

# AUDIT OF ENGAGEMENT STANDARDS

## 1 GENERAL INFORMATION

### **MAIN OFFICE**

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

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

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

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

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

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

### **FACTORY**

ORGANIZATION 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**

Johnston & Murphy Representative \_\_\_\_\_ Title \_\_\_\_\_

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

Date \_\_\_\_\_

# 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 employment 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 16? \_\_\_\_\_

If yes, explain : \_\_\_\_\_

\_\_\_\_\_

**E.** Are there any occasions in which anyone under the age of 16 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?

\_\_\_\_\_ If yes, explain : \_\_\_\_\_

**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 and  
voice complaints to management? \_\_\_\_\_ Describe:

\_\_\_\_\_

\_\_\_\_\_

### COMMENTS/OBSERVATIONS:

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\_\_\_\_\_

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\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# 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? \_\_\_\_\_ If no, explain  
\_\_\_\_\_  
\_\_\_\_\_
- 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:**

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# 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

## E. 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: \_\_\_\_\_

## F. 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 \_\_\_\_\_

### Items not checked, explain:

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# AUDIT OF ENGAGEMENT STANDARDS

## 7 THE ENVIRONMENT

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

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

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**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 \_\_\_\_\_

**Items not checked, explain:**

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# AUDIT OF ENGAGEMENT STANDARDS

## 8 ETHICAL STANDARDS

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

Labor Standards (see Engagement Standards page 7)

Conflict of Interest (see Code of Ethics page 20)

Relationships with Vendors and Customers (see Code of Ethics page 20)

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

