

Workplace Conditions Assessment Report

Measured Results — Improved Performance



SUN TEE UNLIMITED LLC.

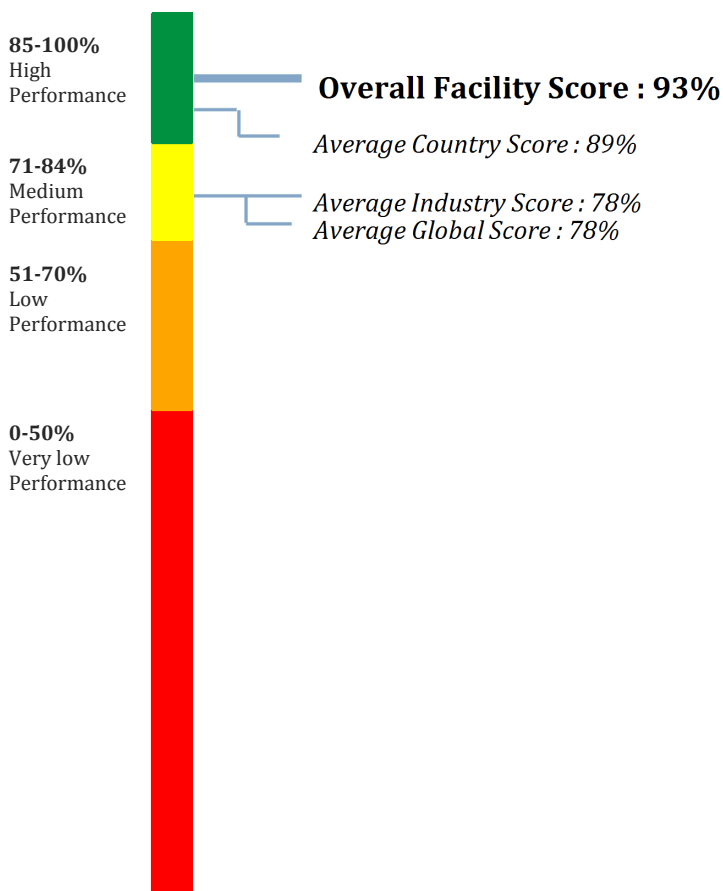
GENERAL INFORMATION

Overall Facility Score : **93%**

Report No :	F_IAR_140173	City :	Little Falls
Audit Date :	Mar 13, 2020	Country :	United States
Last Audit :	NA	Auditors :	Primary: Michele Rosicke
Assessment Stage :	Initial		Secondary: None
Schedule Type :	Announced	Service Provider:	Intertek

WORKPLACE PERFORMANCE INDEX AND SUMMARY

Participating facilities: 32970



Assessment area	Score results	Number of non-compliances by rating				
		Zero Tolerance	Major	Moderate	Minor	Notscored
Overall	93%	-	-	1	6	-
Labor	100%	-	-	-	-	-
Wages & Hours	100%	-	-	-	-	-
Health & Safety	98%	-	-	-	1	-
Management Systems	80%	-	-	1	2	-
Environment	69%	-	-	-	3	-

A. FACILITY PROFILE

A1. FACILITY INFORMATION

Facility Name:	Sun Tee Unlimited LLC.	Facility Legal Status:	Privately owned
Facility Legal Name:	Sun Tee Unlimited LLC.	Year facility began operations:	1995
Audit Location:	25 Amity Street	Located in special economic zone:	No
City:	Little Falls	Person responsible for overall social compliance issues:	Leena Zarlinga - Office Admin.
Country:	United States	Valid certificate for social compliance certification program:	None
Contact Name:	William Klemens	Vendor Name:	Sun Tee Unlimited LLC.
Contact Title:	Owner	Security systems in place:	Yes <i>Locked doors, security cameras</i>
Industry:	Apparel		
Building Description:	The facility is located in a two story building they lease the part of the ground floor. The floor is concrete slab with masonry walls. The facility is about 7500 sq feet.		
Special building type:	Multi-story building shared with other facilities/enterprises under separate ownership <i>The building is shared with Quality Cleaners and Falls Screen Printing and Embroidery.</i>		

