

Workplace Conditions Assessment Report

Measured Results — Improved Performance



M/S ARCHIES LIMITED

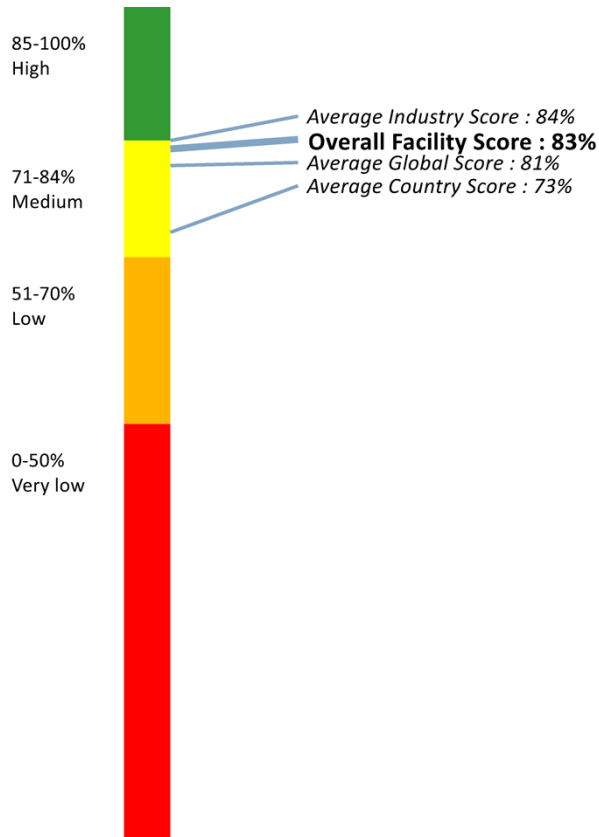
GENERAL INFORMATION

Overall Facility Score: 83%

Reg No:	F_IAR_69824	Country:	India
Audit Date:	10-Oct-2022	Assessment Stage:	Annual
Last Audit:	NA	Schedule Type:	Announced
Mandays:	1	Audit Firm:	Intertek

WORKPLACE PERFORMANCE INDEX AND SUMMARY

Participating facilities: 17158



Assessment area	Score results	Number of non-compliances by rating				
		Zero Tolerance	Major	Moderate	Minor	No Score
Overall	83%	-	-	8	4	-
Labor	100%	-	-	-	-	-
Wages & Hours	85%	-	-	1	-	-
Health & Safety	73%	-	-	6	-	-
Management Systems	86%	-	-	-	4	-
Environment	82%	-	-	1	-	-

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

A. FACILITY PROFILE

A1. FACILITY INFORMATION

Facility Name:	M/s Archies Limited	Facility Legal Status:	Private
Facility Legal Name:	Archies Limited	Year facility began operations:	2010
Audit Location:	191F, Sector – 4, IMT Manesar, Gurugram, Haryana, India.	Located in special economic zone:	No
City:	Gurugram	Person responsible for overall social compliance issues:	Mr. Amerjeet Singh, HR Head & Admin
Country:	India	Valid certificate for social compliance certification program:	SA8000
Contact Name:	Mr. Amerjeet Singh	Vendor Name:	Archies Limited
Contact Title:	HR Head & Admin		
Industry:	Paper products		
Service Providers:	Not Applicable		
Security systems in place:	Facility has 04 security Guards through out all shift. In addition to this Facility has provided CC TV camera in all area inside the Factory Premises.		
Building Description:	Facility is Located at in industrial area having one Concrete building operating on 2 floor above ground floor and one basement. Total Plot are of site is 15000 meter square and facility built up area is 50000 meter square. Details of facility office floor are as below Basement floor - Packing, Cutting , Printing, Finish goods store & Raw Material store. Ground floor : Manufacturing , Office area, Cutting, printing, fabrication, bag making & card Making First floor - Storage of surplus gift items second floor - Lunch area Periphery - Security Guard room , Effluent treatment Plant, Diesel Generator, Fire Pump, waste store area, Chemical storage area. facility has not provided any dormitory provision for employees and also not required by law.		
Special building type:	No special building type		

