

CSC9000 T

China Social Compliance

For Textile & Apparel Industry

Principles and Guidelines

(2005)



China National Textile & Apparel Council

Foreword

To put the concepts of “putting people first and achieving sustainable growth” and “building a harmonious society” into action, China National Textile and Apparel Council regards it as its mission to guide the China textile and apparel industry in the direction of healthy development by emphasizing self-discipline and promoting social responsibility.

Promoting and achieving social responsibility will help the China textile and apparel industry integrate well into the global supply chain, create a fair market, and meet the requirements of the global market. The implementation of social responsibility management system will enhance business enterprises’ core competitiveness, protect the legal rights and interests of all employees, and benefit all parties involved.

CSC9000T (China Social Compliance 9000 for Textile & Apparel Industry) is a Social Responsibility Management System based on China’s laws and regulations, international conventions and standards, and China’s particular situations.

This CSC9000T Social Responsibility Management System covers key elements for business enterprises to effectively manage their social responsibility. The CSC9000T includes both specific requirements and management system requirements on social responsibility. The CSC9000T can be integrated into other management systems to meet the enterprises’ social responsibility and financial objectives, reduce operational risks, and achieve continual improvement. This CSC9000T, like other management system, will not increase or change an enterprise’s legal obligations.

The CSC9000T Principles, as the collective Code of Conduct for China textile and apparel industry, include overall requirements for social responsibility management system and enable a business enterprise to establish its social responsibility objectives and targets. The CSC9000T Guidelines, which specify the detailed requirements of the Principles, help a business enterprise establish its Social Responsibility Management System, to meet the commitment to the Code of Conduct. This will improve the business enterprise’s social responsibility management, protect the legal rights and interests of all employees, motivate employees’ development, and consequently enhance the business enterprise’s human resources.

Considering the current situation on workplace safety in China, this CSC9000T Management System has emphasized the management programs on occupational health

and safety, in order to protect employees' well being as well as reduce enterprise's business operational risks.

This CSC9000T is based on the methodology known as Plan–Do–Check–Act (PDCA).

The successful implementation of the CSC9000T Management System depends on commitment from all levels and functions of a business enterprise, especially from senior management.

The China Federation of Labour Union has actively involved in this work of establishing and promoting social responsibility management system.

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Appendix: CSC9000T Self-Assessment Form

I Scope

- 1 This CSC9000T Social Responsibility Management System specifies requirements for social responsibility and its management system. It enables a business enterprise to establish and implement its own social responsibility management system based on China's laws and regulations, international conventions and standards.
- 2 Environmental management, as an important part of social responsibility, has been stipulated by ISO 14000 series standards. This CSC9000T does not repeat the requirements on environmental management.
- 3 This CSC9000T management system applies to textile and apparel related business enterprises.
- 4 Users of this CSC9000T shall be responsible for its correct application.
- 5 Complying with this CSC9000T does not free enterprises from legal obligations.
- 6 This CSC9000T is applicable to any enterprise that wishes to:
 - 1) establish, implement, maintain and improve social responsibility management system;
 - 2) assure itself of its conformity with its stated Code of Conduct for social responsibility;
 - 3) demonstrate such conformity with CSC9000T to stakeholders by:
 - a) making a self-determination and self-declaration of conformity with this CSC9000T;
 - b) seeking acknowledgement by any interested party (such as customers);
 - c) seeking acknowledgement of the self-declaration by an external party.

