Workplace Conditions Assessment Report

Measured Results —Improved Performance

WORKPLACE CONDITIONS ASSESSMENT

HUIZHOU TONGFU ZHIHUI ANIMATION CO., LTD

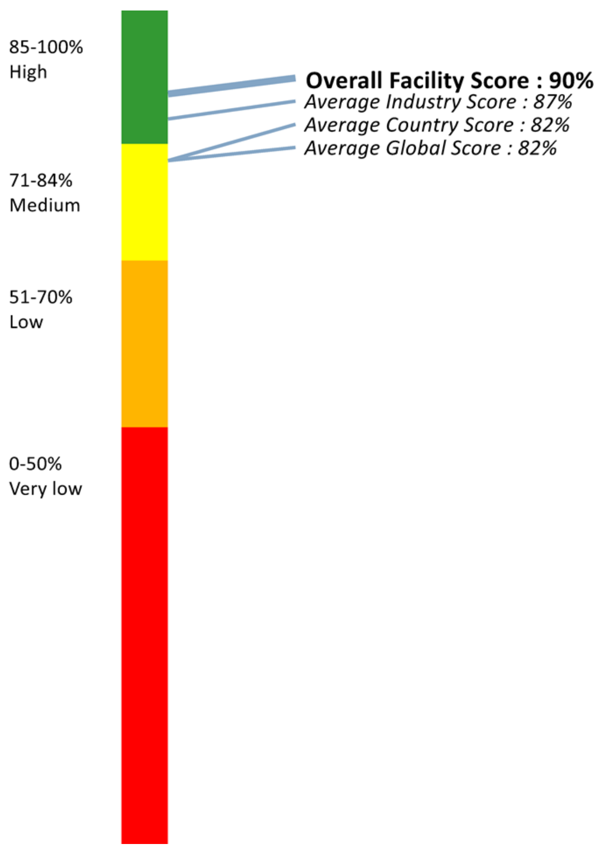
GENERAL INFORMATION

Overall Facility Score: 90%

Reg No:	**F_IAR_212366**	Country:	**China**
Audit Date:	**15-May-2025**	Assessment Stage:	**Initial**
Last Audit:	**NA**	Schedule Type:	**Semi-Announced**
Mandays:	**1**	Audit Firm:	**Intertek**

WORKPLACE PERFORMANCE INDEX AND SUMMARY

Participating facilities: 19892



Assessment area	Score results	Number of non-compliances by rating				
		Zero Tolerance	Major	Moderate	Minor	No Score
Overall	**90%**	**-**	**-**	**4**	**3**	**-**
Labor	**100%**	-	-	-	-	-
Wages & Hours	**74%**	-	-	2	-	-
Health & Safety	**89%**	-	-	2	-	-
Management Systems	**89%**	-	-	-	3	-
Environment	**100%**	-	-	-	-	-

The Performance Index Bar is used to measure and benchmark the facility's score against the other population of audit results in the database using a common scoring algorithm

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A. FACILITY PROFILE

A1. FACILITY INFORMATION

Facility Name:	**Huizhou Tongfu Zhihui Animation Co., Ltd**
Facility Legal Name:	**Huizhou Tongfu Zhihui Animation Co., Ltd**
Audit Location:	**Floors 1-4, Huangzhuchang Section (Factory Building E of Hong Industrial Development Co Ltd.), Xinlian Village, Xinxu Town, Huiyang District, Huizhou City, Guangdong Province,China**
City:	**Huiyang**
Country:	**China**
Contact Name:	**Mr. Xu Zhi Xiong**
Contact Title:	**HR Supervisor**
Industry:	**Toys**
Service Providers:	**Not Applicable**

Facility Legal Status:	**Private**
Year facility began operations:	**2024**
Located in special economic zone:	**No**
Person responsible for overall social compliance issues:	**Mr. Xu Zhi Xiong / HR Supervisor**
Valid certificate for social compliance certification program:	**Not Applicable**
Vendor Name:	**Nil**

Security systems in place:	**There were sufficient security guards in the facility. Security guards at the gate and facility management staff would verify and control the physical access of the employees and visitors as well as monitor their activities within the facility boundary.**
Building Description:	**The facility was located at Floors 1-4, Huangzhuchang Section (Factory Building E of Hong Industrial Development Co Ltd.), Xinlian Village, Xinxu Town, Huiyang District, Huizhou City, Guangdong Province,China. In view of the facility, the facility used one 4-storey building as production area and warehouse and office, no dormitory, kitchen or canteen was provided to employees. The building was made up of concrete, bricks and steels with 1800 square meters land area and 7200 square meters floor area.**
Special building type:	**No special building type**

