTICLE 32) FOLLOW-UP AUDIT on 17&18/07/2019-CORRECTED: Based on the satisfactory evidence, supported with management and employee interviews and records that facility respects this principle since the initial audit.

The facility has started to pay all wages and monetary allowances via official bank account since January 2019. It was observed that, all payments were declared to social security institution (SGK) in sampled months February, April, June 2019 that confirmed during interviews. ÖNCEKİ KAPSAMLI DENETİM 24&25/12/2018- İşletmede maaşların asgari kısmı sosyal sigorta bordrosu üzerinden ödenmektedir. Ancak maaşların kalan kısmı ve fazla mesailerin tamamı gayri resmi bordro üzerinden ödenmektedir. İşletme tüm kayıtları denetçiyle paylaşmıştır. (Fazla Çalışma ve Fazla Sürelerle çalışma yönetmeliği Madde 10, Sosyal Sigorta ve Genel Sağlık Sigortası Kanunu Madde 80, Türk İş Kanunu Madde 32, Ücret, Prim, İkramiye ve Bu Nitelikteki Her Türlü İstihkakın Bankalar Aracılığıyla Ödenmesine Dair Yönetmelik Madde 10) TAKİP DENETİMİ- 17&18/07/2019: DÜZELTİLMİŞTİR: Tatmin edici kanıtlara dayanarak, yönetim ve çalışan görüşmeleri ile desteklendiği üzere, kuruluşun ilk denetimden bu yana bu prensibe uygunluk sağladığı tespit edilmiştir. Firma, Ocak 2019'dan bu yana tüm ücret ve parasal ödemeleri, resmi banka sistemi aracılığıyla ödemeye başlamıştır. Tüm ödemelerin, görüşmeler sırasında da onaylandığı üzere, örneklenen Şubat, Nisan, Haziran 2019 ayları için sosyal güvenlik kurumuna (SGK) bildirildiği gözlemlenmiştir.

**Remarks from Auditee:**

None/Yoktur

Full Audit [Audit Id - 141101] Audit Date: 24/12/2018 PA Score: B

Deadline date:25/06/2019

**Good practices**

**Areas of improvement**

Based on satisfactory evidence through documents review and employee & management interview, the main auditee partially respects this performance area 5.

İşletme objektif kanıtlara göre, 5. Performans alanına kısmen uygunluk göstermektedir.

- 5.4 - BSCI PRINCIPLES 5.4:** There should be satisfactory evidence that the auditee provides sufficient remuneration that allows workers to meet a decent standard of living. Finding: The facility did a living wage calculation however individual food, transportation and clothing fees are not calculated correctly. This question was rated as partially because the gaps noted were minor and non-systematical. BSCI PRENSİPLERİ 5.4 Bulgu: - İşletmede yaşam ücretinin belirlenmesi için bir çalışma yapılmıştır ancak etkin değildir. Kişi başına düşen, gıda, ulaşım ve giyim giderleri yanlış hesaplanmıştır.

- 5.5 -** LAW:In accordance with The Turkish Regulation on Overtime and Extra Work art 10, The overtime and extra works payments included with normal working hours payment that are given to employees are paid according to Turkish Labor Law .This payment has to be clearly shown on payroll documentation and on pay slips, which are given to employees according to Turkish Labor Law. In accordance with Social Insurance and General Health Insurance Law; #5510/2006, Rev: 08.05.2008, Art. 80. The social insurance premiums of the employees are calculated and paid based on gross total wage paid to the employees in the related month. Turkish Labor Law # 4857 / 2003, ARTICLE 32-In general terms, the wage shall mean the amount provided and paid in cash to a person by the employer or third persons against performance of a designated work. Basically, the wage is paid as Turkish currency in the working place or deposit in a bank account in the name of the worker. Where it is agreed to pay the wage in foreign currency, Turkish equivalent of the agreed amount is calculated and paid over the current forex rate prevailing on the date of payment. The wages may not be paid in the form of bill payable to order (bond), or coupon or any other valuable paper alleged to represent a currency effective in the country. In accordance with Regulation about Compensation of all kinds of rights such as Wage, Bonus, Premium through Bank Accounts; No: 27058, Date: 18.11.2008, Art. 10. If the facility has at least 10 employees, net wages of the employees should be paid through bank account after the cut of legal deductions from gross wages. Finding: Minimum part of wages are paid through official payroll submitted to the social insurance agency. Rest of normal wages and all amount of overtime wages are paid by cash through unofficial payroll. The facility shared all payment records to the auditor. The auditor rated this question as partially due to fact that normal wages are paid through official payroll submitted to the social insurance agency.
- KANUN:Fazla Çalışma ve Fazla Sürelerle çalışma yönetmeliği Madde 10, Sosyal Sigorta ve Genel Sağlık Sigortası Kanunu Madde 80, Türk İş Kanunu Madde 32, Ücret, Prim, İkramiye ve Bu Nitelikteki Her Türlü İstihkakın Bankalar Aracılığıyla Ödenmesine Dair Yönetmelik Madde 10
- Bulgu:İşletmede maaşların asgari kısmı sosyal sigorta bordrosu üzerinden ödenmektedir. Ancak maaşların kalan kısmı ve fazla mesailerin tamamı gayri resmi bordro üzerinden ödenmektedir. İşletme tüm kayıtları denetçiyle paylaşmıştır.

Remarks from Auditee



**Performance Area 6 : Decent Working Hours**

1- Followup Audit [Audit Id - 156517] Audit Date: 17/07/2019 PA Score: A

Deadline date:

**GOOD PRACTICES:**

None/ Yoktur

**AREAS OF IMPROVEMENT:**

The overall assessment shows that the auditee respects the requirements of this PA6 principle since the initial audit. 15 employees' time records and payrolls were reviewed. (Total 45 records of February 2019, April 2019 and June 2019) Working hours of employees are tracked and recorded with finger print scanner. Facility's regular work hours are 45 hours and it complies with Labor Law. Rest breaks were re-arranged as follows: 1st shift: 07:00 - 15:30 including 60-minute break x 4 days (Breaks at 09:30-09:50 and 12:30-13:10) 06:55 - 15:30 including 85-minute break on Friday (Breaks at 09:30-09:45 and 12:30-13:40) 06:55 - 15:30 including 45-minute break on Saturday (Breaks at 09:30-09:45 and 12:30-13:00) No work on Sunday. It is worked 45 hours a week. 2nd shift: 15:30 - 00:00 including 60-minute break x 6 days. (Breaks at 18:00-18:40 and 21:30-21:50) No work on Sunday. It is worked 45 hours a week. For administration and warehouse employees; 08:00-18:00 including 110-minute break x 5 weekdays (Breaks at 09:30 to 09:55 and 12:30 to 13:30 and 15:30 to 15:55) 08:00-12:30 including 30-minute break on Saturdays. (Break at 09:30 to 10:00) It is worked 45 hours a week. Overtime hours and overtime payments were coinciding with time, payment and production records and testimonies of the sampled employees. No excessive overtime practices observed against Law limitation and BSCI requirements in the facility. In overall, no gap has been identified in implementation. Previous findings related with all PA6 areas were corrected.

