

Monitoring

Monitored Party : **Archies Limited**
 amfori ID : **356-001474-000**
 Site : **Site 1**
 Site amfori ID : **356-001474-001**
 Address : **Plot No. 191-F, Sector 4, IMT Manesar**
 : **122050, Gurugram**
 : **Haryana**
 : **India**
 Monitoring Activity : **amfori Social Audit - Manufacturing**
 Monitoring Type : **Full Monitoring**
 Submission Date : **25/02/2022**
 Expiration Date : **25/02/2024**

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Overall rating



Section rating

PA1: Social Management System	C
PA 2: Workers Involvement and Protection	C
PA 3: The Rights of Freedom of Association and Collective Bargaining	A
PA 4: No Discrimination	A
PA 5: Fair Remuneration	B
PA 6: Decent Working Hours	A
PA 7: Occupational Health and Safety	A
PA 8: No Child Labour	A
PA 9: Special Protection for Young Workers	A
PA 10: No Precarious Employment	A

PA 11: No Bonded Labour	A
PA 12: Protection of the Environment	A
PA 13: Ethical Business Behaviour	B

General description

Name of Lead auditor: Balaso Malagave, APSCA membership number: CSCA 21700362

Team Auditor: Sukhpreet Sidhu, APSCA membership number: ASCA 21700075

Audit company: Eurofins CPA.

Archies Limited (Business license: GGN-35/A/N-3195) was located at 191F, Sector-4, IMT Manesar, Gurgaon, Gurugram, Haryana, India. The auditee was established in 1979 and moved to the current location in 2011. The auditee is specialized in the manufacture of Greeting Cards, Paper Bags and Stationery Products with production processes: Raw Material Receipt, CTP Preparation, Printing, Fabrication (Die Cutting, Foiling, and Embossing), Final Cutting, Creasing & Folding, Packing and Dispatch.

The facility's operations are carried out in 01 concrete building having four floors and 01 utility shed having ground floor. The building and floor wise details are as below,

Production Building

Periphery: Security Post, Assembly Area, HT Panel

Basement: Finishing, String Making, String Attaching, Die Cutting and Storage of Raw Material/Finished Good/Semi finished Goods.

Ground Floor: Printing, Lamination, Foiling Die Cutting, Paper Cutting, Grinding, Paper Bags Section, Office Area, Meeting Room, Management Room, Reception, Worker Toilets.

First Floor: Packing, Ware House, Worker Toilets.

Terrace: Lunch Area, Surplus Store, Drinking Water Point, Water Tanks.

Utility Building:

Fire Pump House, Medical Room, HT Panel Room, HT Room, Transformer, Servo, Diesel Generators, Worker Toilets, Maintenance Room, Waste Storage, Chemical Store.

Currently, the facility has 207 employees. Out of 207 employees, 118 are recruited directly by the auditee and 89 are recruited through external agency. All 207 employees are male. Based on management interview and worker interview, for regular working time, all sampled 18 employees worked for 8 hours per day and 6 days per week. Their regular working time was 09:30-18:00 with 30 minute of lunch break from 13:30-14:00. If required, the facility also works in night shift from 22:00-06:00 with 30 minutes of rest break from 23:30-00:00. All the security guards works in three shifts with 30 minutes of rest break. None of the employees worked any overtime in past 12 months. All employees had at least 1 day off in every seven days on Sunday. Wages for workers were calculated and paid on the monthly basis. Workers got a payslip before they got their wages every month. All the employees are paid through bank transfer. The facility paying the salary on or before 7th days after each pay period for all the employees, however exception was noted, please refer the report section for details. The factory does not have any peak months as such. The production is evenly distributed throughout the year. The auditee has provided lunch room for the workers.

The auditors arrived at the facility at 10.15 hours on February 21, 2022, and conducted an opening meeting with the Facility Management and worker representatives. The closing meeting was held at 16:30 hours on February 22, 2022. Two worker representatives attended the opening meeting and closing meeting. All findings were based on management interview, worker interview, site observation, and document review. Based on amfori BSCI audit scheme, the auditors spent 2.5 man-day on-site for this audit.

#COVID-19, below precautions are followed by the facility,

Before entering the premises, workers are provided with a face mask and their hands are sanitized.

Factory is following the social distancing measures at workplace.

Temperature check for all the workers twice per day in the morning and evening.

The workplace is disinfected two time in a day.

COVID-19 awareness posters are displayed throughout the facility.

Auditor Note on PA7 (Occupational Health & Safety) Clause 7.15: The facility has installed 09 overhead rolling shutters on 09 door which are used as exit. However, the facility has installed the locking mechanism in the form latch to keep the door always open during working hours and the same was witnessed by the auditor during the facility. Hence, the said observation was not reported as non-compliance under 7.15.

Site Details

Site : Site 1
Site amfori ID : 356-001474-001

GICS Classification

Sector	: Materials	Industry	: Paper & Forest Products
Industry Group	: Materials	Sub Industry	: Paper Products

amfori Process Classifications

N.A.

NACE Classification

N.A.

GS1 Classifications

N.A.

Water Stress Situation

N.A.