A2. PRODUCTION INFORMATION

Products manufactured / Services provided:	**Plastic toys**
Production process/ Service elements:	**Injection, Pad printing, vinyl , Paint spraying, Assembly and Packing**
Production capacity a week:	**200000 PCS**
Total number of machines:	**60 sets**
Main machine types:	**Injection machine, pad printing machine, vinyl machine, paint spraying machine**

Time record system(s) used:	**Others: Facial ID system and finger print system.**
Chemicals or hazardous materials on-site:	**Yes Such as thinner, paint and cleaner**
Current production/Services for client:	**Plastic toys**

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Shifts and Operating hours:	**Complex shift system Most of employees worked in one shift except injection department. The normal working hours for most departments was from 8:00 to 17:30 with lunch break from 12:00 to 13:30. And the injection department worked in 2 shifts, the first shift was from 8:00 to 20:00 with 2 hours break and 2 hours overtime, the second shift was from 20:00 to 8:00 with 2 hours break and 2 hours overtime.**

A3. EMPLOYEE INFORMATION

Employee nationalities/provinces :	**Guangxi, Henan, Guizhou, Hubei and Jiangxi Province**	Languages spoken in the facility :	**Chinese**
Union/Worker committee :	**Huizhou Tongfu Zhihui Animation Co., Ltd worker committee.**	Management and employees speak same language :	**Yes**
Hires through employment agent :	**No**		
Recruitment and hiring process :	**All employees were hired by the facility directly, no recruitment agency was used. No fee was charged to employees when they started to work in the facility. The employees would sign the labour contracts within 30 days after start working in the facility, the contracts were in local language and fully understood by employees, employees would have one contract kept by themselves, the other same one kept by the facility, the contract contents were meeting legal requirements. Migrant employees were from other provinces of China, such as Guangxi, Henan, Guizhou, Hubei and Jiangxi Province. No foreign migrant employee was in the facility.**		

Range	Female	Male	Homeworkers	Juveniles
101-300	67	123	0	0

	Permanent	Temporary	Agency	Total
Local	12	0	0	12
Migrant	178	0	0	178
Foreign	0	0	0	0
Total	190	0	0	190

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A4. SUBCONTRACTOR INFORMATION

No subcontractor information given

A5. GENERAL INFORMATION

This was a Semi Announced initial audit conducted by Intertek Testing Services. One auditor assessed / verified the facility's operations against the WCA requirement and local legislations on a sampling basis in one days. At 9:00 am on 15th May 2025, auditor entered the facility then held an opening meeting according to WCA program, purpose and procedure of the visit were explained to Mr. Xu Zhi Xiong / HR Supervisor, the audit was permitted immediately. Facility tour: Auditors conducted the facility tour with the escort of Mr. Xu Zhi Xiong / HR Supervisor. All the areas of audited facility were covered during the facility tour. Document review: The relevant documents such as attendance records, payroll records, labor contracts etc. were provided for review in cooperative manner. Employee interview: All employees were comfortable during interview. All employees were satisfied with the facility and no negative information was raised. The employees did enjoy working in the facility. They were satisfied with the working condition and management system. The facility gave everybody equal opportunity and salary was meeting local law requirement. Close meeting: At the end of the audit, all the findings were addressed and accepted by Mr. Xu Zhi Xiong / HR Supervisor, he said they would have an internal meeting to follow up and necessary changes would be made in accordance. Attitude of managers: The facility representatives were cooperative during the whole process. Auditors was allowed to visit all the areas in the audited facility without any restriction. A signed CIR report was left to the facility management. No ZT and major non-compliance was observed. Current status: 1. Labor: The facility had established a system to management the labor program. 2. Management system: Responsibility for meeting the legal and client code requirements was shared between the production manager and HR manager. Together they are responsible to the facility manager for ensuring the standards are met. 3. Environment: The facility had a written environmental policy and provided the environmental document for review. Mr. Xu Zhi Xiong / HR Supervisor was responsible for continuous improvements in their environmental performance. Best Practices: Nil.

A6. AUDIT PROCESS

Auditor Information

Auditors APSCA ID : ***Primary: Scarlett Qin***
ID#: 21700344

Auditors APSCA ID : ***Secondary: NA***
ID#: NA

Audit pay period provided for review

Records	From	To
10	29-May-2024	31-Mar-2025
11	29-May-2024	14-May-2025

Employee interview sampling

Individual	10
Group	0
Total interviewed	10

Special Comments: **This was a new company, stablished on 23th April 2024, and start to production since 29th May**

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2024.