Yapılan genel değerlendirmeye göre, kuruluşun, ilk denetimin akabinde PA6 alanıyla ilgili gereksinimleri karşılamakta olduğu gözlenmiştir. 15 örneklem çalışanın, Şubat 2019, Nisan 2019 ve Haziran 2019 için 45 adet zaman kaydı ve bordroları incelenmiştir. Fabrika, çalışanların çalışma saatleri, parmak izi okutma sistemi ile takip etmektedir. Kuruluşta normal çalışma saatleri 45 saattir ve İş Kanunu'na uygundur. Dinlenme molaları, yasalara uygun düzenlenmiştir. 1.vardiya; 07:00 - 15:30/ 60' mola x 5 gün (Molalar 09:30-09:50 ve 12:30-13:10) 06:55 - 15:30 / 85' mola Cuma (Molalar 09:30-09:45 ve 12:30-13:40) 06:55 - 15:30 / 45' mola Cumartesi (Molalar 09:30-09:45 ve 12:30-13:00) Pazar çalışması yoktur, 45 saat haftalık çalışma yapılmaktadır. 2.vardiya; 15:30 - 00:00/ 60' mola x 6 gün. (Molalar 18:00-18:40 ve 21:30-21:50) Pazar çalışması yoktur, 45 saat haftalık çalışma yapılmaktadır. İdari personel ve bakım personeli; 08:00-18:00/ 110'mola x 5 gün (Molalar 09:30 to 09:55 ve 12:30 to 13:30 ve 15:30 to 15:55) 08:00-12:30 /30'mola Cumartesi. (Molalar 09:30 to 10:00) Pazar çalışması yoktur, 45 saat haftalık çalışma yapılmaktadır. Örneklenen işçiler için, fazla çalışma saatleri ve fazla mesai ödemeleri; örneklenen zaman, ödeme ve üretim kayıtları ve çalışan beyanları ile uyumluluk göstermekteydi. Firmada, yasal limitleri ve BSCI gereklerini aşan fazla mesai durumu gözlenmemiştir. Genel değerlendirmede, bu performans alanıyla ilgili eksiklik tespit edilmemiştir. Önceki denetimde, PA6 altında tanımlanan bulgular düzeltilmiştir.

**6.1 - FULL AUDIT on 24&25/12/2018:** Based on document review and management and employee interviews it was identified that, there were some hand interferences in the time recording system. There were manual records for the relevant changes, however the relevant records only includes overtime working practices. But the in & out times were not mentioned in the relevant record. Due to that, employees normal working hours could not be verified through the records. This question was rated as no because the gap is systematical. Turkish Regulation on Working Hours Related to Labor Law, No: 25425, Date: 06.04.2004, Art. 9 FOLLOW-UP AUDIT on 17&18/07/2019-CORRECTED: Based on the satisfactory evidence including records review and interviews with management and employees, facility respects this principle since the initial audit. Because, there were some hand interferences in the time recording system in case of missing finger printing records of employees during entering in or leaving to jobsite or not coming to work. There were manual records for the relevant changes. The facility has provided the approval of employees via personal signatures and time in & out hours on the relevant records since January 2019. It was observed that employees are working 45 hours a week as per Law as per provided records of sampled months in February, April, June 2019.

**ÖNCEKİ KAPSAMLI DENETİM 24&25/12/2018-** Gerçekleştirilen doküman incelemesi, yönetim ve çalışan görüşmeleri sonucunda, işletmede bulunan zaman kayıt isteminde elle müdahaleler olduğu görülmüştür. Yapılan elle müdahalelerle alakalı manuel bir kayıt sistemi bulunmaktadır, ancak ilgili kayıt sisteminde yalnızca fazla mesai çalışmalarına ait kayıtlar bulunmaktadır. Ayrıca ilgili kayıt sisteminde işe giriş ve çıkış saatleri yer almamaktadır. Bu yüzden çalışanlara ait normal çalışma saatleri kayıtlar üzerinden doğrulanamamıştır. (İş Kanunu'na ilişkin Çalışma Süreleri Yönetmeliği Çalışma Süresinin Belirlenmesi Madde 9) TAKİP DENETİMİ- 17&18/07/2019: DÜZELTİLMİŞTİR: Kayıt incelemeleri ve yönetim ve çalışanlarla görüşmeler dahil olmak üzere tatmin edici kanıtlara dayanarak, kuruluş ilk denetimden bu yana bu ilkeye uymaktadır. Çünkü, zaman kayıt sisteminde, çalışanların işe giriş veya çıkışı esnasında, parmak izi kayıtlarını girmemelerine veya işe gelmemelerine bağlı olarak bazı müdahaleler olmaktadır. İlgili değişikliklerin manuel kayıtları mevcuttur. Kuruluş, Ocak 2019'dan itibaren, ilgili kayıtlarda, çalışanların kişisel imzalarını ve işe giriş-çıkış saat kayıtlarını sağlamaktadır. Çalışanlar, örneklenen Şubat, Nisan, Haziran 2019 aylarında, kayıtlar ve görüşmelere göre haftada 45 saat normal çalışma yapmaktadır.

**6.2 - FULL AUDIT on 24&25/12/2018:** Based on document review and management and employee interviews it was identified that, there were some hand interferences in the time recording system. There were manual records for the relevant changes. But the in & out times were not mentioned in the relevant record. Due to that, employees overtime working hours and payments could not be verified through the records. This question was rated as no because the gap is systematical. (Turkish Regulation on Working Hours Related to Labor Law, No: 25425, Date: 06.04.2004, Art. 9) FOLLOW-UP AUDIT on 17&18/07/2019-CORRECTED: Based on the satisfactory evidence including records review and interviews with management and employees, facility respects this principle since the initial audit. Because, there were some hand interferences in the time recording system in case of missing finger printing records of employees during entering in or leaving to jobsite or not coming to work. There were manual records for the relevant changes. The facility has provided the approval of employees via personal signatures and time in & out hours on the relevant records since January 2019. It was observed that employees are working 45 hours a week as per Law as per provided records of sampled months in February, April, June 2019. Overtime hours and payments were coinciding on the provided time and payment records that confirmed during interviews.

