

SMETA

SMETA Corrective Action Plan Report (CAPR)


Version 6.1



BABYJEM
BEBEK ÜRÜNLERİ SAN. TİC. A.Ş.
Firuzköy Bulvarı No: 117/05 Avcılar - İST.
Tel: 0212 690 82 72 muhabese@babyjem.com.tr
AVCILAR V.D. 128 105 6976

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Audit Details			
Sedex Company Reference: (only available on Sedex System)	ZC: 412148918	Sedex Site Reference: (only available on Sedex System)	ZS: 412198211
Business name (Company name):	BABYJEM BEBEK URUNLERI SAN.TIC.A.S.		
Site name:	BABYJEM BEBEK URUNLERI SAN.TIC.A.S.		
Site address: (Please include full address)	FIRUZKOY MAH.FIRUZKOY BULVARI TEMPO NO:114 IC KAPI NO.5 AVCILAR- ISTANBUL	Country:	TURKIYE / TURKEY
Site contact and job title:	TUGCE GOKALP / SOSYAL UYGUNLUK SORUMLUSU / SOCIAL COMPLIANCE RESPONSIBLE		
Site phone:	+90 212 590 82 72	Site e-mail:	tugce.san@@babyjem.com.tr
SMETA Audit Pillars:	<input checked="" type="checkbox"/> Labour Standards	<input checked="" type="checkbox"/> Health & Safety (plus Environment 2-Pillar)	<input type="checkbox"/> Environment 4-pillar <input type="checkbox"/> Business Ethics
Date of Audit:	18.11.2021		

Audit Company Name & Logo: 	Report Owner (payer): BABYJEM BEBEK URUNLERI SAN.TIC.A.S.
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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)			



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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.

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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): Corona -19 pandemi kuralları gereği 6 çalışan ile bireysel görüşme yapılmıştır ve grup görüşmesi yapılmamıştır. / Due to Corona -19 measures, 6 employees were interviewed individually, and no group interview is held.

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

Lead auditor: NESE SEVILIR – LEAD AUDITOR (RA)

Team auditor: NONE

Observer auditor: ELIF ERYIGIT – OBSERVER AUDITOR

Interviewers: NESE SEVILIR – AUDITOR (RA)

Report writer: NESE SEVILIR – AUDITOR (RA)

Report reviewer: GIZEM OZTURK (REPORT REVIEWER)

Date of declaration: 18.11.2021

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.

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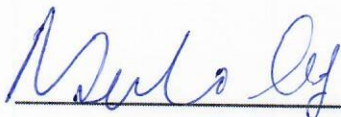
Audit Parameters

Audit Parameters			
A: Time in and time out	Day 1 Time in: 09:00 Day 1 Time out: 19:30	Day 2 Time in: NA Day 2 Time out: NA	Day 3 Time in: NA Day 3 Time out: NA
B: Number of auditor days used:	1 DENETCI + 1 GOZLEMCI DENETCI x 1 GUN / 1 AUDITOR + 1 OBSERVER AUDITOR x 1 DAY		
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 type="checkbox"/> Announced <input checked="" type="checkbox"/> Semi - announced: Window detail: 15.11.2021-26.11.2021 <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)	TUGCE GOKALP / SOSYAL UYGUNLUK SORUMLUSU / SOCIAL COMPLIANCE RESPONSIBLE		
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:	NA		
J: Previous audit type:	NA		
K: Were any previous audits reviewed for this audit	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" 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 type="checkbox"/> Yes <input checked="" 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 type="checkbox"/> Yes <input checked="" 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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

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D: If Worker Representatives were not present please explain reasons why (only complete if no worker reps present)	<p>İşletmede çalışan komitesi bulunmamaktadır. İşletmede 3 çalışan temsilcisi vardır, idari kadroda olduklarından çalışan görüşmelerine dahil edilmemişlerdir.</p> <p>There was no worker committee at the facility. There are 3 worker representatives at the facility, since they were administrative employees, they were not included to the interviews.</p>
E: If Union Representatives were not present please explain reasons why: (only complete if no union reps present)	<p>İşletmede sendika bulunmamaktadır. / There was no union at the facility .</p>