Payroll and attendance records sampling

Period	From	To	Peak Season	Records Reviewed
Current Period	01-Mar-2025	31-Mar-2025	No	10
Period 2	01-Dec-2024	31-Dec-2024	No	3
Period 3	01-Oct-2024	31-Oct-2024	No	3
Total				**16**

Other records reviewed

Personnel records	Production records
Non-Production records	Employment contracts
Legal Permits	Social insurance documentation
Employee leave register	Health examination records
Machine maintenance records	Security log book

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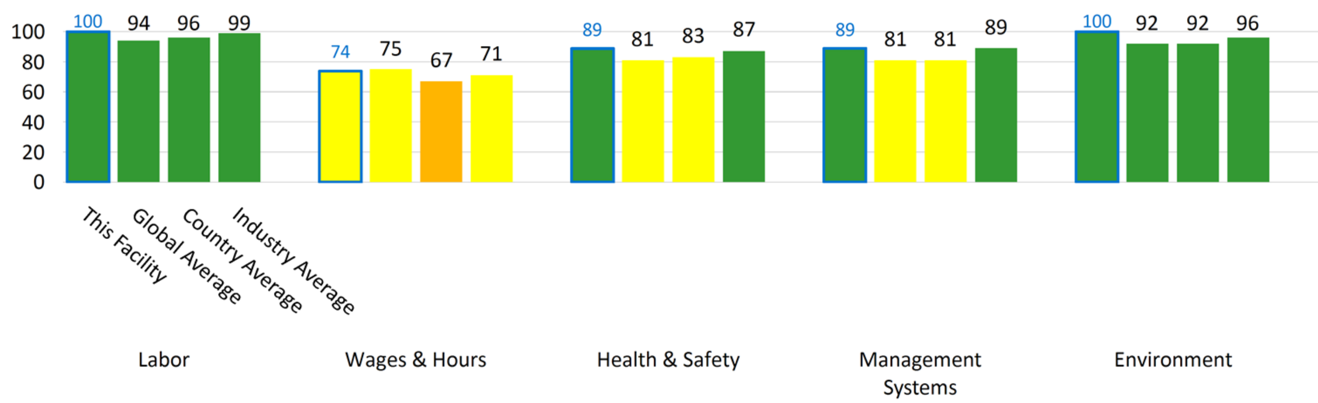
B. KEY PERFORMANCE METRICS

B1. COMPARISON BENCHMARK

Current performance — Global average, China average, Toys average



The Comparison Benchmark shows at a glance how this facility is performing in each category in comparison to all other facilities in the database globally, by country and/or industry using the same scoring algorithm.

B2. PERFORMANCE TREND ANALYSIS

Section Name	Current (15-May-2025)	Last (NA)	First (NA)	Change (Current-Last)	Change (Current-First)
Labor	100	NA	NA	NA	NA
Wages & Hours	74	NA	NA	NA	NA
Health & Safety	89	NA	NA	NA	NA
Management Systems	89	NA	NA	NA	NA
Environment	100	NA	NA	NA	NA
Overall Score	**90**	**NA**	**NA**	**NA**	**NA**

Advancers Constant Decliner

Showcase of the percentage of improvement (or decline) in performance over time for this facility. The current audit result is compared against the last audit completed at this same facility which is subsequently compared to the very first audit done at the facility.