**ÖNCEKİ KAPSAMLI DENETİM 24&25/12/2018-** Gerçekleştirilen doküman incelemesi, yönetim ve çalışan görüşmeleri sonucunda, işletmede bulunan zaman kayıt isteminde elle müdahaleler olduğu görülmüştür. Yapılan elle müdahalelerle alakalı manuel bir kayıt sistemi bulunmaktadır. Ayrıca ilgili kayıt sisteminde işe giriş ve çıkış saatleri yer almamaktadır. Bu yüzden çalışanlara ait fazla mesai çalışma saatleri ve ödemeleri kayıtlar üzerinden doğrulanamamıştır. (İş Kanunu'na ilişkin Çalışma Süreleri Yönetmeliği Çalışma Süresinin Belirlenmesi Madde 9) TAKİP DENETİMİ- 17&18/07/2019: DÜZELTİLMİŞTİR: Kayıt incelemeleri ve yönetim ve çalışanlarla görüşmeler dahil olmak üzere tatmin edici kanıtlara dayanarak, kuruluş ilk denetimden bu yana bu ilkeye uymaktadır. Çünkü, zaman kayıt sisteminde, çalışanların işe giriş veya çıkışı esnasında, parmak izi kayıtlarını girmemelerine veya işe gelmemelerine bağlı olarak bazı müdahaleler olmaktadır. İlgili değişikliklerin manuel kayıtları mevcuttur. Kuruluş, Ocak 2019'dan itibaren, ilgili kayıtlarda, çalışanların kişisel imzalarını ve işe giriş-çıkış saat kayıtlarını sağlamaktadır. Çalışanlar, örneklenen Şubat, Nisan, Haziran 2019 aylarında, kayıtlar ve görüşmelere göre yasal limitleri aşan fazla mesai çalışması yapmamıştır. Fazla mesai saat ve ödemeleri, sağlanan zaman ve ödeme kayıtlarında uyumluluk göstermekte olup, çalışan görüşmeleriyle de doğrulanmıştır.

**6.3 - FULL AUDIT on 24&25/12/2018:** On Friday and Saturday, the breaks in the morning were insufficient. Employees rest only for 10 minutes between 08:00 and 12:00. This question was rated as partially because the gap is not systematical. (Law Number: 4857 Accepted: 22/5/2003 Publication of the Official Gazette: Date: 10/6/2003 Issue: 25134 Added by: Arrest: 5 Volume: 42 Article 68) FOLLOW-UP AUDIT on 17&18/07/2019-CORRECTED: Based on the satisfactory evidence including records review and interviews with management and employees, facility respects this principle since the initial audit. Because the facility has extended the tea break from 10 minutes to 15 minutes on Friday and Saturday morning between 09:30 to 09:45 for the shift employees. Break hours were arranged as per law. It was in practice since January 2019.



ÖNCEKİ KAPSAMLI DENETİM 24&25/12/2018- İşletmede Cuma ve Cumartesi günü, sabahları verilen mola sürelerinin yetersiz olduğu görülmüştür. Çalışanlar 08:00 – 12:00 saatleri arasında yalnızca 10 dakika dinlenmektedirler. (4857 sayılı İş Kanunu madde. 68/1) TAKİP DENETİMİ- 17&18/07/2019: DÜZELTİLMİŞTİR: Kayıt incelemeleri ve yönetim ve çalışanlarla görüşmeler dahil olmak üzere tatmin edici kanıtlara dayanarak, kuruluş ilk denetimden bu yana bu ilkeye uymaktadır. Çünkü, vardiyalı çalışanlar için Cuma ve Cumartesi sabahları dinlenme süresi, 09:30-09:45 arasında, 10 dakikadan 15 dakikaya uzatılmıştır. Mola saatleri yasaya göre düzenlenmiştir. Ocak 2019'dan beri uygulanmaktadır.

**6.4 - FULL AUDIT on 24&25/12/2018:** Based on document review and management and employee interviews it was identified that, there were some hand interferences in the time recording system. There were manual records for the relevant changes. But the in & out times were not mentioned in the relevant record. Due that, employees rest day workings could not be verified through the records. This question was rated as no because the gap is systematical. (Turkish Regulation on Working Hours Related to Labor Law, No: 25425, Date: 06.04.2004, Art. 9) FOLLOW-UP AUDIT on 17&18/07/2019-CORRECTED: Based on the satisfactory evidence including records review and interviews with management and employees, facility respects this principle since the initial audit. Because, there were some hand interferences in the time recording system in case of missing finger printing records of employees during entering in or leaving to jobsite or not coming to work. There were manual records for the relevant changes. The facility has provided the approval of employees via personal signatures and time in & out hours on the relevant records since January 2019. It was observed that employees did not work in rest days as per provided time records of sampled months in February, April, June 2019, production records and interviews.

ÖNCEKİ KAPSAMLI DENETİM 24&25/12/2018: Gerçekleştirilen doküman incelemesi, yönetim ve çalışan görüşmeleri sonucunda, işletmede bulunan zaman kayıt isteminde elle müdahaleler olduğu görülmüştür. Yapılan elle müdahalelerle alakalı manuel bir kayıt sistemi bulunmamaktadır. Ayrıca ilgili kayıt sisteminde işe giriş ve çıkış saatleri yer almamaktadır. Bu yüzden çalışanlara ait hafta tatili çalışmaları kayıtlar üzerinden doğrulanamamıştır. TAKİP DENETİMİ- 17&18/07/2019: DÜZELTİLMİŞTİR: Kayıt incelemeleri ve yönetim ve çalışanlarla görüşmeler dahil olmak üzere tatmin edici kanıtlara dayanarak, kuruluş ilk denetimden bu yana bu ilkeye uymaktadır. Çünkü, zaman kayıt sisteminde, çalışanların işe giriş veya çıkışı esnasında, parmak izi kayıtlarını girmemelerine veya işe gelmemelerine bağlı olarak bazı müdahaleler olmaktadır. İlgili değişikliklerin manuel kayıtları mevcuttur. Kuruluş, Ocak 2019'dan itibaren, ilgili kayıtlarda, çalışanların kişisel imzalarını ve işe giriş-çıkış saat kayıtlarını sağlamaktadır. Çalışanların, örneklenen Şubat, Nisan, Haziran 2019 aylarında, zaman ve üretim kayıtları ve görüşmelere göre dinlenme günlerinde çalışmadığı görülmüştür.

**Remarks from Auditee:**

None/Yoktur

Full Audit [Audit Id - 141101] Audit Date: 24/12/2018 PA Score: E

Deadline date:15/03/2019

**Good practices**

**Areas of improvement**

Based on satisfactory evidence through site tour, documents review and employee & management interview, the main auditee partially respects this performance area 6.

İşletme objektif kanıtlara göre, 6. Performans alanına kısmen uygunluk göstermektedir.

**6.1 - Law:** In accordance with the Turkish Regulation on Working Hours Related to Labor Law, No: 25425, Date: 06.04.2004, Art. 9; The employer should document the working hours of employees appropriately. Finding: Based on document review and management and employee interviews it was identified that, there were some hand interferences in the time recording system. There were manual records for the relevant changes, however the relevant records only includes overtime working practices. But the in & out times were not mentioned in the relevant record. Due that, employees normal working hours could not be verified through the records. This question was rated as no because the gap is systematical. Kanun:İş Kanununa İlişkin Çalışma Süreleri Yönetmeliği Çalışma Süresinin Belirlenmesi Madde 9 Bulgu: Gerçekleştirilen doküman incelemesi, yönetim ve çalışan görüşmeleri sonucunda, işletmede bulunan zaman kayıt isteminde elle müdahaleler olduğu görülmüştür. Yapılan elle müdahalelerle alakalı manuel bir kayıt sistemi bulunmamaktadır, ancak ilgili kayıt sisteminde yalnızca fazla mesai çalışmalarına ait kayıtlar bulunmaktadır. Ayrıca ilgili kayıt sisteminde işe giriş ve çıkış saatleri yer almamaktadır. Bu yüzden çalışanlara ait normal çalışma saatleri kayıtlar üzerinden doğrulanamamıştır.