II Normative References

- 1 This CSC9000T management system is fully conformed to statutes of People's Republic of China, and has consulted relevant international conventions related to social responsibility and other management systems.
- 2 Laws and regulations this CSC9000T complies with include, but not limit to:
 - “Constitution of the People's Republic of China & its Amendments”
 - “Labour Law of the People's Republic of China”
 - “Trade Union Law of the People's Republic of China”
 - “Law of the People's Republic of China on the Protection of Rights and Interests of Women”
 - “Law of the People's Republic of China on the Protection of Minors”
 - “Production Safety Law of the People's Republic of China”
 - “Code of Occupational Disease Prevention of the People's Republic of China”
 - “Law of the People's Republic of China on the Protection of Disabled Persons”
 - “Cleaner Production Promotion Law of the People's Republic of China”
 - “Regulations on Collective Contracts”
 - “Regulations on the Prohibition of Child Labour”
 - “Provisions on Special Protection for Juvenile Workers”
 - “Female Worker Labour Protection Provisions”
 - “Regulation on Work-Related Injury Insurances”
 - “Regulations on Enterprise Minimum Wage”
 - “Measures for the Examination and Approval of Enterprise's Irregular Working Hours System and Comprehensive Working Hours System”
 - “Decision of the State Council on Revising the "Provisions of the State Council on Working Hours of Workers and Staff”
- 3 International Conventions and Management Systems this CSC9000T refers to include, but not limit to:
 - “Universal Declaration of Human Rights”
 - “The United Nations Convention on the Rights of the Child”
 - “The United Nations International Covenant on Civil and Political Rights”
 - “The United Nations International Covenant on Economic, Social and Cultural

Rights”

“The United Nations Convention on the Elimination of all Forms of Discrimination against Women”

“The Global Compact”

“ILO Conventions 14 (Weekly Rest <Industry> Convention)”

“ILO Conventions 19 (Equality of Treatment <Accident Compensation> Convention)”

“ILO Conventions 26 (Minimum Wage-Fixing Machinery Convention)”

“ILO Conventions 59 (Minimum Age <Industry> Convention <Revised>)”

“ILO Conventions 100 (Equal Remuneration Convention)”

“ILO Conventions 122 (Employment Policy Convention)”

“ILO Conventions 138 (Minimum Age Convention)”

“ILO Conventions 144 (Tripartite Consultation (International Labour Standards) Convention)”

“ILO Conventions 150 (Labour Administration Convention)”

“ILO Conventions 159 (Vocational Rehabilitation and Employment <Disabled Persons> Convention)”

“ILO Conventions 170 (Chemicals Convention)”

“ILO Conventions 182 (Worst Forms of Child Labour Convention)”

“ISO 14000 Environmental Management System”

“OHSAS 18000 Occupational Health and Safety Management Systems”

“BSCI Management Manual, 2004”

III Definitions and Terms

For the purposes of this CSC9000T, the following definitions and terms apply.

1 Social Responsibility

The term “social responsibility” means that apart from earning profit for its owner(s), a business enterprise shall also integrate concerns of all stakeholders in the business decisions. Employees are the main stakeholders for the concept of social responsibility.

2 Stakeholders

In the social responsibility concept, the term “stakeholder” refers to any individual or group that either affect or who are affected by the business enterprise’s decisions and activities. This could include employees, customers, suppliers, business partners, investors, competitors and environments, etc.

3 Sustainable Development

It is the development that meets the needs of the people today without compromising the ability of future generations to meet their own needs.

4 Business Enterprise (or Enterprise)

Organizations that produce goods and service for profit, including, but not limited to, state-owned enterprise, joint venture, wholly-owned or partly-owned foreign enterprise, partnership, private enterprise, etc.

5 Child worker

Any person less than 16 years of age works or provides service for pay in an enterprise.

6 Juvenile Worker

Any person older than 16 but less than 18 years of age works or provides service for pay

in an enterprise.

7 Forced or Compulsory Labour

Any work or service which is exacted from a person under the menace of any penalty and for which the said person has not offered himself voluntarily.

Nevertheless, for the purposes of this CSC9000T, the term “forced or compulsory labour” shall not include:

- 1) any work or service exacted in virtue of compulsory military service laws for work of a purely military character;
- 2) any work or service which forms part of the normal civic obligations;
- 3) any work or service exacted in cases of emergency, that is to say, in the event of war or of a calamity or threatened calamity, such as fire, flood, famine, earthquake, violent epidemic or epizootic diseases, invasion by animal, insect or vegetable pests, and in general any circumstance that would endanger the existence or the well-being of the whole or part of the population;