A2. PRODUCTION INFORMATION

Products manufactured / Services provided:	Facility Involves in Manufacturing and supplng of Paper Bags and Greetings Cards	Time record system(s) used:	Punch card system
Production process/ Service elements:	Receiving Paper- Printing - Cutting - Manufacturing - Packing - Dispatched	Chemicals or hazardous materials on-site:	Yes
Production capacity a week:	50,000 bags per week pieces	Current production/Services for client:	This is facility Direct request self reference audit
Total number of machines:	73 Machines		
Main machine types:	Printing , Diecutting, pasting, Handle Making,		
Shifts and Operating hours:	1 shift Facility Operating in single shift start from 09:30 Hours to 18:00 Hours. Lunch Break : 13:30 Hours to 14:00 Hours Weekly rest - Sunday		

A3. EMPLOYEE INFORMATION

Employee nationalities/provinces :	Nationality of all employees are Indian. There is no foreign migrant employees works at this site. However facility has some interstate migrant employees from neighbor state like Delhi , Uttar Pradesh & Bihar	Languages spoken in the facility :	English & Hindi
Union/Worker committee :	Not Applicable	Management and employees speak same language :	Yes
Hires through employment agent :	Yes		
Recruitment and hiring process :	All employees are Indian employees. Employees are hired through direct interview and no joining fee is collected from any of the employees.		

Range	Female	Male	Homeworkers	Juveniles
101-300	0	179	0	0

	Permanent	Temporary	Agency	Total
Local	76	0	31	107
Migrant	22	0	50	72
Foreign	0	0	0	0
Total	98	0	81	179

A4. SUBCONTRACTOR INFORMATION

No subcontractor information given

A5. GENERAL INFORMATION

All employees were favorable with the management and facility environment and no negative information was raised by the interviewed employees. Employee's attitude were positive attitude towards the management and the workplace. The facility management showed a positive attitude to this audit. Mr. Pradeep Kumar - HR Executive, Mr. Sandeep Mahajan - Factory Manager, & Mr. Amarjeet Singh - Head HR were present in Opening & closing meeting and extended their cooperation during the process. No signs of transshipment observed. All documentation requested for review was provided timely. At the end of the audit, all the non compliances were accepted by the facility, and they assured corrective action. Based from the facility management interaction, facility production is consistent through out the year. No signs of transshipment was noted. Note: Due to the prevailing Corona Virus the facility is practicing thermal screening at the entry for all employees. Hand sanitizers are placed at multiple locations. Hand wash areas are equipped with soap. Employees are following the social distancing norms.

A6. AUDIT PROCESS

Auditor Information

Auditors APSCA ID : **Primary: Himangshu Choudhury**
ID#: 21704020

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

Audit pay period provided for review

Records	From	To
12	01-Oct-2021	30-Sep-2022
12	01-Oct-2021	30-Sep-2022

Employee interview sampling

Individual	10
Group	0
Total interviewed	10

Special Comments: **NA**

Payroll and attendance records sampling

Period	From	To	Peak Season	Records Reviewed
Current Period	01-Sep-2022	30-Sep-2022	No	10
Period 2	01-Jan-2022	31-Jan-2022	No	3

