





SMETA Corrective Action Plan Report (CAPR)

Version 6.1



Audit Details			
Sedex Company Reference: <i>(only available on Sedex System)</i>	ZC: 412044043	Sedex Site Reference: <i>(only available on Sedex System)</i>	ZS: 412125805
Business name (Company name):	Uniprint Basım Sanayi ve Ticaret Ltd Şti.		
Site name:	Uniprint Basım Sanayi ve Ticaret Ltd Şti.		
Site address: <i>(Please include full address)</i>	Ömerli Mahallesi Hadımköy İstanbul Caddesı No: 159 Hadımköy Arnavutköy-İstanbul	Country:	Turkey
Site contact and job title:	Mr. Yasin Beytullah Beyler- Management representative		
Site phone:	0212 798 28 40	Site e-mail:	info@apa.com.tr
SMETA Audit Pillars:	<input checked="" type="checkbox"/> Labour Standards	<input checked="" type="checkbox"/> Health & Safety (plus Environment 2-Pillar)	<input checked="" type="checkbox"/> Environment 4-pillar <input checked="" type="checkbox"/> Business Ethics
Date of Audit:	24-25-26.05.2022		

Audit Company Name & Logo: 	Report Owner (payer): <i>(If paid for by the customer of the site please remove for Sedex upload)</i> Uniprint Basım Sanayi ve Ticaret Ltd Şti. 
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Audit Conducted By					
Affiliate Audit Company	<input checked="" type="checkbox"/>	Purchaser	<input type="checkbox"/>	Retailer	<input type="checkbox"/>
Brand owner	<input type="checkbox"/>	NGO	<input type="checkbox"/>	Trade Union	<input type="checkbox"/>
Multi-stakeholder	<input type="checkbox"/>	Combined Audit (select all that apply)			

Audit Content:

(1) A SMETA audit was conducted which included some or all of Labour Standards, Health & Safety, Environment and Business Ethics. The SMETA Best Practice Version 6.1 (March 2019) was applied. The scope of workers included all types at the site e.g. direct employees, agency workers, workers employed by service providers and workers provided by other contractors. Any deviations from the SMETA Methodology are stated (with reasons for deviation) in the SMETA Declaration.

(2) The audit scope was against the following reference documents

2-Pillar SMETA Audit

- ETI Base Code
- SMETA Additions
 - Universal rights covering UNGP
 - Management systems and code implementation,
 - Responsible Recruitment
 - Entitlement to Work & Immigration,
 - Sub-Contracting and Home working,

4-Pillar SMETA

- 2-Pillar requirements plus
- Additional Pillar assessment of Environment
- Additional Pillar assessment of Business Ethics
- The Customer's Supplier Code (Appendix 1)

(3) Where appropriate non-compliances were raised against the ETI code / SMETA Additions & local law and recorded as non-compliances on both the audit report, CAPR and on Sedex.

(4) Any Non-Compliance against customer code shall not be uploaded to Sedex. However, in the CAPR these 'Variances in compliance between ETI code / SMETA Additions/ local law and customer code' shall be noted in the observations section of the CAPR.

SMETA Declaration

I declare that the audit underpinning the following report was conducted in accordance with SMETA Best Practice Guidance and SMETA Measurement Criteria.

- (1) Where appropriate non-compliances were raised against the ETI code / SMETA Additions & local law and recorded as non-compliances on both the audit report, CAPR and on Sedex.
- (2) Any Non-Compliance against customer code alone shall not be uploaded to Sedex. However, in the CAPR these 'Variances in compliance between ETI code / SMETA Additions/ local law and customer code' shall be noted in the observations section of the CAPR.

Any exceptions to this must be recorded here (e.g. different sample size): Nil

Auditor Team (s) (please list all including all interviewers):

Lead auditor: Mr. Ergün Oktay Sezer

Team auditor: None

Interviewers: Mr. Ergün Oktay Sezer

Report writer: Mr. Ergün Oktay Sezer

Report reviewer: Mr. Martin Saalman- Smeta Schema Manager

Date of declaration: 26.05.2022

Note: The focus of this ethical audit is on the ETI Base Code and local law. The additional elements will not be audited in such depth or scope, but the audit process will still highlight any specific issues.