A2. PRODUCTION INFORMATION

Products manufactured/ Services provided:	Screen Printing & Embroidery	Time record system(s) used:	Biometric finger scan.
Production process/ Service elements:	Screen printing and embroidery.	Chemicals or hazardous materials on-site:	Yes
Production capacity a week:	20,000 units	Current production/ Services for client:	Yes
Total number of machines:	8		
Main machine types:	(3) embroidery machines, (2) dryers, (3) screening		
Shifts and Operating hours:	6:30 - 14:30.		

A3. EMPLOYEE INFORMATION

Range of total number of employees at the facility:	0-100 employees	Female Employees:	10
Union name:	None	Male Employees:	7
Employs juvenile workers:	None	Mgmt Employees:	2
Hires through employment agent:	<i>No Employees are hires directly.</i>	Production (Non-Management) Employees:	15
Employee nationalities/provinces:	American	Local Employees:	17
		Foreign/Migrant Employees:	0
		Languages spoken in the facility:	English & Spanish.
		Management and employees speak same language :	Yes

A4. SUBCONTRACTOR INFORMATION

No subcontractor information given

A5. GENERAL INFORMATION

The attitude of the management was helpful and open. No suspicious activities were observed at the site. The management purchased the company December 2018 so was relatively new to the business but had the facility in good order. In addition the facility has a no photo policy.

Emergency Preparedness Summary

The facility has two fire drills a year and an emergency action plan. The emergency action plan has contact information for management, emergency services, building manager, how to report, and what to do in case of a wide variety of emergency's.

A6. AUDIT PROCESS

Audit pay period provided for review

Records	From	To
12 Months Payroll	13-Mar-2019	12-Mar-2020
12 Months Attendance	13-Mar-2019	12-Mar-2020
Special Comments	All 12 months were available for review.	

Employee interview sampling

Individual	3
Group	0
Total interviewed	3

Payroll and attendance records sampling

Period	From	To	Peak Season	Records Reviewed
Current Period	27-Feb-2020	04-Mar-2020	No	3
Period 1	28-Nov-2019	04-Dec-2019	No	3
Period 2	13-Jun-2019	19-Jun-2019	Yes	3
Total				9