**6.2 - Law:** In accordance with the Turkish Regulation on Working Hours Related to Labor Law, No: 25425, Date: 06.04.2004, Art. 9; The employer should document the working hours of employees appropriately. Finding: Based on document review and management and employee interviews it was identified that, there were some hand interferences in the time recording system. There were manual records for the relevant changes. But the in & out times were not mentioned in the relevant record. Due that, employees overtime working hours and payments could not be verified through the records. This question was rated as no because the gap is systematical. Kanun:İş Kanununa İlişkin Çalışma Süreleri Yönetmeliği Çalışma Süresinin Belirlenmesi Madde 9 Bulgu: Gerçekleştirilen doküman incelemesi, yönetim ve çalışan görüşmeleri sonucunda, işletmede bulunan zaman kayıt isteminde elle müdahaleler olduğu görülmüştür. Yapılan elle müdahalelerle alakalı manuel bir kayıt sistemi bulunmamaktadır. Ayrıca ilgili kayıt sisteminde işe giriş ve çıkış saatleri yer almamaktadır. Bu yüzden çalışanlara ait fazla mesai çalışma saatleri ve ödemeleri kayıtlar üzerinden doğrulanamamıştır.

**6.3 - Law:** Law Number: 4857 Accepted: 22/5/2003 Publication of the Official Gazette: Date: 10/6/2003 Issue: 25134 Added by: Arrest: 5 Volume: 42 Article 68 - In an average time of daily working time, the traditions of that place and the work to the workers by adjusting according to their requirements; a) Fifteen minutes for four hours or less b) Half an hour for more than four hours to seven and half hours (including seven and a half hours) hour, c) One hour for longer than seven and half an hour a break is given. These rest periods are minimum and continuous. However, these periods, climate, season, traditions in that place and the nature of the work the contract may be used as an interval. Rest can be made to workers in a workplace at the same or different times. Breaks are not counted from working hours. Finding: On Friday and Saturday, the breaks in the morning were insufficient. Employees rest only for 10 minutes between 08:00 and 12:00. This question was rated as partially because the gap is not systematical. Kanun: 4857 sayılı İş Kanunu madde. 68/1. Bulgu: İşletmede Cuma ve Cumartesi günü, sabahları verilen mola sürelerinin yetersiz olduğu görülmüştür. Çalışanlar 08:00 – 12:00 saatleri arasında yalnızca 10 dakika dinlenmektedirler.

**6.4 - Law:** In accordance with the Turkish Regulation on Working Hours Related to Labor Law, No: 25425, Date: 06.04.2004, Art. 9; The employer should document the working hours of employees appropriately. Finding: Based on document review and management and employee interviews it was identified that, there were some hand interferences in the time recording system. There were manual records for the relevant changes. But the in & out times were not mentioned in the relevant record. Due that, employees rest day workings could not be verified through the records. This question was rated as no because the gap is systematical. Kanun:İş Kanununa İlişkin Çalışma Süreleri Yönetmeliği Çalışma Süresinin Belirlenmesi Madde 9 Bulgu: Gerçekleştirilen doküman incelemesi, yönetim ve çalışan görüşmeleri sonucunda, işletmede bulunan zaman kayıt isteminde elle müdahaleler olduğu görülmüştür. Yapılan elle müdahalelerle alakalı manuel bir kayıt sistemi bulunmamaktadır. Ayrıca ilgili kayıt sisteminde işe giriş ve çıkış saatleri yer almamaktadır. Bu yüzden çalışanlara ait hafta tatili çalışmaları kayıtlar üzerinden doğrulanamamıştır.

**Remarks from Auditee**

**Performance Area 7 : Occupational Health and Safety**

1- Followup Audit [Audit Id - 156517] Audit Date: 17/07/2019 PA Score: A

Deadline date:18/11/2019

**GOOD PRACTICES:**

None/Yoktur

**AREAS OF IMPROVEMENT:**

Based on the satisfactory evidence, the main auditee partially respects this principle. The management system implemented in the facility includes occupational health and safety issues. Procedures are written on emergencies and injuries. Occupational health and safety risk assessment was conducted and reviewed recently. Health and safety committee meetings were conducted every three months. Fire extinguishing & evacuation drills were conducted yearly. (Latest on 16.11.2018) There are enough certified first aiders. (20 staff.) Canteen staff is trained on hygiene issue. Necessary health and safety warning signs were posted per risk assessment. Industrial measurements were conducted. Emergency exits were identified with exit signs, lights. Exits are free of obstruction. There are adequate number of fire extinguishers and hoses. One of the fire hoses outside the production building tested during facility walkthrough. The facility has visual and audible fire alarm system in all areas that tested while visiting occupied areas. Additionally, one of the smoke detectors installed in the warehouse was checked and found operable. Electrical safety was provided as per annual electricity undergrounding test and electrical installation test reports. Potable water is provided, and analysis reports are available. First aid kits are good enough. Medical room is available. A contracted Doctor visits the facility in week days.

Tatmin edici kanıtlara dayanarak, denetlenen firma, bu madde gereklerine kısmen uymaktadır. Firmada uygulanan yönetim sistemi, iş sağlığı ve güvenliği konularını içermektedir. Acil durumlar ve yaralanmalar hakkında prosedür mevcuttur. İş sağlığı ve güvenliği risk değerlendirmesi yakın zamanda yapılmış ve gözden geçirilmiştir. İş sağlığı ve güvenliği kurulu toplantıları, üç ayda bir gerçekleştirilmektedir. Yıllık yangın söndürme tahliliye tatbikatları yapılmaktadır. (En son, 16.11.2018 tarihinde). Yeterli sayıda sertifikalı ilk yardımcı personeli vardır. (20 kişi.) Kantin çalışanları, hijyen konusunda eğitilmiştir. Risk değerlendirmesine göre, gerekli sağlık ve güvenlik uyarı işaretleri sağlanmıştır. Endüstriyel ölçümler yapılmıştır. Acil çıkışlar, çıkış işaretleri ve ışıklarla tanımlanmış olup, çıkış yolları engelsizdir. Yeterli sayıda yangın söndürücü ve hortum mevcuttur. Üretim binasının dışındaki yangın hortumlarından biri, saha ziyareti sırasında test edildi. Tüm işletme alanlarında mevcut olup, saha turu esnasında test edilen görsel ve sesli yangın alarm sistemi aktiftir. Ayrıca, depo alanındaki duman detektörlerinden biri de test edilmiş olup, çalışır durumda bulundu. Yıllık elektrik topraklama testi ve elektrik tesisatı raporlarına göre, elektriksel güvenlik kontrol altındadır. İçme suyu sağlanmış olup, analiz raporları mevcuttur. İlk yardım dolapları yeterlidir. Revir mevcut olup, sözleşmeli bir Doktor hafta içi firmayı ziyaret etmektedir.