This report provides a summary of the findings and other applicable information found/gathered during the social audit conducted on the above date only and does not officially confirm or certify compliance with any legal regulations or industry standards. The social audit process requires that information be gathered and considered from records review, worker interviews, management interviews and visual observation. More information is gathered during the social audit process than is provided here. The audit process is a sampling exercise only and does not guarantee that the audited site prior, during or post-audit, are in full compliance with the Code being audited against. The provisions of this Code constitute minimum and not maximum standards and this Code should not be used to prevent companies from exceeding these standards. Companies applying this Code are expected to comply with national and other applicable laws and where the provisions of law and this Code address the same subject, to apply that provision which affords the greater protection. The ownership of this report remains with the party who has paid for the audit. Release permission must be provided by the owner prior to release to any third parties.

Audit Parameters

Audit Parameters			
A: Time in and time out	Day 1 Time in: 8:30 am Day 1 Time out: 17:30 pm	Day 2 Time in: 8:30 am Day 2 Time out: 17:30 pm	Day 3 Time in: 8:30 am Day 3 Time out: 12:30 pm
B: Number of auditor days used:	2.5 MD X 1 Auditor		
C: Audit type:	<input checked="" type="checkbox"/> Full Initial <input type="checkbox"/> Periodic <input type="checkbox"/> Full Follow-up <input type="checkbox"/> Partial Follow-Up <input type="checkbox"/> Partial Other If other, please define:		
D: Was the audit announced?	<input checked="" type="checkbox"/> Announced <input type="checkbox"/> Semi – announced: Window detail: weeks <input type="checkbox"/> Unannounced		
E: Was the Sedex SAQ available for review?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If No, why not		
F: Any conflicting information SAQ/Pre-Audit Info to Audit findings?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes , please capture detail in appropriate audit by clause		
G: Who signed and agreed CAPR (Name and job title)	Mr. Yasin Beytullah Beyler- Management representative		
H: Is further information available (if yes, please contact audit company for details)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
I: Previous audit date:	7-8.12.2020		
J: Previous audit type:	Initial Audit – UL Audit company		
K: Were any previous audits reviewed for this audit	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A		

Audit attendance	Management	Worker Representatives	
	Senior management	Worker Committee representatives	Union representatives
A: Present at the opening meeting?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
B: Present at the audit?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
C: Present at the closing meeting?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
D: If Worker Representatives were not present please explain reasons why <i>(only complete if no worker reps present)</i>	-		
E: If Union Representatives were not present please explain reasons why: <i>(only complete if no union reps present)</i>	There Is no union activity at inside		

Guidance

The Corrective Action Plan Report summarises the site audit findings and a corrective, and preventative action plan that both the auditor and the site manager believe is reasonable to ensure conformity with the ETI Base Code, Local Laws and additional audited requirements. After the initial audit, the form is used to record actions taken and to categorise the status of the non-compliances.

N.B. observations and good practice examples should be pointed out at the closing meeting as well as discussing non-compliances and corrective actions.

To ensure that good practice examples are highlighted to the supplier and to give a more 'balanced' audit a section to record these has been provided on the CAPR document (see following pages) which will remain with the supplier. They will be further confirmed on receipt of the audit report.

Root cause (see column 4)

Root cause refers to the specific procedure or lack of procedure which caused the issue to arise. Before a corrective action can sustainably rectify the situation, it is important to find out the real cause of the non-compliance and whether a system change is necessary to ensure the issue will not arise again in the future.

See SMETA BPG Chapter 7 'Audit Execution' for more explanation of "root cause".