Period 3	01-Nov-2021	30-Nov-2021	No	3
Total				16

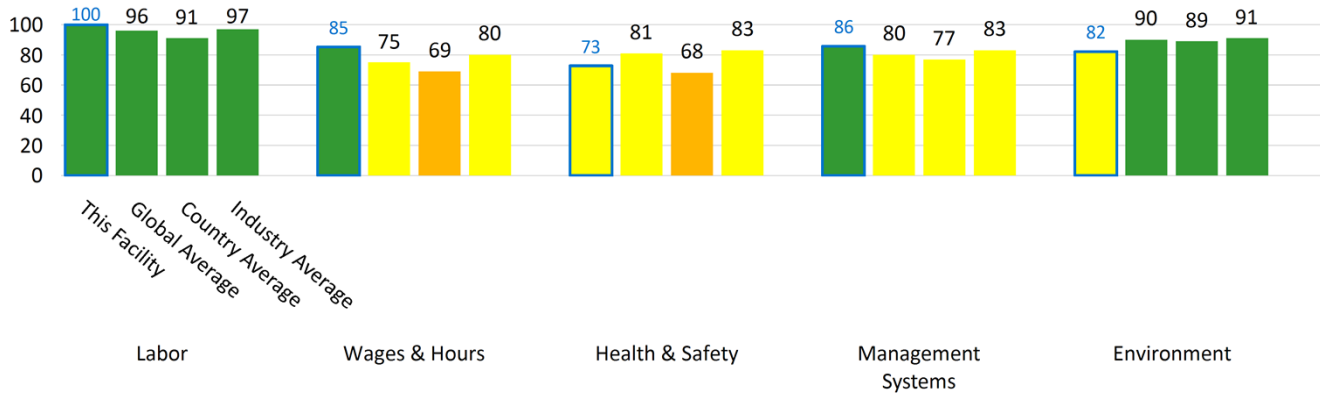
Other records reviewed

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

B. KEY PERFORMANCE METRICS

B1. COMPARISON BENCHMARK

Current performance — Global average, India average, Paper products 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

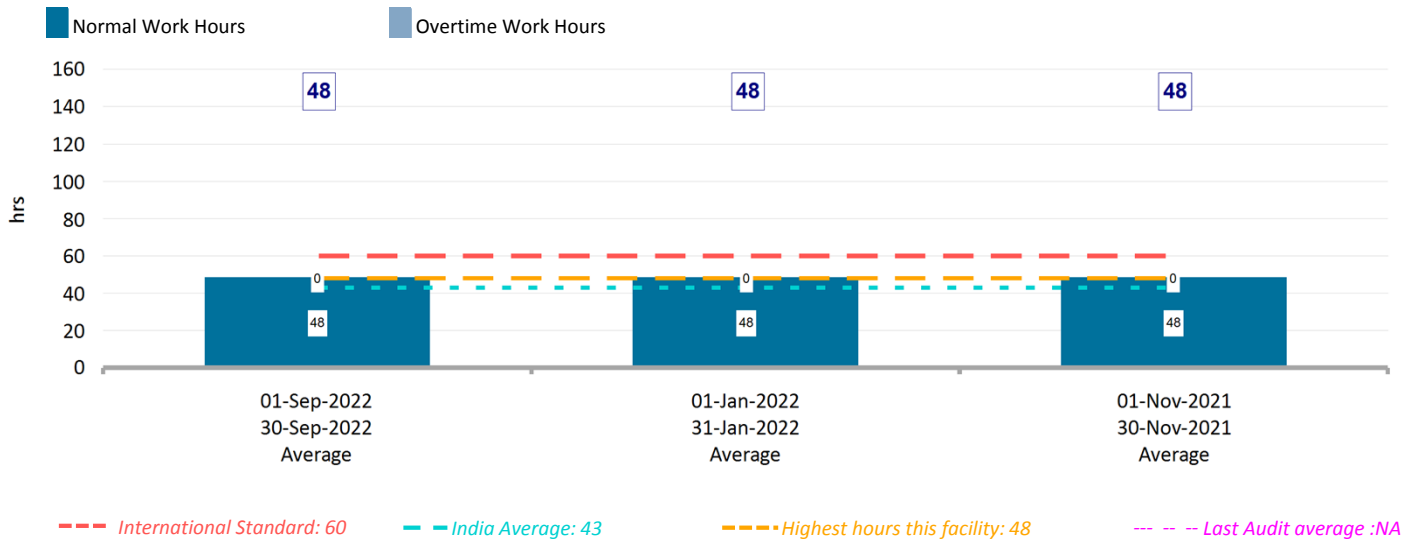
Section Name	Current (10-Oct-2022)	Last (NA)	First (NA)	Change (Current-Last)	Change (Current-First)
Labor	100	NA	NA	NA	NA
Wages & Hours	85	NA	NA	NA	NA
Health & Safety	73	NA	NA	NA	NA
Management Systems	86	NA	NA	NA	NA
Environment	82	NA	NA	NA	NA
Overall Score	83	NA	NA	NA	NA

▲ 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.

