





# Workplace Assessment Report

(Version GS.2021.3.2)



L.4.1	Business Integrity: Facility has a code of business conduct and procedures in place to investigate and reconcile violations of the code and communicates the code to workers.	Yes
L.4.2	Business Integrity: Facility has procedures to protect workers who alert management to violations of the code of business conduct.	No
L.4.3	Business Integrity: Facility is aware of Coca-Cola Code of Business Conduct.	No
L.4.4	Business Integrity: Facility has an Anti-Corruption policy prohibiting employees from giving something of value to a government employee/official in exchange for a business advantage and has communicated the policy to employees.	No
L.4.5	Business Integrity: Facility management and employees are aware of TCCC Anti-Bribery Policy (for Coca-Cola Company sites only).	No
M.4.1	Demonstration of Compliance: Facility management is familiar with and shares The Coca-Cola Company's Supplier Guiding Principles or Human Rights Policy (as applicable) and Human Rights Statement with employees.	No
M.4.2	Demonstration of Compliance: Facility requires subcontractors and labor contractors to comply with local law. (e.g. include labor standard clauses in contracts, monitor performance via workplace assessment, etc.).	No
M.4.3	Demonstration of Compliance: Facility has due diligence process to monitor social compliance performance of suppliers, subcontractors and labor contractors/brokers through workplace assessment, etc.	No
N.4.1	Land Rights: Facility management uses external resources and/or experts for guidance on land acquisitions (e.g. IFC Performance Standards, TCCC Checklist, etc.).	No
N.4.2	Land Rights: Facility has adopted a written policy reflecting its commitment to respecting land rights of women and men	No
N.4.3	Land Rights: Facility demonstrates that alternatives to a specific land acquisition were considered to avoid or minimize adverse impacts.	No

## Good Practices Improvement Opportunities (list 3-5 recommended opportunity areas)

No	Good Practices Recommended:
1	D.4.3) Policies and procedures are in place to ensure security guards undergo criminal background checks, receive training on the use of force, and their duties are limited to protecting workers, the facility, and equipment.
2	J.4.3) Facility measures and tracks employee satisfaction/engagement.
3	K.4.2) Policies and procedures are in place to accommodate religious expression.
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## Legal Summary

**Findings:** List Findings and Recommendations separately as copied from CAP; include local laws as applicable

Minimum work age:	16 years old with restriction
Currency USD Exchange Rate	6.4857 CNY - Yuan Renminbi
Standard work week (total hours):	8 hours per day and 40 hours per week
Maximum allowed overtime hours (per day, week, month):	3 hours per day, 36 hours per month
Minimum wage:	RMB 2320 since August 1, 2021 and RMB 2200 before August 1, 2021
Overtime Premium:	150% of basic wage for overtime on weekdays; 200% of basic wage for overtime on weekend; 300% of basic wage for overtime on statutory holidays.

## Facility Overview

### PREVIOUS FINDINGS

Previous Audit date:	2018/8/3	Previous Audit Rating:	Green
Previous findings (list):	Nil		

### FACILITY SPECIALITY

Product(s) made (be as specific):	Carbonated beverage		
Facility capabilities:	1) Administration 2000 Square meters	3) Logistics	15000 Square meters
	2) Production Area 45000 Square meters	4) Others	1500 Square meters

### SUBCONTRACTING / Process & Key Parts Produced:

Facility Name:	N/A	Address/Phone:	N/A
Specialty:	N/A	Current WIP%:	N/A
Description of Subcontracting (Confirm whether the Company has approved use of subcontractors):	N/A		

### FACILITY SECURITY

Facility guarded:	Yes	If yes, hours guarded:	24 hours
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## MIGRANT WORKERS & RECRUITMENT PRACTICES:

Originating Locations/Countries:		Hebei, Henan and Shandong Province		Languages Spoken		Chinese	
Were migrant workers recruited through an agency?	Yes	If yes, how much?		If yes, to whom?		Yes, contracts were provided for review. The contracts outlines the service period and payment issues of the labor agency service.	
Did workers pay any fees, taxes, deposits or bonds for the purpose of recruitment/placement?	No	N/A		N/A			
<p><i>Any placement fees charged for worker hired on or after March 3rd, 2015 will result in a finding. Fees that were incurred and then reimbursed do not result in a finding. However, please note the occurrence in long report.</i></p>				Labor contractor		Third Party	
Are workers in debt due to recruitment or	No			N/A		Labor Broker	
Were workers presented with terms of employment at the time of recruitment?	No			N/A		Employer	
If yes, what restrictions exist?		Breach of contract penalties		Were workers pressured, coerced, threatened in any way into accepting the job?		No	
		Passport retained by employer		Are there any restrictions on workers' freedom to terminate employment?		No	
		Cost of transportation back to home					
		Other (please specify): N/A					
Description of Migrant Employee Workforce (working conditions, recruitment process, etc)		Per onsite observation, management and worker interview, all internal migrant workers were recruited by the factory or labor agency, outsourcing unit. Internal migrant workers were both in management position and operator position, and working conditions of internal migrant workers were the same with local workers.					

## ASSESSMENT RESULTS

### LAWS AND REGULATIONS:

Employment contracts adequate	Age documentation adequate	Minors are registered	Minors given health exams
Yes	Yes	N/A	N/A
Business licenses are valid	Workers treated equally	W-4s adequate (U.S. only)	I-9s adequate (U.S. only)
Yes	Yes	NA	N/A

**Good Practices Observed:** Yes

A.4.1 - Procedures are in place to ensure new or revised legal requirements are incorporated into business practices. ( Yes )

**Narrative Section** (Describe how compliance was demonstrated and any good practices observed. For non-compliance issues explain in detail how the Finding was discovered, % of employees affected, frequency of occurrence, etc. Include relevant employee & management testimony. Cite local laws for all Findings.)

**REMARKS:**

- The employment contracts and age documents for the sampled employees were provided for review.
- Recruitment policy and employee manual were available in the facility.
- Based on age documents review and interview, there were no minors in the facility. The youngest worker was 19 years old.

**Good practice:**

A.4.1 Procedures are in place to ensure new or revised legal requirements are incorporated into business practices.

### Child Labor:

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Youngest age at factory 22 years old	Below legal age: No	Historic child labor detected No
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**Good Practices Observed:** Yes

B.4.1 - A remediation plan is in place for use in cases where children are found to be working on site. ( Yes )

**Narrative Section** (Describe how compliance was demonstrated and any good practices observed. For non-compliance issues explain in detail how the Finding was discovered, % of employees affected, frequency of occurrence, etc. Include relevant employee & management testimony. Cite local laws for all Findings.)

**REMARKS:**

- The youngest employee in the facility was 22 years old.
- Age documents for all the sampled employees were provided for review.
- No child labor or historic child labor was found currently.

Good practice:

B.4.1 A remediation plan is in place for use in cases where children are found to be working on site.

## FORCED LABOR / HUMAN TRAFFICKING:

Employees allowed to leave after their shift Yes	Compulsory production quota No	Mandatory overtime No	What action is taken if employees refuse overtime N/A
Original documents held by facility No	Deposit upon hire No	Unrestricted water & toilet breaks Yes	How often does this occur? N/A

**Good Practices Observed:** Yes

C.4.2 - Facility has a policy prohibiting human trafficking and forced labor. ( Yes )

**Narrative Section** (Describe how compliance was demonstrated and any good practices observed. For non-compliance issues explain in detail how the Finding was discovered, % of employees affected, frequency of occurrence, etc. Include relevant employee & management testimony. Cite local laws for all Findings.)

**REMARKS:**

- As verified through workers interview, all interviewees said that it was voluntary for them to work overtime, no compulsory production quota and they were satisfied with the facility.
- As verified through workers interview, all interviewees said that they were free to leave without any restriction after work and the management did not hold their ID card or charge any deposit.
- As verified through workers interview, all interviewees said that they were free to access drinking water and toilet.

Good practice:

C.4.2 Facility has a policy prohibiting human trafficking and forced labor.