8 Personal Characteristics

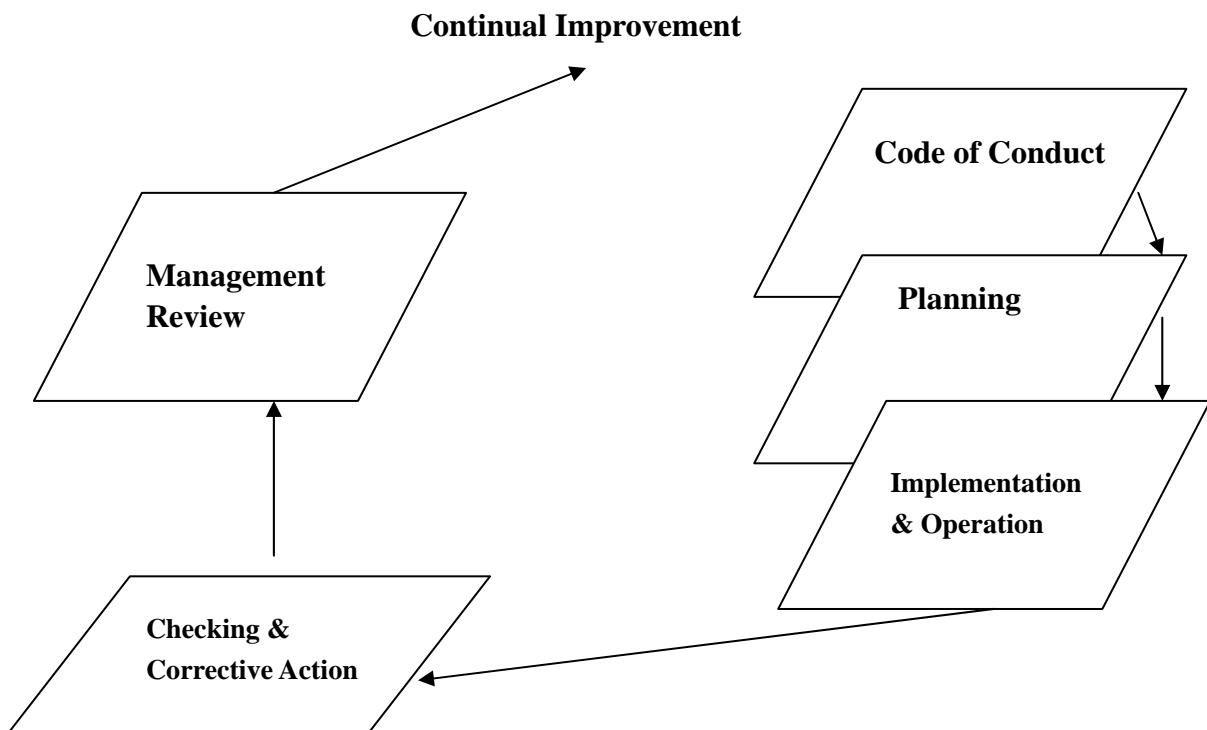
For the purpose of this CSC9000T, the term “personal characteristics” includes age, gender, type of body, health condition, and other objective personal factors.

9 Trade Unions

Trade unions are organizations formed by workers and staff members on a voluntary basis. The All-China Federation of Trade Unions and all the trade union organizations under it represent the interests of all employees and safeguard the legitimate rights and interests of employees.

10 PDCA

PDCA is a management methodology known as Plan–Do–Check–Act, which can be briefly described as follow:



Plan – establish the objectives and procedures necessary to deliver results in accordance with the enterprise's Code of Conduct for Social Responsibility;

Do – implement the procedures;

Check – monitor and measure procedures against the enterprise's Code of Conduct, objectives, targets, legal and other requirements, and report the results;

Act – take actions to continually improve the performance of the Social Responsibility Management System.

IV Principles (Code of Conduct)

The CSC9000T Principles, as the collective Code of Conduct for China textile and apparel industry, must be displayed in a prominent position. Employees must receive verbal orientation and information regarding the Code of Conduct.

1 Management System

Business enterprises shall establish, implement, maintain and continually improve the Social Responsibility Management System based on related Chinese laws and legislations as well as international conventions and in accordance with the requirements of this CSC9000T. The management system should be documented, and include procedures to meet the objectives and targets. The senior management shall also review the performances to ensure the continual improvement.