B3. WORKING HOURS AND WAGES

Average total hours worked Weekly



Average wages paid in local currency (Indian Rupee INR)



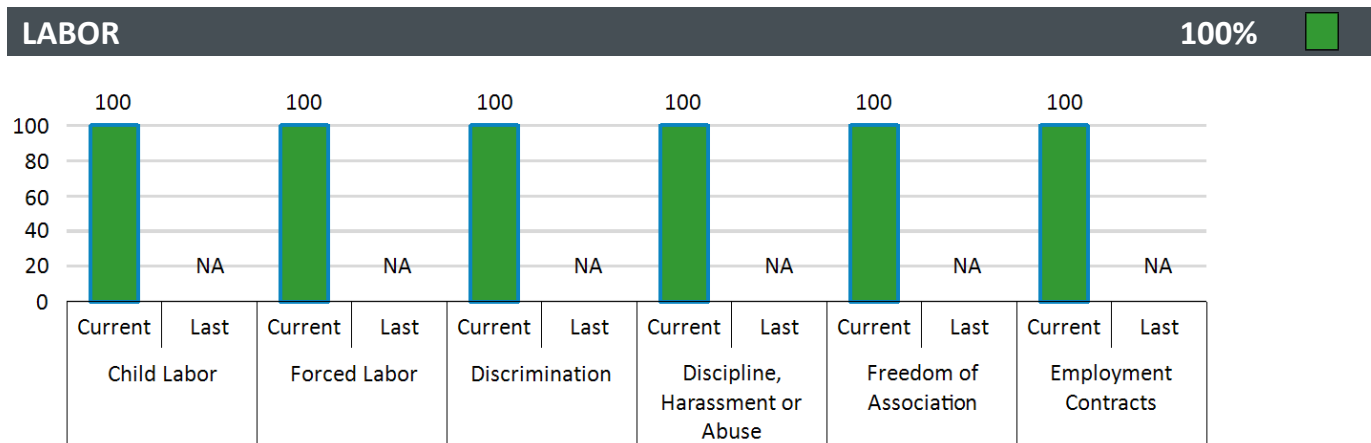
Provincial and country averages are based on average wages paid since past two years.

Special wage circumstances: NA

C. PERFORMANCE DETAILS

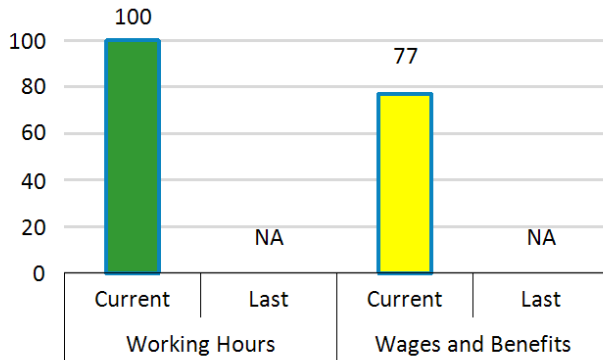
Current (10-Oct-2022) Last (NA)

C1. LABOR



Labor Summary: Facility has minimum age of employment by local law for the country. All employees employed in the facility above the age 18. There is no historical child labour at facility. Facility review, validate the legal proof of age documentation at the time of hiring and same copies on file. There is no juvenile employees employed in the facility. Facility did not engage any trafficked, prisoned, bonded, indentured labour. Facility has not hold any passport or original documents. Facility has not collected any monetary deposits from employees. Employees are free to move around the workplace and take restroom and water breaks without restrictions and free to leave the workplace at the end of the working shift and free to decline overtime work. Facility has a written Anti-Discrimination policy, and all employees are treated equally. All employees are hired based on their skill sets and given equal opportunity for training, OT, promotion etc. Facility has written disciplinary procedure which is communicated to all employees including managers and supervisors. From the audit process it was observed that all employees are free from harassments of any kind. All employees were provided with valid employment contracts. The contracts were found to be fair and legal. Weakness: No weakness noted in this section