Next Steps:

1. The site shall request, via Sedex, that the audit body upload the audit report, non-compliances, observations and good examples. If you have not already received instructions on how to do this then please visit the web site www.sedexglobal.com.
2. Sites shall action its non-compliances and document its progress via Sedex.
3. Once the site has effectively progressed through its actions then it shall request via Sedex that the audit body verify its actions. Please visit www.sedexglobal.com web site for information on how to do this.
4. The audit body shall verify corrective actions taken by the site by either a "Desk-Top" review process via Sedex or by Follow-up Audit (see point 5).
5. Some non-compliances that cannot be closed off by "Desk-Top" review may need to be closed off via a "1 Day Follow Up Audit" charged at normal fee rates. If this is the case, then the site will be notified after its submission of documentary evidence relating to that non-compliance. Any follow-up audit must take place within twelve months of the initial audit and the information from the initial audit must be available for sign off of corrective action.
6. For changes to wages and hours to be correctly verified it will normally require a follow up site visit. Auditors will generally require to see a minimum of two months wages and hours records, showing new rates in order to confirm changes (note some clients may ask for a longer period, if in doubt please check with the client).

Corrective Action Plan

Corrective Action Plan – non-compliances									
Non-Compliance Number <i>The reference number of the non-compliance from the Audit Report, for example, Discrimination No.7</i>	New or Carried Over <i>Is this a new non-compliance identified at the follow-up or one carried over (C) that is still outstanding</i>	Details of Non-Compliance <i>Details of Non-Compliance</i>	Root cause <i>(completed by the site)</i>	Preventative and Corrective Actions <i>Details of actions to be taken to clear non-compliance, and the system change to prevent re-occurrence (agreed between site and auditor)</i>	Timescale <i>(Immediate, 30, 60, 90,180,365)</i>	Verification Method <i>Desktop / Follow-Up [D/F]</i>	Agreed by Management and Name of Responsible Person: <i>Note if management agree to the non-compliance, and document name of responsible person</i>	Verification Evidence and Comments <i>Details on corrective action evidence</i>	Status <i>Open/Closed or comment</i>
0B Management systems and practice No:1	New	No posted ETI code of conduct is available in the notice boards. İlan panolarında yayınlanmış hiçbir ETI davranış kuralı bulunmamaktadır.	<input type="checkbox"/> Training <input checked="" type="checkbox"/> Systems <input type="checkbox"/> Costs <input type="checkbox"/> lack of workers <input type="checkbox"/> Other – please give details:	Its recommended to be ETI Procurement rules signed and posted on bulletin boards ETI Tedarik kurallarının imzalatılarak duyuru panolarına asılması tavsiye edilir.	60 days	Desktop	Mr. Yasin Beytullah Beyler-Management Representative		
0B Management systems and practice No:2	New	Insufficient workers' communication on ETI code of conduct requirement.: Although facility trained workers' on general social compliance on 22.5.2022, in this training content has been not clearly addressed on ETI code of conduct headlines and details.	<input type="checkbox"/> Training <input checked="" type="checkbox"/> Systems <input type="checkbox"/> Costs <input type="checkbox"/> lack of workers <input type="checkbox"/> Other – please give details:	It is recommended that ETI Procurement rules training be provided to all employees ETI Tedarik kuralları eğitiminin tüm çalışanlara verilmesi tavsiye edilir	60 days	Desktop	Mr. Yasin Beytullah Beyler-Management Representative		

		ETI davranış kuralları gerekliliği konusunda yetersiz işçi iletişimi.: 22.5.2022 tarihinde genel sosyal uygunluk konusunda tesis eğitimi işçiler olmasına rağmen, bu eğitimin içeriği ETI davranış kuralları başlıkları ve detaylarında net olarak ele alınmamıştır.						
OB Management systems and practice No:3	New	<p>Insufficient communication of suppliers regarding ETI code of conduct requirements.: Despite the fact that the facility has created a supplier map and the purchasing team has sent a questionnaire to these companies to observe their general social compliance, only 3 out of 10 companies have received feedback. In this process, they did not require them to fill in the ETI code of conduct requirements.</p> <p>Tedarikçilerin ETI davranış kuralları gereklilikleri konusunda yetersiz iletişimi, Tesisin bir tedarikçi haritası oluşturmasına ve satın alma ekibinin bu şirketlere genel sosyal</p>	<input type="checkbox"/> Training <input checked="" type="checkbox"/> Systems <input type="checkbox"/> Costs <input type="checkbox"/> lack of workers <input type="checkbox"/> Other – please give details:	<p>It is recommended to monitor suppliers according to ETI Procurement guidelines.</p> <p>Tedarikçilerin ETI Tedarik kurallarına göre gözetilmesi tavsiye edilir.</p>	60 days	Desktop	Mr. Yasin Beytullah Beyler-Management Representative	