2 Employment Contract

The business enterprise shall establish a written employment contract with the new employee when an employment relation is to be formed.

3 Child Worker

Use of child worker is not permissible.

4 Forced or Compulsory Labour

The enterprise shall not engage in or support the use of forced or compulsory labour.

5 Working Hours

The enterprise shall conform to laws and regulations on working hours.

6 Wages and welfare

The enterprise shall provide employees with wages and welfare not lower than the

minimum requirements set by laws and regulations. The wages must be paid in cash.

7 Trade Unions and Collective Bargaining

The enterprise shall respect the right of employees to form and join the trade union and to bargain collectively.

8 Discrimination

Employees shall not be discriminated due to their ethnic community, race, religious belief, physical disability, or personal characteristics etc.

9 Harassment and Abuse

The enterprise shall look after the physical and psychological health of employees, and prohibit harassment, abuse and corporal punishment.

10 Occupational Health and Safety

The enterprise shall establish, implement, maintain and improve occupational health and safety management system on the basis of PDCA, in order to build a healthy and safe workplace.

V Management System Requirements

(Principles and Guidelines)

1 Management System

Principle:

Business enterprises shall establish, implement, maintain and continually improve the Social Responsibility Management System based on related Chinese laws and legislations as well as international conventions and in accordance with the requirements of this CSC9000T. The management system should be documented, and include procedures to meet the objectives and targets. The senior management shall also review the performances to ensure the continual improvement.

Guidelines:

1.1 Code of Conduct for Social Responsibility

The CSC9000T Principles are the enterprise's Code of Conduct for Social Responsibility. The senior management shall ensure that it:

- 1) is documented, implemented and maintained;
- 2) is communicated to all persons within the enterprise;
- 3) is available to stakeholders.

1.2 Planning

- 1) Laws and Regulations: The enterprise shall establish, implement and maintain one or more procedures to identify and have access to applicable laws and regulations and other requirements;
- 2) Objectives, targets and management programs: The enterprise shall establish, implement, and improve social responsibility objectives and targets at each relevant function and level. The enterprise shall also decide management programs, and

designate responsibility and schedule to realize the objectives and targets. These objectives and targets shall be measurable and in conformity with the Code of Conduct.

1.3 Implementation and Operation

1) Resources, roles, responsibilities and authorities

Management shall provide resources essential to the establishment, implementation, maintenance and improvement of the CSC9000T management system. Resources include human resources, financial resources and so forth.

Roles, responsibilities and authorities shall be defined, documented and communicated in order to facilitate effective CSC9000T management.

The enterprise's senior management shall appoint a specific management representative who, irrespective of other responsibilities, shall have defined roles, responsibilities and authorities for:

- a) ensuring that the enterprise's CSC9000T Management System is established, implemented and maintained in accordance with the requirements of this CSC9000T;
- b) reporting the performance of the CSC9000T Management System to senior management for review and as a basis for improvement of the CSC9000T management system.

2) Competence, Training and Awareness

The enterprise must ensure that all persons within the enterprise, especially those performing tasks that can cause significant impacts on occupational health and safety, shall be competent in their roles. The competence can be achieved through appropriate training, education, or experience. Relevant records shall be kept.

The enterprise shall identify competence needs based on roles and responsibilities, and provide appropriate training or other assistance to meet the needs. Records shall be kept.

The enterprise shall establish and maintain one or more procedures to make all persons

within the enterprise or others acting on its behalf aware of:

- a) the importance of conformity with occupational health and safety requirements;
- b) the significant impacts of their work upon occupational health and safety, actual or potential, and the benefits of improved personal performance;
- c) their roles and responsibilities in achieving conformity with the requirements of occupational health and safety;
- d) the potential consequences of departure from specified operating procedures.

3) Communication

With regards to its CSC9000T Management System, the enterprise shall establish, implement and maintain one or more procedures for:

- a) internal communication between various levels and functions of the enterprise;
- b) receiving, documenting and responding to relevant communication from outside stakeholders.