Other records reviewed

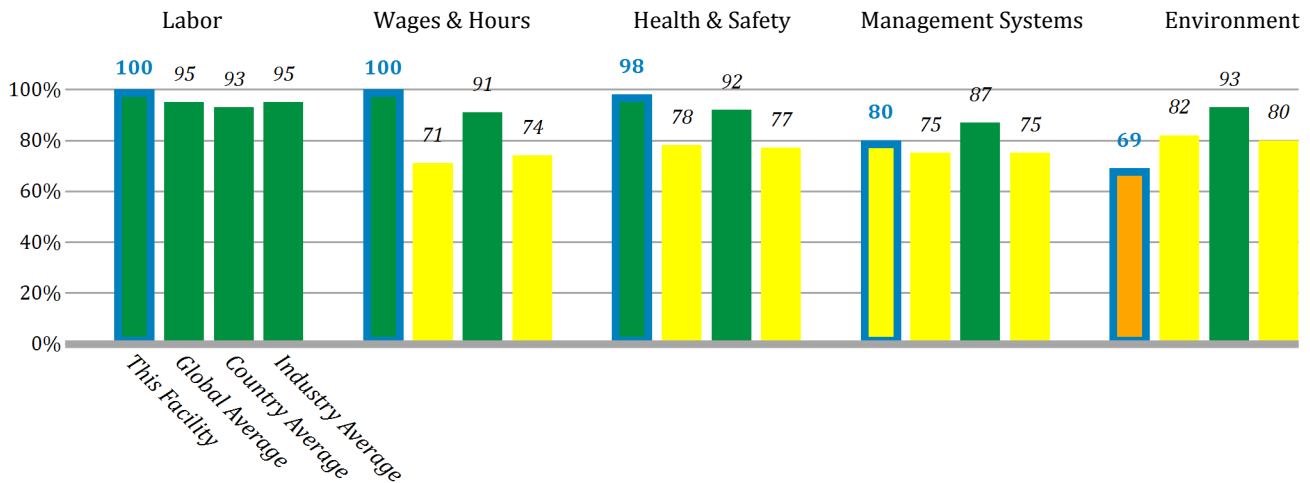
Personnel records

Machine maintenance records

B. KEY PERFORMANCE METRICS

B1. COMPARISON BENCHMARK

Current performance — Global average, United States average, Apparel average

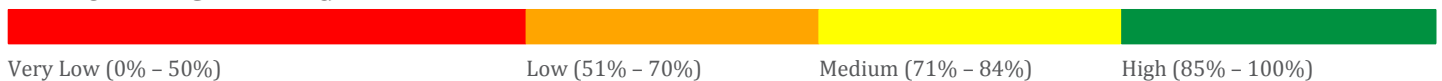


B2. PERFORMANCE TREND ANALYSIS

Section Name	Current (13-Mar-2020)	Last (Not Applicable)	First (Not Applicable)	Change (Current-Last)	Change (Current-First)
Labor	100	Not Applicable	Not Applicable	Not Applicable	Not Applicable
Wages & Hours	100	Not Applicable	Not Applicable	Not Applicable	Not Applicable
Health & Safety	98	Not Applicable	Not Applicable	Not Applicable	Not Applicable
Management Systems	80	Not Applicable	Not Applicable	Not Applicable	Not Applicable
Environment	69	Not Applicable	Not Applicable	Not Applicable	Not Applicable
Overall Score	93	Not Applicable	Not Applicable	Not Applicable	Not Applicable