		uygunluklarını gözlemlemek için bir anket göndermesine rağmen, 10 şirketten sadece 3'ü geri bildirim aldı. Bu süreçte, ETI davranış kuralları gerekliliklerini doldurmalarını talep etmediler.						
0B Management systems and practice No:4	New	<p>Insufficient social management system: Although facility has quality management system and proofed this with quality management such as FSC, BRC, this process does not include steps of social compliance arguments such as internal audit and management.</p> <p>Yetersiz sosyal yönetim sistemi : Tesisin kalite yönetim sistemi olmasına ve bunu FSC, BRC gibi kalite yönetimi ile kanıtlamasına rağmen, bu süreç iç denetim ve yönetim gibi sosyal uygunlukta argümanlarının adımlarını içermemektedir.</p>	<input type="checkbox"/> Training <input checked="" type="checkbox"/> Systems <input type="checkbox"/> Costs <input type="checkbox"/> lack of workers <input type="checkbox"/> Other – please give details:	<p>It is recommended that the facility conduct management review meetings and internal audits in-house.</p> <p>Tesisin kendi bünyesinde yönetimi gözden geçirme toplantıları ve iç denetimler yapması önerilir.</p>	60 days	Desktop	Mr. Yasin Beytullah Beyler-Management Representative	
3 OHS Occupational Health and	New	No periodical safety report is available for automatic door panel	<input type="checkbox"/> Training <input checked="" type="checkbox"/> Systems <input type="checkbox"/> Costs	It is recommended to check the automatic doors	60 days	Desktop	Mrs. Sibel Şahin-OHS Specialist	

Safety Management No:1		Otomatik kapı paneli için periyodik güvenlik raporu bulunmamaktadır.	<input type="checkbox"/> lack of workers <input type="checkbox"/> Other – please give details:	<p>periodically and to prepare compliance reports for this.</p> <p>Otomatik kapıların periyodik olarak kontrol edilmesi ve buna yönelik uygunluk raporlarının hazırlanması tavsiye edilir.</p>					
3 OHS Occupational Health and Safety Management No:2	New	<p>No second exit door is available in the male and female lockers room. Current doors are opening to inwards and not opening to outwards and no exit signs mounted above on these doors.</p> <p>Bay ve Bayan soyunma odalarında ikinci bir çıkış kapısı bulunmamaktadır. Mevcut kapılar içeriye açılıp dışarıya açılmamakta olup, bu kapıların üzerine çıkış levhası konulmamıştır.</p>	<input type="checkbox"/> Training <input checked="" type="checkbox"/> Systems <input type="checkbox"/> Costs <input type="checkbox"/> lack of workers <input type="checkbox"/> Other – please give details:	<p>It is recommended to change the door directions to open to the outside and to put an illuminated exit sign on the doors.</p> <p>Kapı yönlerinin dışarıya açılacak şekilde değiştirilmesi ve kapıların üzerine ışıklı çıkış levhası konulması tavsiye edilir.</p>	60 days	Desktop	Mrs. Sibel Şahin-OHS Specialist		
3 OHS Occupational Health and Safety Management No:3	New	<p>No proper secondary containment under chemical drums in the production sites.</p> <p>Üretim alanlarında kimyasal varillerin altında uygun ikincil muhafaza yok.</p>	<input type="checkbox"/> Training <input checked="" type="checkbox"/> Systems <input type="checkbox"/> Costs <input type="checkbox"/> lack of workers <input type="checkbox"/> Other – please give details:	<p>It is recommended to place a secondary containment container under the chemical drums in the production areas.</p>	60 days	Desktop	Mrs. Sibel Şahin-OHS Specialist		