4) Documentation

The CSC9000T Management System documentation shall include:

- a) enterprise's Code of Conduct, documented objectives and targets;
- b) a description of the main requirements of the CSC9000T management system and their interaction;
- c) documents and records required by this CSC9000T;
- d) documents and records to ensure effective planning and operation for conformity with requirements of this CSC9000T.

5) Control of Documents

The enterprise shall control all documents required by this CSC9000T. Records are a particular type of document and shall be managed according to the requirements of 1.4 (4) of this CSC9000T.

The enterprise shall establish, implement and maintain one or more procedures to ensure that:

- a) only approved version of relevant documents shall be released;
- b) documents are reviewed and updated when necessary and approved for adequacy by authorized personnel;
- c) the revision of the documents shall be suitably identified;
- d) the updated versions of applicable documents are available to relevant levels, functions and persons;
- e) documents shall be legible and readily identifiable;
- f) all external documents required for planning and operating of this CSC9000T management system shall be identified, and the release of which shall be under control;
- g) obsolete documents are assured against unintended use; if the obsolete documents are kept for certain purposes, they must be suitably identified.

6) Operational Control

The enterprise shall, in accordance with the requirements of this CSC9000T and its objectives and targets, identify and plan relevant operations, especially those operations that can cause significant impacts on occupational health and safety, in order to ensure that the operations are carried out under specified conditions.

- a) Establish, implement and maintain documented procedures or job guidance to cover the operations where their absence could lead to deviations from the Code of Conduct, objectives and targets;
- b) Specify operating criteria in the procedures or job guidance;
- c) For the identified factors that can cause significant impacts on occupational health and safety, the enterprise should establish, implement and maintain necessary procedures, and communicate relevant procedures to concerned contractors.

7) Addressing Concerns and Taking Corrective Actions

The enterprise shall investigate, deal with, and respond to the concerns of employees, and other stakeholders with regard to conformance or non-conformance with the Code of Conduct and the requirements of this CSC9000T. The enterprise shall not discipline, dismiss or discriminate against any employee for providing information concerning observance of the CSC9000T.

The enterprise shall implement remedial and corrective action and allocate adequate resources appropriate to the nature and severity of any non-conformance identified against the Code of Conduct and/or the requirements of CSC9000T.

8) Emergency preparedness and response

The enterprise shall establish, implement and maintain one or more procedures to identify potential emergency situations and risks that can impact on occupational health and safety, and specify emergency response procedures.

The enterprise shall respond to actual emergency and accident, and prevent or mitigate any further impacts.

The enterprise shall periodically review and revise, where necessary, its emergency preparedness and response procedures, in particular, after the occurrence of accidents or emergency situations.

The enterprise shall periodically test such emergency response procedures where practical, for instance, regular fire drills.

1.4 Checking

1) Monitoring and measurement

The enterprise shall establish, implement and maintain one or more procedures to monitor and measure, on a regular basis, the key features of its operations that can have a significant impact on occupational health and safety. The written procedures shall list the features that need to be monitored and measured, their objectives and targets.

Monitoring and measurement equipments shall be calibrated and maintained.

Records shall be kept.

2) Evaluation of legal compliance

The enterprise shall establish, implement and maintain one or more procedures to periodically evaluate its compliance with applicable laws and regulations and other requirements to meet the enterprise's commitment to compliance. Records shall be kept.

3) Non-conformity, corrective and preventive action

The enterprise shall establish, implement and maintain one or more procedures to handle and investigate non-conformity, actual or potential, and to take corrective and preventive actions. The procedures shall include following requirements:

- a) identify and correct non-conformity, and mitigate any impacts caused;
- b) investigate and eliminate the cause(s) of nonconformity in order to prevent recurrence;
- c) identify the need to prevent nonconformity, and implement appropriate procedures to prevent nonconformity from occurring;
- d) record procedural changes resulting from corrective and preventive action;
- e) evaluate the effectiveness of these corrective and preventive actions taken.

Corrective and preventive actions shall be appropriate to the severity of the nonconformity encountered.

The enterprise shall revise its CSC9000T management system documents accordingly.