**7.1 - FULL AUDIT on 24&25/12/2018:** It was noted that the laws and regulations regarding health and safety are follow in the facility however some missing gaps were noted under PA 7. This question was rated as partially because there were proper documentation about H&S. (BSCI PRINCIPLES 7.1) FOLLOW-UP AUDIT on 17&18/07/2019-NOT CORRECTED: Based on the satisfactory evidence, facility partially respects this principle. Because, the laws and regulations regarding health and safety are followed in the facility; however, one missing gap concerning building license (PA7.11) was still noted under PA 7 during this follow-up audit. And fire safety inspection acceptance report was not provided by the local fire station. (Note: It is informed that this report is delivered to Industrial zone management while obtaining Business Opening and Operating License on 14.02.2018 without taking any copy. According to legal procedure, the Business Opening and Operating license could not be obtained, unless the fire safety inspection report is not provided from the fire station. Although that the facility has fire safety inspection report by an authorized third party dated on 03.11.2018.) (BSCI PRINCIPLES 7.1 & Business Opening and Operating License Regulation-2005, Article 5-g)

**ÖNCEKİ KAPSAMLI DENETİM 24&25/12/2018-** İşletmede iş sağlığı ve güvenliğine ilişkin kanun ve yönetmelik takip edilmektedir, ancak PA 7'de bazı eksikler olduğu görülmüştür. (BSCI GEREKLİLİKLERİ 7.1) TAKİP DENETİMİ- 17&18/07/2019: DÜZELTİLMİŞTİR: Tatmin edici kanıtlara dayanarak bu prensibe kısmen uyulmaktadır. İşletmede iş sağlığı ve güvenliğine ilişkin kanun ve yönetmelik takip edilmektedir, ancak bu yeni takip denetiminde de, PA 7'de yapı ruhsatı (PA7.11) konusunda bir eksikliğin devam etmekte olduğu görülmüştür. Ayrıca, yerel itfaiyenin yangın kontrol uygunluk raporu görülmüştür. (Not: Bu raporun, 14.02.2018 tarihli İşyeri açma ve çalışma ruhsatı temin edilirken OSB yönetimine kopyası alınmadan teslim edildiği beyan edildi. Yasal prosedür uyarınca, yangın güvenliği inceleme raporu itfaiyeden sağlanmadıkça, İşyeri açma ve çalışma ruhsatı alınamamaktadır. Bununla beraber, firmanın 03.11.2018 tarihli yetkili bir kuruluştan aldığı yangın güvenliği kontrol raporu mevcuttur.) (İşyeri Açma ve Çalışma Ruhsatlarına İlişkin Yönetmelik-2005, Md.5-g ve BSCI GEREKLİLİKLERİ 7.1)

**7.10 - FULL AUDIT on 24&25/12/2018:** There was no written root cause analyze and corrective action plan for occurred job accidents. This question was rated as partially because there were proper records for accidents. (BSCI PRINCIPLES 7.10) FOLLOW-UP AUDIT on 17&18/07/2019-CORRECTED: Based on the satisfactory evidence, the facility respects this principle since the initial audit. The facility has provided written root cause analyze and corrective and immediate action plans for occurred job accidents since January 2019.

**ÖNCEKİ KAPSAMLI DENETİM 24&25/12/2018-** İşletmede bulunan iş kazası kayıtlarında kök sebep analizi ve düzeltici faaliyet planı bulunmamaktadır. (BSCI GEREKLİLİKLERİ 7.10) TAKİP DENETİMİ- 17&18/07/2019: DÜZELTİLMİŞTİR: Tatmin edici kanıtlara dayanarak, ilk denetim sonrasında, bu prensibe uyulmaktadır.2019 Ocak ayından itibaren, işletmede vuku bulan iş kazası kayıtlarında kök sebep analizi ve düzeltici ve acil faaliyet planı bulunmaktadır.

**7.11 - FULL AUDIT on 24&25/12/2018:** Total closed area of the enterprise is 10.000 m2. However, the building permits and building usage licenses are covering only 3000 m2 area. This question was rated as partially because the facility has opening and operating permit. (Zone Law (1) (2) Law Number: 3194 Accepted Date: 3/5/1985 Published: R. Newspaper: Date: 9/5/1985 Issue: 18749 Copyright: Published: 5 Volume: 24 Page: 378 Article 21) FOLLOW-UP AUDIT on 17&18/07/2019- NOT CORRECTED: Based on the satisfactory evidence, facility partially respects this principle. Because, the total closed area of the enterprise was raised to 14.282 m2 currently. However, there are available three building permits and building usage licenses including two floors in two production buildings and three floors in management building are covering 11.457 m2 area. The permit was not obtained yet for the 2.825 m2 of new finished product warehousing area of Production Building-2 built as steel construction and several small additional buildings around Building 2. (Note: The facility has applied to authorized body for obtaining the building license for related area. It was informed that the issue could be solved in following six months. This question was rated as partially because the facility has opening and operating permit dated on 14.02.2018-No:061) (Zone Law (1) (2) Law Number: 3194 Accepted Date: 3/5/1985 Published: R. Newspaper: Date: 9/5/1985 Issue: 18749 Copyright: Published: 5 Volume: 24 Page: 378 Article 21)

**ÖNCEKİ KAPSAMLI DENETİM 24&25/12/2018-** İşletmenin toplam kapalı alanı 10.000 m2'dir. Ancak yalnızca 3000 m2'li alanı kapsayan yapı ruhsatı ve yapı kullanım izinleri bulunmaktadır. (İmar Kanunu Madde 21) TAKİP DENETİMİ- 17&18/07/2019: DÜZELTİLMİŞTİR: Tatmin edici kanıtlara dayanarak bu prensibe kısmen uyulmaktadır. Çünkü, mevcut durumda, işletmenin kapalı alanı 14.282 m2'ye ulaşmıştır. Ancak, iki üretim binasının iki katını ve üç katlı idari binayı kapsayan üç adet yapı ruhsatı ve yapı kullanım izni, 11.457 m2'li alanı kapsamaktadır. İlave olarak, ikinci üretim binasındaki 2825 m2'lik çelik konstrüksiyon bitmiş ürün depo alanı ve ikinci bina civarındaki eklenti diğer binalar için henüz yapı ruhsatı edinilememiştir. (Not: Söz konusu alanla ilgili yapı ruhsatı edinmek için, ilgili resmi mercie müracaatta bulunulmuştur. Konunun, takip eden 6 ay içinde çözümlenebileceği beyan edildi. Kuruluşun, 14.02.2018 tarih ve 061 no'lu işyeri açma ve çalışma ruhsatı bulunmakta olup, kısmi uygunsuzluk not edilmiştir.) (İmar Kanunu Madde 21)

**7.17 - FULL AUDIT on 24&25/12/2018:** Based on document review and management interviews it was identified that, 1 out of 1 human lift's periodical inspection was not conducted. This question was rated as partially because all other equipment have proper reports. (In accordance with Maintenance and Operation Regulation for Elevators (No.27058, Date:18.11.2008) Art.10 /1 – (Revision : RG-5/11/2011-28106)) FOLLOW-UP