				Üretim alanlarındaki kimyasal bidonların altına ikincil muhafaza kabı yerleştirilmesi tavsiye edilir.					
3 OHS Occupational Health and Safety Management No:4	New	<p>Improper and unsafe storage in chemical warehouse; chemical drums are stored on top of each other, up to 4 drums.</p> <p>Kimyasal depolarda uygunsuz ve güvenli olmayan depolama; kimyasal variller üst üste 4 varil kadar depolanır</p>	<input type="checkbox"/> Training <input checked="" type="checkbox"/> Systems <input type="checkbox"/> Costs <input type="checkbox"/> lack of workers <input type="checkbox"/> Other – please give details:	<p>It is recommended to store chemical warehouses more regularly.</p> <p>Kimyasal depoların daha düzenli şekilde depolanması tavsiye edilir.</p>	60 days	Desktop	Mrs. Sibel Şahin- OHS Specialist		
6 Working Hours No:1	New	<p>Night shift working hour is over the limit of legal permitted 7.5 hour: Night shift works total 10.5 hours from 20.30 to 08.30 instead of total 7,5 hours.</p> <p>Gece vardiyasında çalışma saati yasal olarak izin verilen 7,5 saat sınırının üzerindedir: Gece vardiyası çalışmaları toplam 7,5 saat yerine 20.30'dan 08.30'a kadar toplam 10,5 saattir.</p>	<input type="checkbox"/> Training <input checked="" type="checkbox"/> Systems <input type="checkbox"/> Costs <input type="checkbox"/> lack of workers <input type="checkbox"/> Other – please give details:	<p>It is recommended that the working hours in the night shift do not exceed the legal limit of 7.5 hours.</p> <p>Gece vardiyasında çalışma saatlerinin yasal sınır olan 7,5 saati aşmaması önerilir.</p>	60 days	Follow up	Mr. Mustafa Göçen- HR Manager		
6 Working Hours No:2	New	The regular 1. shift is between 8:30 -18:00 however facility works till 20:30 including overtime.	<input type="checkbox"/> Training <input checked="" type="checkbox"/> Systems <input type="checkbox"/> Costs <input type="checkbox"/> lack of workers	It is recommended that the working hours do not exceed the	60 days	Follow up	Mr. Mustafa Göçen- HR Manager		

		<p>It makes daily 10.5 hours x6 days and total 63 hours-weekly and this working hour is over the total international 60 hours' weekly limit</p> <p>Normal 1. vardiya 8:30 - 18:00 saatleri arasındadır ancak tesis fazla mesai dahil 20:30'a kadar çalışmaktadır. Günlük 10.5 saat x6 gün ve toplam 63 saat-haftalık yapmakta ve bu çalışma saati uluslararası haftalık toplam 60 saat limitinin üzerindedir.</p>	<input type="checkbox"/> Other – please give details:	<p>international legal working hours of 60 hours per week.</p> <p>Çalışma saatinin uluslararası 60 saat haftalık yasal çalışma saatinin üzerini aşmaması tavsiye edilir</p>					
8 Regular Employment No:1	New	<p>The workers' job contract does not include adequate details or properly clarified official information to raise adequately worker's awareness on their rights e.g., working days, working hours, rest and break times, annual leave days, termination periods, national holidays, trainings, working rules and disciplinary measures, grievance mechanism, policies etc. are not available.</p> <p>İşçilerin iş sözleşmeleri, işçinin hakları konusunda yeterince</p>	<input type="checkbox"/> Training <input checked="" type="checkbox"/> Systems <input type="checkbox"/> Costs <input type="checkbox"/> Lack of workers <input type="checkbox"/> Other – please give details:	<p>It is recommended to include adequate details and properly clarified official information to raise adequately worker's awareness on their rights e.g., working days, working hours, rest and break times, annual leave days, termination periods, national holidays, trainings, working rules and disciplinary measures, grievance mechanism, policies etc.</p>	60 days	Desktop	Mr. Mustafa Göçen- HR Manager		