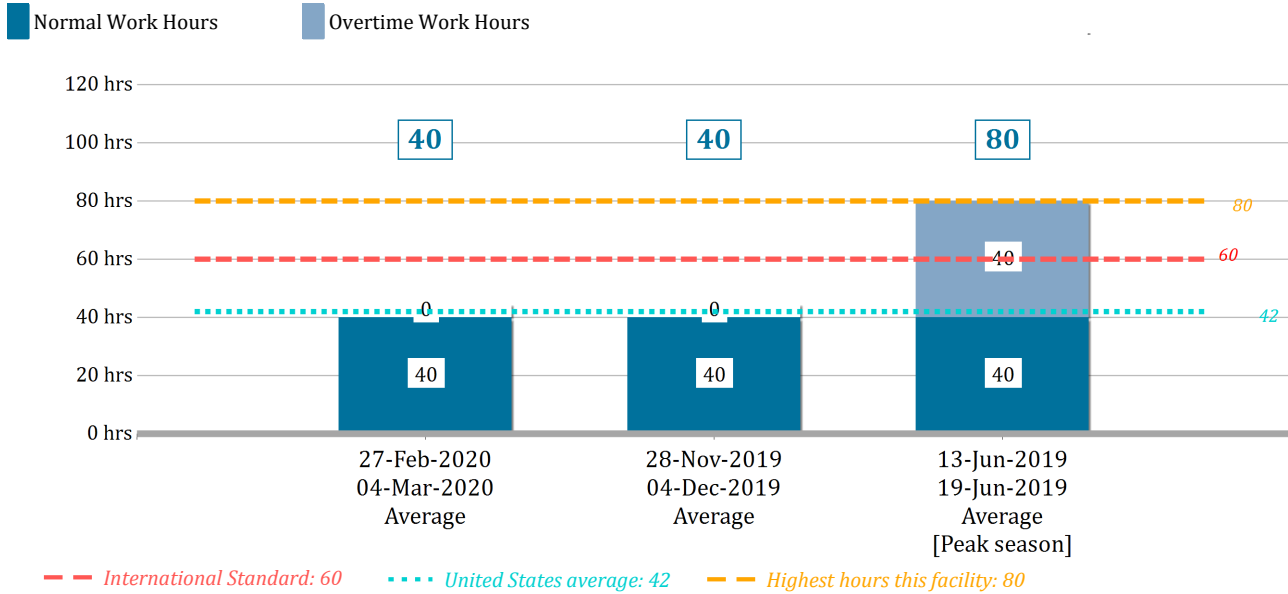
▲ Advancers ■ Constant ▼ Decliner

PERFORMANCE RATING

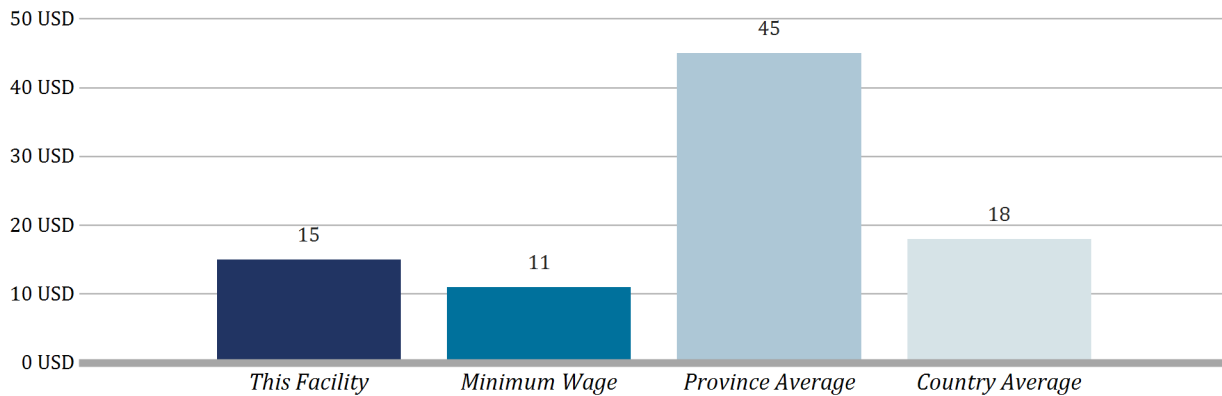


B3. WORKING HOURS AND WAGES

Average total hours worked weekly



Average wages paid in local currency (USD)