AUDIT on 17&18/07/2019-CORRECTED: Based on the satisfactory evidence, facility respects this principle since the initial audit. 1 out of 1 human lift in management building was not in use as per management decision. The facility has conducted annual inspection for all lifting equipment on 29.03.2019 (1 lift for goods) and 12.07.2019 (1 manual crane, 5 transpallet, 1 forklift)  
ÖNCEKİ KAPSAMLI DENETİM 24&25/12/2018- İşletmede bulunan 1 insan asansörünün (1 insan asansöründen 1'i) fenni muayenesi gerçekleştirilmemiştir. (ASANSÖR BAKIM VE İŞLETME YÖNETMELİĞİ R.Gazete No. 27058. R.G. Tarihi: 18.11.2008 MADDE 10) TAKİP DENETİMİ- 17&18/07/2019: DÜZELTİLMİŞTİR: Tatmin edici kanıtlara dayanarak, ilk denetimden sonra bu prensibe uyulmaktadır. Yönetimin kararına istinaden, idari binadaki 1 insan asansörü kullanılmamaktadır. Kuruluş, diğer tüm kaldırma ekipmanının yıllık fenni muayenesini yaptırmıştır. (1 yük asansörü-29.03.2019, 1 caraskal, 5 transpallet, 1 forklift-12.07.2019)

**Remarks from Auditee:**

None/Yoktur

Full Audit [Audit Id - 141101] Audit Date: 24/12/2018 PA Score: A

Deadline date:25/06/2019

Good practices

Areas of improvement

Based on satisfactory evidence through site tour, documents review and employee & management interview, the main auditee partially respects this performance area 7.

İşletme saha turu, döküman incelemesi ve çalışan & yönetim görüşmesine performans alanı 7'e kısmen uygunluk göstermektedir

**7.1 -** Finding: It was noted that the laws and regulations regarding health and safety are follow in the facility however some missing gaps were noted under PA 7.

This question was rated as partially because there were proper documentation about H&S.

BSCI Prensipleri 7.1 Bulgu: İşletmede iş sağlığı ve güvenliğine ilişkin kanun ve yönetmelik takip edilmektedir, ancak PA 7'de bazı eksikler olduğu görülmüştür.

**7.10 -** BSCI PRINCIPLES 7.10. Auditee should have procedures and systems for reporting and recording occupational accidents and injuries. Finding: There was no written root cause analyze and corrective action plan for occurred job accidents. This question was rated as partially because there were proper records for accidents.

BSCI GEREKLİLİKLERİ 7.10. Bulgu: İşletmede bulunan iş kazası kayıtlarında kök sebep analizi ve düzeltici faaliyet planı bulunmamaktadır.

**7.11 -** Law: Zone Law (1) (2) Law Number: 3194 Accepted Date: 3/5/1985 Published: R. Newspaper: Date: 9/5/1985 Issue: 18749 Copyright: Published: 5 Volume: 24 Page: 378 Article 21 - For all buildings covered by this Law, (Article 26, for the exceptions), it is compulsory to obtain building license from municipality or governorship. Finding: Total closed area of the enterprise is 10.000 m2. However, the building permits and building usage licenses are covering only 3000 m2 area. This question was rated as partially because the facility has opening and operating permit.  
Kanun: İmar Kanunu Madde 21 Bulgu: İşletmenin toplam kapalı alanı 10.000 m2'dir. Ancak yalnızca 3000 m2'li alanı kapsayan yapı ruhsatı ve yapı kullanım izinleri bulunmaktadır.

**7.17 -** Law:In accordance with Maintenance and Operation Regulation for Elevators (No.27058, Date:18.11.2008) Art.10 /1 – (Revision : RG-5/11/2011-28106) 1) The administration of the building where the lift is located should provide annual maintenance of the lift conducted by A type institution at the end of the first year the lift is supplied and at least once a year afterwards. Finding: Based on document review and management interviews it was identified that, 1 out of 1 human lift's periodical inspection was not conducted. This question was rated as partially because all other equipment have proper reports.

Kanun: ASANSÖR BAKIM VE İŞLETME YÖNETMELİĞİ R.Gazete No. 27058. R.G. Tarihi: 18.11.2008 MADDE 10 Bulgu: İşletmede bulunan 1 insan asansörünün (1 insan asansöründen 1'i) fenni muayenesi gerçekleştirilmemiştir.

Remarks from Auditee

**Performance Area 8 : No Child Labour**

1- Followup Audit [Audit Id - 156517] Audit Date: 17/07/2019 PA Score: A

Deadline date:

**GOOD PRACTICES:**

N/A

**AREAS OF IMPROVEMENT:**

This performance area is not re-assessed for current follow up audit as it is rated as full compliance in the previous audit.

Bu performans alanı, bir önceki denetimde tam uygun olarak puanlandığı için değerlendirmeye alınmamıştır.

**Remarks from Auditee:**

None/Yoktur

Full Audit [Audit Id - 141101] Audit Date: 24/12/2018 PA Score: A

Deadline date:

Good practices

Areas of improvement

Remarks from Auditee

**Performance Area 9 : Special protection for young workers**

1- Followup Audit [Audit Id - 156517] Audit Date: 17/07/2019 PA Score: A

Deadline date:

**GOOD PRACTICES:**

N/A

**AREAS OF IMPROVEMENT:**

This performance area is not re-assessed for current follow up audit as it is rated as full compliance in the previous audit.  
Bu performans alanı, bir önceki denetimde tam uygun olarak puanlandığı için değerlendirmeye alınmamıştır.

**Remarks from Auditee:**

None/Yoktur

Full Audit [Audit Id - 141101] Audit Date: 24/12/2018 PA Score: A

Deadline date:

Good practices

Areas of improvement

Remarks from Auditee

**Performance Area 10 : No Precarious Employment**

1- Followup Audit [Audit Id - 156517] Audit Date: 17/07/2019 PA Score: A

Deadline date:

**GOOD PRACTICES:**

None/Yoktur

**AREAS OF IMPROVEMENT:**

Based on the satisfactory evidence, the main auditee respects this principle since the initial audit. Workers were given continuous employment. 15 sampled workers' employment files and contracts were reviewed, and their terms and conditions were found as per law. All employees were local and permanent workers and have social security insurances on time. In overall, no gap noted currently and previous audit finding about PA10.3 was corrected.

Mevcut denetim kanıtlarına göre, Kuruluş bu madde gereklerine ilk denetimden sonra uymaktadır. Çalışanlar belirsiz süreli sözleşmeye sahiptir. Örnekleme alınan 15 çalışanın özlük dosyası ve iş sözleşmeleri incelenmiştir ve tüm gereksinimler yasalara uygundur. Tüm çalışanlar, yerel çalışan olup, sürekli olarak istihdam edilmiştir. Genel değerlendirmede, nihai durumda bir eksiklik tespit edilmemiştir; önceki denetime ilişkin PA10.3 eksikliği düzeltilmiştir.