4) Records

The enterprise shall establish and maintain necessary records to provide evidence of conformity to its Code of Conduct and to the requirements of this CSC9000T management system, as well as records on achieved results.

The enterprise shall establish, implement and maintain one or more procedures for the identification, storage, protection, retrieval, retention period and disposition of its records on social responsibility. These records shall be and remain legible, identifiable and traceable.

The records include, but not limit to, complaint records, training records, monitoring and measurement records, relevant contractors records, incident reports, records of emergency response test, audits results, management reviews, legal requirements, performance records, relevant meeting minutes, communication records with stakeholders, etc.

5) Internal Audit

The enterprise shall conduct internal CSC9000T management system audits at planned intervals to:

- a) determine whether its CSC9000T management system conforms to relevant requirements; and has been properly implemented and maintained;
- b) report the internal audit results to senior management.

The enterprise shall establish, implement and maintain one or more internal audit procedures that specify responsibilities, requirements, audit criteria, scope, frequency, and methods. Internal audit records shall be kept.

Selection of auditors and conduct of audits shall ensure objectivity and the impartiality of the audit process.

1.5 Management Review

The enterprise's senior management shall, at the planned intervals, review its CSC9000T management system, to ensure its continuing suitability, adequacy and effectiveness.

The management review shall address the possible needs for changes to the Code of Conduct, objectives and targets. Records of the management review should be kept.

Inputs into the management review shall include: internal audit results, evaluation of legal compliance, communication with stakeholders, performance assessment on social responsibility, achievement of objectives and targets, corrective and preventive actions, follow-up actions on previous management reviews, changes of relevant legislations and other requirements, improvement suggestions, etc.

Outputs from the management review shall include decisions and actions related to continual improvement of the Code of Conduct, objectives and targets, consistent with the commitment to continual improvement.

2 Employment Contract

Principle:

The business enterprise shall establish a written employment contract with the new employee when an employment relation is to be formed.

Guidelines:

2.1 The enterprise shall establish employment contracts with employees in accordance with legal requirements as well as the principle of equality and mutual agreement.

2.2 An employment contract shall be in written form and contain the following clauses:

- 1) term of the employment;
- 2) job description;
- 3) labour protection and working conditions;
- 4) working hours;
- 5) wages and welfare;
- 6) disciplinary actions;
- 7) conditions for the termination of the contract;
- 8) consequences for violating the contract.

3 Child Worker

Principle:

Use of child worker is not permissible.

Guidelines:

- 3.1** The enterprise shall not engage in or support the use of child worker, including those under the age for completing compulsory education.
- 3.2** In the case child workers were found working in an enterprise, the enterprise shall establish, document and maintain procedures for remediation of those child workers, and guarantee their right to compulsory education.
- 3.3** The enterprise that recruits juvenile workers shall comply with relevant legal requirements.
- 3.4** The enterprise that has recruited juvenile workers shall comply with relevant legal requirements on types of work, working hours, labour intensity and labour protection etc. Juvenile workers shall not be required to carry out works that are labour intensive, hazardous, harmful, or risky.
- 3.5** The enterprise shall not expose juvenile workers to situations, in or outside the workplace, that are hazardous, unhealthy, or unsafe, and shall guarantee that juvenile workers receive physical examinations at least once a year.

4 Forced or Compulsory Labour

Principle:

The enterprise shall not engage in or support the use of forced or compulsory labour.

Guidelines:

- 4.1** The enterprise shall ensure that no employee shall be compelled to work through force, intimidation, or illegal restriction of personal freedom.
- 4.2** The enterprise shall not require employees to either pay fees upon commencing employment, or deposit identification documents.

5 Working Hours

Principle:

The enterprise shall conform to laws and regulations on working hours.