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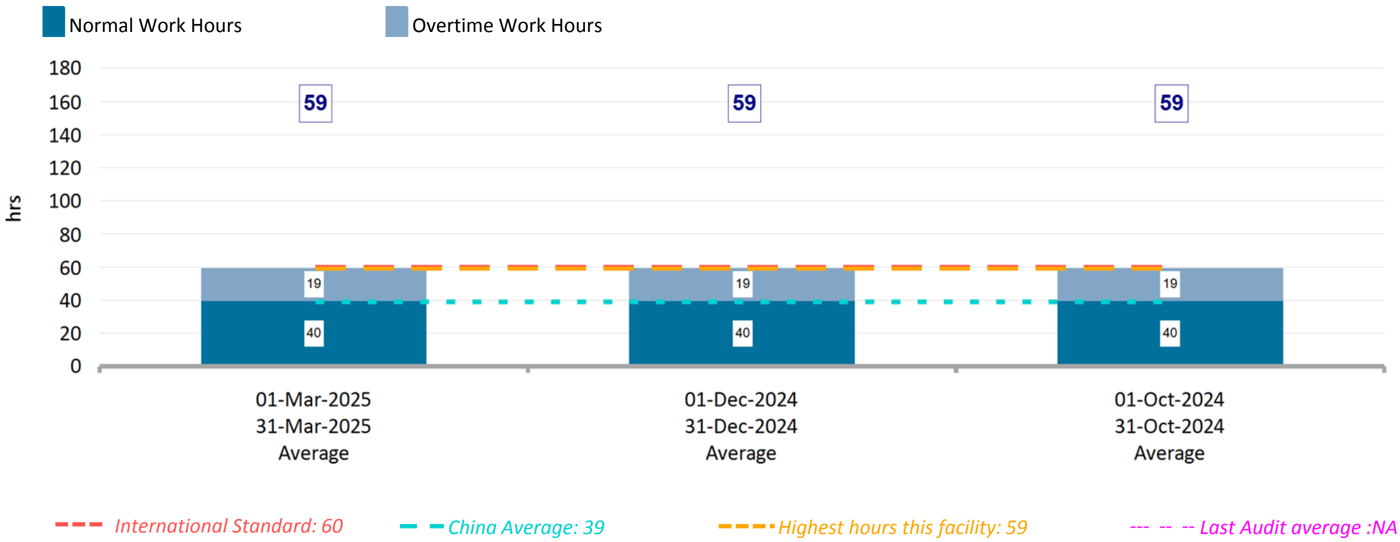
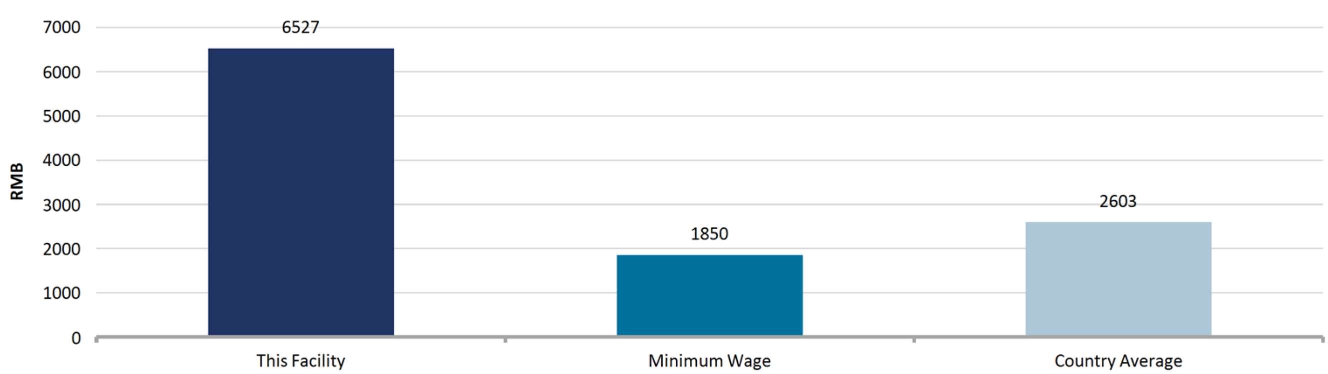
B3. WORKING HOURS AND WAGES

Average total hours worked Weekly



Average wages paid in local currency (RMB)



Provincial and country averages are based on average wages paid since past two years.

Special wage circumstances: The local minimum wage standard was set at RMB 1720 per month equivalent to RMB (1720/21.75/8) per hour from 1st December 2021 to 28th February 2025 and was set at RMB 1850 per month equivalent to RMB 10.63 (1850/21.75/8) since 1st March 2025.

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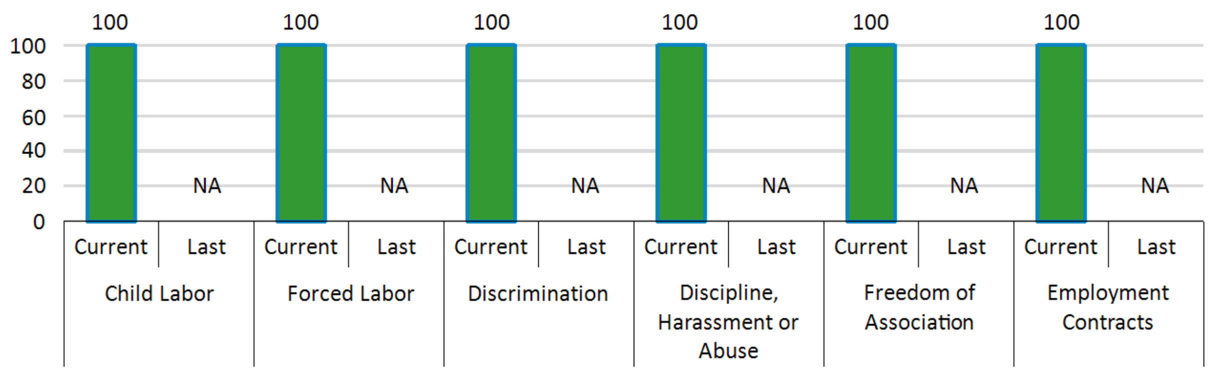
C. PERFORMANCE DETAILS