		<p>bilinçlendirilmesi için yeterli ayrıntı veya uygun şekilde açıklığa kavuşturulmuş resmi bilgileri (örneğin, çalışma günleri, çalışma saatleri, dinlenme ve mola süreleri, yıllık izin günleri, işten çıkarma süreleri, ulusal tatiller, eğitimler, çalışma kuralları) içermemektedir. ve disiplin önlemleri, şikayet mekanizması, politikalar vb. mevcut değildir.</p>		<p>Çalışanların hakları konusunda yeterli düzeyde farkındalığını artırmak için yeterli ayrıntı ve uygun şekilde netleştirilmiş resmi bilgilerin eklenmesi önerilir; örneğin, çalışma günleri, çalışma saatleri, dinlenme ve mola süreleri, yıllık izin günleri, işten çıkarma süreleri, ulusal tatiller, eğitimler, çalışma kuralları ve disiplin cezaları, şikayet mekanizması, politikalar vb.</p>					
10 B4 Environment No:1	New	<p>The facility has not set targets to reduce the consumption or to prevent occurrences, of water, electrical energy, wastewater, hazardous and other wastes, and air emissions, greenhouse gasses, Tesis, su, elektrik enerjisi, atık su, tehlikeli ve diğer atıklar ile hava emisyonları, sera gazları tüketimini azaltmak veya oluşmasını önlemek için hedefler belirlememiştir,</p>	<p><input type="checkbox"/> Training <input checked="" type="checkbox"/> Systems <input type="checkbox"/> Costs <input type="checkbox"/> lack of workers <input type="checkbox"/> Other – please give details:</p>	<p>It is recommended to set targets to reduce the consumption or to prevent occurrences, of water, electrical energy, wastewater, hazardous and other wastes, and air emissions, greenhouse gasses, Su, elektrik enerjisi, atık su, tehlikeli ve diğer atıklar ile hava emisyonları, sera gazlarının tüketimini azaltmak</p>	60 days	Desktop	Mr. Yasin Beytullah Beyler-Management representative		

				veya oluşmasını önlemek için hedefler belirlenmesi tavsiye edilir.					
10C Ethics No:1	New	There is no specific business ethics training that shows how to act when faced with an event, which is prepared for departments that will be exposed to more contact with business ethics events such as export, shipping, sales, marketing, customer representation . İhracat, nakliye, satış, pazarlama, müşteri temsilciliği gibi iş etiği olaylarına daha fazla maruz kalacak departmanlar için hazırlanmış, bir olay karşısında nasıl davranılması gerektiğini gösteren özel bir iş etiği eğitimi bulunmamaktadır.	<input type="checkbox"/> Training <input checked="" type="checkbox"/> Systems <input type="checkbox"/> Costs <input type="checkbox"/> Lack of workers <input type="checkbox"/> Other – please give details:	It is recommended to arrange specific business ethics training that shows how to act when faced with an event, which is prepared for departments that will be exposed to more contact with business ethics events such as export, shipping, sales, marketing, customer representation . İhracat, nakliye, satış, pazarlama, müşteri temsilciliği gibi iş etiği olaylarına daha fazla maruz kalacak departmanlar için hazırlanmış, bir olay karşısında nasıl davranılması gerektiğini gösteren spesifik iş etiği eğitimlerinin düzenlenmesi tavsiye edilir.	60 days	Desktop	Mr. Mustafa Göçer- HR Manager		

10C Ethics No:2	New	No ethical risk analyse is available. Etik risk analizi mevcut değildir.	<input type="checkbox"/> Training <input checked="" type="checkbox"/> Systems <input type="checkbox"/> Costs <input type="checkbox"/> Lack of workers <input type="checkbox"/> Other – please give details:	It is recommended to conduct an ethical risk analyses including risks and opportunities. Riskleri ve fırsatları içeren bir etik risk analizi yapılması tavsiye edilir.	60 days	Desktop	Mr. Mustafa Göçer- HR Manager		
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Corrective Action Plan – Observations

