

# AUDIT OF ENGAGEMENT STANDARDS

## 1 GENERAL INFORMATION

### MAIN OFFICE

ORGANIZATION NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

STATE/PROVINCE: \_\_\_\_\_ POSTAL CODE \_\_\_\_\_

COUNTRY: \_\_\_\_\_

CONTACT & TITLE: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

### FACTORY

FACTORY NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

STATE/PROVINCE: \_\_\_\_\_ POSTAL CODE \_\_\_\_\_

COUNTRY: \_\_\_\_\_

CONTACT & TITLE: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

### STATUS

SUPPLIER SINCE: \_\_\_\_\_

CURRENT RELATIONSHIP:  INITIAL VISIT  SEASONAL USE  CONTINUAL USE

### AUDIT INFORMATION

Auditor's Name \_\_\_\_\_ Title \_\_\_\_\_

Factory Representative \_\_\_\_\_ Title \_\_\_\_\_

# AUDIT OF ENGAGEMENT STANDARDS

A. Total number of workers at this facility: \_\_\_\_\_

B. Are there worker's organizations available (i.e. labor unions)? \_\_\_\_\_

C. Provide names of other brands or labels produced in this facility.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

D. Is Genesco's Engagement Policy posted at the facility? \_\_\_\_\_

E. Do supervisors speak the local language? \_\_\_\_\_

**COMMENTS/OBSERVATIONS:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# AUDIT OF ENGAGEMENT STANDARDS

## 2 CHILD LABOR

A. Does the factory have on hand a copy of applicable laws stating:

Age for completion of compulsory education \_\_\_\_\_  
Minimum age of work established by applicable law \_\_\_\_\_  
Any legal restrictions applicable to work of employees under 18 \_\_\_\_\_

If yes, attach copies.

B. What is the minimum hiring age at this facility? \_\_\_\_\_

C. How does the factory verify each employee's age? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

D. Are there workers in this facility younger than the age of 14? \_\_\_\_\_  
If yes, explain: \_\_\_\_\_  
\_\_\_\_\_

E. Are there any occasions in which anyone under the age of 14 is present at this facility? \_\_\_\_\_ If yes, explain: \_\_\_\_\_  
\_\_\_\_\_

**COMMENTS/OBSERVATIONS:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# AUDIT OF ENGAGEMENT STANDARDS

## 3 PRISON & FORCED LABOR

A. Are there workers in this facility who are not present voluntarily? \_\_\_\_\_  
If yes, explain: \_\_\_\_\_  
\_\_\_\_\_

B. Does this factory sub-contract with any factory using prison or forced labor?  
\_\_\_\_\_

C. Are workers required to provide a monetary or passport deposit in order to obtain employment? \_\_\_\_\_

D. Are there any restrictions on workers' movements in and out of the factory?  
\_\_\_\_\_

E. Are the workers free to resign without recrimination or penalty? \_\_\_\_\_  
If no, explain:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### COMMENTS/OBSERVATIONS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# AUDIT OF ENGAGEMENT STANDARDS

## 4 DISCIPLINARY PRACTICES

A. Is there an established, written, disciplinary procedure in place? \_\_\_\_  
Describe the process: \_\_\_\_\_  
\_\_\_\_\_

B. How is this communicated to the workers? \_\_\_\_\_  
\_\_\_\_\_

C. Are the supervisors trained in the company's disciplinary practices?  
\_\_\_\_\_ How often is this training reinforced? \_\_\_\_\_

D. What is the company policy toward corporal punishment?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

E. Is there a process in place by which a worker may appeal unfair treatment  
voice complaints to management? \_\_\_\_\_  
Describe:  
\_\_\_\_\_  
\_\_\_\_\_

**COMMENTS/OBSERVATIONS:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# AUDIT OF ENGAGEMENT STANDARDS

## 5 WORKING HOURS, WAGES & BENEFITS

### WORKING HOURS

A. Does the factory have on hand a copy of the applicable law regulating:

Maximum hours per week? \_\_\_\_\_

Maximum overtime per week, month or year? \_\_\_\_\_

If yes, attach copies.

Does it maintain records demonstrating compliance with such law?

\_\_\_\_\_

B. Does the factory maintain for inspection applicable permits, waivers, etc. which authorize variance from applicable law with respect to hours?

\_\_\_\_\_

C. Are terms of the waiver followed? \_\_\_\_\_

D. Does factory maintain records showing each employee's monthly hours worked? \_\_\_\_\_ Number of days worked each month? \_\_\_\_\_ Does the factory calculate pay based on hours worked? \_\_\_\_\_

E. Is overtime work voluntary? \_\_\_\_\_

F. What is the average number of days worked per month during peak production seasons? \_\_\_\_\_ During these peak seasons how many days per month will the workers have off? \_\_\_\_\_

G. How much time do workers have for breaks each day? Describe:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# AUDIT OF ENGAGEMENT STANDARDS

## 5 WORKING HOURS, WAGES & BENEFITS (cont'd)

### COMPENSATION

A. Does the factory have on hand for inspection a copy of the applicable law regarding:

Minimum Wage

Mandated Benefits

Overtime compensation premiums, rest days and holidays

If yes, attach copies.