Current (15-May-2025)   Last (NA)

C1. LABOR

LABOR **100%**



Labor Summary: 1. Relevant policy on child labor, force labor, discrimination, discipline, harassment, freedom of association etc. were established, no juvenile employees or foreign employees were noted, and relevant documents were provided for review. 2.The employees could express grievance freely. The facility had a written policy of freedom of association and right to collective bargaining. The policy stated that the employees were free to form or join trade union or employees' organization and enjoy the right to collective bargaining, and nobody would be treated differently if they were members of the trade union or workers' organization, etc. 3. No zero-tolerance non-compliances or major findings was found during labor section.

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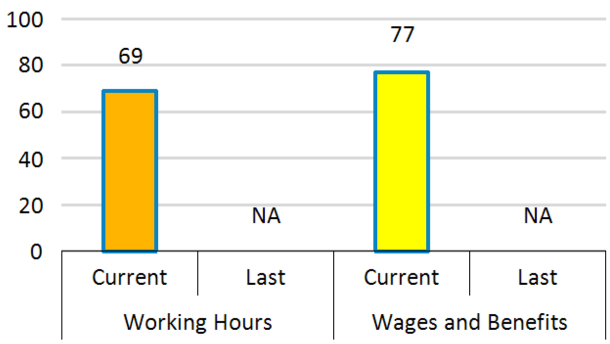
C2. WAGES & HOURS

WAGES & HOURS	74%



Wages and Hours Summary: 1. The local minimum wage standard was set at RMB 1720 per month equivalent to RMB (1720/21.75/8) per hour from 1st December 2021 to 28th February 2025 and was set at RMB 1850 per month equivalent to RMB 10.63 (1850/21.75/8) since 1st March 2025. Based on the payroll records provided by the facility, the facility paid sufficient wages for normal working hours and overtime hours and the salary pay date was on end of next month. Normal working hours were 8 hours per day, 5 days per week from Monday to Friday and 40 hours per week. Fingerprint attendance system and Facial ID system were used as attendance recording system. Based on the sampled attendance records, Overtime hours exceeded the legal requirement. Through document review, auditors found that the monthly overtime hours of 10 out of 10 randomly selected employees were 62-76 hours in March 2025 (Most current month), 3 out of 3 randomly selected employees were 60-82 hours in December 2024 (Randomly selected month), 3 out of 3 randomly selected employees were 60-80 hours in October 2024 (Randomly selected month). And maximum daily overtime hours for samples were 2 hours ; total working hours per week of 10 out of 10 randomly selected employees were 60 hours per week in March 2025 (current month); 3 out of 3 were 60 hours in December 2024 (random month) and 3 out of 3 were 60 hours in October 2024 (random month). Benefits such as annual leave, sick leave, social insurance and etc. were provided to employees, insufficient social insurance participation. Through the document reviewed, such as Process Inspection Records, tool handle records, production record, Inspection records and Machining Process Records, etc. and attendance record, payroll records from 29th May 2024 to 14th May 2025 were reviewed, no inconsistency was found. 2. The facility did not obtain any comprehensive working hours system.

Sub Section: Working Hours

Status	Findings	% Global freq of compliance
Moderate	**O0626: Total overtime hours exceeds allowable limits under applicable law or agreement.** Past occurrences at this facility: NA ***Auditor's comment*** Overtime hours exceeded the legal requirement. Through document review, auditors found that the monthly overtime hours of 10 out of 10 randomly selected employees were 62-76 hours in March 2025 (Most current month), 3 out of 3 randomly selected employees were 60-82 hours in December 2024 (Randomly selected	41%

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Status	Findings	% Global freq of compliance
	month), 3 out of 3 randomly selected employees were 60-80 hours in October 2024 (Randomly selected month). **Legal Regulation** People's Republic of China Labor Law Article 41, The employing unit may extend working hours due to the requirements of its production or business after consultation with the trade union and laborers, but the extended working hour for a day shall generally not exceed one hour; if such extension is called for due to special reasons, the extended hours shall not exceed three hours a day under the condition that the health of laborers is guaranteed. However, the total extension in month shall not exceed 36 hours.	

