

Supplier Workplace Standards: Audit Waiver Application Form.

供应商社会责任准则：审核豁免申请表

As part of our [Terms of Trade](#) The Warehouse requires that all supplier factories comply with its Ethical Sourcing Policy. (Download [here](#).)

作为我们贸易条件的一部分，威好公司（以下简称：威好）要求所有的供应商工厂都应遵守威好的社会责任准则（[点击此处下载](#)）。

The Warehouse may inspect supplier factories in order to assess their level of compliance with the above standards. The cost of such assessments and any necessary follow up assessments shall be born by the supplier and may be charged directly to the supplier or deducted from any payments due. To avoid these costs and any duplication of effort suppliers may apply for an **Audit Waiver**. This can be achieved by providing The Warehouse with a copy of a current Workplace Standards / Labour Inspection report undertaken for another customer and completing this form.

为了评估供应商工厂遵守准则的状况，威好可能会对供应商工厂进行现场审核。此类审核以及任何必要的跟进审核所产生的费用都应由供应商承担；或者直接向供应商收取，或者从应付款项中扣除。为避免审核费用和任何审核工作的重复，供应商可以申请审核豁免。如要获得审核豁免，供应商需要向威好提供一份近期为其他客户所完成的社会责任标准/劳工标准审核报告副本，并完整填写此审核豁免申请表。

Complete this form and then print out. Enter factory manager's signature, date, and factory seal. Then scan or photograph completed form (PDF or JPG format) and email to: ethical.sourcing@thewarehouse.co.nz attaching a copy of report you are submitting in support of your waiver application. The Warehouse will advise if the Waiver Application has been accepted.

完整填写此表格后打印出来；工厂经理签字，填写日期，工厂盖章；然后将填写好的表格进行扫描或拍照并以 PDF 或 JPG 格式发到以下电子邮箱地址：ethical.sourcing@thewarehouse.co.nz 同时附上支持申请豁免所需要的审核报告副本。威好会告知供应商豁免申请是否被认可。

Audit Waiver Application. (*Enter information in the highlighted fields*)

审核豁免申请表（请将信息填写在用颜色标出的部分）

Supplier Name 供应商名称:	
Factory Name 工厂名称:	
Factory Address 工厂地址:	
Factory Contact Person 工厂联系人:	
Email 邮箱:	
Phone Number 电话号码:	

Labour Standards / Social Compliance report attached 附上的劳工标准/社会责任审核报告：

Audit Type: (*tick applicable box*) 审核类型（请在对应的格子里打钩）

WRAP	<input type="checkbox"/>	ICTI	<input type="checkbox"/>	Wal-Mart	<input type="checkbox"/>	Other	<input type="checkbox"/>
Note: SMETA reports or BSCI reports are <u>not</u> accepted.							

Name of customer the report was provided for 该报告所提交客户的名称:	
Audit / Inspection firm 审核/检查的机构:	
Audit date 审核日期:	
Factory Manager Name 工厂经理/厂长的名字:	

Waiver Application and Declaration of Compliance 豁免申请以及合规声明:

"I confirm that the attached report is an accurate and true reflection of working conditions and practices at the above factory and was compiled without misrepresentation or reliance on falsified documents" "我确认所附报告是对于以上工厂运作以及工作环境真实准确的反映，并未由误导或者虚假的文件记录取得。"

"I confirm that working conditions and practices at the above factory meet or exceed The Warehouse's minimum workplace standards summarised below:" "我确认以上工厂运作以及工作环境达到或超过以下所列的威好公司供应商社会责任最低标准。"

1. The factory must maintain a personnel file on every employee which includes age-identification documents and signed employment agreements. 工厂必须为每个员工保存人事档案，其中包括年龄证明文件和经双方签署的雇佣协议。
2. The factory must prohibit prison labour, or workers who work under bond, debt or other obligation. 工厂严禁雇用监狱劳工和被迫受合约或债务等束缚的劳工。
3. The factory must not employ workers under the age of 16, or whatever minimum working age is defined by local law. 工厂不得雇用未满 16 周岁或未达当地法律规定的最低受雇年龄的工人。
4. The factory must enforce policies that prohibit the following: Physical, Sexual, or Verbal abuse or harassment. 工厂必须有明确制度以及切实禁止以下行为：身体的、性的或口头的虐待或骚扰。
5. Workers must receive at least the legal minimum wage. 员工必须至少得到法定最低工资。
6. Overtime hours worked must not exceed 32 hours in a six day working week. 在一周工作六天的情况下，总加班时间不得超过 32 小时。
7. The factory must maintain a working time clock or equivalent system that enables workers to record their hours worked. 工厂必须配备考勤钟或等同的考勤记录系统，供所有员工记录各自的工作时间。
8. Workers must be paid an overtime premium of at least 1.5 times the legal hourly rate for all overtime hours - including any workers paid by piece rate. 工厂必须向包括计件工人在内的所有员工按照 1.5 倍的比例支付所有加班时间的加班工资。
9. Workers must be able to take leave from the factory without unreasonable restriction from management. 员工请假离开工厂不得受到经理部门的不合理限制。
10. Workers must have one day off in 7 or one day off in 14 at peak production times. 工人每七天必须休息一天或在生产旺季的时候每 14 天休息一天。

"I accept that The Warehouse may, if it chooses, conduct an unannounced audit at this factory any time to verify the findings in the attached report. (*There will be no charge for this audit unless findings are significantly different from those in the waiver report attached.*)"

"我接受，如果被选择了，威好有可能在任何时间对以上工厂进行不通知审核以确认本申请附带报告所反映的情况。（不通知审核为免费，除非发现存在与豁免申请附带报告严重不符的问题。）"

Factory Managers Signature 工厂经理签名:	
Date 日期:	
Factory Seal 工厂盖章:	

Office Use Only 以下由威好填写:

Waiver report reviewed by 豁免报告核准人员:	
Date 日期:	
Waiver Application Accepted 豁免申请被接受:	
Waiver Application Declined 豁免申请被拒绝:	
Factory Advised 给予工厂的意见:	