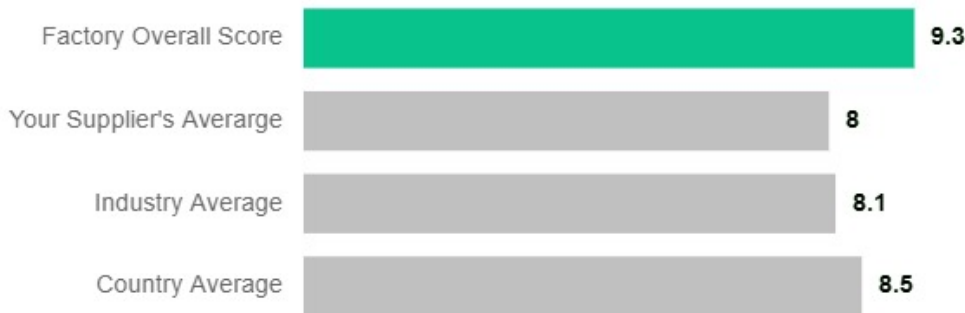


Client	Merlin Attraction Operations	QIMA Service Number	R-Cloud-22197521
Vendor	ARTRANK	Auditee	ARTRANK
Auditor	Sungjin Kim	Date	11-Oct-2022
Industry	Bodycare, Fashion & accessories	Country/Region	South Korea
Audit Type	Initial Audit	Merlin Code	Merlin1374

Overall Score 9.3

Audit Rating Green Approved

Overview Of Audit Findings					
Section	Critical NC	Major NC	Minor NC	Total	Score
1 Health & Safety, Hygiene	0	3	2	5	8.1
2 Waste Management	0	0	0	0	10
3 Child Labour	0	0	0	0	10
4 Working Hours, Wages and Benefits	0	0	0	0	10
5 Labour Practices	0	0	0	0	10
Overall Score	0	3	2	5	9.3



Valid until : 10-Oct-2023



About Factory

Audit Parameters	
Audit Type	Initial
Announcement Type	Semi Announced
Verification Method	Onsite Visit
Report Reviewed by:	Wanda Wang

Time Recording			
Departure time from Home / Office			
Time Recording Per MD	Man Day	Arrival time at Factory	Departure time from Factory
	1	10:00 AM	5:00 PM

GPS Coordinates	
Longitude	127°02'51.5"E
Latitude	37°32'47.7"N

Pictures



Picture of the Auditor



Final Product



Factory Gate

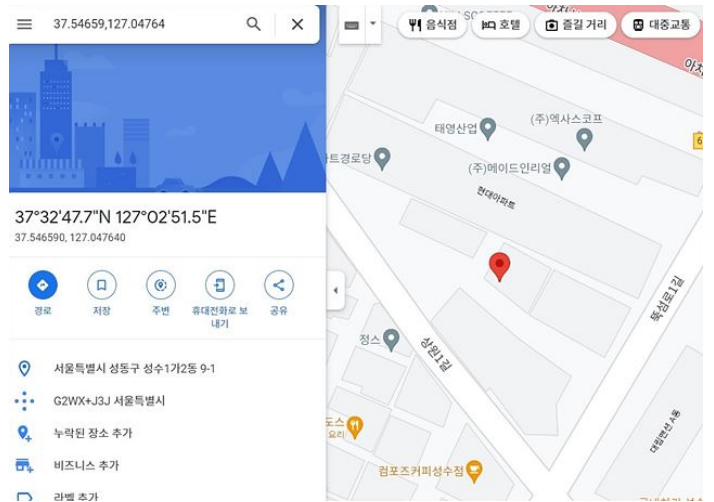


Supplier name

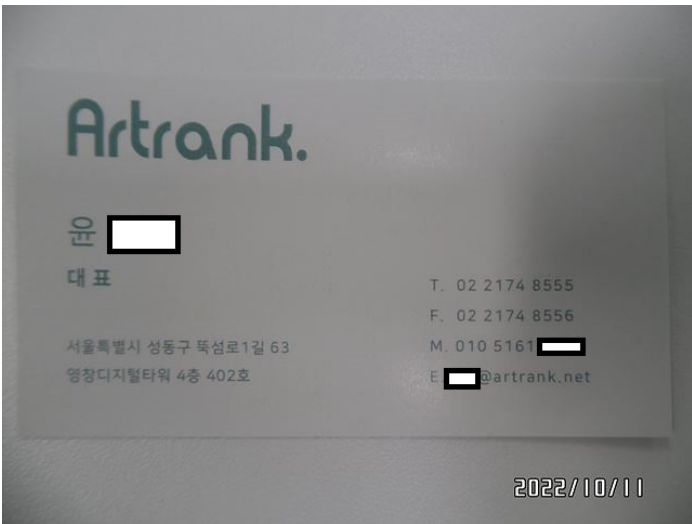
Pictures



Main gate of the building



Map



Name card of CEO



Printing process



Inspection & Packing line

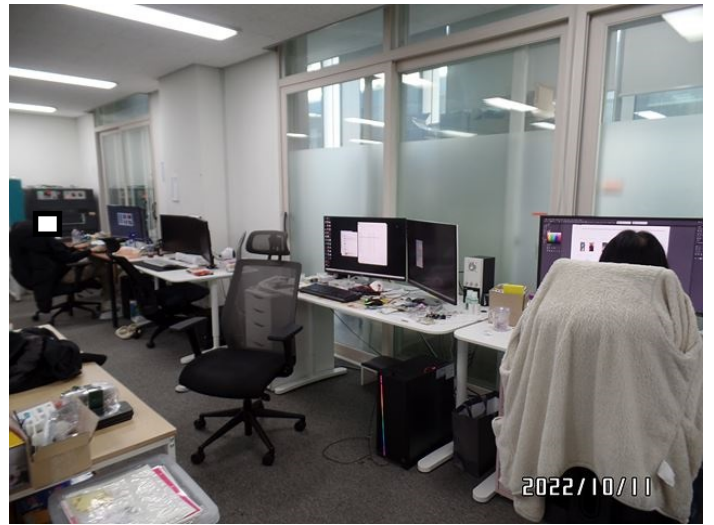


3D Printing line

Pictures



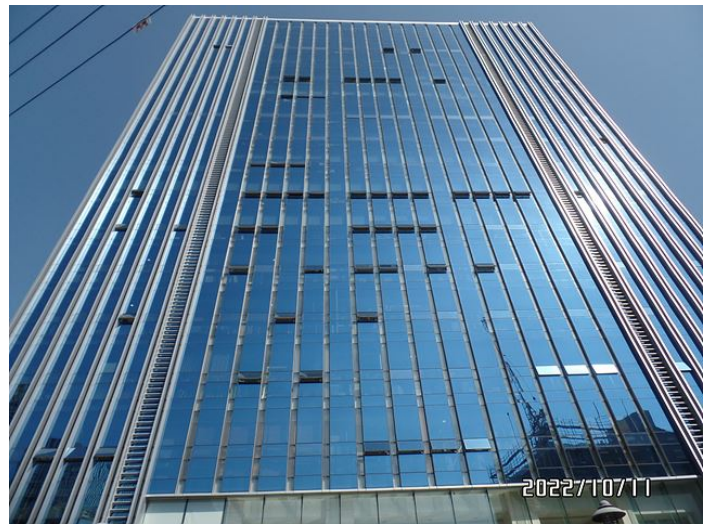
Business license



Office area



Show Room



Apartment typed building



Lobby lounge of building



Workers Onsite

Pictures



Raw Material in the Factory

Code of Conduct

Item No.	Result	Finding	Corrective Action Plan	Responsible Person	Factory Completion Date
1.1.1	Major	Based on management interview, it was noted that the supplier does not conduct a risk assessment.	It is recommended that the supplier ensure a risk assessment is carried out regularly and the mitigation plan is properly established and implemented.	Jae Ho, Yoon	09-Nov-2022
1.1.5	Minor	Based on management interview, it was noted that the supplier does not maintain an accident record.	It is recommended that the supplier ensure all staff's responsibilities are exposed and recorded with our guides and preventive actions to avoid re-occurrence.	Jae Ho, Yoon	08-Jan-2023
1.1.10	Minor	Based on site observation, it was noted that one fire and flame liberator expired in July 2021.	It is recommended that the supplier ensure that fire and flame liberators are maintained without exception.	Jae Ho, Yoon	08-Jan-2023
1.1.11	Major	Based on management interview, it was noted that there is no first aid kit in site.	It is recommended that the supplier ensure a first aid kit is re-supplied and relevant training is provided regularly.	Jae Ho, Yoon	09-Nov-2022
	Major	Based on site observation, it was noted that there is no evacuation plan available in site.	It is recommended that the supplier ensure the evacuation plan is available at production area for workers' acknowledgement.	Jae Ho, Yoon	09-Nov-2022

Stamp & Site Representative Signature: [Signature] Date: 11.OCT.2022
Auditor Signature: [Signature] Date: Oct 11, 2022

Corrective Action Plan

Factory Disclaimer

Description of Audited Plant

Merlin Code

Merlin 1374

Description of Audited Plant	
Description of audited plant	<p>ARTRANK Co. Ltd. started its business and has been working at current location since Feb 2020. The address of supplier is RM#402 63, Ttukseom-ro 1-gil, Seongdong-gu, Seoul, Republic of Korea.</p> <p>The supplier is specialized in manufacturing of accessories for mobile phone. The main production processes are printing, inspection & packing. Total size of factory is 237.5 m2 and total number of workers are 5.</p> <p>The supplier is located at 4th floor of a apartment-type building. There are several commercial area such as restaurant and cafe at basement and 1st floor of the building and tenants including the supplier occupy from 2nd floor. There are total 5 tenants including the supplier at 4th floor of the building.</p> <p>There is no canteen or dormitory provided by supplier.</p> <p>The supplier works 8 hours a day from 10:00 to 19 :00) with 1 hour's lunch break from 13:00 to 14:00 and 40 hours a week from Monday to Friday.</p> <p>IC Card attendance recording system is used to record workers' time in and time out.</p> <p>Workers are paid by bank transfer at every 25th day.</p> <p>There is no special equipment used by supplier in site. The supplier use 5 units of printers and 3 units of 3D printers in site.</p> <p>Merlin Inspection Reference Number: Merlin 1374</p>

Basic Factory Profile	
Main Markets	100% for domestic market
Factory Date of Formation	17-Feb-2020
Location	RM#402 63, Ttukseom-ro 1-gil, Seongdong-gu, Seoul, Republic of Korea.
Total Staff in the Factory	5
Total Office Staff	2
Total Management Staff	1
Factory Manager Name	Jae Sik, Yoon

Business License	
Business License Number	521-87-01735
Business License Date of Issue	17-Feb-2020
Business License Expiry Date	30-Dec-2099 Permanent license without expiration
	
Business license	

Homeworkers and Subcontractors



Homeworkers and Subcontractors	
Is there any subcontractor used by factory?	No No subcontractor is used by supplier.
Description of Subcontractor used by factory?	Not Applicable.
Is there any home workers used by factory?	No No home worker is used by supplier.
Description of home workers used by factory	Not Applicable.