C2. WAGES & HOURS



Wages and Hours Summary: Strengths: During the day of audit 10 sampled employees for current month September 2022, 03 sampled employees in each random month of January 2022 and November 2021 were reviewed. The facility has system to maintained in/out time through biometric (Thumb & Card Punching). The facility has maintained the wage registers for all employees. The facility has displayed working hours in the notice Board. Facility has extended the Provident Fund and Employee’s State Insurance for all eligible employees. Facility has extended all statutory holidays’ wages to their employees. Facility has extended the leave with wages and bonus to all eligible employees. Facility is calculating and paying the wages on monthly basis to their employees by bank. Wage slip is issued to all employees. Facility has provided weekly rest day after 6 working days to employees. Weakness: No weakness was noted.

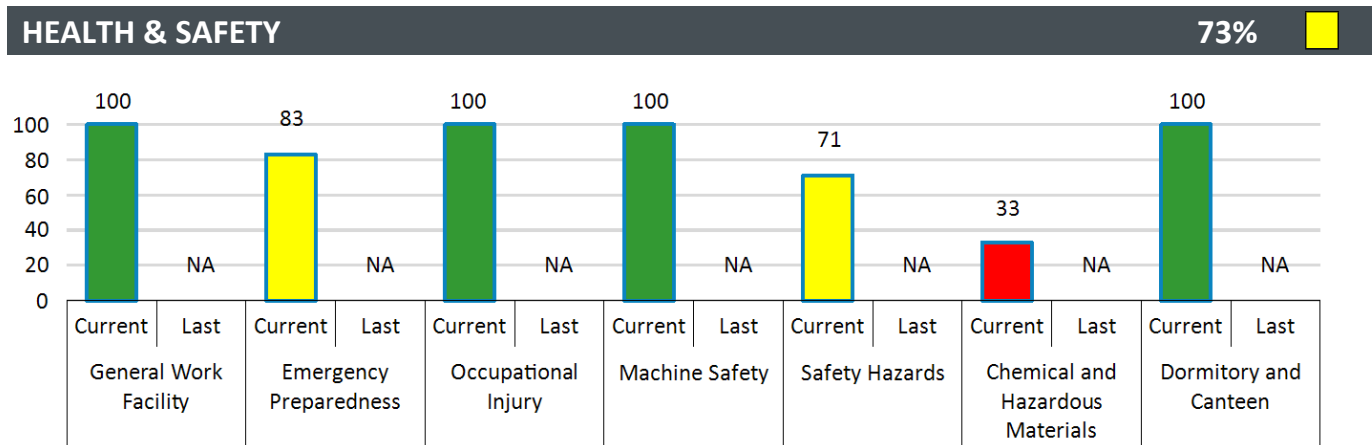
Sub Section: Wages and Benefits

Status	Findings	% Global freq of compliance
● Moderate	<p>O0717: The facility does not provide social security, pensions, healthcare and/ or other insurance to employees as per legal requirement.</p> <p>Past occurrences at this facility: NA</p> <p>Auditor’s comment Finding : It was noted during review of records that Remittance of EPF contribution for company employees found delayed from 5 to 15 days for the Month of August 2022, July 2022, June 2022, May 2022, April 2022. Local law : According to notification no. SWU/9 (1)2013 / 35031 dated 08.01.2016 by EPFO as per paragraph 38 (1) of the EPF Scheme, 1976, paragraph 3 of EPS, 1995 and paragraph 8(1) of EDLI scheme, 1976, the employers are required to pay the contributions and administration charges within 15 days of close of every month. According to Gazette notification no. N-12/13/1/2016-P&D—in exercise of the powers conferred by Section 97 of the Employees’ State Insurance Act, 1948 (34 of 1948), the Employees’ State Insurance Corporation, hereby makes the following Regulations further to amend the Employees’ State Insurance (General) Regulations, 1950, namely; 1. This Regulation may be called Employees’ State Insurance (General) Amendment Regulation, 2017. 2. In Regulation 31, for the words within “21 days” as they Occur, the words within “15 days”</p>	59%



Status	Findings	% Global freq of compliance
	shall be substituted. 3. They shall come into force with effect from the contribution payable for the month of June, 2017 i.e. by 15th July, 2017.	