Guidelines:

- 5.1** The enterprise shall ensure employees normally work no more than eight hours per day, forty hours per week.
- 5.2** The enterprise shall ensure that employees have at least one day off in every seven-day period.
- 5.3** When required by business operations, the enterprise may extend working hours after consultation with the trade union and employees. The extended working hour shall normally not exceed one hour per day. If for special circumstances, the enterprise may extend overtime to no more than three hours per day on the condition that the health of employees is not affected. However, the total extension in a month shall not exceed thirty six hours.
- 5.4** The enterprise may apply for approval of Comprehensive Working Hours System according to law when clause 5.1, 5.2 and 5.3 cannot be applied due to the market cycle. The Comprehensive Working Hours System allows enterprises to use average working hours for the period of a week, or month, or season, or year, as long as the average daily working hours and average weekly working hours are in compliance with the legal standards.
- 5.5** The enterprise shall pay extra remunerations for all overtime work in accordance with laws and regulations.

6 Wages and welfare

Principle:

The enterprise shall provide employees with wages and welfare not lower than the

minimum requirements set by laws and regulations. The wages must be paid in cash.

Guidelines:

6.1 The enterprise shall ensure that wages for standard working hours meet or exceed the minimum local legal standards, after deducting the following:

- 1) overtime payments;
- 2) housing allowance and meal allowance in cash form;
- 3) special compensational allowance for late shift, night shift, working in high or low temperature, under mine, in hazardous or harmful working conditions, etc.;
- 4) other welfare benefits required by laws and regulations.

6.2 The enterprise shall ensure that wages be paid to employees without unexplained deduction or delay.

6.3 The enterprise shall not engage in false apprenticeship schemes to avoid fulfilling its obligations to employees under applicable laws and regulations.

7 Trade Unions and Collective Bargaining

Principle:

The enterprise shall respect the right of employees to form and join the trade union and to bargain collectively.

Guidelines:

7.1 All employees, irrespective of their ethnic community, race, sex, type of work, religious belief or educational background, have the right to organize or join trade unions according to law. The enterprise shall not obstruct or restrict them.

7.2 The enterprise shall not retaliate against employees by terminating their employment

contracts unilaterally or treating them unfairly only due to their participation in trade unions or the performance of their duties and functions of trade unions.

- 7.3** The enterprise shall support the establishment, operation and management of trade union, and ensure the trade union and its representatives are not obstructed or restricted when performing their duties and functions in accordance with law.
- 7.4** The enterprise shall ensure trade unions and employees have open access to senior management on the issue of amendment or improvement of its social responsibility management system.
- 7.5** The employees shall have the right to negotiate a collective contract with the enterprise on matters relating to remuneration, working hours, rest and vacations, occupational health and safety, and benefits etc. A collective contract shall be agreed and signed by the trade union on behalf of employees with the enterprise. In an enterprise where the trade union has not yet been set up, such contract shall be agreed and signed by the representatives elected by the employees with the enterprise.

8 Discrimination

Principle:

Employees shall not be discriminated due to their ethnic community, race, religious belief, physical disability, or personal characteristics etc.

Guidelines:

- 8.1** The enterprise shall not discriminate against employees in hiring, access to training, promotion, remunerations, welfare benefits, social insurance, termination or retirement etc., regardless of their ethnic community, race, religious belief, physical disability, or personal characteristics etc.
- 8.2** The enterprise shall respect employees' custom and religious belief, as long as those custom and religious belief are reasonable and do not affect the legal right and

interests of the enterprise or other employees.

8.3 The enterprise shall ensure women have equal opportunity as men in employment. It shall not reject a candidate or raise recruitment criteria because of her gender, except for the types of work or posts that are not suitable for female as stipulated by statutes.

8.4 The enterprise shall not make a female employee redundant or terminate her employment contract unilaterally only due to her being married, pregnancy, child birth, breastfeeding, etc.

8.5 The enterprise shall ensure women have equal pay as men for equal work.

8.6 The enterprise shall provide disabled employees with on job training to improve their working skills and technical ability.

9 Harassment and Abuse

Principle:

The enterprise shall look after the physical and psychological health of employees, and prohibit harassment, abuse and corporal punishment.

Guidelines:

9.1 The enterprise shall not allow corporal punishment or assault against employees. Nor shall it support or connive at such behavior.

9.2 The enterprise shall not allow harassment or abuse against employees whether physically, psychologically, sexually, or verbally. Nor shall it support or connive at such behavior.

9.3 The enterprise shall prohibit management from requiring any form of sexual favor in exchange for beneficial treatment in employment, or as a condition for maintaining employment.