- 10.3 - FULL AUDIT on 24&25/12/2018:** Employees are not informed about grievance mechanism in orientation training. This question was rated as partially because there were proper orientation training. (BSCI PRINCIPLES 10.3) FOLLOW-UP AUDIT on 17&18/07/2019-CORRECTED: Based on the satisfactory evidence, facility respects this principle since the initial audit as per employee interviews and the training records. The facility has provided BSCI principles training covering grievance system and all performance areas latest on 17 July 2019. Grievance mechanism information was included in to orientation training. It is observed that grievance mechanism works efficiently in the workplace in 2019. (Example: Open door meetings with management every first Friday of the month, grievance notes collected in boxes, worker representation, BSCI two ways communication meetings with management conducted monthly etc.)
- ÖNCEKİ KAPSAMLI DENETİM 24&25/12/2018-** Çalışanlara verilen iş başı eğitimlerinde (oryantasyon eğitimi) şikayet mekanizması ile ilgili bilgilendirme yapılmadığı görülmüştür. (BSCI GEREKLİLİKLERİ 10.3) TAKİP DENETİMİ- 17&18/07/2019: DÜZELTİLMİŞTİR: Tatmin edici kanıtlara dayanarak, çalışan görüşmeleri ve eğitim kayıtlarına göre, firma ilk denetimden bu yana bu prensibe uymaktadır. Firma, tüm performans alanlarını kapsayan eğitim programları düzenlemiştir. (Örnek: 22.11.2018, 12.04.2019) Şikayet mekanizması ile ilgili bilgilendirme, oryantasyon eğitimine dahil edilmiştir. Şikayet mekanizmasının 2019 yılında işletme içerisinde etkili işletildiği gözlenmiştir. (Örnek: Her ayın ilk Cuma günü yönetimle yapılan açık kapı toplantıları, şikayet kutularından ulaşan notlar, çalışan temsilciliği yöntemi, aylık yönetimle yapılan çift taraflı BSCI toplantıları vb.)

**Remarks from Auditee:**

None/Yoktur

Full Audit [Audit Id - 141101] Audit Date: 24/12/2018 PA Score: A

Deadline date: 01/01/2019

**Good practices**

**Areas of improvement**

Based on satisfactory evidence through site tour, documents review and employee & interview, the main auditee partially respects this performance area 10.

İşletme saha turu, döküman incelemesi ve çalışan & yönetim görüşmesine performans alanı 10'a kısmen uygunluk göstermektedir

- 10.3 - BSCI PRINCIPLES 10.3** Auditee should provide workers with understandable information before entering into employment. Finding: Employees are not informed about grievance mechanism in orientation training.

This question was rated as partially because there were proper orientation training.

**BSCI PRENSİPLERİ 10.3 Bulgu:** Çalışanlara verilen iş başı eğitimlerinde (oryantasyon eğitimi) şikayet mekanizması ile ilgili bilgilendirme yapılmadığı görülmüştür.

**Remarks from Auditee**

**Performance Area 11 : No Bonded Labour**

1- Followup Audit [Audit Id - 156517] Audit Date: 17/07/2019 PA Score: A

Deadline date:

**GOOD PRACTICES:**

N/A

**AREAS OF IMPROVEMENT:**

This performance area is not re-assessed for current follow up audit as it is rated as full compliance in the previous audit.  
Bu performans alanı, bir önceki denetimde tam uygun olarak puanlandığı için değerlendirmeye alınmamıştır.

**Remarks from Auditee:**

None/Yoktur

Full Audit [Audit Id - 141101] Audit Date: 24/12/2018 PA Score: A

Deadline date:

Good practices

Areas of improvement

Remarks from Auditee

**Performance Area 12 : Protection of the Environment**

1- Followup Audit [Audit Id - 156517] Audit Date: 17/07/2019 PA Score: A

Deadline date:

**GOOD PRACTICES:**

N/A

**AREAS OF IMPROVEMENT:**

This performance area is not re-assessed for current follow up audit as it is rated as full compliance in the previous audit.  
Bu performans alanı, bir önceki denetimde tam uygun olarak puanlandığı için değerlendirmeye alınmamıştır.

**Remarks from Auditee:**

None/Yoktur

Full Audit [Audit Id - 141101] Audit Date: 24/12/2018 PA Score: A

Deadline date:

Good practices

Areas of improvement

Remarks from Auditee



**Performance Area 13 : Ethical Business Behaviour**

1- Followup Audit [Audit Id - 156517] Audit Date: 17/07/2019 PA Score: A

Deadline date:

**GOOD PRACTICES:**

None/Yoktur

**AREAS OF IMPROVEMENT:**

The overall assessment shows that the auditee respects the requirements of this principle since the initial audit.. The factory management was cooperative and respective to auditor in general. The facility has documented policy on anti-bribery and anti-corruption. It was documented and covering business relations and trading ethics. According to records and interviews, employees were informed about policy and procedures that were posted on notice board in the canteen. Previous audit finding corrected: The facility has started to pay all wages and monetary allowances via official bank account since January 2019. It was observed that, all payments were declared to social security institution (SGK)in sampled months. No new gap identified concerning PA13

Yapılan genel değerlendirme sonrasında, fabrikanın bu maddeyle ilgili gereksinimi karşılamakta olduğu gözlemlenmiştir. Fabrika yönetiminin denetçiye yaklaşımı işbirliği ve saygı çerçevesindedir. Firmanın rüşvet ve yolsuzluğu önleyici yazılı bir politikası ve prosedürü mevcuttur. İş ilişkileri ve ticaret etiğini kapsayacak içeriktedir. Kayıt ve görüşmelere göre, çalışanlar politika ve prosedür hakkında uygun şekilde bilgilendirilmiştir. Bunlar, yemekhanenin duyuru panosunda asılıdır. Önceki denetim bulgusu düzeltilmiştir: Firma, Ocak 2019'dan bu yana tüm ücret ve parasal ödemeleri, resmi banka sistemi aracılığıyla ödemeye başlamıştır. Tüm ödemelerin, örneklenen aylar için sosyal güvenlik kurumuna (SGK) bildirildiği gözlemlenmiştir. PA13 ile ilgili başkaca eksiklik görülmedi.