Sub Section: Wages and Benefits

Status	Findings	% Global freq of compliance
Moderate	**O0717: The facility does not provide social security, pensions, healthcare and/ or other insurance to employees as per legal requirement.** Past occurrences at this facility: **NA** ***Auditor's comment*** Insufficient social insurance participated. Through document review, auditor found that a total of 190 employees were currently working in the facility, which included 8 retirees, 182 employees need to participate the social insurance. As per the social insurance receipts of April 2025, 13 out of 182 employees had participated in basic endowment insurance, unemployment insurance, maternity insurance, basic medical insurance and employment injury insurance. The facility had provided employer's liability insurance to all 182 employees with valid period from May 6, 2025 to Ma 5, 2026. **Legal Regulation** Social Insurance Law of the People's Republic of China Article 10, Employees shall participate in the basic endowment insurance, and the basic endowment insurance premiums shall be jointly paid by employers and employees. Article 23, Employees shall participate in the basic medical insurance for employees, and the basic medical insurance premiums shall be jointly paid by employers and employees in accordance with the relevant provisions of the state. Article 33, Employees shall participate in employment injury insurance, and the employment injury insurance premiums shall be paid by their employers rather than the employees. Article 44, Employees shall participate in unemployment insurance, and the unemployment insurance premiums shall be jointly paid by employers and employees in accordance with the relevant provisions of the state. Article 53, Employees shall participate in maternity insurance, and the maternity insurance premiums shall be paid by employers rather than employees in accordance with the relevant provisions of the state.	58%

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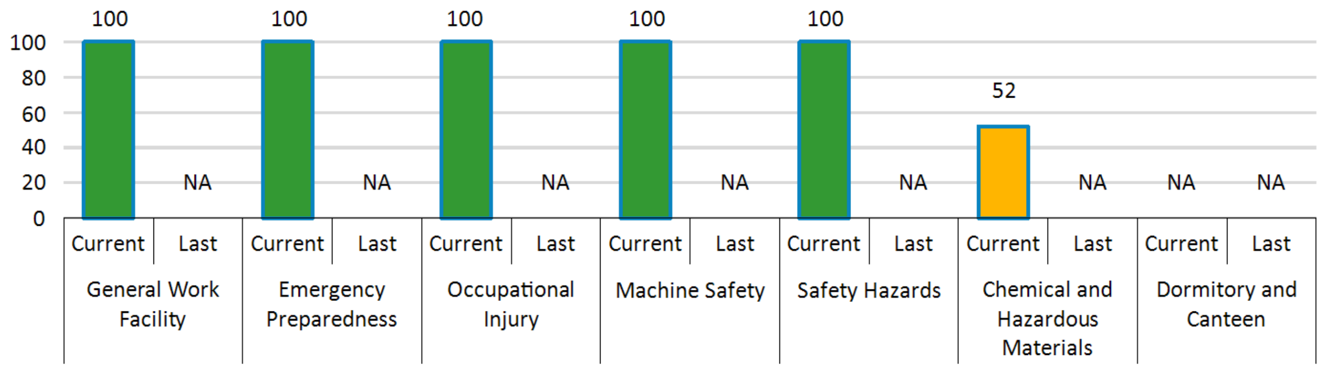
C3. HEALTH & SAFETY

HEALTH & SAFETY 89%



Health & Safety Summary: 1. Written Health and Safety Policy and Health and Safety Manual were established and implemented. Potable water was freely available. Sufficient clean toilets segregated by gender were available at all times to employees. Ventilation, temperature and lighting were adequate for each area. 2. Fire Safety: The facility provided sufficient fire safety equipment throughout the facility: such as extinguishers, fire hydrants, fire alarms, all were well equipped and checked monthly. Emergency routes were clearly marked on the floors which could lead employees to emergency exit. All exit doors were installed with safety exit signs and emergency lights. The certificate for fire protection acceptance and report of construction completion acceptance were provided for review in this audit. The facility conducted fire drills and firefighting trainings twice a year. 3. Electrical safety: All electrical equipment was maintained in good condition such as sockets, plugs, switches and main fuse boards. Valid electrician license was provided. The warning signs were posted on the electrical panels. 4. Chemical Safety: Most of chemical were stored in secondary container with safety label, eye wash station were installed at areas where the chemical used or stored. However, around 5% chemical had no secondary container and some employees did not wear proper activated carbon mask and glove when engaged in clearing. 5. Medical services: There were adequate first aid kits with sufficient supplies on each floor. Through review injury records, no injury occurred by far. 6. Machine Safety: All machines were maintained and inspected regularly. 7. Facility had a program to provide EHS training to all employees including fire safety. The assigned person was responsible for the facility health and safety regular checking, regular meeting minutes of proceedings were provided for review.