C3. HEALTH & SAFETY



Health & Safety Summary: Strength: Mr. Sandeep Mahajan - Factory Manager has responsibility to ensure safety measures in the premises. Facility has maintained emergency preparedness plan and Facility has provided adequate fire extinguishers, emergency lights, first aid box with sufficient content, hydrant , hose reels. Firefighting extinguishers are kept, or wall hanged at prominent area to visible to all employees. Exits of the facility kept unlocked during the working hours and clearly marked and kept free from obstructions. Weakness: No weakness was observed.

Sub Section: Emergency Preparedness

Status	Findings	% Global freq of compliance
● Moderate	<p>O0284: Not all fire fighting equipment is marked and equipped with operational instruction in a language understood by all employees.</p> <p>Past occurrences at this facility: NA</p> <p>Auditor's comment WCA Standard requires that facility shall post Operational Instruction for Fire Hydrant & Hose reel. Finding : It was noted during tour of the factory that facility has not posted Operational Instructions for any of Fire hydrant and Fire Hose reel system installed inside the facility premises.</p>	97%

Sub Section: Safety Hazards

Status	Findings	% Global freq of compliance
● Moderate	<p>O0406: Special appliances such as boilers, unfired pressure vessels, and furnaces have not been registered and affixed with a registration certification.</p> <p>Past occurrences at this facility: NA</p> <p>Auditor's comment It was noted during review of records that Validity of Registration certificate of 01 passenger lift has been expired ON 28-09-2022. However facility applied for the renewal of certificate on 27-09-2022. Further Facility has not obtained Lift registration certificate for 02 goods lift from concern authority. Law reference : According to THE HARYANA LIFTS AND ESCALATORS ACT, 2008 rule 4 (1) Every owner shall, within a period of one month after the completion of the erection of a lift or escalator, apply for registration for such lift or escalator, in such form and manner along with such fee as may be prescribed. The fee shall be non-refundable.</p>	90%

Sub Section: Chemical and Hazardous Materials

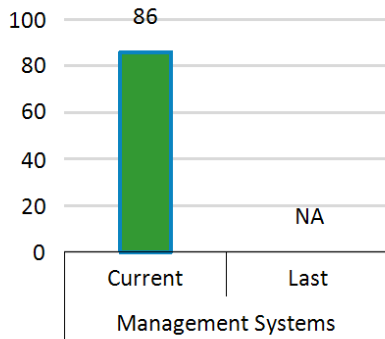
Status	Findings	% Global freq of compliance
● Moderate	<p>O0454: Material safety data sheets (MSDS) are not in a language(s) understood by the employees, and/or not retained by facility for all chemical(s) in use, and/or not readily available for users at all times.</p> <p>Past occurrences at this facility: NA</p> <p>Auditor's comment Finding : It was noted during tour of the factory that Facility has displayed Material safety data sheet in Paper Printing section Located at Ground floor. Local Law: According to Section 41 B(1) of The Factories Act, 1948, The occupier of every factory involving a hazardous process shall disclose in the manner prescribed all information regarding dangers, including health hazards and the measures to overcome such hazards arising from the exposures to or handling of the materials or substances in the manufacture or transportation , storage and other processes, to the workers employed in the factory, the chief inspector, the local authority within whose jurisdiction the factory is situate and the general public in the vicinity.</p>	90%
● Moderate	<p>O0473: Preventative measures are not in place to prevent chemical leakage.</p> <p>Past occurrences at this facility: NA</p> <p>Auditor's comment Finding: It was noted during tour of the factory that secondary containment was not provided 03 machine oil drum located at basement electrical room and 04 chemical drums stored at ground floor fabrication room. Local Law: According to Rule (68) 7 of The Factories Act, 1948, Storage of flammable liquids (d) Effective steps shall be taken to prevent leakage of such liquids into basements, sumps or drains and to confine any escaping liquid within safe limits.</p>	80%
● Moderate	<p>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.</p> <p>Past occurrences at this facility: NA</p> <p>Auditor's comment Finding: It was noted during tour of the factory that 40% employees</p>	93%