- 13.3 - FULL AUDIT on 24&25/12/2018:** Minimum part of wages are paid through official payroll submitted to the social insurance agency. Rest of normal wages and all amount of overtime wages are paid by cash through unofficial payroll. The facility shared all payment records to the auditor. The auditor rated this question as partially due to fact that normal wages are paid through official payroll submitted to the social insurance agency. (Turkish Regulation on Overtime and Extra Work art 10; Social Insurance and General Health Insurance Law; #5510/2006, Rev: 08.05.2008, Art. 80; Regulation about Compensation of all kinds of rights such as Wage, Bonus, Premium through Bank Accounts; No: 27058, Date: 18.11.2008, Art. 10; Turkish Labor Law # 4857 / 2003, ARTICLE 32) FOLLOW-UP AUDIT on 17&18/07/2019-CORRECTED: Based on the satisfactory evidence, supported with management and employee interviews and records that facility respects this principle since the initial audit. The facility has started to pay all wages and monetary allowances via official bank account since January 2019. It was observed that, all payments were declared to social security institution (SGK) in sampled months of February, April, June 2019 that confirmed during interviews. ÖNCEKİ KAPSAMLI DENETİM 24&25/12/2018- İşletmede maaşların asgari kısmı sosyal sigorta bordrosu üzerinden ödenmektedir. Ancak maaşların kalan kısmı ve fazla mesailerin tamamı gayri resmi bordro üzerinden ödenmektedir. İşletme tüm kayıtları denetçiye paylaşmıştır. (Fazla Çalışma ve Fazla Sürelerle çalışma yönetmeliği Madde 10, Sosyal Sigorta ve Genel Sağlık Sigortası Kanunu Madde 80, Türk İş Kanunu Madde 32, Ücret, Prim, İkramiye ve Bu Nitelikteki Her Türlü İstihkakın Bankalar Aracılığıyla Ödenmesine Dair Yönetmelik Madde 10) TAKİP DENETİMİ- 17&18/07/2019: DÜZELTİLMİŞTİR: Tatmin edici kanıtlara dayanarak, yönetim ve çalışan görüşmeleri ile desteklendiği üzere, kuruluşun ilk denetimden bu yana bu prensibe uygunluk sağladığı tespit edilmiştir. Firma, Ocak 2019'dan bu yana tüm ücret ve parasal ödemeleri, resmi banka sistemi aracılığıyla ödemeye başlamıştır. Tüm ödemelerin, görüşmeler sırasında da onaylandığı üzere, örneklenen Şubat, Nisan, Haziran 2019 ayları için sosyal güvenlik kurumuna (SGK) bildirildiği gözlemlenmiştir.

**Remarks from Auditee:**

None/Yoktur

Full Audit [Audit Id - 141101] Audit Date: 24/12/2018 PA Score: C

Deadline date:25/06/2019

**Good practices**

**Areas of improvement**

Based on satisfactory evidence through site tour, documents review and employee & management interview, the main auditee partially respects this performance area 13

İşletme saha turu, döküman incelemesi ve çalışan & yönetim görüşmesine performans alanı 13'e kısmen uygunluk göstermektedir

- 13.3 - LAW:**In accordance with The Turkish Regulation on Overtime and Extra Work art 10, The overtime and extra works payments included with normal working hours payment that are given to employees are paid according to Turkish Labor Law. This payment has to be clearly shown on payroll documentation and on pay slips, which are given to employees according to Turkish Labor Law. In accordance with Social Insurance and General Health Insurance Law; #5510/2006, Rev: 08.05.2008, Art. 80. The social insurance premiums of the employees are calculated and paid based on gross total wage paid to the employees in the related month. Turkish Labor Law # 4857 / 2003, ARTICLE 32-In general terms, the wage shall mean the amount provided and paid in cash to a person by the employer or third persons against performance of a designated work. Basically, the wage is paid as Turkish currency in the working place or deposit in a bank account in the name of the worker. Where it is agreed to pay the wage in foreign currency, Turkish equivalent of the agreed amount is calculated and paid over the current forex rate prevailing on the date of payment. The wages may not be paid in the form of bill payable to order (bond), or coupon or any other valuable paper alleged to represent a currency effective in the country. In accordance with Regulation about Compensation of all kinds of rights such as Wage, Bonus, Premium through Bank Accounts; No: 27058, Date: 18.11.2008, Art. 10. If the facility has at least 10 employees, net wages of the employees should be paid through bank account after the cut of legal deductions from gross wages. Finding: Minimum part of wages are paid through official payroll submitted to the social insurance agency. Rest of normal wages and all amount of overtime wages are paid by cash through unofficial payroll. The facility shared all payment records to the auditor. The auditor rated this question as partially due to fact that normal wages are paid through official payroll submitted to the social insurance agency. KANUN:Fazla Çalışma ve Fazla Sürelerle çalışma yönetmeliği Madde 10, Sosyal Sigorta ve Genel Sağlık Sigortası Kanunu Madde 80, Türk İş Kanunu Madde 32, Ücret, Prim, İkramiye ve Bu Nitelikteki Her Türlü İstihkakın Bankalar Aracılığıyla Ödenmesine Dair Yönetmelik Madde 10 Bulgu:İşletmede maaşların asgari kısmı sosyal sigorta bordrosu üzerinden ödenmektedir. Ancak maaşların kalan kısmı ve fazla mesailerin tamamı gayri resmi bordro üzerinden ödenmektedir. İşletme tüm kayıtları denetçiye paylaşmıştır.

**Remarks from Auditee**

## Summary



Audit Type	Date	Audit Id	PA1	PA2	PA3	PA4	PA5	PA6	PA7	PA8	PA9	PA10	PA11	PA12	PA13	Overall Rating
Follow-up Audit	17/07/2019	156517	C	A	A	A	A	A	A	A	A	A	A	A	A	B
Full Audit	24/12/2018	141101	D	A	A	A	B	E	A	A	A	A	A	A	C	D

**Producer Photos**



External photo(s) of the production unit(s)  
Facility outlook and name.JPG



Photo of fire safety equipment  
Fire hydrant.JPG



Photo of the inside of the main production hall  
Production area-Pillow section.JPG



External photo(s) of the production unit(s)  
Facility outlook.JPG



Photo of fire safety equipment  
Fire pump room.JPG



Photo of the inside of the main production hall  
Production area-Quilt section.JPG



Photo first aid facilities  
First aid box.JPG



Photo of fire safety equipment  
Test fire hydrant outside.JPG



Photo of the canteen (if applicable)  
Lunch is cooked in the kitchen and provided free of  
lunch.JPG

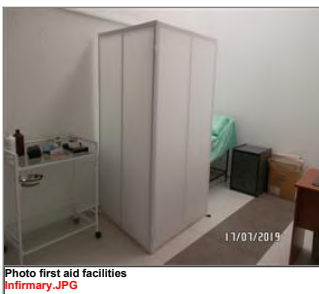


Photo first aid facilities  
Infirmary.JPG



Photo of fire safety equipment  
Tested-Fire alarm in production. Blinking visual alarm.JPG

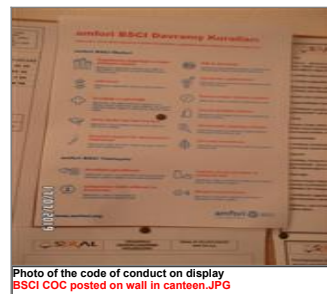


Photo of the code of conduct on display  
BSCI COC posted on wall in canteen.JPG



Photo of fire safety equipment  
Fire alarm in production.JPG



Photo of the inside of the main production hall  
Compressor room isolated.JPG



Photo of the personal protection equipments (if applicable)  
PPE-Dust mask and pulley guard on machinery.JPG



Photo of fire safety equipment  
Fire extinguisher and mounted on wall and protected  
against blocking.JPG



Photo of the inside of the main production hall  
Dressing room.JPG



Photo of the sanitary facilities  
Potable water provided in production with disposal  
glasses.JPG



Photo of fire safety equipment  
Fire hydrant with monthly control record.JPG



Photo of the inside of the main production hall  
Exit route marking on floor.JPG