Special wage circumstances:

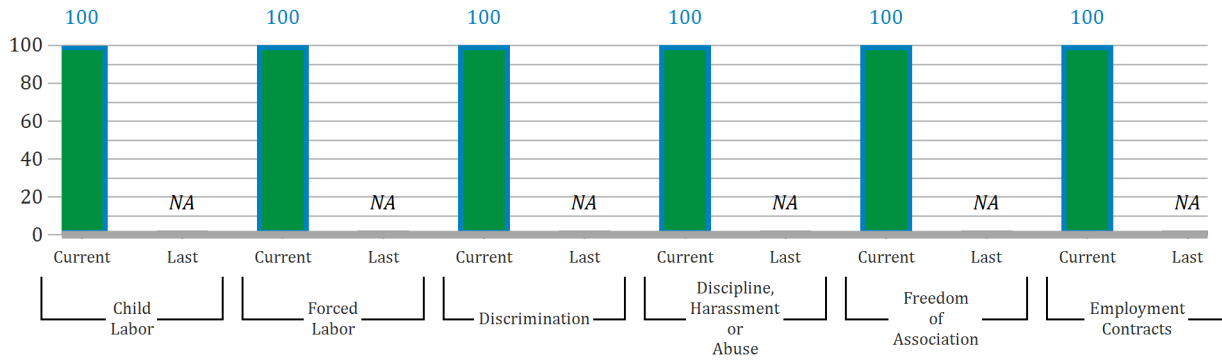
Wages and hours summary: The workers generally work only 40 hours and do not have OT. One worker worked 30 minutes OT because he was loading a truck that came late.