1. Health & Safety, Hygiene

1.1. General			
Item No	Requirement	Result	Findings/Comment
1.1.1	Is a risk analysis conducted to identify the risks associated with production and is this risk analysis reviewed regularly and updated when necessary?	Major	Based on management interview, it was noted that the supplier does not conduct a risk assessment.
1.1.2	Is there a senior management representative for Health & Safety?	Pass	Based on document review and management interview, the CEO is designated as health & safety manager of the supplier.
1.1.3	Does the factory arrange health and safety training for new workers and for everyone who changes working roles?	Pass	The OJT (On the Job Training) which includes the health & safety training is carried out for new worker and training records are kept.
1.1.4	Does the factory have a working environment that is well-ventilated, comfortable temperature, decent lighting, clean, tidy and enough room for each worker? If there are any possible issues that would impact the health of the worker, please give details.	Pass	The site is maintained well-ventilated and clean with decent lighting & comfortable temperature. The air-conditioning system is used for temperature control. The air quality is regularly tested by a licensed service provider every year. There is no issue that would impact the health of the workers observed during the site tour.
1.1.5	Are all serious work-related accidents reported and recorded and corrective actions taken to prevent recurrence of work-related accidents?	Minor	Based on management interview, it was noted that the supplier does not maintain an accident record.
1.1.6	Is appropriate and adequately maintained personal protective equipment (PPE) provided by the factory?	Pass	Based on site observation, latex gloves are used for personal protection. The PPE is sufficiently provided for all workers.
1.1.7	Have workers been trained in the use of PPE and are using provided equipment correctly?	Pass	Based on site observation, the PPE is used by workers during the work. The health & safety training including the PPE training is regularly provided by supplier.
1.1.8	Do workers have access to an adequate amount of fresh drinking water?	Pass	A drinking water dispenser is available at workers' resting lounge. Workers may access to drinking water without any restriction during the work.
1.1.9	Is there an adequate number of first aid kits?	Pass	There is one first aid kit available at workers' resting lounge.
1.1.10	Are first aid kits easily accessible and clearly marked and the content within the expiry date, applicable and replaced when used?	Minor	Based on site observation, it was noted that one first aid item (absorbent cotton) expired in July 2021.
1.1.11	Are adequate workers trained on first aid?	Major	Based on management interview, it was noted that there's no first aider in site.
1.1.12	Are lavatory and or washroom facilities, clean, well maintained, adequate in number, separated by sex, and with relevant privacy?	Pass	Toilets are separated by gender and maintained clean with required items such as sink for hand-wash, hand dryer, liquid soap and toilet papers.

1.2. Building Safety			
Item No	Requirement	Result	Findings/Comment
1.2.1	Are legal construction certificates (building structure) available?	Pass	The building owner achieved a building construction completion inspection certificate in Dec 2017.
1.2.2	Are all site buildings, including dormitories maintained in good condition without posing a threat to the health of workers?	Pass	Based on site observation, the building is maintained in good condition without posing a threat to the health of workers. There is no dormitory provided by supplier.

1.3. Fire Safety			
Item No	Requirement	Result	Findings/Comment

1.3.1	Does the factory have adequate unblocked fire exits for every factory workshop/floor?	Pass	Based on site observation, there are more than two emergency exits and emergency stairs available and maintained unblocked.
1.3.2	Has the factory been certified by the local fire bureau, and made efforts to comply with recommendations from audits?	Pass	The building owner achieved a building fire-fighting inspection certificate in Dec 2017.
1.3.3	Are there an adequate number of fire extinguishers and or other fire extinguishing systems in each building (including the dormitories)?	Pass	Based on site observation, fire-fighting equipment such as fire extinguishers and fire hoses are adequately provided.
1.3.4	Are all fire extinguishing systems (including fire hoses) inspected, maintained properly and ready to use at all times?	Pass	Based on site observation, all fire-fighting equipment is well maintained and regularly inspected by a licensed service contractor. The inspection records are kept.
1.3.5	Are fire drills conducted regularly?	Pass	Based on document review, a joint fire drill with other tenants is carried out once a year. The most recent fire drill was conducted in June 2022.
1.3.6	Are there fire alarms on each floor and adequate emergency lighting above exits and in working order?	Pass	Fire alarms with flashing lights are available at each floor and maintained in good condition. The building does not need to install emergency lights based on type of building and size in accordance with legal requirement.
1.3.7	Are there fire/evacuation procedures in place with relevant evacuation plans posted in every workshop?	Major	Based on site observation, it was noted that there's no evacuation plan available in site.
1.3.8	Are smoke detectors/sprinklers installed in all workshops/warehouses?	Pass	The smoke detectors and sprinklers are adequately installed whole building area.

1.4. Machines/Installations

Item No	Requirement	Result	Findings/Comment
1.4.1	Does the factory have appropriate maintenance/inspections for boilers, elevators, pressure vessels and other equipment per local regulation?	Pass	Based on site observation, there is no special equipment used for operation by supplier. There are 4 elevators installed in the building and they are controlled by building management office. A copy of inspection certificate is available for review during the audit.
1.4.2	Are adequate guarding or devices installed for moving/rotating parts of machine, pulleys and belts or any other dangerous parts of machines?	N/A	Based on site observation, there is no moving/rotating parts of machine or dangerous equipment observed.
1.4.3	Are all electricians, welding operators and forklift drivers and other employees who operate special equipment trained and qualified per local regulations?	N/A	The electrical safety is controlled by building management office. There is no special operation such as welding operation or logistic observed in site.
1.4.4	Are all electrical panels, wires and outlets in the facility adequately protected?	Pass	Electrical panels, wires and outlets are maintained in safe condition. 'High Voltage' warning sign is properly marked.
1.4.5	Are there appropriate warning signs and written instructions for the operators of machinery?	Pass	The operation instructions of printers are available at working area.
1.4.6	Do operators of machinery get training about safety regulations and operating procedures?	Pass	The regular health & safety training including machine operation is provided for all workers. The training records are kept.

1.5. Hazardous Materials

Item No	Requirement	Result	Findings/Comment
1.5.1	Are hazardous materials / chemicals properly stored, with relevant container and secondary container?	N/A	Based on site observation, there is no hazardous material or chemical used for production.
1.5.2	Does the factory have MSDS and warning / "No Smoking" signs for each chemical products?	N/A	There is no chemical used for production by supplier.
1.5.3	Are these materials only accessible to competent employees ?	N/A	There is no hazardous material or chemical used for production.
1.5.4	Are the designated employees properly trained for the handling of these hazardous materials?	N/A	There is no hazardous material or chemical used for production.

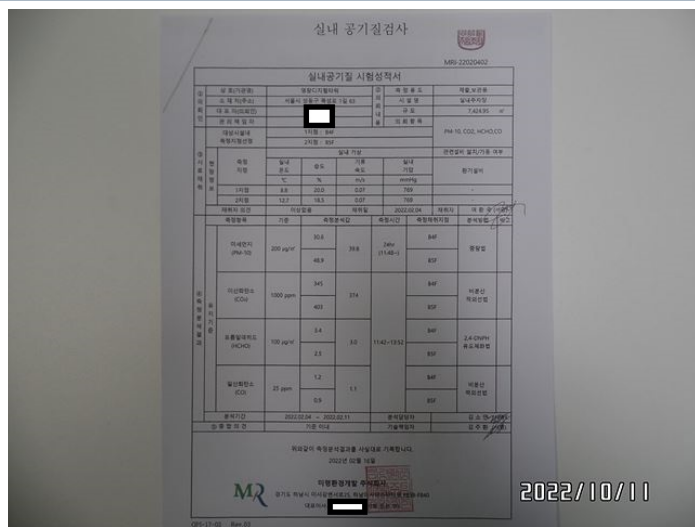
1.6. Canteen and Dormitories (if Applicable)

Item No	Requirement	Result	Findings/Comment
1.6.1	Are the factory kitchen and canteen clean and hygienic with adequate facilities and the required permits and certificates, including canteen staff health certificate?	N/A	There is no canteen or kitchen provided by supplier. Based on site observation and worker interview, workers go out for having lunch.
1.6.2	Are workers' dormitories separated from production's building and/or warehouse?	N/A	There is no dormitory provided by supplier.
1.6.3	Are all exits unblocked and unlocked at all times for emergency evacuation in dormitories?	N/A	There is no dormitory provided by supplier.
1.6.4	Are workers free to exit & re-enter dormitory freely? Please provide details of any limitations.	N/A	There is no dormitory provided by supplier.
1.6.5	Does each worker have adequate living space? Please indicate the space per worker and number of workers per room.	N/A	There is no dormitory provided by supplier.
1.6.6	Are the dormitories clean? Are there adequate toilets with hand basins available to workers at adequate distance at dormitory? Are there adequate bathrooms available to workers at dormitory? Are sanitary areas clean and hygienic with available washing facilities.	N/A	There is no dormitory provided by supplier.
1.6.7	Are there recreation areas for the workers?	N/A	There is no dormitory provided by supplier.