## ABUSE OF LABOR:

Physical abuse: No	Verbal threats of physical abuse: No
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**Good Practices Observed:** Yes

- D.4.1 - Policies and procedures are in place to safeguard worker privacy, including with regard to medical information. ( Yes )
- D.4.2 - Management has established and communicated disciplinary procedures and record all disciplinary actions. ( Yes )
- D.4.3 - Policies and procedures are in place to ensure security guards undergo criminal background checks, receive training on the use of force, and their duties are limited to protecting workers, the facility, and equipment. ( No )
- D.4.4 - Sensitivity training is provided to supervisors and security guards. ( No )

**Narrative Section** (Describe how compliance was demonstrated and any good practices observed. For non-compliance issues explain in detail how the Finding was discovered, % of employees affected, frequency of occurrence, etc. Include relevant employee & management testimony. Cite local laws for all Findings.)

**REMARKS:**

- Per workers interview and onsite observation, no physical abuse or verbal threats was found.
- Per workers interview and onsite observation, management treated workers friendly and equally.

Good practice

- D.4.1 Policies and procedures are in place to safeguard worker privacy, including with regard to medical information.
- D.4.2 Management has established and communicated disciplinary procedures and record all disciplinary actions.

## FREEDOM OF ASSOCIATION/COLLECTIVE BARGAINING:

Employees are free to join unions or other work organizations:	Yes
If no, why not?	N/A
The facility is associated with a Union or Trade Association:	Yes
If yes, name of Organization:	COFCO Coca-Cola Beverages (Beijing) Limited Trade Union
If freedom of association is restricted by law does management facilitate other means of organizing and bargaining:	Yes



**Narrative Section** (Describe how compliance was demonstrated and any good practices observed. For non-compliance issues explain in detail how the Finding was discovered, % of employees affected, frequency of occurrence, etc. Include relevant employee & management testimony. Cite local laws for all Findings.)

**REMARKS:**

1. The Chinese constitution guarantees Freedom of Association; however, the Trade Union Act prevents the establishment of trade unions independent of the sole official trade union – the All China Federation of Trade Unions (ACFTU). As a consequence, all trade unions of factories in China are under the management of ACFTU.

2. COFCO Coca-Cola Beverages (Beijing) Limited Trade Union was available in the facility. Per management interview and workers interview, workers were free to join unions or other work organizations.

**WAGES and BENEFITS:**

Viewed payroll dates	Employees-August 2020 to July 2021, normal wage was paid to workers before 30th day of current month and overtime wage and bonus was paid to workers before the 30th day of the following month. Thus, payrolls of October 2020, February 2021 and July 2021 were sampled for review. NEWs - August 2020 to July 2021, wage was paid to workers before the 5th day of before the end of following month, payrolls of October 2020, February 2021 and July 2021 were sampled for review.				
Method of payment		Frequency of pay		# Employees issued pay	
Cash or Bank transfer		Monthly		1209	
		Pay Period	October 2020, February 2021 and		
Average Hours Worked on Pay Period	Regular	168 hours per month	Average Rate of Pay for Pay Period	Regular	RMB 4137.5 per month
	Overtime	32 hours per month		Overtime	RMB 1182.2 per month
	Total	190 hours per month		Total	RMB 5319.7 per month
Minimum wage guaranteed:		Yes		Piece rate production completed: N/A	
Overtime paid adequately:		Yes		No. of piece rate employees: N/A	
Social insurance / Legal benefits provided:		Yes		Average piece rate wages earned: N/A	

**Good Practices Observed:** Yes

F.4.1 - Policies and procedures are in place to ensure permanent employees are hired in lieu of long-term contract labor. ( Yes )

F.4.2 - Facility has policy to provide wages to workers that meet basic needs including food, clothing, housing, medical care, etc. ( Yes )

**Narrative Section** (Describe how compliance was demonstrated and any good practices observed. For non-compliance issues explain in detail how the Finding was discovered, % of employees affected, frequency of occurrence, etc. Include relevant employee & management testimony. Cite local laws for all Findings.)

**REMARKS:**

1. Normal wage of employees was paid to workers before 30th of current month and overtime wage and bonus was paid to workers before the 30th day of the following month. Payroll of August 2020 to July 2021 were provided for review. Thus, payrolls of October 2020, February 2021 and July 2021 were sampled for review.

2. Wages for NEWs were paid to workers before the 5th day of before the end of following month. Payroll of August 2020 to July 2021 were provided for review. Thus, payrolls of October 2020, February 2021 and July 2021 were sampled for review.