Observation Number <i>The reference number of the observation from the Audit Report, for example, Discrimination No.7</i>	New or Carried Over <i>Is this a new observation identified at the follow-up or one carried over (C) that is still outstanding</i>	Details of Observation <i>Details of Observation</i>	Root cause <i>(completed by the site)</i>	Any improvement actions discussed <i>(Not uploaded on to SEDEX)</i>
10 B4 Environment No:1	New	Carbon footprint is measured in unit carbon dioxide, transportation, heating, electricity consumption etc. of institutions or individuals. is the total amount of greenhouse gas emissions resulting from its activities? In this manner, facility is not subject to regulation on the monitoring of greenhouse gases, Official Gazette Date: 17.05.2014 Official Gazette Number: 29003, as it is not in the scope category (affix list 1). However, it has not calculated their carbon foot print in accordance to their activities considering ISO standard 14064 requirements. Karbon ayak izi, kurum veya kişilerin birim karbondioksit, ulaşım, ısınma, elektrik tüketimi vb. faaliyetlerinden kaynaklanan toplam sera gazı emisyonu miktarıdır. Bu şekilde tesis, kapsam kategorisinde (ekli liste 1) olmadığı için sera gazlarının izlenmesine ilişkin düzenlemeye tabi değildir, Resmi Gazete Tarih: 17.05.2014 Resmi Gazete Sayı: 29003. Ancak ISO standardı 14064 gerekliliklerini göz önünde bulundurarak faaliyetlerine uygun olarak karbon ayak izini hesaplamamıştır.	ISO 14064 (Enterprise level calculation, reporting and verification standard of greenhouse gases),	It is recommended to calculate carbon footprint considering their activities in accordance to ISO 14064 standard requirements. ISO 14064 standardı gerekliliklerine göre faaliyetleri dikkate alınarak karbon ayak izinin hesaplanması tavsiye edilir.

Good examples

Good example Number <i>The reference number of the good example from the Audit Report, for example, Discrimination No.7</i>	Details of good example noted	Any relevant Evidence and Comments
0B Management systems and practice No:1	There is library shelve in the canteen. Kantinde kütüphane rafı bulunmaktadır.	Site tour Saha gezintisi
0B Management systems and practice No:2	There are mobile phone storage shelves Cep telefonu saklama rafı bulunmaktadır.	Site tour Saha gezintisi
0B Management systems and practice No:3	There are quality management systems BRC-Agricultural certificate-FSC BRC-Tarım sertifikası-FSC kalite yönetim sistemleri bulunmaktadır.	Document review Doküman incelemesi
3 OHS Occupational Health and Safety Management No:1	There are clean and dirty shelves are provided to all workers in accordance to GPM standard in the lockers rooms. Soyunma odalarında tüm çalışanlara GPM standardına uygun temiz ve kirli raflar sağlanmaktadır.	Site tour Saha gezintisi
3 OHS Occupational Health and Safety Management No:2	There ae fly repellent in the production units Üretim ünitelerinde sinek kovucu bulunmaktadır.	Site tour Saha gezintisi
3 OHS Occupational Health and	Epoxy non slipping floor is provided in production units. Üretim ünitelerinde epoksi kaymaz zemin sağlanmaktadır.	Site tour Saha gezintisi

Safety Management No:3		
3 OHS Occupational Health and Safety Management No:4	Fire sprinkler system is available in the production units. Üretim ünitelerinde yangın sprinkler sistemi mevcuttur.	Site tour Saha gezintisi
3 OHS Occupational Health and Safety Management No:5	Fluorescents are ethane covered to prevent falling of broken glass. Kırık camların düşmesini önlemek için floresanlar etanj ile kaplanmıştır.	Site tour Saha gezintisi
3 OHS Occupational Health and Safety Management No:6	Windows are covered by film to prevent falling of broken glass. Camlar, kırık camların düşmesini önlemek için film ile kaplanmıştır.	Site tour Saha gezintisi
5 Living wage and Paid No: 1	Although facility work 10.5 hours in case of overtime, they pay compensations through 11.5 hours. Tesis fazla mesai durumunda 10,5 saat çalışsa da 11,5 saat üzerinden tazminat ödüyor.	Document review Doküman incelemesi
5 Living wage and Paid No: 2	Health report cost is paid by facility after 3 months' in case of workers' continuity Sağlık raporu bedeli, işçi devamlılığı durumunda 3 ay sonra tesis tarafından ödenir.	Document review Doküman incelemesi
5 Living wage and Paid No: 3	Daily Excuse leave is not deducted from daily salary Günlük Mazeret izni günlük maaştan kesilmez	Document review Doküman incelemesi
5 Living wage and Paid No: 4	Provided compensatory insurance besides social security premiums Sosyal güvenlik primlerinin yanı sıra sağlanan telafi edici sigorta	Document review Doküman incelemesi
5 Living wage and Paid No: 5	Advance is provided to all workers' as half of monthly salary Tüm çalışanlara aylık maaşının yarısı kadar avans verilir.	Document review Doküman incelemesi