Special Remarks on this section

Positive findings	<ol style="list-style-type: none"> The supplier does not use hazardous material or chemical for production. The building including utility is maintained safe and clean condition.
Negative findings	<ol style="list-style-type: none"> Based on management interview, it was noted that the supplier does not conduct a risk assessment. Based on management interview, it was noted that the supplier does not maintain an accident record. Based on site observation, it was noted that one first aid item (absorbent cotton) expired in July 2021. Based on management interview, it was noted that there's no designated first aider in site. Based on site observation, it was noted that there's no evacuation plan available in site.

Pictures



Air quality test report



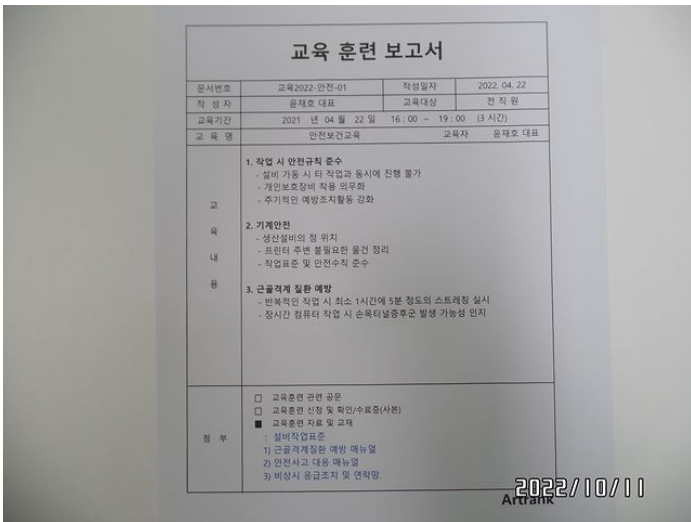
Ventilators



Air-conditioner



PPE



Health & Safety training record



Drinking water dispenser



First aid kit



First aid items



Expired absorbent cotton



Toilet



Sinks & soap



Hand dryer



Gender marked

집합건축물대장(표제부, 갑)

관리번호	1120011400-3-00080006	행정	영등포구신영등포구	호수(구)수계대수	43호(구)수계대
소재지역	서울특별시 영등포구 영등포1가	지번	846	도로명주소	서울특별시 영등포구 독성로1길 63 (영등포1가)
면적(㎡)	3,337	연면적	30,407.12	부지면적	부지면적
건축면적	1,262.35	용적률 산정용 연면적	16,015.16	주구조	철근콘크리트구조
부속면적	37.83	용적률	479.93%	높이	68.02 m
부속면적	㎡	중개 금지기간 연적	㎡	건축신 후퇴거리	3 m

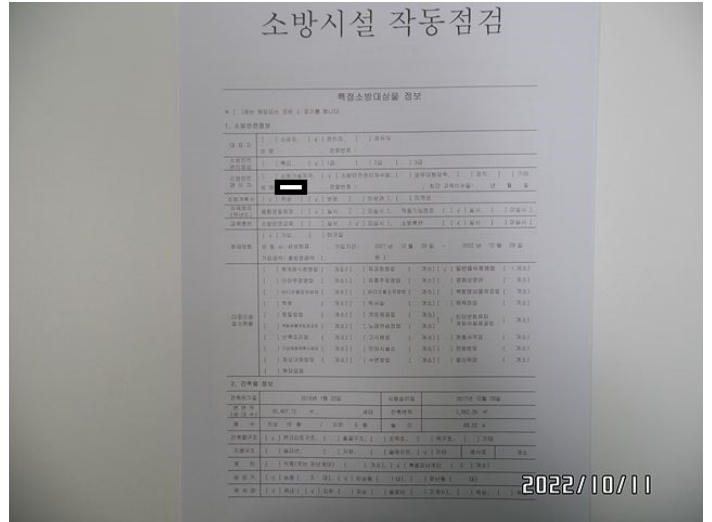
건축물 현황				건축물 현황					
구분	층별	구조	용도	면적(㎡)	구분	층별	구조	용도	면적(㎡)
주1	지5층	철골철근콘크리트구조	지하주차장	2,052.08	주1	지3층	철골철근콘크리트구조	지하주차장	1,637.28
주1	지5층	철골철근콘크리트구조	기계실, 방산기실, 창고, 환풍	743.86	주1	지3층	철골철근콘크리트구조	공용기실(산안면터)	741.39
주1	지4층	철골철근콘크리트구조	지하주차장	2,474.55	주1	지3층	철골철근콘크리트구조	공용기실, 계도, 창고, 환풍	508
주1	지4층	철골철근콘크리트구조	공용기실, 계도, 창고, 환풍	475.36	주1	지2층	철골철근콘크리트구조	공용기실(산안면터)	1,554.8

이 등(표제부) 건축물대장의 원본 내용과 동일성을 증명합니다.
성동구청장 **성동구청장인** 담당자:
 2022년 10월 11일
 2022/10/11

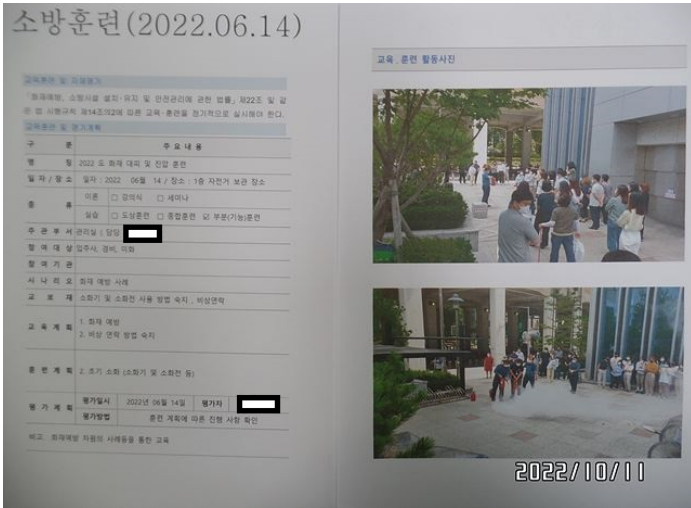
Building construction completion inspection certificate



Fire hose



Fire-fighting equipment inspection certificate



Joint fire drill records



Fire alarm



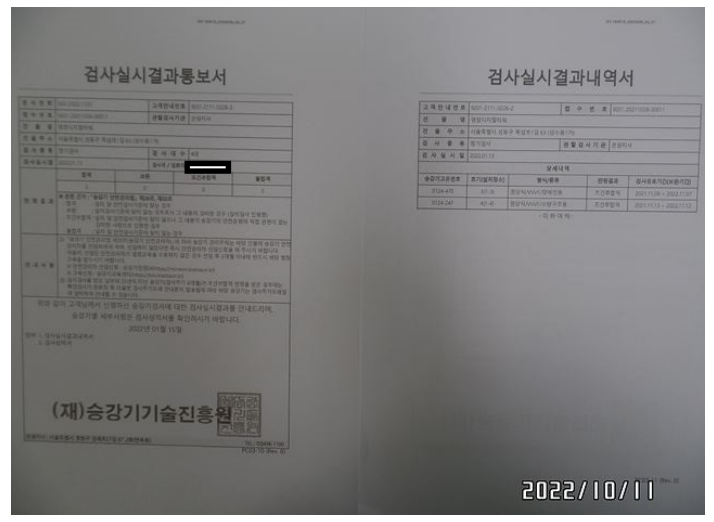
Flashing light



Smoke detector



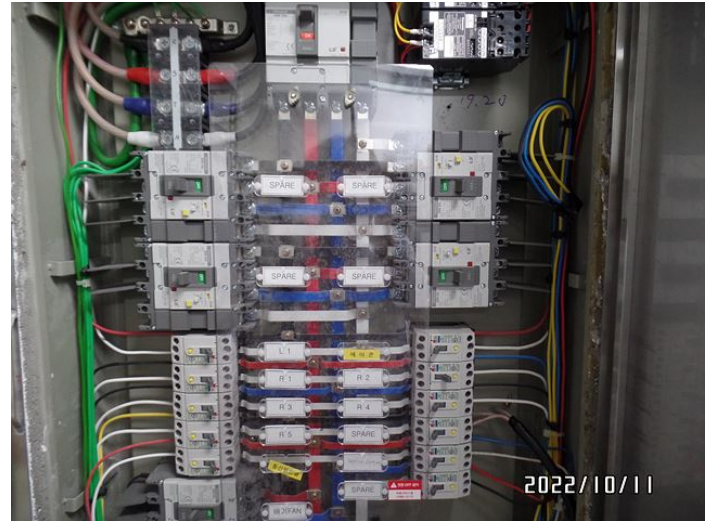
Sprinkler



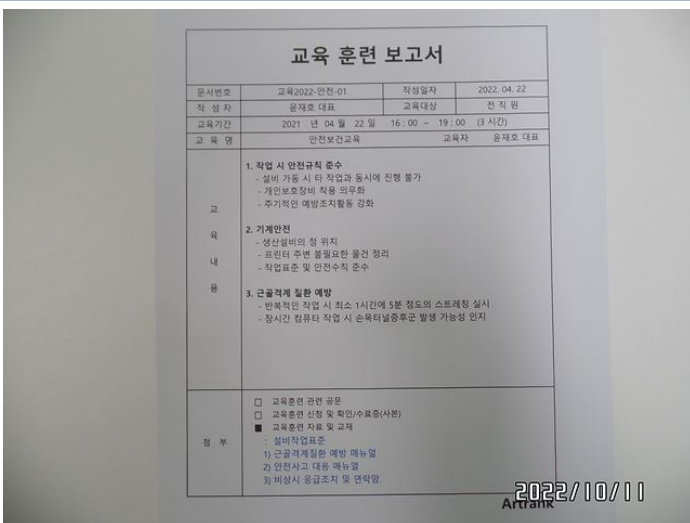
Inspection certificate of elevator



Electrical control panel



Inner cover equipped



Health & Safety training record

2. Waste Management

2.1. Legal Authorizations

Item No	Requirement	Result	Findings/Comment
2.1.1	Does factory have a valid Environmental Impact Assessment (where applicable)?	N/A	The supplier is not required to have a valid Environmental Impact Assessment in accordance with legal requirement.
2.1.2	Does factory have a valid Approval Report of Environmental Impact Assessment, or relevant legal document to start operations?	N/A	The supplier is not required to have a valid Approval Report of Environmental Impact Assessment in accordance with legal requirement.
2.1.3	Does factory maintain a valid Pollutant Discharge Permit or equivalent, where applicable?	N/A	The supplier is not required to have a Pollutant Discharge Permit in accordance with legal requirement.