3. All employees were guaranteed with minimum wage.

4. Sufficient overtime wage was paid for all the workers.

5. The facility provided all employees with sufficient social insurance currently.

**Good practice**

F.4.1 Policies and procedures are in place to ensure permanent employees are hired in lieu of long-term contract labor.

F.4.2 Facility has policy to provide wages to workers that meet basic needs including food, clothing, housing, medical care, etc.

**WORKING HOURS & OVERTIME:**

<b>Standard hours of operation, incl. all shifts:</b>		Production: 8 hours per day and 40 hours per week. 2 shifts for production line workers: 8:00-20:00, 20:00-8:00, with 2 times break and 30 minutes per time in each shift. 1 shift for other production workers: 8:00-17:00	
		Administration: 1 shift, 8:00-17:00 or 9:00-18:00	
# of breaks during workday:	1-2 times in each shift	Time records show overtime work:	Yes
Time & length of breaks:	1-2 times with 30 or 90 minutes	Overtime waiver used:	Yes
Variance of hours between departments:	Nil.	Overtime hours approved by local government:	Yes
		Seventh day of rest is guaranteed:	Yes

**Good Practices Observed:** Yes

G.4.1 - Policies and procedures are in place to manage work hours. In countries with no or high limits ensure working hours are limited to 48 hours per week and 12 hours of overtime. ( Yes )

G.4.2 - Irrespective of the law, workers are provided one day off in seven-day period. ( Yes )



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**Narrative Section** (Describe how compliance was demonstrated and any good practices observed. For non-compliance issues explain in detail how the Finding was discovered, % of employees affected, frequency of occurrence, etc. Include relevant employee & management testimony. Cite local laws for all Findings.)

**REMARKS:**

- The working hours of all workers were recorded by manual records. The working hours were clearly defined, and employees were aware of their working hours as confirmed by interview.
  - Time records of August 2020 to the audit day were provided for review.
  - The facility obtained one Comprehensive Working Hour System Waiver, valid from February 18, 2020 to February 17, 2023. The calculation circle of the waiver was one year. The time records from February 18, 2020 to February 17, 2021 were selected for the calculation of the working hours within the Comprehensive Working Hour System Waiver. The total working hours in the calculation period was within the legal limit.
  - All employees were provided with 1 day rest in every 7 days.
- Good practice
- G. 4.1 Policies and procedures are in place to manage work hours. In countries with no or high limits ensure working hours are limited to 48 hours per week and 12 hours of overtime.
- G. 4.2 Irrespective of the law, workers are provided one day off in seven-day period.

**HEALTH & SAFETY (include dormitory, if applicable):**

Fire-fighting equipment is adequate:	Yes	Control panels labeled:	Yes
Pulley guards maintained:	Yes	Aisles are clear and marked:	Yes
Exits marked:	Yes	Adequate ventilation:	Yes
Adequate first aid supplies:	Yes	MSDS maintained:	Yes
Sanitary restrooms:	Yes	Secondary containment:	Yes
Electrical hazards:	No	Emergency lights installed:	Yes
Evacuation plot plan posted:	Yes	Safety training provided:	Yes
Canteen available:	Yes	Dormitory reviewed:	No
No clear structural integrity	Yes		
Issues observed:	N/A		
Number of accidents in the last year:	0	Type of accidents in the last year:	N/A
<b>Good Practices Observed:</b>	<b>Yes</b>		

- H.4.1 - Policies and procedures are in place to safeguard worker safety and ensure legal compliance (e.g. management systems systematically assess health and safety risks, implement preventive measures, and investigate all accidents). A person /committee is designated to manage such programs. ( Yes )
- H.4.2 - Process in place for management to receive and action safety concerns of the workers. ( No )

**Narrative Section** (Describe how compliance was demonstrated and any good practices observed. For non-compliance issues explain in detail how the Finding was discovered, % of employees affected, frequency of occurrence, etc. Include relevant employee & management testimony. Cite local laws for all Findings.)