Status	Findings	% Global freq of compliance
	<p>working in Printing section were found not using PPE such as hand gloves, mask , apron which was provided to them. Local Law: According to Rule 81 of The Factories Act, 1948 - Protective Equipment The Inspector may, having regard to the nature of the hazards involved in work and process being carried out, order the occupier or the manager in writing to supply to the workers exposed to particular hazard any personal protective equipment as may be found necessary.</p>	
<p>● Moderate</p>	<p>O0491: The facility does not conduct regular emergency drills (e.g. chemical leakage, accident drill) for all employees who work with chemicals or hazardous materials.</p> <p>Past occurrences at this facility: NA</p> <p>Auditor's comment Finding : It was noted during review of Records & through audit process that facility has not conducted emergency Drill on chemical leakage and spillage. Local Law: According to Section 7A (2b) of The Factories Act, 1948, Every occupier should have arrangement in the factory for ensuring safety and absence of risk to health in connection with the use, handling, storage and transport of articles and substances.</p>	<p>91%</p>

C4. MANAGEMENT SYSTEMS

MANAGEMENT SYSTEMS

86%



Management System Summary: Facility has Factory License , Pollution consent for air & Water to operate this plant. Facility has committed to comply with relevant legal requirements and endorsed by Mr. Sandeep Mahajan - Factory Manager . Facility has communicated social compliance policies through notice board. Facility has appropriately defined and documented responsibilities and authorities for managers, supervisors, and employees for social compliance. Facility has established method/channel to communicate with employees regarding policies, practices and conditions and obtain their feedback and complaints. No Lapses were Noted.

Sub Section: Management Systems

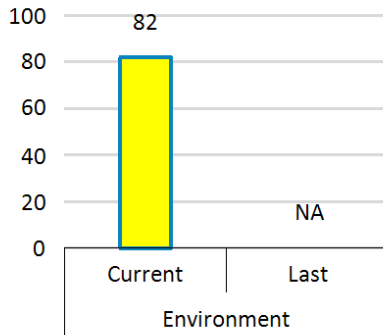
Status	Findings	% Global freq of compliance
● Minor	<p>O0817: The facility has comprehensive working hour and wages management processes and procedures in a written manual that support adherence to social compliance requirements but they are not all being properly implemented.</p> <p>Past occurrences at this facility: NA</p> <p>Auditor's comment The facility established policies and procedures, the monitoring system may not be effective, or policies are incomplete thus resulting to lapses of implementation with the finding – It was noted during review of records that Remittance of EPF contribution for company employees found delayed from 5 to 15 days for the Month of August 2022, July 2022, June 2022, May 2022, April 2022.</p>	37%
● Minor	<p>O0825: The facility has comprehensive emergency preparedness processes and procedures in a written manual that support adherence to social compliance requirements but they are not all being properly implemented.</p> <p>Past occurrences at this facility: NA</p> <p>Auditor's comment The facility established policies and procedures, the monitoring</p>	56%

Status	Findings	% Global freq of compliance
	system may not be effective, or policies are incomplete thus resulting to lapses of implementation with the finding – It was noted during tour of the factory that facility has not posted Operational Instructions for any of Fire hydrant and Fire Hose reel system installed inside the facility premises.	
● Minor	<p>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.</p> <p>Past occurrences at this facility: NA</p> <p>Auditor's comment The facility established policies and procedures, the monitoring system may not be effective, or policies are incomplete thus resulting to lapses of implementation with the finding – It was noted during review of records that Validity of Registration certificate of 01 passenger lift has been expired ON 28-09-2022. However facility applied for the renewal of certificate on 27-09-2022. Further Facility has not obtained Lift registration certificate for 02 goods lift from concern authority.</p>	41%
● Minor	<p>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.</p> <p>Past occurrences at this facility: NA</p> <p>Auditor's comment The facility established policies and procedures, the monitoring system may not be effective, or policies are incomplete thus resulting to lapses of implementation with the finding – #1. Finding : It was noted during tour of the factory that Facility has displayed Material safety data sheet in Paper Printing section Located at Ground floor. #2. Finding: It was noted during tour of the factory that secondary contentment was not provided 03 machine oil drum located at basement electrical room and 04 chemical drums stored at ground floor fabrication room. #3. Finding: It was noted during tour of the factory that 40% employees working in Printing section were found not using PPE such as hand gloves, mask , apron which was provided to them. #4. Finding : It was noted during review of Records & through audit process that facility has not conducted emergency Drill on chemical leakage and spillage</p>	70%