2.2. Solid and Hazardous Wastes

Item No	Requirement	Result	Findings/Comment
2.2.1	Does factory inventory all solid wastes, including kind, sources, and quantities?	Pass	The supplier maintains an inventory of all solid wastes including kind, sources and quantities. Based on site observation and document review, the supplier discharges small quantities of living wastes generated from the operations.
2.2.2	Does factory adequately separate recyclable from non-recyclable wastes in workshops/warehouses?	Pass	Based on site observation, recyclable wastes are collected separately in the working area.
2.2.3	Can factory prove that they have taken actions to reduce/recycle/re-use solid wastes as much as possible?	Pass	The supplier segregates recyclable wastes from non-recyclable wastes for recycling.
2.2.4	Does factory inventory all hazardous wastes, including kind, sources, and quantities?	N/A	There is no hazardous waste generated from the operation.
2.2.5	Does factory store hazardous wastes in a relevant ways, closed, with control access and ensure it cannot spill?	N/A	There is no hazardous waste generated from the operation.
2.2.6	Is factory able to prove that hazardous wastes are transferred to 3rd party with relevant certifications, and keep records of wastes transfer including quantities?	N/A	There is no hazardous waste generated from the operation.

2.3. Waste Water, Air Emissions and Noise

Item No	Requirement	Result	Findings/Comment
2.3.1	Does factory inventory all waste water, including domestic waste water and industrial waste water, with sources and quantities?	Pass	Based on site observation, no industrial wastewater is generated from the operations and only domestic wastewater generated from toilet. The discharging quantities of domestic wastewater is calculated and controlled by building management office.
2.3.2	If applicable, is factory able to demonstrate that waste water is treated adequately before discharge, with relevant equipment and trained staff?	N/A	There is no industrial wastewater generated from the operations.
2.3.3	Is factory able to demonstrate that waste water at discharge point is meeting the local standards requirement (through lab testing reports)?	N/A	There is no industrial wastewater generated from the operations.
2.3.4	When observing waste water discharge point, does water seem to have color or odor on audit day?	N/A	There is no industrial wastewater generated from the operations.
2.3.5	Does factory inventory all air emissions, with sources and identification of treatment needed?	N/A	There is no air emission generated from the operations.
2.3.6	Is factory able to demonstrate that air quality at factory's boundaries is meeting the local standards requirement (through lab testing reports)?	N/A	There is no air emission generated from the operations.

2.3.7	On audit day, is there any smell, fog, or dust observed by auditor on factory's direct environment, linked to factory's activity?	Pass	There is no smell, fog, or dust observed in site during the audit.
2.3.8	Is factory able to demonstrate that noise level at factory's boundaries is meeting the local standards requirement (through lab testing reports)?	N/A	The supplier is not required to measure the noise level in accordance with legal requirement. The supplier does not use any special equipment for production in site.

2.4. Energy and Water reduction

Item No	Requirement	Result	Findings/Comment
2.4.1	Can factory demonstrate that energy use is monitored and that actions have been taken to reduce energy use?	Pass	The energy use is monitored by supplier to analyze for reduction.
2.4.2	Can factory demonstrate that water use is monitored and that actions have been taken to reduce water use?	Pass	The water use is monitored by supplier to analyze for reduction.

Special Remarks on this section

Negative findings	None observed.
Positive findings	<ol style="list-style-type: none"> The supplier does not discharge any hazardous waste. There is no industrial wastewater or air emission generated from the operations. Energy/Water use is monitored by supplier.

Pictures

월	폐기물 종류	배출량(L)	발생공정
1	일반 폐기물	200	사무실
	산업 폐기물	50	창고, 재고
2	일반 폐기물	180	사무실
	산업 폐기물	60	창고, 재고
3	일반 폐기물	190	사무실
	산업 폐기물	60	창고, 재고
4	일반 폐기물	170	사무실
	산업 폐기물	30	창고, 재고
5	일반 폐기물	200	사무실
	산업 폐기물	50	창고, 재고
6	일반 폐기물	180	사무실
	산업 폐기물	50	창고, 재고
7	일반 폐기물	180	사무실
	산업 폐기물	60	창고, 재고
8	일반 폐기물	200	사무실
	산업 폐기물	50	창고, 재고
9	일반 폐기물	200	사무실
	산업 폐기물	60	창고, 재고

2022/10/11

Inventory of solid wastes



Waste segregation



Living wastes

연월		2022년 01월										* 영창 디지털 타워 - 전기료 산출내역 *				
연월	일수	계	공	백	천	만	십만	백만	천만	억	단위	합계	비고			
01	31	185.75														
02	29	1,470	2,228	3,488	578,792	195	195	245,520	17,320			821,301	842,620	84,260	906,881	879,120
03	31	2,191	2,191	1,191	193,869	516	516	649,693	45,811			1,003,932	1,049,390	104,930	1,154,320	940,590
04	30	3,276	2,540	7,819	1,299,973	516	516	649,693	45,811			1,309,406	1,991,490	199,150	2,300,646	1,790,130
05	31	4,619	536	5,175	857,739	308	308	450,749	31,798			1,309,406	1,991,490	194,000	1,474,230	1,249,690
06	30	3,049	110	2,798	397,881	158	158	198,934	14,034			1,565,615	1,979,660	179,660	2,077,230	1,744,740
07	31	3,940	3,928	8,951	1,396,150	516	516	649,693	45,811			2,033,893	2,079,660	207,960	2,287,620	1,847,610
08	31	5,794	909	6,683	1,042,270	516	516	649,693	45,811			1,754,033	1,799,860	179,960	1,979,790	1,674,660
09	30	5,284	3,828	8,992	1,506,969	516	516	649,693	45,811			2,136,683	2,202,490	220,290	2,427,770	1,950,480
10	31	1,223	391	514	85,194	83	83	104,503	7,372			188,697	197,030	19,710	217,800	150,480
11	30	939	344	881	148,354	75	75	94,431	6,842			240,797	247,440	24,740	272,190	200,640
12	31	1,324	1,424	2,948	488,621	399	399	492,009	31,687			840,621	972,320	97,230	1,069,770	893,970
합계		12,063	17,736	13,861	2,287,469	516	516	649,693	45,811			2,837,152	2,961,980	296,230	3,258,210	2,600,610
01	31	4,564	2,591	7,155	1,195,917	516	516	649,693	45,811			1,835,003	1,981,430	198,130	2,083,530	1,699,130
02	29	5,196	3,717	8,512	1,576,502	516	516	649,693	45,811			2,226,263	2,272,900	227,230	2,499,300	1,941,360
03	31	1,139	1,403	2,542	425,328	391	391	492,399	34,729			313,626	340,360	34,030	374,390	284,190
04	30	2,962	1,194	3,949	617,641	125	125	157,384	11,503			794,948	801,970	80,190	882,160	695,460
05	31	3,999	940	4,479	298,529	81	81	104,503	7,372			1,412,013	1,503,660	150,360	1,654,020	1,272,130
06	30	1,287	587	1,799	297,249	150	150	188,861	13,323			488,211	499,530	49,950	549,480	440,620
07	31	1,240	871	2,111	349,891	168	168	198,934	14,034			548,024	562,610	56,260	618,870	491,370
08	31	1,977	1,779	3,936	523,096	125	125	157,384	11,503			889,493	897,760	89,760	987,520	788,230
09	30	739	568	1,387	216,837	158	158	198,934	14,034			415,565	420,990	42,090	463,080	361,860
10	31	1,077	2,114	3,481	578,621	308	308	450,749	31,798			1,229,579	1,266,430	126,430	1,392,910	1,091,860
11	30	879	866	1,545	256,079	116	116	148,053	10,303			402,571	412,610	41,260	453,870	351,860
12	31	1,111	1,111	2,222	353,666	158	158	198,934	14,034			779,166	799,166	79,166	878,330	699,166

2022/10/11

Energy use monitoring records

3. Child Labour

3.1. Child Labour			
Item No	Requirement	Result	Findings/Comment
3.1.1	Does the factory complies with the legal minimum age? Please note the age of the youngest worker found.	Pass	Based on document review, the youngest age of worker is 21 years old, a female employee who was born in July 2001 and joined in June 2022.
3.1.2	Does the factory sign contracts with all workers and keep copies or records of ID documents of workers or similar way to check age?	Pass	Based on document review, the supplier keeps copies of workers' labor contracts with residential registration certificates to check age of workers.
3.1.3	Does the factory have effective procedures such as verifying suspected young worker documents to confirm the correct age of the worker at the time of recruitment?	Pass	Based on document review and worker interview, all workers are required to submit their residential registration certificates at the time of hiring based on hiring procedure of the supplier.
3.1.4	Does the factory understand the requirements of laws and regulations on child labour and young workers? If so, is there a written child labor policy?	Pass	Based on management interview, the supplier clearly understands the legal requirements on child or young workers. A written child labor policy is available in hiring procedure. The supplier hires a worker over 18.