**REMARKS:**

- Adequate fire extinguishers, fire hydrant, sprinkler were equipped, and they were inspected once per month with records provided.
  - The aisles were clearly marked.
  - The first aid boxes in the workshop were adequately supplied.
  - Sufficient emergency exits with adequate exit sign and emergency lights were available in each workshop.
  - Inspection report, register certificates and operation certificates for special equipment such as fork lifts and pressure vessels were provided for review
  - The facility provided safety trainings for all employees.
  - The workshop had adequate ventilation.
  - Canteen was provided for employees and no dormitory was provided.
  - The toilets were kept clean and privacy doors were installed in toilets.
  - Potable water was clean and available for employees in the workshop.
- Good practice
- H. 4.1 Policies and procedures are in place to safeguard worker safety and ensure legal compliance (e.g. management systems systematically assess health and safety risks, implement preventive measures, and investigate all accidents). A person /committee is designated to manage such programs.

**ENVIRONMENTAL:**

Illegal direct discharge to environment:	Outlawed chemicals are used:	Waste management documentation adequate:
No	No	Yes
<b>Good Practices Observed:</b>	<b>Yes</b>	

- I.4.1 - A management system is in place to systematically assess environmental risks, implement preventive measures, and investigate all accidents. A person or committee is designated to manage such programs. ( Yes )
- I.4.2 - Processor/mill evaluates social and environmental risks in supplying farms ( No )
- I.4.3 - Processor/mill has a sustainability program that covers farms ( No )
- I.4.4 - >50% of volume from farms for Processor/mill have SAGP recognized certifications? ( No )





**Narrative Section** (Describe how compliance was demonstrated and any good practices observed. For non-compliance issues explain in detail how the Finding was discovered, % of employees affected, frequency of occurrence, etc. Include relevant employee & management testimony. Cite local laws for all Findings.)

**REMARKS:**

- EIA report and EIA approval and environmental protection acceptance checks report were provided for review.
- The monitoring reports of waste air, waste water and boundary noise were obtained.
- The facility signed hazardous waste disposal contract with licensed company, contract, qualification documents and hazardous waste transfer records were provided.
- No outlawed chemicals were used. The wastes were under controlled.
- Auditor searched information of the facility in IPE website on the audit day, no negative information was found in the past three years.

**Good practice**

I.4.1 A management system is in place to systematically assess environmental risks, implement preventive measures, and investigate all accidents. A person or committee is designated to manage such programs.

## WORK ENVIRONMENT:

Procedure for workers to file grievances:

Yes

Mgmt representative designated to respond to

Yes

**Good Practices Observed:** Yes

J.4.1 - Policies and procedures are in place for workers to file grievances without penalty or retaliation and a management representative is designated to address grievances. ( Yes )

J.4.2 - Policies are in place to mitigate the impact of workforce reductions to the extent possible and communicate with employees in a timely manner. ( Yes )

J.4.3 - Facility measures and tracks employee satisfaction/engagement. ( No )

**Narrative Section** (Describe how compliance was demonstrated and any good practices observed. For non-compliance issues explain in detail how the Finding was discovered, % of employees affected, frequency of occurrence, etc. Include relevant employee & management testimony. Cite local laws for all Findings.)

**REMARKS:**

- Workers were satisfied to the work conditions.
- Policy was established for workers to express grievances
- Workers could raise complains through suggestion box, trade union representatives or directly to the management.

**Good Practices:**

J.4.1 Policies and procedures are in place for workers to file grievances without penalty or retaliation and a management representative is designated to address grievances.

J.4.2 Policies are in place to mitigate the impact of workforce reductions to the extent possible and communicate with employees in a timely manner.

## DISCRIMINATION:

HIV, Pregnancy other non-job related medical testing

No

Discriminatory Practices

No

**Good Practices Observed:** Yes

K.4.1 - Facility has a policy to ensure employment decisions are based solely on someone's ability to do the job, without regard for other personal characteristics. ( Yes )

K.4.2 - Policies and procedures are in place to accommodate religious expression. ( No )

K.4.3 - Facility has implemented gender-sensitive recruitment and retention practices and proactively recruits and appoints women to managerial and executive positions and/or the corporate board of directors. ( No )

**Narrative Section** (Describe how compliance was demonstrated and any good practices observed. For non-compliance issues explain in detail how the Finding was discovered, % of employees affected, frequency of occurrence, etc. Include relevant employee & management testimony. Cite local laws for all Findings.)