C5. ENVIRONMENT

ENVIRONMENT

82%



Environment Summary: Mr. Sandeep Mahajan - Factory Manager is responsible for environment in the facility and the facility has maintained environmental policy. Facility has obtained all environment permit doe water discharge and a r emission . Facility has agreement with authorized vendor for disposal of waste. Facility Monitor all environment aspects. No weakness was noted in this section.

Sub Section: Environment

Status	Findings	% Global freq of compliance
● Moderate	<p>O0965: Hazardous and non-hazardous solid waste are not stored and disposed per local legislation.</p> <p>Past occurrences at this facility: NA</p> <p>Auditor's comment Finding: During review of records it was noted that facility has not disposed spent oil to any authorized vendor till date. According to obtained Hazardous waste facility generate 0.1 KL spent oil per annum which to be disposed through authorized oil recycler. However facility has not made any agreement for lifting spent oil waste from Facility. Local Law: In accordance with Hazardous Waste (Management & Handling) Rules, 1989 (22) Hazardous wastes shall be collected, treated, stored and disposed of only in such facilities as may be authorized for this purpose and as per section (27) (1) An authorization granted under this rule shall unless sooner suspended or cancelled, be in force for a period of two years from the date of issue or from the date of renewal. (2) An application for the renewal of an authorization shall be made in Form 1, before its expiry.</p>	95%



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

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%
Total overtime hours are within allowable limits under applicable law or agreement.	Compliant	43%
The facility provides appropriate training for managers on how to implement its social compliance policies and procedures.	Compliant	75%
The facility conducts and/or pays for regular occupational health examinations for employees when applicable.	Compliant	76%
The facility (including construction projects) have the building permits and/or fire safety permits as per the legal requirements.	Compliant	76%
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	77%
The total weekly working hours (normal & overtime) are 60 or less than 60 hours.	Compliant	77%
Employment practice procedures (forced labor, freedom of association, employment contracts, discipline, harassment & abuse) are in place.	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	78%
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%

Challenges: Facility performance ranks in the bottom percentile of the population	Rating	Global Freq. of Compliance%
Not all fire fighting equipment is marked and equipped with operational instruction in a language understood by all employees.	Moderate	97%
Hazardous and non-hazardous solid waste are not stored and disposed per local legislation.	Moderate	95%
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%
The facility does not conduct regular emergency drills (e.g. chemical leakage, accident drill) for all employees who work with chemicals or hazardous materials.	Moderate	91%
Special appliances such as boilers, unfired pressure vessels, and furnaces have not been registered and affixed with a registration certification.	Moderate	90%
Material safety data sheets (MSDS) are not in a language(s) understood by the employees, and/or not retained by facility for all chemical(s) in use, and/or not readily available for users at all times.	Moderate	90%
Preventative measures are not in place to prevent chemical leakage.	Moderate	80%
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	59%
The facility has comprehensive emergency preparedness processes and procedures in a written manual that support adherence to social compliance requirements but they are not all being properly implemented.	Minor	56%

Best Practices:

The facility can demonstrate an environmental certification such as ISO14000 or equivalent.	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 has implemented energy saving measures or adopted new technologies that are aiming to save energy.
The facility implements an auditing program and audits all suppliers, subcontractors and labor providers.	The facility maintains metrics or key performance indicators for any labor or health & safety issues.

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