3.2. Young Workers			
Item No	Requirement	Result	Findings/Comment
3.2.1	Are young workers exempted from hazardous work?	N/A	There is no young worker hired by supplier.
3.2.2	Are young workers exempted from night shift?	N/A	There is no young worker hired by supplier.
3.2.3	Are young workers exempted from overtime?	N/A	There is no young worker hired by supplier.
3.2.4	Are young workers registered and given annual health checks?	N/A	There is no young worker hired by supplier.

Special Remarks on this section	
Positive findings	1. There is no child or young worker hired by supplier. 2. The supplier has own hiring policy which includes the child labor policy. 3. The signed labor contracts with copies of ID document of all workers are kept.
Negative findings	None observed.

Pictures	
<p style="text-align: center;">2022/10/11</p>	<p style="text-align: center;">2022/10/11</p>
Hiring procedure	Child labor policy

4. Working Hours, Wages and Benefits

4.1. Working Hours			
Item No	Requirement	Result	Findings/Comment
4.1.1	Do the working hours of individual workers comply with local regulation? Do the working hours exceeds the international recommendation of 60 hours / week ?	Pass	The supplier works 8 hours a day from 10:00 to 19:00 with 1 hours lunch break from 13:00 to 14:00. Based on document review and worker interview, the maximum weekly working hours including overtime hours in sample months are up to 48 hours, which is in compliance with legal requirement.
4.1.2	Do workers have 1 day off within 7 days (or 2 days off within 14 days where applicable)?	Pass	Based on document review and worker interview, workers have 1 day or 2 days' off within 7 days.
4.1.3	Does the factory record the working hours of individual workers in a reliable manner?	Pass	An IC card attendance recording system is used to record workers' time in and time out by supplier.
4.1.4	Are workers given reasonable time for lunch and rest breaks?	Pass	All workers have 1 hour's lunch break from 13:00 to 14:00 during the working hours, which is in compliance with legal requirement.
4.1.5	Are workers assigned overtime on a voluntary basis?	Pass	Based on document review and worker interview, overtime can be arranged after getting agreement from workers and workers may refuse overtime if they don't want. The company rules on overtime states that overtime should be voluntary and cannot exceed 12 hours a week at the maximum.
4.1.6	Do workers have legal vacation, national holidays and paid leave?	Pass	Based on document review and worker interview, workers may have statutory holidays and paid sick leaves.

4.2. Wages and Benefits			
Item No	Requirement	Result	Findings/Comment
4.2.1	Is there any evidence that the legal minimum wage is not paid for regular working hours ? Please specify	Pass	Based on document review and worker interview, all workers received more than legal minimum wage for regular working hours. The lowest wage for regular working hours is KRW9,569 per hour or KRW2,000,000 per month, which is higher than legal minimum wage amount.
4.2.2	Are overtime hours paid with legal premium?	Pass	Based on document review and worker interview, more than 150% of overtime premium for overtime worked is applied for all workers, which is in compliance with legal requirement.
4.2.3	Does the factory have written employment conditions on compensation, compensation methods and benefits that is communicated to and understood by all workers?	Pass	A written company rules on compensation is available. The rules on compensation states that workers are paid by bank transfer at every 25th and 150% of overtime compensation is paid for all overtime worked. The terms of compensation is also included in the labor contract for workers' acknowledgement.
4.2.4	Is the payment paid at a reasonable and legal frequency (monthly), and in a form convenient for workers (cash, bank, ...)?	Pass	Based on document review and worker interview, workers are paid by bank transfer on a monthly basis.
4.2.5	Do workers receive a pay slip to sign that has information that will allow them to confirm their wages and see all deductions and bonuses?	Pass	Based on document review and worker interview, a mobile pay slip which includes hours of work including overtime hours and deductions is provided for each worker every month.
4.2.6	Are deductions fair, reasonable and legal (such as social insurance or other tax)?	Pass	Based on document review and worker interview, the wage deduction only for social security insurance and income tax is made by supplier.

4.2.7	Are all workers provided social insurance as per local legal requirements? If no, please specify what is the percentage of employees without social insurance scheme.	Pass	Based on document review and worker interview, all workers are participated in all types of social security insurance such as for work-related accident, medical, pension and unemployment.
4.2.8	Is maternity and paid leaves paid as per regulations?	Pass	Based on document review and worker interview, all workers may have more than 15 days' annual leaves and more than 90 days' maternity leaves when necessary.
4.2.9	If deductions as disciplinary practices are used, are they falling under regulatory rules?	N/A	Based on document review and worker interview, there is no deduction sued as disciplinary practice. The supplier has a written warning, suspension and termination as disciplinary practice.

Special Remarks on this section

Positive findings	<ol style="list-style-type: none"> Signed labor contracts for all workers are maintained. No excessive overtime has been arranged by supplier. Workers are paid every month without delay.
Negative findings	None observed.

Pictures

발생일자	발생시간	퇴근시간	카드번호	이름	조직1	조직2
2022년 07월 01일	10시 01분 21초	19시 00분 58초	0432		영창빌딩	4층-아트링크
2022년 07월 04일	09시 54분 21초	19시 05분 01초	0432		영창빌딩	4층-아트링크
2022년 07월 05일	09시 41분 10초	19시 08분 26초	0432		영창빌딩	4층-아트링크
2022년 07월 06일	09시 46분 29초	19시 02분 31초	0432		영창빌딩	4층-아트링크
2022년 07월 07일	09시 42분 59초	19시 05분 08초	0432		영창빌딩	4층-아트링크
2022년 07월 08일	09시 43분 52초	19시 09분 13초	0432		영창빌딩	4층-아트링크
2022년 07월 11일	10시 03분 21초	19시 10분 22초	0432		영창빌딩	4층-아트링크
2022년 07월 12일	09시 40분 16초	19시 01분 58초	0432		영창빌딩	4층-아트링크
2022년 07월 13일	09시 47분 58초	19시 03분 01초	0432		영창빌딩	4층-아트링크
2022년 07월 14일	09시 44분 36초	19시 08분 53초	0432		영창빌딩	4층-아트링크
2022년 07월 15일	09시 46분 29초	19시 07분 21초	0432		영창빌딩	4층-아트링크
2022년 07월 18일	09시 43분 44초	19시 11분 44초	0432		영창빌딩	4층-아트링크
2022년 07월 19일	09시 42분 47초	19시 02분 34초	0432		영창빌딩	4층-아트링크
2022년 07월 20일	09시 42분 47초	19시 06분 18초	0432		영창빌딩	4층-아트링크
2022년 07월 21일	10시 02분 14초	19시 11분 40초	0432		영창빌딩	4층-아트링크
2022년 07월 22일	09시 41분 22초	19시 03분 29초	0432		영창빌딩	4층-아트링크
2022년 07월 25일	09시 43분 06초	19시 05분 41초	0432		영창빌딩	4층-아트링크
2022년 07월 26일	09시 41분 22초	19시 09분 08초	0432		영창빌딩	4층-아트링크
2022년 07월 27일	09시 48분 14초	19시 10분 11초	0432		영창빌딩	4층-아트링크
2022년 07월 28일	09시 38분 03초	19시 02분 18초	0432		영창빌딩	4층-아트링크
2022년 07월 29일	09시 48분 18초	19시 04분 32초	0432		영창빌딩	4층-아트링크

2022/10/11

제23조(근로시간) ① 근로시간 산정을 위한 기준이 되는 1주는 제32조제1항에 따른 유급휴일을 포함하여 월요일부터 일요일까지 7일로 하고, 이 중 근무일은 월요일부터 금요일까지 5일이며, 매주 토요일은 무급휴무일로 한다.

② 1주간의 근로시간은 휴게시간을 제외하고 40시간으로 한다.

③ 1일의 근로시간은 휴게시간을 제외하고 10:00부터 19:00시까지 8시간으로 한다.

2022/10/11
- 19 -

Attendance record sample

Company rules on working hours

2022/10/11

취업규칙(안)

제24조(휴게) ① 휴게시간은 제23조제3항의 근로시간 중 13:00시부터 14:00시까지로 한다. 다만, 업무 사정에 따라 휴게시간을 달리 정하여 운영할 수 있다.

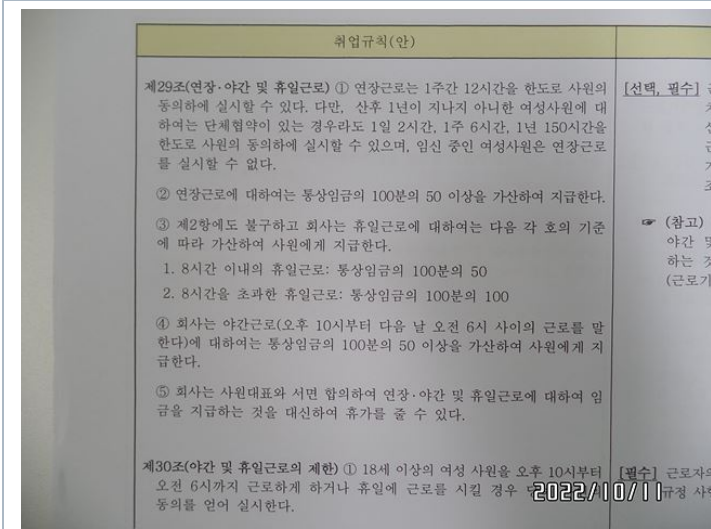
② 제1항 단서에 따라 휴게시간을 달리 정할 경우 회사는 해당되는 사원에게 미리 공지한다.