**REMARKS:**

- No case were identified on discrimination in employment, promotion, compensation, welfare, dismissal and retirement, etc.
- No case regarding sexual harassment especially of female workers were identified in the facility based on workers interview.
- No any pregnancy testing was required by the facility based on workers interview.

**Good practice:**

K.4.1 Facility has a policy to ensure employment decisions are based solely on someone's ability to do the job, without regard for other personal characteristics.

## BUSINESS INTEGRITY:

Conflicting or manipulated payroll records:

No

Falsified worker identification

No

Nondisclosure of labor providers

No

Off-clock work:

No

**Good Practices Observed:** Yes

L.4.1 - Facility has a code of business conduct and procedures in place to investigate and reconcile violations of the code and communicates the code to workers. ( Yes )

L.4.2 - Facility has procedures to protect workers who alert management to violations of the code of business conduct. ( No )



L.4.3 - Facility is aware of Coca-Cola Code of Business Conduct. ( No )

L.4.4 - Facility has an Anti-Corruption policy prohibiting employees from giving something of value to a government employee/official in exchange for a business advantage and has communicated the policy to employees. ( No )

L.4.5 - Facility management and employees are aware of TCCC Anti-Bribery Policy (for Coca-Cola Company sites only). ( No )

**Narrative Section** (Describe how compliance was demonstrated and any good practices observed. For non-compliance issues explain in detail how the Finding was discovered, % of employees affected, frequency of occurrence, etc. Include relevant employee & management testimony. Cite local laws for all Findings.)

**REMARKS:**

1. The facility had kept all employees identification records, payroll records and attendance records which were consistent with other documents.
2. Per the interview, the information from the interviewees were consistent with the provided document.

**Good Practices:**

L.4.1 The facility has a code of business conduct and procedures in place to investigate and reconcile violations of the code and communicates the code to workers.

### DEMONSTRATION OF COMPLIANCE:

Complete access was denied:	Access was granted to facility	All requested documents were	Access was granted to employee interviews:
No	Yes	Yes	Yes
<b>Good Practices Observed: NO</b>			

M.4.1 - Facility management is familiar with and shares The Coca-Cola Company's Supplier Guiding Principles or Human Rights Policy (as applicable) and Human Rights Statement with employees. ( No )

M.4.2 - Facility requires subcontractors and labor contractors to comply with local law. (e.g. include labor standard clauses in contracts, monitor performance via workplace assessment, etc.). ( No )

M.4.3 - Facility has due diligence process to monitor social compliance performance of suppliers, subcontractors and labor contractors/brokers through workplace assessment, etc. ( No )

**Narrative Section** (Describe how compliance was demonstrated and any good practices observed. For non-compliance issues explain in detail how the Finding was discovered, % of employees affected, frequency of occurrence, etc. Include relevant employee & management testimony. Cite local laws for all Findings.)

**REMARKS:**

1. All the workshop were accessible, and auditor could freely choose employees for interviews.
2. The management showed positive attitude towards the audit.

### Land Rights:

Ownership or lease documents available	Community grievance mechanism available	Planned acquisition of land
Yes	Yes	No
<b>Good Practices Observed: NO</b>		

N.4.1 - Facility management uses external resources and/or experts for guidance on land acquisitions (e.g. IFC Performance Standards, TCCC Checklist, etc.). ( No )

N.4.2 - Facility has adopted a written policy reflecting its commitment to respecting land rights of women and men ( No )

N.4.3 - Facility demonstrates that alternatives to a specific land acquisition were considered to avoid or minimize adverse impacts. ( No )

**Narrative Section** (Describe how compliance was demonstrated and any good practices observed. For non-compliance issues explain in detail how the Finding was discovered, % of employees affected, frequency of occurrence, etc. Include relevant employee & management testimony. Cite local laws for all Findings.)

**REMARKS:**

1. The land and buildings belonged to COFCO Coca-Cola Beverages (Beijing) Limited the land right certificates were provided.
2. Based on the management interview, the management stated that there was no land acquisition planned in the near future.
3. Auditor searched information of the facility in website via baidu.com on the audit day, no negative information of dispute or grievance regarding to land rights.