10 Occupational Health and Safety

Principle:

The enterprise shall establish, implement, maintain and improve occupational health and safety management system on the basis of PDCA, in order to build a healthy and safe workplace.

Guidelines:

10.1 Occupational Health and Safety Policy

Senior management shall establish the enterprise's Occupational Health and Safety Policy in accordance with legislative requirements, stating clearly general objectives of occupational health and safety and commitment to continual improvement. Besides, the Policy shall:

- 1) be appropriate to the nature and intensity of the enterprise's potential health and safety risks;
- 2) include commitment to reduce risks and improve continually;
- 3) be documented;
- 4) can be implemented and maintained;
- 5) be communicated to all employees, and make sure they are aware of the potential risks and their responsibilities;
- 6) be available to all stakeholders;
- 7) be periodically monitored and reviewed to ensure the Policy's suitability and effectiveness.

10.2 Planning

- 1) The enterprise shall establish and maintain necessary procedures to identify and have access to applicable laws and regulations and other requirements on occupational health and safety;

- 2) The enterprise shall establish and maintain necessary procedures to identify risks, assess and evaluate risks, and control risks;
- 3) Objectives, targets and management programme(s): The enterprise shall designate responsibilities and schedule for establishing, documenting, implementing and improving occupational health and safety objectives and targets at each relevant function and level. These objectives and targets shall be measurable and in conformity with the requirements of Occupational Health and Safety Policy.

10.3 Implementation and Operation

- 1) Responsibility, resources and management: The enterprise shall define responsibilities and authorities of personnel whose work may have impact on occupational health and safety, and provide sufficient resources. The enterprise shall also appoint a specific management representative who, irrespective of other responsibilities, shall be responsible for correct implementation of occupational health and safety management system;
- 2) Competence, training and awareness: The enterprise shall ensure that personnel whose work may have impact on occupational health and safety are competent to perform their tasks, and are aware of potential risks and emergency responses. The competence may be achieved via appropriate education, training and experience;
- 3) Consultation and communication: The enterprise shall establish procedure(s) to ensure that occupational health and safety information is communicated to and from various levels and functions of the enterprise;
- 4) Documentation and document control: The enterprise shall establish and maintain necessary documents to ensure the effectiveness and continual improvement of the occupational health and safety management system. The documents shall be practical, effective, and minimum;
- 5) Operational controls: The enterprise shall identify the jobs and operations which have potential hazards and risks identified in section 4.10.2 (2), and control these jobs and operations through necessary written job guidance and training;
- 6) Emergency response: The enterprise shall establish and maintain necessary procedures to identify potential emergency situations, and plan appropriate emergency

response procedures to prevent and mitigate potential damages. The enterprise shall periodically review and revise its emergency response procedures, in particular, after the occurrence of accidents or emergency situations. The enterprise shall also periodically test the procedures if possible.

10.4 Checking and Corrective Action

- 1) Measure and monitor performance: The enterprise shall establish and maintain necessary procedures to periodically measure and monitor the performance of occupational health and safety;
- 2) Accident, incident, non-conformance, corrective and preventive action: The enterprise shall establish and maintain necessary procedures to define responsibilities and authorities for investigating and handling accident, incident and non-conformance, and taking corrective and preventive actions to eliminate actual or potential causes. The procedures shall specify that all suggested corrective and preventive actions be evaluated by risk assessment procedure before being implemented;
- 3) Records and control of records: The enterprise shall establish and maintain necessary procedures to keep records on occupational health and safety, including records of internal audits and management reviews. The retention period of the records shall be specified;
- 4) Internal audit: The enterprise shall establish and maintain necessary procedures to conduct internal audits on the occupational health and safety management system, and report the audit results to senior management. The records shall be kept.

10.5 Management Review

Senior management shall conduct management review on the occupational health and safety management system at planned intervals to ensure its continual suitability, adequacy and effectiveness. Records shall be kept.

10.6 Dormitory

The assurance of sanitation and safety of dormitory and its facilities, if provided for employees by the enterprise, shall be part of the enterprise's occupational health and safety management system.