Metrics

Key Metrics

Total workforce	154 Workers
Legal minimum wage in local currency	9803 Monthly
Lowest wage paid for regular work at the site	10621 Monthly
Calculated living wage in local currency	9460 Monthly
Total sample	18 Workers

Other Metrics

Male workers	154 Workers
Female workers	0 Workers
Permanent workers - Male	207 Workers
Permanent workers - Female	0 Workers
Temporary workers - Male	0 Workers
Temporary workers - Female	0 Workers
Seasonal workers - Male	0 Workers
Seasonal workers - Female	0 Workers
Management - Male	33 Workers
Management - Female	0 Workers
Apprentices - Male	0 Workers
Apprentices - Female	0 Workers
Workers on probation - Male	96 Workers
Workers on probation - Female	0 Workers
Workers with night shift - Male	9 Workers
Workers with night shift - Female	0 Workers
Workers with disabilities - Male	0 Workers
Workers with disabilities - Female	0 Workers
Domestic migrant workers - Male	146 Workers
Domestic migrant workers - Female	0 Workers
Foreign migrant workers - Male	0 Workers
Foreign migrant workers - Female	0 Workers
Workers hired directly - Male	118 Workers
Workers hired directly - Female	0 Workers
Workers hired indirectly - Male	89 Workers
Workers hired indirectly - Female	0 Workers
Unionised workers - Male	0 Workers
Unionised workers - Female	0 Workers
Workers under CBA - Male	0 Workers
Workers under CBA - Female	0 Workers
Pregnant workers	0 Workers
Workers on parental leave - Male	0 Workers
Workers on parental leave - Female	0 Workers
Sample - Male	18 Workers
Sample - Female	0 Workers

Findings

PA1: Social Management System

Based on satisfactory evidence, the auditee had established written management procedures to implement amfori BSCI Code of Conduct, however implementation of the management procedures needs further improvement as non-compliance was identified in PA1 (Social Management System & Cascade Effect), PA2 (Worker Involvement & Protection), PA5 (Fair Remuneration), PA7 (Occupational health and safety), PA12 (Protection of the Environment) and PA13 (Ethical Business Behaviour).

Based on the review of records, 1) the facility has not communicated the amfori BSCI COC and TOI to 09 out of 22 business partners. 2) the labour contractor (Genius Consultants Limited) does not have the contractor license at the time of audit. (According to Contract Labour Regulation and Abolition Act 1970, Section 12 (1)).

PA 2: Workers Involvement and Protection

Based on the review of records and audit process, the facility has formed the works committee, however the contract worker are not included as member of the said committee. The committee has 03 regular workers and 03 management representative as committee members. Currently the facility has 89 contract workers in the production activities. (According to Amfori BSCI Code of Conduct).

Based on the review of records and audit process, the facility has trained all the employees on the awareness of the amfori BSCI Code of Conduct requirement dated February 03, 2022. However, some of the interviewed employees were not aware of the content of the amfori BSCI Code of Conduct (According to Amfori BSCI Code of Conduct).

Based on the review of records and audit process, the facility has conducted training to the employees on grievance handling and management dated November 29, 2021. However, some of the interviewed employees were not aware of the confidential reporting and grievance mechanism (According to the Amfori BSCI Code of Conduct).

PA 5: Fair Remuneration

Based on the review of records, the payment of wages was delayed by 01 to 02 day for the month of January 2022 and May 2021 for company employees. The payment for the month of January 2022 and May 2021 was done on February 09, 2022 and June 08, 2021 instead of February 07, 2022 and June 07, 2021 respectively. (Accordance to Minimum Wages Central Rules 1950 (i) (a)).

PA 7: Occupational Health and Safety

1) Findings were raised in this PA, please refer to relevant checkpoints for details. (According to amfori BSCI Code of Conduct).
2) Based on the facility tour, the abstracts of different Acts such as Factories Act 1948 along with Haryana Factories Rules 1952 and all other applicable Acts and Rules. (According to Factories Act 1948, Section 108 (1)).

Based on the review of records, the facility has not conducted fire mock drills in night shift. In addition to the general shift, the facility also works in night shift from 22:00-06:00. (According to Punjab Factories Rules 1952 (applicable to Haryana), Section 66 (12) (c)).

Based on the facility tour, 1) waste oil storage tank was not stored in the secondary containment. 2) some of the adhesive drums (04 nos.) were seen stored on the floor without any identification, secondary containment and Material Safety Data Sheet. (According to the Factory Act 1948, Section 7A(1)).

Based on the facility tour, the electrical panels located in the production areas on all floors were not fenced from the front to avoid accidental contacts. (According to the Factory Act 1948, Section 7A(1)).

Based on the review of records, the facility has not maintained the workplace noise monitoring reports for printing section. (According to amfori BSCI Code of Conduct).

PA 12: Protection of the Environment

Based on review of records and facility tour, 1) the facility has not stored the non-hazardous waste such as paper in a designated area. The said waste was seen stored in front of the hazardous waste store. 2) the facility has not maintained records of the waste disposal records for used oil and E-Waste. (According to Hazardous Wastes (Management, Handling and Trans-boundary Movement) Rules, 2008, Rule 19 (1)).

PA 13: Ethical Business Behaviour

Based on the review of records and audit process, 1) The facility has conducted training for its workers and staff on anti-corruption and anti-bribery policy dated February 15, 2022 and February 02, 2022, However most of the workers were not aware of the same. 2) The facility has not conducted a risk assessment on corruption. (According to amfori BSCI Code of Conduct).