C. PERFORMANCE DETAILS

Current (13-Mar-2020)

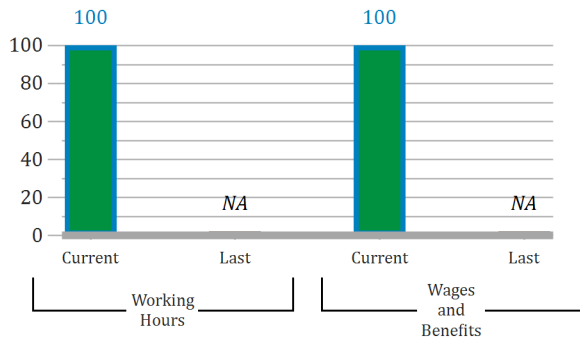
C1. Labor

100%

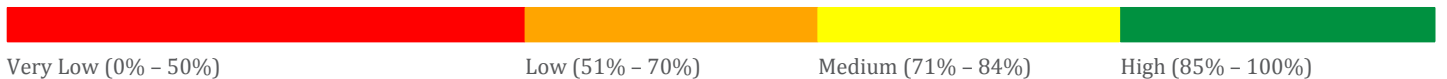


C2. Wages & Hours

100%

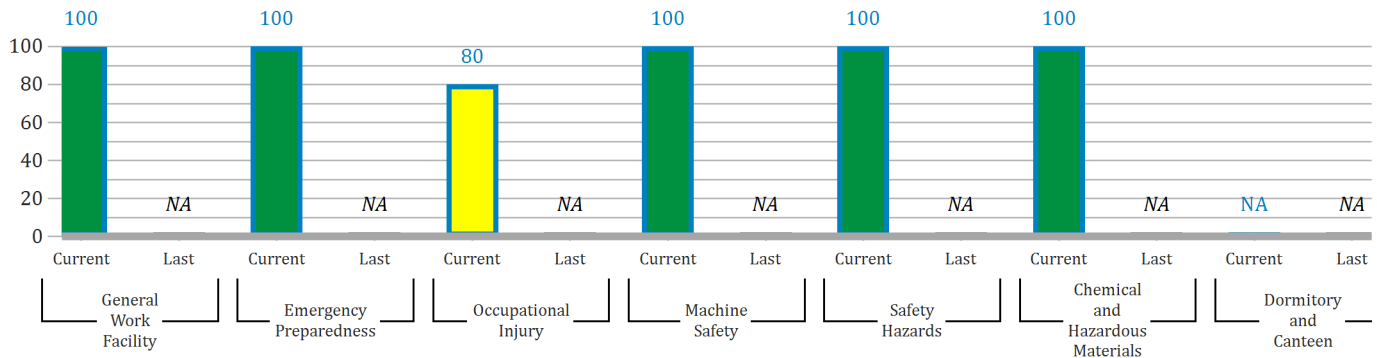


PERFORMANCE RATING



C3. Health & Safety

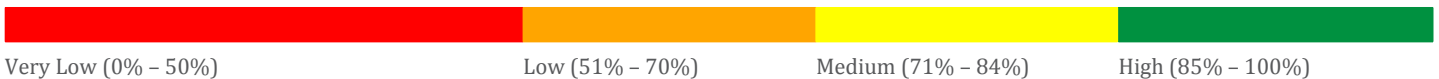
98%



Sub Section: Occupational Injury

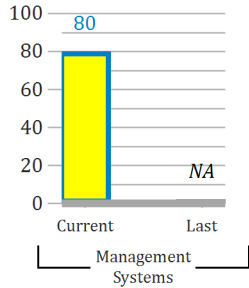
Status	Findings	% Global freq of compliance
● Minor	<p>212.00 : The facility has not implemented an mechanism/program to identify, evaluate and control employee exposure to physically demanding work, such as manual handling, heavy lifting, highly repetitive tasks, and other physically demanding jobs to prevent work-related injuries</p> <p>Auditor's comment No sound study available to determine if hearing conservation program is needed. Hearing protection is provided in that area.</p> <p>OSHA code of federal regulation 29CFR Section 1903. Ref: 29 Section 1903.1.INSPECTIONS, CITATIONS AND PROPOSED PENALTIES, Purpose and scope,The Williams-Steiger Occupational Safety and Health Act of 1970 (84 Stat. 1590 et seq., 29 U.S.C. 651 et seq.) requires, in part, that every employer covered under the Act furnish to his employees employment and a place of employment which are free from recognized hazards that are causing or are likely to cause death or serious physical harm to his employees.</p>	78%

PERFORMANCE RATING



C4. Management Systems

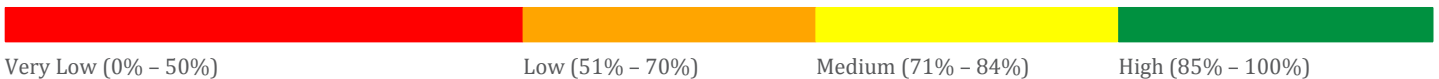
80%



Sub Section: Management Systems

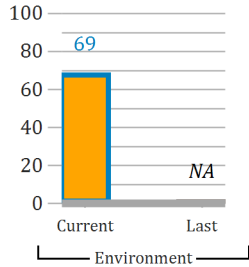
Status	Findings	% Global freq of compliance
● Minor	293.05 : The facility's written social compliance policy is not made publicly available <i>Auditor's comment</i> The handbook is available to employees only.	90%
● Minor	296.07 : The facility has comprehensive employee safety processes and procedures in a written manual that support adherence to social compliance requirements but they are not all being properly implemented <i>Auditor's comment</i> Facility has employee safety procedures however gap was identified regarding occupational injury.	50%
● Moderate	310.00 : The facility's social compliance policy and requirements are not communicated to all suppliers and/or subcontractors in local language	74%