Sub Section: Chemical and Hazardous Materials

Status	Findings	% Global freq of compliance
Moderate	**O0473: Preventative measures are not in place to prevent chemical leakage.** Past occurrences at this facility: NA ***Auditor's comment*** Some chemical had no secondary container. Through on site observations, there were chemicals (such as thinner, paint and cleaner) were used or stored at painting workshop on 4th floor of one 4-storey production building, around 5% chemical had no secondary container. **Legal Regulation** Regulations on the Safety Management of Dangerous Chemicals Article 20, The units	78%

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Status	Findings	% Global freq of compliance
	producing, storing dangerous chemicals shall, according to the categories and hazardous characteristics of the dangerous chemicals they producing, storing, set up the corresponding safety facilities and equipments for monitoring, aeration, protection against exposure to sun, temperature adjusting, fireproof, fire fighting, flameproof, pressure discharging, prevention of toxicants, neutralization, moistureproof, protection against thunder, protection against static, antisepsis, prevention of leakage, protection dams or segregated operations, etc.. In addition, the units shall carry out maintenance and caring regularly according to the national standards, industrial standards or the relevant provisions of the State, thus to guarantee the safety operations of facilities and equipments.	
Moderate	**O0485: The facility does not monitor the employees to ensure the personal protective equipment (PPE) for control of exposure to chemical and hazardous materials is used correctly.** Past occurrences at this facility: **NA** ***Auditor's comment*** Some employees did not properly wear PPE. Through on site observations, it was noted that 4 out of 30 employees at assembly workshop on 2nd floor of one 4-storey production building who were using cleaner did not wear activated carbon mask which provided by facility, and 5 out of 30 employees at assembly workshop on 2nd floor of one 4-storey production building who were using cleaner were wearing the cotton glove instead of plastic glove though facility had provided plastic glove to employees. **Legal Regulation** Law of the PRC on Work Safety Article 45, Production and business entities shall provide their employees with work protection gears that are up to national standards or industrial specifications, and they shall give instruction to their employees and see to it that they wear or use these gears in accordance with the rules for their use.	93%

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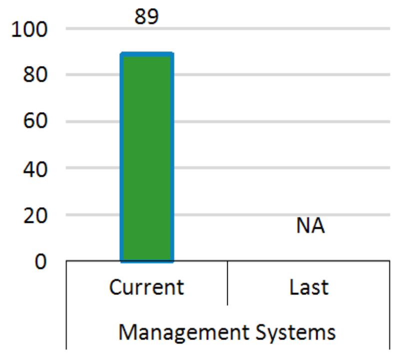
C4. MANAGEMENT SYSTEMS

MANAGEMENT SYSTEMS	89%



Management System Summary: The facility had established social compliance policy and communicated the policy to employees and management through training. The training records were provided for review. And the facility conducted internal and external assessment for its social compliance program once a year.

Sub Section: Management Systems

Status	Findings	% Global freq of compliance
● Minor	**O0817: The facility has comprehensive working hour and wages management processes and procedures in a written manual that support adherence to social compliance requirements but they are not all being properly implemented.** Past occurrences at this facility: NA ***Auditor's comment*** WCA standards requires that the facility should have comprehensive processes and procedures in a written manual to support the implementation of the written social compliance policy, including but not limited to the following working hours and wages management procedures. The facility had comprehensive working hour and wages management processes and procedures in a written manual that support adherence to social compliance requirements but they are not all being properly implemented since findings about monthly overtime hours and social insurance were found.	36%
● Minor	**O0829: The facility has comprehensive employee safety processes and procedures in a written manual that support adherence to social compliance requirements but they are not all being properly implemented.** Past occurrences at this facility: NA ***Auditor's comment*** WCA standards requires that the facility should have comprehensive	43%

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Status	Findings	% Global freq of compliance
	processes and procedures in a written manual to support the implementation of the written social compliance policy, including but not limited to the following Employee safety procedures (occupational injury, machine safety and safety hazards).The facility had comprehensive employee safety processes and procedures in a written manual that support adherence to social compliance requirements but they are not all being properly implemented since below finding was found: Some employees did not properly wear PPE.	
● Minor	**O0837: The facility has comprehensive chemicals management processes and procedures in a written manual that support adherence to social compliance requirements but they are not all being properly implemented.** Past occurrences at this facility: **NA** ***Auditor's comment*** WCA standards requires that the facility should have comprehensive processes and procedures in a written manual to support the implementation of the written social compliance policy, including but not limited to the following chemicals management procedures. The facility had comprehensive chemical management processes and procedures in a written manual that support adherence to social compliance requirement, but they are not all being properly implemented since below finding was found: lack of secondary container for some chemical.	70%