2022/10/11

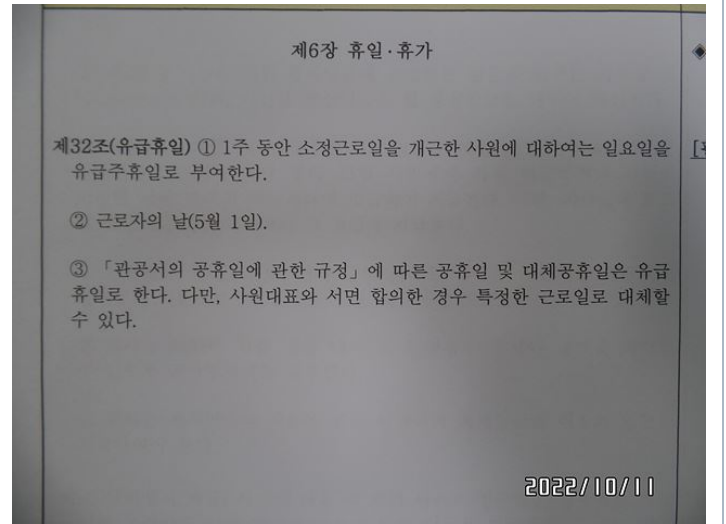
제25조(탄력적 근로시간제) ① 회사는 00월부터 00월까지 00개월 동안

Attendance recording system

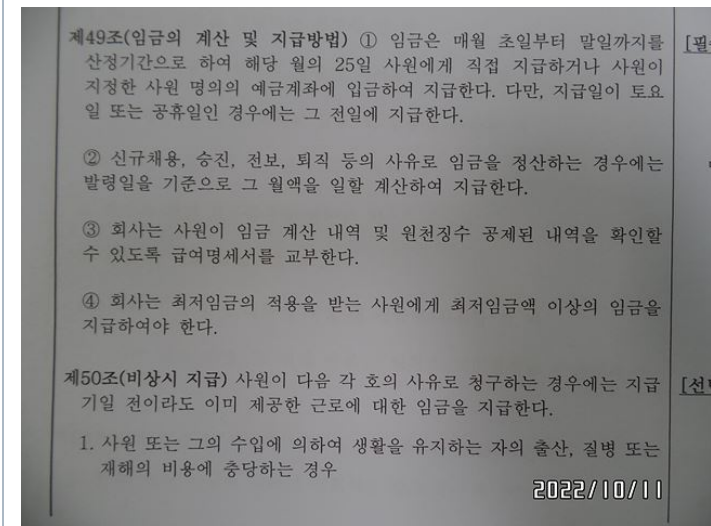
Company rules on resting hours



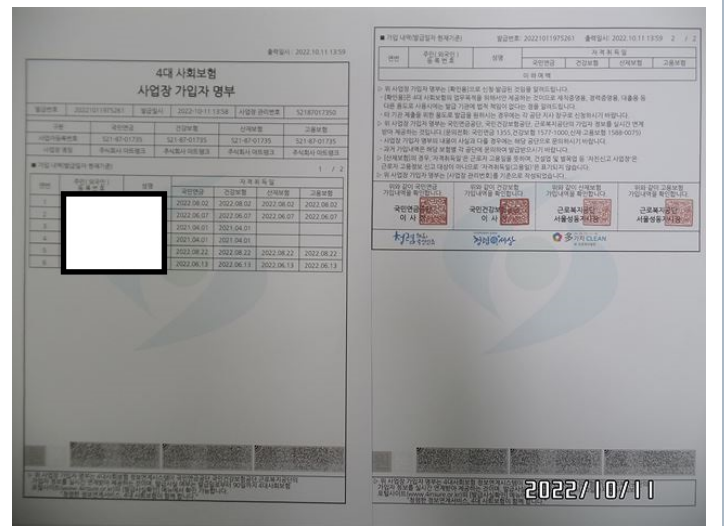
Company rules on overtime



Company rules on holiday



Company rules on compensation



Social security insurance

5. Labour Practices

5.1. Ability for Workers to be represented towards management			
Item No	Requirement	Result	Findings/Comment
5.1.1	If applicable by Local Law, do workers have the right to join or for trade unions and bargain collectively, without interference of employer?	Pass	Based on document review and worker interview, workers have the right to join or form union and it is respected by management. There is no union or labor committee formed by workers.
5.1.2	If there is no union, are there fair and effective parallel means to resolve grievances of workers (workers representatives,...)?	Pass	A suggestion box is used to resolve the grievances of workers. Based on document review and worker interview, there has no complaint or concern raised by workers.
5.1.3	Is there evidence that workers cannot efficiently communicate grievances to management out of direct supervisors?	Pass	Based on worker interview, there is no negative evidence that workers cannot communicate with management observed.

5.2. Forced Labour			
Item No	Requirement	Result	Findings/Comment
5.2.1	Does the factory knowingly use forced labor – including prison labor, trafficking, slavery, and/or indentured or bonded labor – in which workers’ freedom of movement, ability to willingly leave work, and human rights are denied or severely restricted?	Pass	Based on site observation and employee interview, there is no negative finding observed on forced labor.
5.2.2	Does the factory confiscate any original personal documents of workers? Especially does migrant/foreign workers have free access to their personal documents such as passport, work visa, birth certificate, etc?	Pass	Based on document review and employee interview, the supplier does not ask workers to keep their original ID document in site.
5.2.3	Does the factory prevent workers from resigning from employment with reasonable notice?	Pass	Based on document review and employee interview, workers may leave the employer whenever they want with proper notification.
5.2.4	Does the factory pay any labor brokers the worker’s wages, benefits or bonuses?	N/A	No labor broker is used for employment by supplier.
5.2.5	Does the factory impose unreasonable curfews in dormitories that restrict the movement of workers during their leisure time (curfews should be agreed to by residents to be reasonable for personal safety)?	N/A	There is no dormitory provided by supplier.
5.2.6	Does the factory deduct from workers’ wages, costs or fees associated with employment eligibility such as health check, employment registration, work permits or recruitment agency fees?	Pass	Based on employee interview, workers are not required to pay any fee associated with employment.
5.2.7	Does the factory restrict foreign workers from joining unions?	N/A	No foreign migrant worker is hired by supplier.
5.2.8	Does the factory have a resignation policy in the language of workers that outlines procedures and protocols to follow upon resignation?	Pass	A written resignation policy and procedure is available in the company regulation and all workers are aware of clearly.
5.2.9	Does the factory restrict the amount of times a worker can use the toilets?	Pass	Based on employee interview, workers may use toilets without any restriction when necessary.
5.2.10	Does the factory unnecessarily delay the granting of permission for workers to leave the workplace (workers may face reasonable penalties for not following agreed upon company rules)?	Pass	Based on employee interview, workers may leave the workplace without any restriction after 7 pm.
5.2.11	Does the factory have a written policy prohibiting the use of Forced Labour of any kind? What language is the policy made available in?	Pass	A written Code of Conduct which defines the prohibition of forced labor is available in the company regulation in Korean language.

5.2.12	Does the factory provide training to management and workers policies and procedure regarding the use of Forced Labor?	Pass	An annual training related to legal requirement and company regulation is provided and training record is kept.
5.2.13	Does the factory verify that workers hired through a labor broker have not paid any deposit?	N/A	No labor broker is used for employment by supplier.
5.2.14	Does the factory require the labor broker to provide copies of the labor contracts that migrant workers signed? Ensure that the contract is legal, does not have any unethical items and that the worker received a copy of the contract written in his/her own language.	N/A	No labor broker is used for employment by supplier.
5.2.15	Does the factory ensure all overtime hours are voluntary (not imposed under threat of penalty or force)?	Pass	Based on document review and worker interview, the supplier has a written rule on voluntary overtime and it is properly communicated to all workers. Workers understand that they may refuse the overtime if they don't want.
5.2.16	Does the factory verify with foreign/migrant workers that their contracts were freely signed?	N/A	No foreign/migrant worker is hired by supplier.
5.2.17	Does the factory use only government registered or legally licensed recruitment agencies, either locally or from foreign countries, and maintain a database of reputable employment agencies (if using employment agencies is common practice)?	N/A	No labor agency is used for employment by supplier.
5.2.18	Does the factory refuse to return the worker's savings as the deposit at the end of the contract or upon resignation?	N/A	Based on employee interview, workers are not required to join the savings as the type of deposit by supplier.
5.2.19	Does the factory verify that approved subcontractors have written policies and procedures in place to prevent incidents of forced labor?	N/A	No subcontractor is used by supplier.
5.2.20	Does the factory require workers to live in factory owned or controlled residences? Please specify if these are on site or off side residences.	N/A	There is no dormitory provided by supplier.
5.2.21	Does the factory provide workers with appropriate benefits such as meals, beverages, rest breaks, transportation, etc., during overtime work hours as required by law or as per factory mandates?	Pass	Meals, beverages and rest breaks are provided by supplier during normal working hours and OT hours.

5.3. Discrimination

Item No	Requirement	Result	Findings/Comment
5.3.1	Is non-discrimination guarantee in term of employment, promotion, compensation, welfare, dismissal and retirement, etc. within the company based on criteria of race, birth, religion, national or social origins, sex, family responsibilities, marital status, handicap, sexual orientation or political opinions?	Pass	Based on site observation and worker interview, there is no discriminatory case observed.
5.3.2	The factory doesn't insist on blood tests, pregnancy or virginity tests before hiring?	Pass	No blood test, pregnancy or virginity test is required by supplier prior to employment. It is strictly prohibited by law in Korea.
5.3.3	Is there a written anti-discrimination policy?	Pass	A written non-discrimination policy is available in site and it is communicated to all workers.