5 Living wage and Paid No: 6	Food and bus transportation s provided as free of charge Yemek ve otobüs ulaşımı ücretsiz olarak sağlanmaktadır.	Interview Mülakat
5 Living wage and Paid No: 7	Overtime compensation premiums are included in the monthly social security premiums although overtime is over the legal limit Fazla mesai, yasal sınırın üzerinde olmasına rağmen, aylık sosyal güvenlik primlerine dahildir.	Document review Doküman incelemesi

Confirmation

<p>Please sign this document confirming that the above findings have been discussed with and understood by you: (site management) <i>If actual signatures are not possible in electronic versions, please state the name of the signatory in applicable boxes, as indicating the signature.</i></p>		
A: Site Representative Signature:		Title Management representative Date 24-25-26.05.2022
B: Auditor Signature:		Title Lead Auditor Date 24-25-26.05.2022
C: Please indicate below if you, the site management, dispute any of the findings. No need to complete D-E, if no disputes.		
D: I dispute the following numbered non-compliances:		
E: Signed: <i>(If <u>any</u> entry in box D, please complete a signature on this line)</i>		Title Date
F: Any other site Comments:		

Guidance on Root Cause

Explanation of the Root Cause Column

If a non-compliance is to be rectified by a corrective action which will also prevent the non-compliance re-occurring, it is necessary to consider whether a system change is required.

Understanding the root cause of the non-compliance is essential if a site is to prevent the issue re-occurring.

The root cause refers to the specific activity/ procedure or lack of activity /procedure which caused the non-compliance to arise. Before a corrective action can rectify the situation, it is important to find out the real cause of the non-compliance and whether a system change is necessary to ensure the issue will not arise again in the future.

Since this is a new addition, it is not a mandatory requirement to complete this column at this time. We hope to encourage auditors and sites to think about Root Causes and where they are able to agree, this column may be used to describe their discussion.

Some examples of finding a "root cause"

Example 1

Where excessive hours have been noted the real reason for these needs to be understood, whether due to production planning, bottle necks in the operation, insufficient training of operators, delays in receiving trims, etc.

Example 2

A non-compliance may be found where workers are not using PPE that has been provided to them. This could be the result of insufficient training for workers to understand the need for its use; a lack of follow-up by supervisors aligned to a proper set of factory rules or the fact that workers feel their productivity (and thus potential earnings) is affected by use of items such as metal gloves.

Example 3

A site uses fines to control unacceptable behaviour of workers.

International standards (and often local laws) may require that workers should not be fined for disciplinary reasons.

It may be difficult to stop fines immediately as the site rules may have been in place for some time, but to prevent the non-compliance re-occurring it will be necessary to make a system change.

The symptom is fines, but the root cause is a management system which may break the law. To prevent the problem re-occurring it will be necessary to make a system change for example the site could consider a system which rewards for good behaviour

Only by understanding the underlying cause can effective corrective actions be taken to ensure continuous compliance.

The site is encouraged to complete this section so as to indicate their understanding of the issues raised and the actions to be taken.



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Your feedback on your experience of the SMETA audit you have observed is extremely valuable. It will help to make improvements to future versions.

You can leave feedback by following the appropriate link to our questionnaire:

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[Click here for Supplier \(B\) members:](http://www.surveymonkey.com/s.aspx?sm=d3vYsCe48fre69DRglY_2brg_3d_3d)

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