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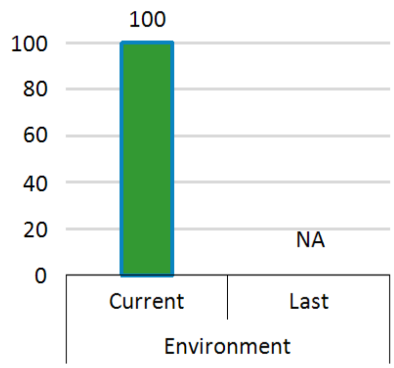
C5. ENVIRONMENT

ENVIRONMENT	100%



Environment Summary: The facility had established the environmental management system and the facility had nominated individual for co-ordination the site's efforts to improvement. The facility provided the valid environmental documents for review and conducted the training for all employees on the avoidance of environmental impact.

% Global Frequency of Compliance:	Represents the implementation percentage performance of all suppliers participating in the WCA Community globally for each issue
Identification numbers:	Represents the finding ID associated with each checklist question

RECOMMENDATION FOR IMPROVEMENT PLAN TIMELINE

- Minor: Take action within 0 ~ 6 months to make necessary improvements.
- Major: Take action within 0 ~ 1 month to make necessary improvements.
- Moderate: Take action within 0 ~ 3 months to make necessary improvements.
- Zero Tolerance: Take immediate action to make necessary improvements.

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D. STRENGTHS AND CHALLENGES

Facility Strengths: Facility performance ranks in the top percentile of the population and/or has implemented a best practice process	Rating	Global Freq. of Compliance%
The facility has comprehensive emergency preparedness processes and procedures in a written manual that support adherence to social compliance requirements and are being properly implemented.	Compliant	58%
The facility (including construction projects) have the building permits and/or fire safety permits as per the legal requirements.	Compliant	76%
The facility conducts and/or pays for regular occupational health examinations for employees when applicable.	Compliant	77%
Employment practice procedures (forced labor, freedom of association, employment contracts, discipline, harassment & abuse) are in place.	Compliant	77%
The facility has implemented an mechanism/program to identify, evaluate and control employee exposure to physically demanding work, such as manual handling, heavy lifting, highly repetitive tasks, and other physically demanding jobs to prevent work-related injuries.	Compliant	78%
The total weekly working hours (normal & overtime) are 60 or less than 60 hours.	Compliant	78%
The facility has comprehensive processes and procedures in the area of general facility, dormitory (if any) and/ or canteen (if any) management (e.g. cleanliness, ventilation, noise, lighting, toilets) in written manual that support adherence to social compliance requirement.	Compliant	80%
Employees are provided with at least one day off following six consecutive days worked.	Compliant	81%
The facility conducts periodic assessments (including internal audit) of its management system in order to identify improvement opportunities.	Compliant	81%
The facility provides appropriate training for managers on how to implement its social compliance policies and procedures.	Compliant	81%

Challenges: Facility performance ranks in the bottom percentile of the population	Rating	Global Freq. of Compliance%
The facility does not monitor the employees to ensure the personal protective equipment (PPE) for control of exposure to chemical and hazardous materials is used correctly.	Moderate	93%
Preventative measures are not in place to prevent chemical leakage.	Moderate	78%
The facility has comprehensive chemicals management processes and procedures in a written manual that support adherence to social compliance requirements but they are not all being properly implemented.	Minor	70%
The facility does not provide social security, pensions, healthcare and/ or other insurance to employees as per legal requirement.	Moderate	58%
The facility has comprehensive employee safety processes and procedures in a written manual that support adherence to social compliance requirements but they are not all being properly implemented.	Minor	43%
Total overtime hours exceeds allowable limits under applicable law or agreement.	Moderate	41%
The facility has comprehensive working hour and wages management processes and procedures in a written manual that support adherence to social compliance requirements but they are not all being properly implemented.	Minor	36%

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Best Practices:

The facility has written procedures in place to determine, manage and control overtime.	The facility has made progress in reducing or eliminating pollution, waste and conserving resources.
The facility implements an auditing program and audits all suppliers, subcontractors and labor providers.	

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