B. Does the factory verify that total gross pay for each worker is equal to or greater than the minimum pay required by applicable minimum wage law?

\_\_\_\_\_

**COMMENTS/OBSERVATIONS:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# AUDIT OF ENGAGEMENT STANDARDS

## 6 HEALTH AND SAFETY

### A. GENERAL:

- working areas are clean, organized, well maintained
- working areas are well ventilated, no strong chemical smells
- facility is prepared for extreme temperatures (hot and cold)
- noise levels are at adequate levels
- appropriate levels of lighting exist
- machinery is equipped with emergency stops
- machinery has appropriate guards in place
- personal protection equipment is provided, list:
  - air purifying masks
  - eye goggles
  - dust masks
  - gloves
  - ear plugs
  - other \_\_\_\_\_

### B. ELECTRICAL:

- factory has a back up electrical supply
- electrical/fuse boxes are free from debris and in good repair
- wiring is in good repair
- other \_\_\_\_\_

### C. FIRE:

- evacuation routes are posted and communicated to employees
- emergency exits are clearly marked and unobstructed
- adequate emergency lighting is in place
- a fire alarm system is operating in the entire facility
- aisles are clear for normal and emergency use
- sufficient number of extinguishers, fire hoses, and hydrants are provided
- fire fighting equipment is regularly inspected and up to date
- regularly scheduled fire drills are held
- 

### D: FIRST AID:

- adequate amount of supplies readily available
- nurse or medical personal on staff at facility
- employees trained in the use of First Aid



# AUDIT OF ENGAGEMENT STANDARDS

## D. DORMITORIES:

- separate accommodations are provided for men and women
- building appears to be safe and in good repair
- living area is safe, clean, and well ventilated
- cafeteria facilities are provided
- separate laundry facilities are available
- recreational areas are provided
- evacuation routes are posted and communicated to employees
- emergency exits are unobstructed and well lit
- adequate emergency lighting is in place
- a fire alarm system is in use in the living areas
- adequate fire fighting equipment is available
- other \_\_\_\_\_
- Does each resident have his/her own bed and space for personal belongings:  
- \_\_\_\_\_
- How many workers reside in each room: \_\_\_\_\_
- Approximate size of each living quarter: \_\_\_\_\_

## E. FACILITIES:

- workers have access to fresh drinking water
- toilet areas are functional and clean
- kitchen areas are clean and adequate space is available
- food is stored in appropriate manner and served in a clean area
- employees have provisions for storing and heating their own food
- other \_\_\_\_\_

**COMMENTS:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# AUDIT OF ENGAGEMENT STANDARDS

## 7 THE ENVIRONMENT

A. How does the facility dispose of waste (scrap leather, paper goods, etc): \_\_\_\_\_

\_\_\_\_\_

B. How does the facility dispose of hazardous waste (cement, finishing chemicals, empty containers, etc): \_\_\_\_\_

\_\_\_\_\_

C. Are chemicals stored properly :

- containers in good condition
- stored with caps securely sealed
- out of the weather
- clearly labeled
- away from heat
- no signs of leaks
- stored in an area apart from manufacturing area
- other \_\_\_\_\_

D. Has the facility had surveys conducted to ensure environmental protection:

- tested for asbestos
- tested machines for noise pollution
- checked for PCB's, a contaminate found in electrical equipment
- had means of chemical disposal approved
- other \_\_\_\_\_

**COMMENTS:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# AUDIT OF ENGAGEMENT STANDARDS

## 8 ETHICAL STANDARDS

Has management of this facility read and understand Genesco's corporate policy as pertains to:

Labor Standards  
Conflict of Interest  
Relationships with Vendors and Customers

Yes\_\_\_\_\_ No\_\_\_\_\_

**AUDIT OF ENGAGEMENT STANDARDS**

**9 SUMMARY & SUGGESTIONS FOR IMPROVEMENT**

- PASSED INSPECTION, ALL REQUIREMENTS MET
- PASSED INSPECTION, SEE SUGGESTIONS FOR IMPROVEMENT
- FAILED, SEE SUGGESTIONS FOR IMPROVEMENT (IMPROVEMENTS MUST BE MADE OR PRODUCTION WILL BE DISCONTINUED)
- OTHER\_\_\_\_\_

**SUGGESTIONS FOR IMPROVEMENTS:**

(list section of audit affected and suggestion for improvement below)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_