5.4. Disciplinary Practices

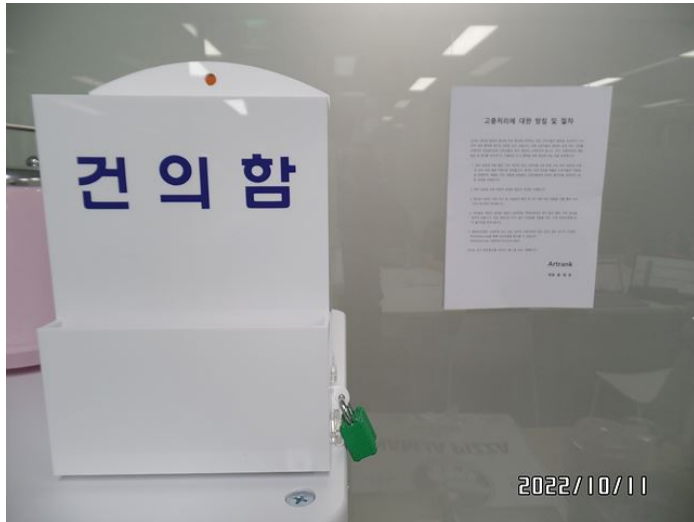
Item No	Requirement	Result	Findings/Comment
5.4.1	Is mental / physical /sexual coercion forbidden and avoided in the factory? If not, please give details of the situation.	Pass	Based on document review and worker interview, any type of mental/physical/sexual harassment is prohibited by supplier.
5.4.2	Does the factory have documented disciplinary rules that are clearly communicated to all workers?	Pass	The supplier has own disciplinary rules and it is communicated to all workers through regular ethical training.
5.4.3	Does the company keep a record of fines/disciplinary actions?	N/A	Based on management interview and worker interview, there has no disciplinary action taken by supplier.
5.4.4	Are the complaint and appeal methods defined and proved to be efficient?	Pass	Workers' appeal methods prior to disciplinary action taken is included in the disciplinary rule.

5.5. Migrant Workers Policy			
Item No	Requirement	Result	Findings/Comment
5.5.1	Does the factory treat such migrant workers fairly and provide the same terms and conditions of employment as national employees including compensation, holidays and leaves of absence and any employer provided housing except where country law requires different benefits (for example with respect to payment of social security benefits)?	N/A	There is no domestic or foreign migrant worker hired by supplier.
5.5.2	Does the factory ensure workers are not responsible for any fees paid to agencies or the factory in exchange for employment, nor for medical examinations (if they are mandatory), nor for inbound or outbound travel costs?	N/A	There is no domestic or foreign migrant worker hired by supplier.
5.5.3	Does the factory ensure that each migrant worker understands that neither the agency nor factory shall retain a worker's passport for any reason other than processing work visas?	N/A	There is no domestic or foreign migrant worker hired by supplier.
5.5.4	Does the factory ensure that all migrant workers are given a secure place to store their personal documents (i.e. passports, working papers)?	N/A	There is no domestic or foreign migrant worker hired by supplier.
5.5.5	Does the factory ensure that if a contract exists between the agency and each migrant worker, it is written in the workers' local language and include: • Wages (regular, overtime, and holiday) • Working hours (regular, overtime, and holiday) • Living conditions to expect • Benefits and insurance that will be provided by the agency • Job description and required job skills • Contract duration	N/A	There is no domestic or foreign migrant worker hired by supplier.
5.5.6	Does the factory ensure that at a minimum, the contract between the agency and the factory includes: Fees the factory will pay the agency (if any fees apply), Wages (regular, overtime, and holiday), Working hours (regular, overtime, and holiday), Job description and required job skills, Contract term, including start and end dates.	N/A	No recruiting agency is used by supplier.
5.5.7	Does the factory ensure that if a contract exists between the agency and each migrant worker, copies are readily available at the audited site at all time?	N/A	There is no domestic or foreign migrant worker hired by supplier.
5.5.8	Does Factory ensure that the contract between the audited site and worker is consistent with (or better than) the contract between the agency and worker? At a minimum, the contract shall be written in the workers' local language and include: Wages (regular, overtime, and holiday), Working hours (regular, overtime, and holiday), Living conditions to expect, Benefits and insurance that will be provided by the agency, Job description and required job skills, Contract duration, Termination policies (including terms for being sent back to the sending country).	N/A	There is no domestic or foreign migrant worker hired by supplier.
5.5.9	Does the factory ensure that the contract between the agency and the factory is readily available at the audited site at all times?	N/A	No recruiting agency is used by supplier.
5.5.10	Does Auditee ensure that, in addition to any legal requirements of the host country and country of origin regarding repatriation of foreign workers, at the completion of the employment relationship, or earlier upon termination of employment, the contractor provides return air or land transport tickets to any foreign worker hired or recruited by the contractor from another country?	N/A	There is no domestic or foreign migrant worker hired by supplier.
5.5.11	Does the factory ensure that all migrant workers go through an orientation at the factory to review the following points (written in workers' local language): Job training, Health and safety, Factory policies and rules, Grievance systems and process, Termination policies (including terms for being sent back to the sending country).	N/A	There is no domestic or foreign migrant worker hired by supplier.

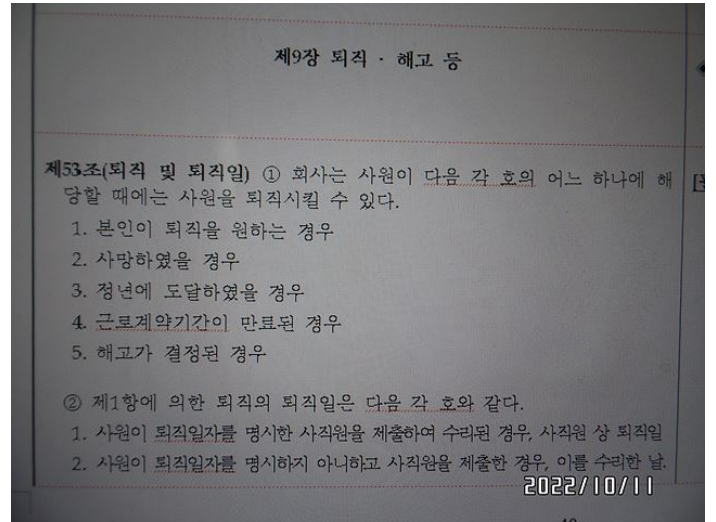
Special Remarks on this section

Positive findings	<ol style="list-style-type: none"> 1. There is no negative evidence on forced labor observed in site. 2. There has no discriminatory case occurred in site and the supplier has a written non-discrimination policy. 3. No domestic/foreign migrant worker is used by supplier.
Negative findings	None observed.