### Additional Questions (applies only for China)

1) Company Ownership:	Stated
2) Labor Recruiter Involved:	YES
3) How many workers were you hired from the labor recruiter in the past 12 months?	10
4) Any workers from outside the province?	Yes



a) If yes, from where (Top 3 provinces)?	Hebei, Henan and Shandong Province
b) Dormitory provided?	NO
c) Payroll Arrange?	3rd Party

**AUDIT BACKGROUND** (Include OPENING and CLOSING meeting notes, names & titles of facility management that participated in audit and any special situations and/or audit background.)

**Assessment Process:**

Auditor introduced the SGP audit requirement and audit process to facility management, including the rectification verification of EHS findings onsite. Facility management was courteous and granted full access to all areas during the audit including documents review, facility tour and employee interview. Facility representative showed positive attitude towards the audit. Ms. Jing Lihua signed and stamped on the Anti-bribery letter.  
 During closing meeting, auditors explained the ASR (CN) to the factory management, they accepted the report. Then Ms. Jing Lihua signed and stamped on the ASR (CN).

**Remark:**

The subcontracted security guards service company belongs to police system, thus the wages and time records for the security guards were not provided for review. A statement proof was provided for review.

**Opening Meeting Attendees and Titles:**

Mr. Zhan Zaizhong/General Manager  
 Mr. Jiang Shihong/Safety, Quality and Environment Department Director  
 Ms. Fan Jialan/HR Director, Mr. Li Huan/PA Director  
 Mr. Jin Lei/HR manager, Mr. Zhang Lei/Salary and Welfare Manager  
 Mr. Jing Lihua/Safety Management Manager, Mr. Mu Zhenzhong/Purchasing Manager

**Closing Meeting Attendees and Titles:**

Mr. Zhan Zaizhong/General Manager  
 Mr. Jiang Shihong/Safety, Quality and Environment Department Director  
 Ms. Fan Jialan/HR Director, Mr. Li Huan/PA Director  
 Mr. Jin Lei/HR manager, Mr. Zhang Lei/Salary and Welfare Manager  
 Mr. Jing Lihua/Safety Management Manager, Mr. Mu Zhenzhong/Purchasing Manager

## Guiding Principles for Suppliers to The Coca-Cola Company

Suppliers to The Coca-Cola Company and suppliers authorized by The Coca-Cola Company are required to meet the following standards, at a minimum, with respect to their operations as a whole:

**Laws and Regulations**

Suppliers to The Coca-Cola Company and suppliers authorized by The Coca-Cola Company are required to meet the following standards, at a minimum, with respect to their operations as a whole:

**Child Labor**

Supplier will comply with all applicable local and national child labor laws.

**Forced Labor and Human Trafficking**

Supplier will not use forced, bonded, prison, military or compulsory labor and any form of human trafficking.

**Abuse of Labor**

Supplier will comply with all applicable local and national laws on abuse of employees and will not physically abuse employees.

**Freedom of Association and Collective Bargaining**

Supplier will comply with all applicable local and national laws on freedom of association and collective bargaining.

**Discrimination**

Supplier will comply with all applicable local and national discrimination laws.

**Wages and Benefits**

Supplier will comply with all applicable local and national wages and benefits laws.

**Work Hours & Overtime**

Supplier will comply with all applicable local and national work hours and overtime laws.

**Health & Safety**

Supplier will comply with all applicable local and national health and safety laws.

**Environment**

Supplier will comply with all applicable local and national environmental laws.



**Land Rights**

Supplier will comply with all applicable laws and obtain community support through Free, Prior, Informed Consent, in acquiring the right to use land for its business.

**Business Integrity**

Supplier will comply with all applicable local and national laws and will not use bribes or fraudulent practices

**Demonstration of Compliance**

Supplier must be able to demonstrate compliance with the Supplier Guiding Principles at the request and satisfaction of The Coca-Cola Company

If the eight Fundamental Conventions of the International Labor Organization establish higher standards than local law, the ILO standards need to be met by the supplier. These minimum requirements are a part of all agreements between The Coca-Cola Company and its direct and authorized suppliers. We expect our suppliers to develop and implement appropriate internal business processes to ensure compliance with the Supplier Guiding Principles.