PERFORMANCE RATING



C5. Environment

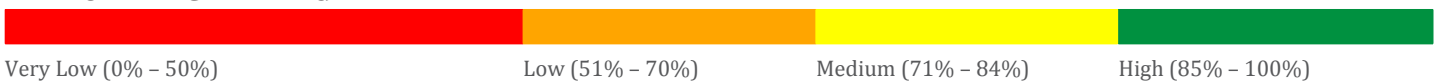
69%



Sub Section: Environment

Status	Findings	% Global freq of compliance
● Minor	323.00 : The facility does not have any environmental management system in place	75%
● Minor	<p>324.00 : The facility does not conduct a risk assessment (internal/ external) to evaluate the significant environmental impacts of its sites and processes</p> <p>Under United States environmental law an Environmental Assessment (EA) is compiled to determine the need for an Environmental Impact Statement (EIS), and originated in the National Environmental Policy Act (NEPA), enacted in 1970. Certain actions of federal agencies must be preceded by an EA or EIS. Contrary to a widespread misconception, NEPA does not prohibit the federal government or its licensees/permittees from harming the environment, nor does it specify any penalty if the EA or EIS turns out to be inaccurate, intentionally or otherwise. NEPA requires that plausible statements as to the prospective impacts be disclosed in advance. The purpose of NEPA process is to ensure that the decision maker is fully informed of the environmental aspects and consequences prior to making the final decision. An Environmental Assessment (EA) is an environmental analysis prepared pursuant to the National Environmental Policy Act to determine whether a federal action would significantly affect the environment and thus require a more detailed Environmental Impact Statement (EIS). The release of an Environmental Assessment results in either a Finding of No Significant Impact (FONSI) or an Environmental Impact Statement (EIS).</p> <p>Under United States environmental law an Environmental Assessment (EA) is compiled to determine the need for an Environmental Impact Statement (EIS), and originated in the National Environmental Policy Act (NEPA), enacted in 1970. Certain actions of federal agencies must be preceded by an EA or EIS. Contrary to a widespread misconception, NEPA does not prohibit the federal government or its licensees/permittees from harming the environment, nor does it specify any penalty if the EA or EIS turns out to be inaccurate, intentionally or otherwise. NEPA requires that plausible statements as to the prospective impacts be disclosed in advance. The purpose of NEPA process is to ensure that the decision maker is fully informed of the environmental aspects and consequences prior to making the final decision. An Environmental Assessment (EA) is an environmental analysis prepared pursuant to the National Environmental Policy Act to determine whether a federal action would significantly affect the environment and thus require a more detailed Environmental Impact Statement (EIS). The release of an Environmental Assessment results in either a Finding of No Significant Impact (FONSI) or an Environmental Impact Statement (EIS).</p>	84%

PERFORMANCE RATING





Sub Section: Environment

Status	Findings	% Global freq of compliance
● Minor	<p>329.02 : The facility does not have a system to identify and update applicable environmental laws, regulations and customers requirements in the area of wastewater/ storm water monitoring and treatment</p> <p><i>Auditor's comment</i> No water used in the manufacturing process.</p>	96%

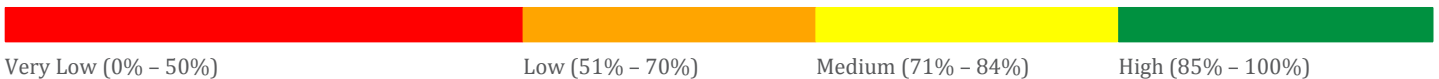
% Global Frequency of Compliance: Represents the implementation percentage performance of all suppliers participating in the WCA Community globally for each issue

Identification numbers: Represents the finding ID associated with each checklist question

RECOMMENDATION FOR IMPROVEMENT PLAN TIMELINE

- Minor Take action within 0 ~ 6 months to make necessary improvements.
- Major : Take action within 0 ~ 1 month to make necessary improvements.
- Moderate: Take action within 0 ~ 3 months to make necessary improvements.
- Zero Tolerance: Take immediate action to make necessary improvements.

PERFORMANCE RATING



D. STRENGTHS AND CHALLENGES

Facility Strengths: Facility performance ranks in the top percentile of the population and/or has implemented a best practice process	Rating	Global Freq. of Compliance%
The facility has comprehensive working hour and wages management processes and procedures in a written manual that support adherence to social compliance requirements and are being properly implemented	Minor	48%
Total overtime hours are within allowable limits under applicable law or agreement.	Moderate	48%
The facility provides social security, pensions, healthcare and/ or other insurance to employees as per legal requirement.	Moderate	58%

Challenges: Facility performance ranks in the bottom percentile of the population	Rating	Global Freq. of Compliance%
The facility does not have a system to identify and update applicable environmental laws, regulations and customers requirements in the area of wastewater/ storm water monitoring and treatment	Minor	96%
The facility's written social compliance policy is not made publicly available	Minor	90%
The facility does not conduct a risk assessment (internal/ external) to evaluate the significant environmental impacts of its sites and processes	Minor	84%
The facility has not implemented an mechanism/program to identify, evaluate and control employee exposure to physically demanding work, such as manual handling, heavy lifting, highly repetitive tasks, and other physically demanding jobs to prevent work-related injuries	Minor	78%
The facility does not have any environmental management system in place	Minor	75%
The facility's social compliance policy and requirements are not communicated to all suppliers and/or subcontractors in local language	Moderate	74%

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