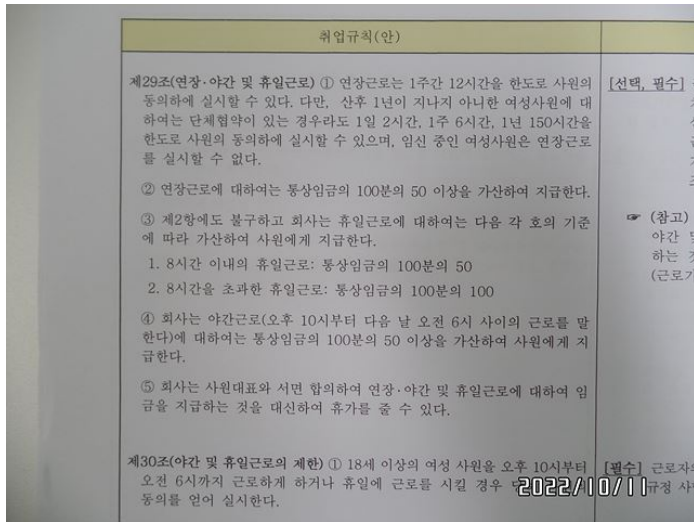
Pictures



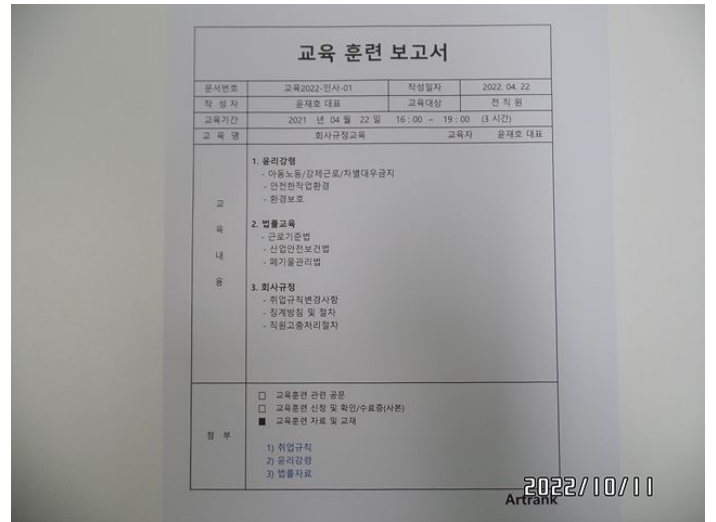
Suggestion box & procedure



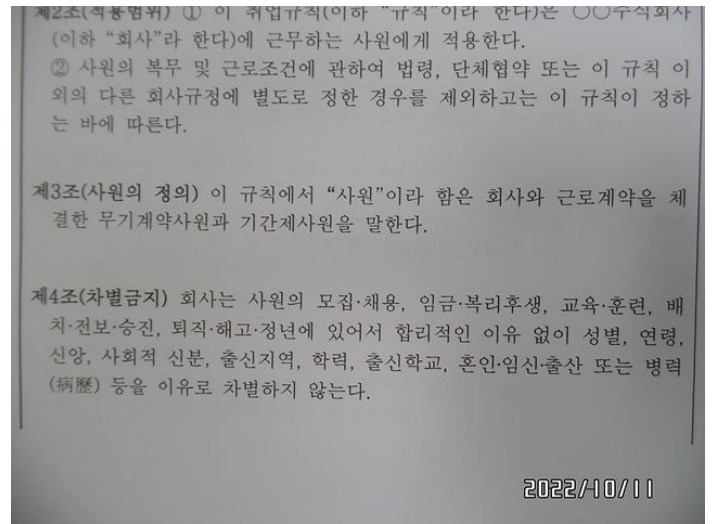
Company rules on termination



Company rules on voluntary work



Ethical training record



Free snack & beverages for workers	Non-discrimination policy
<p>자</p> <p>제62조(징계의 종류) 사원에 대한 징계의 종류는 다음과 같다.</p> <p>1. 견책: 해당 사원에 대하여 경위서를 받고 문서로 견책한다.</p> <p style="text-align: center;">- 46 -</p> <p>2. 정직: 중대 징계사유 발생 자에 대하여 3월 이내로 하고, 그 기간 중에 직무에 종사하지 못하며 그 기간 동안 임금을 지급하지 아니한다.</p> <p>3. 해고: 근로계약을 해지한다.</p> <p style="text-align: right;">2022/10/11</p>	<p>제63조(징계심사) ① 위원회의 위원장은 징계의결을 위한 회의 7일 전까지 위원회의 위원들에게는 회의일시, 장소, 의제 등을, 징계대상 사원에게는 서면으로 별지2의 출석통지를 각 통보한다.</p> <p>② 위원회는 징계사유를 조사한 서류와 입증자료 및 당사자의 진술 등 충분한 증거를 확보하여 공정하게 심의한다. 이 경우, 징계대상자가 위원회에 출석을 원하지 아니하거나 서면진술을 하였을 때는 별지2 하단의 진술권포기서 또는 별지3의 서면진술서를 청구하여 기록에 첨부하고 서면심사만으로 징계의결을 할 수 있다.</p> <p>③ 위원회의 위원이 징계대상자와 친족관계에 있거나 그 징계사유와 관계가 있을 때에는 그 위원은 그 징계의결에 관여하지 못한다.</p> <p>④ 위원회는 의결 전에 해당사원에게 소명할 기회를 부여한다.</p> <p>⑤ 위원회는 징계 대상자가 2회에 걸쳐 출석요구에 불응하거나 소명</p> <p style="text-align: right;">2022/10/11 - 47 -</p>
Disciplinary rule	Appeal method defined

Employee's interview

Interview No	Dept.	Comments *
1	Office.	The supplier does not have a wage reductions regulation as a disciplinary measure and no disciplinary action has been taken.
2	Design.	The supplier does not use a subcontractor or homemaker for production.
3	Design.	The supplier works from 10:00 to 19:00 with 1 hour's lunch break from 13:00 to 14:00. Workers are not required to perform overtime normally. Just 5 or 10 hours' overtime per month arranged during the peak season, which is consistent with the information the supplier provided.
4	Production.	There is no hazardous working process in site and the supplier does not use any hazardous substance for production.
5	Production.	Workers are required to submit their residential registration certificate at the time of employment. The labor contract is updated annually and a signed labor contract is given to workers.

Corrective Action Plan

Item No	Result	Finding/Violation	Responsible Person	Factory Completion Date	Corrective Action
1.1.1	Major	Based on management interview, it was noted that the supplier does not conduct a risk assessment.	Jae Ho, Yoon	10-Nov-2022	It is recommended that the supplier ensures a risk assessment is carried out regularly and risk mitigation plan is properly established and implemented.
1.1.5	Minor	Based on management interview, it was noted that the supplier does not maintain an accident record.	Jae Ho, Yoon	09-Jan-2023	It is recommended that the supplier ensures all major or minor accidents/injuries are reported and recorded with root causes and preventive actions to avoid re-occurrence.
1.1.10	Minor	Based on site observation, it was noted that one first aid item (absorbent cotton) expired in July 2021.	Jae Ho, Yoon	09-Jan-2023	It is recommended that the supplier ensures first aid items are maintained without expiration.
1.1.11	Major	Based on management interview, it was noted that there's no first aider in site.	Jae Ho, Yoon	10-Nov-2022	It is recommended that the supplier ensures a first aider is designated and relevant training is provided regularly.
1.3.7	Major	Based on site observation, it was noted that there's no evacuation plan available in site.	Jae Ho, Yoon	10-Nov-2022	It is recommended that the supplier ensures fire evacuation plan is available at production area for workers' acknowledgement.

Code of Conduct

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YOUR EYES IN THE SUPPLY CHAIN

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Confirmation of Compliance with QIMA Code of Conduct
To be copied and signed in 2 copies at the end of the audit

ENGLISH VERSION TO SIGN (Audit done outside China, Taiwan or Hong Kong)

Order No.: R-Cloud-22197521 Audit Date: Oct-11-2022

Factory Name: ARTRANK

I hereby confirm the following, on behalf of my company, in regard to the compliance of the code of conduct during audit.

1. The auditor was not offered any gift, money, or bribe by factory	Confirmed	Not confirmed (describe)
2. The auditor was not invited to any restaurant by factory	Confirmed	Not confirmed (describe)
3. The auditor did not ask for any money, gift or sample that is not requested by the customer	Confirmed	Not confirmed (describe)
4. The auditor did not ask for any unreasonable favor or service	Confirmed	Not confirmed (describe)
5. The auditor did not request transportation to or from factory	Confirmed	Not confirmed (describe)

I hereby declare that all the information given above is true and correct.

On behalf of Name of Factory Representative: ARTRANK Signature: <i>[Handwritten Signature]</i>	Factory Stamp: Audit date: 11 OCT. 2022 Departure Time: 17:00
Name of Auditor(s): <i>Guang Jun Kun</i> Signature: <i>[Handwritten Signature]</i>	Audit date: Oct 11, 2022

2022/10/11


If our auditors breach the code of conduct, please contact us immediately. We will send our internal auditor to follow up as soon as possible.


Complaint Hotline (投诉电话) : China +86-755-2223-9003 /India +91 11 4672 3304
Workers Hotline: China +86-189-2655-7090 /India +91 11 4672 3304
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Corrective Action Plan

Item No	Result	Finding	Corrective Action Plan	Responsible Person	Factory Completion Date
1.1.1	Major	Based on management interview, it was noted that the supplier does not conduct a risk assessment.	It is recommended that the supplier ensures a risk assessment is carried out regularly and risk mitigation plan is properly established and implemented.	Jae Ho, Yoon	09-Nov-2022
1.1.5	Minor	Based on management interview, it was noted that the supplier does not maintain an accident record.	It is recommended that the supplier ensures all major or minor accidents/injuries are reported and recorded with root causes and preventive actions to avoid re-occurrence.	Jae Ho, Yoon	08-Jan-2023
1.1.10	Minor	Based on site observation, it was noted that one first aid item (absorbent cotton) expired in July 2021.	It is recommended that the supplier ensures first aid items are maintained without expiration.	Jae Ho, Yoon	08-Jan-2023
1.1.11	Major	Based on management interview, it was noted that there's no first aider in site.	It is recommended that the supplier ensures a first aider is designated and relevant training is provided regularly.	Jae Ho, Yoon	09-Nov-2022
1.1.17	Major	Based on site observation, it was noted that there's no evacuation plan available in site.	It is recommended that the supplier ensures fire evacuation plan is available at production area for workers' acknowledgement.	Jae Ho, Yoon	09-Nov-2022

2022/10/11

Factory Stamp & Site Representative Signature:  11.OCT.2022

Auditor Signature: 
Date: Oct 11, 2022

Factory Disclaimer

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FACTORY ACKNOWLEDGEMENT

To be copied and signed in 2 copies at the beginning of the audit

ENGLISH VERSION TO SIGN (Audit done outside China, Taiwan or Hong Kong)

QIMA has been appointed by Merlin Attraction Operations to audit your factory on Oct-11-2022 (order number: R-Cloud-22197521). The audit will be carried out according to SAB000 or ETI or Clients' COC Standard. The auditor visiting you will be **orName**.

PLEASE READ AND ACKNOWLEDGE QIMA POLICIES:

1 / Type of Audit :-
The audit performed will be a EA.
Any discrepancy will be duly reported to Ms. Rebecca Hough.

2 / Decision on Audit Result :-
The decision on Audit Result (Passed / Failed) is taken by the Merlin Attraction Operations after the Report has been Reviewed by QIMA Management.
For any question about this subject, please contact us our New Delhi office: +91 11 4672 3300.

3 / Equipment needed:
I have been informed that following information / equipment will be needed by auditor and I will make them available or inform QIMA at least 48 Hours prior to audit if some of these information/equipment are not available in the Factory:

- A desk with a PC connected to the Internet

Our auditor will need to take pictures during audit, including of the factory gate, the production line, the office, the building.

Our auditor will need to review documents during the audit, including business license, attendance records, payroll records, etc.

Our auditor will need to select workers from production line randomly for worker interview.

4 / Bribery Issues:
We remind you that our auditor is not the decision maker.
If the auditor asked you for some gifts, favors, meals, or misbehaves please contact us immediately to claim@qima.com, Tel: +91 11 4672 3304. ARTRANK is not allowed to offer any gifts or advance any expenses to our auditor. Any breach of this policy will be immediately reported to Merlin Attraction Operations.

On behalf of : ARTRANK(Authorized signature only)

Name of Factory Representative: 윤재호	Audit date: 11. OCT. 2022
Signature: <i>[Handwritten Signature]</i>	Arrival Time: 10:00
Name of Auditor (s): Hyung Jun Kim	Audit date: Oct 11, 2022
Signature: <i>[Handwritten Signature]</i>	Arrival Time: 10:00

Complaint Hotline (投诉电话) : China +86-755-2223-9003 /India +91 11 4672 3304
Workers Hotline: China +86-189-2655-7090 /India +91 11 4672 3304

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