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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 re-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 The reference number of the non-compliance from the Audit Report, for example, Discrimination No.7	New or Carried Over Is this a new non-compliance identified at the follow-up or one carried over (C) that is still outstanding	Details of Non-Compliance Details of Non-Compliance	Root cause (completed by the site)	Preventative and Corrective Actions Details of actions to be taken to clear non-compliance, and the system change to prevent re-occurrence (agreed between site and auditor)	Timescale (Immediate, 30, 60, 90, 180, 365)	Verification Method Desktop / Follow-Up [D/F]	Agreed by Management and Name of Responsible Person: Note if management agree to the non-compliance, and document name of responsible person	Verification Evidence and Comments Details on corrective action evidence	Status Open/Closed or comment
1) O.B. YONETİM SİSTEMLERİ	YENİ	İşletmenin ticari ünvanı Nisan 2021'de değiştirilerek "Babyjem Bebek Ürünleri San.Tic.AS" olmuştur. Bu ünvan adına düzenlenen işyeri açma ve çalışma raporu görülmemiştir.	<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:	Lütfen işletmedeki tüm alanları kapsayan işyeri açma ve çalışma ruhsatını sağlayınız.	90 GUN	MASAUSTU	EVET /TUGCE GOKALP / SOSYAL UYGUNLUK SORUMLUSU		
1)O.B. MANAGEMENT SYSTEMS AND CODE IMPLEMENTATION	NEW	The commercial title of the facility changed within April 2021 and became "Babyjem Bebek Ürünleri San.Tic.AS". The opening and operating license of the facility for the new title was not observed.		It is recommended to provide the updated facility opening & operating permit covering all areas in the facility .	90 DAYS	DESKTOP	YES / TUGCE GOKALP /SOCIAL COMPLIANCE RESPONSIBLE.		

2) SAĞLIK VE GÜVENLİK NO:3 YK,ETI	YENI	İşletmeye ait 01.09.2021 tarihli yangın güvenliği raporunun (iftaiye raporu) uygun sonuçlu olmadığı görülmüştür.	<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:	Lütfen tüm işletmeyi kapsayan uygun sonuçlu yangın güvenliği raporu (iftaiye raporu) sağlayınız.	60 GÜN	MA SAUSTU	EVET /TUGCE GOKALP / SOSYAL UYGUNLUK SORUMLUSU	
2) SAFETY AND HYGIENIC CONDITIONS NB: 3 LL,ETI	NEW	Fire safety licence (fire department report) dd.01.09.2021 of the facility is not observed.	<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 provide proper fire safety licence (fire department report) for the whole facility.	60 DAYS	DESKTOP	YES / TUGCE GOKALP /SOCIAL COMPLIANCE RESPONSIBLE.	
3) SAĞLIK VE GÜVENLİK NO:3 YK,ETI	YENI	İşletmedeki acil durum ve tahliye planları gerekli detayları kapsamamaktadır.	<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:	Lütfen acil durum ve tahliye planlarının mevzuatta belirlenen tüm detayları kapsamasını sağlayınız.	60 GÜN	TAKIP DENETİMİ	EVET /TUGCE GOKALP / SOSYAL UYGUNLUK SORUMLUSU	
3) SAFETY AND HYGIENIC CONDITIONS NB: 3 LL,ETI	NEW	In the facility, the emergency situation and evacuations plans do not cover the necessary details		It is recommended to provide emergency situation and evacuation plans as per all the details as per regulations.	60 DAYS	FOLLOW UP AUDIT	YES / TUGCE GOKALP /SOCIAL COMPLIANCE RESPONSIBLE.	

Audit company: INTERTEK

Report reference: AU 149067

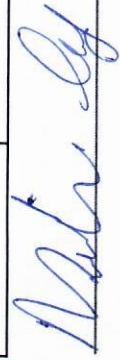
Date: 18.11.2021

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4) SAĞLIK VE GÜVENLİK NO:3 YK,ETI	YENI	İşletmedeki kumaş depo alanında bulunan tek kompresör odasının kapısının olmadıđı , kompresörün korunaksız bir şekilde yerleřtirilmiř olduđu görülmüřtür.	<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:	Lütfen kompresörün mevzuata uygun olarak korunaklı bir şekilde muhafaza edilmesini sađlayınız.	60 GUN	TAKIP DENETİMİ	EVET /TUGCE GOKALP / SOSYAL UYGUNLUK SORUMLUSU	
4) SAFETY AND HYGENIC CONDITIONS NB: 3 LL,ETI	NEW	In the facility, it was observed that there was no any door in the compressor room within the fabric warehouse area. 1 out 1 compressor in the facility was located in this room without any protection.		It is recommended to provide a protected area for the compressor according to the regulations.	60 DAYS	FOLLOW UP AUDIT	YES / TUGCE GOKALP /SOCIAL COMPLIANCE RESPONSIBLE.	
5) SAĞLIK VE GÜVENLİK NO:3 YK,ETI	YENI	İřletmede ilkyardım sertifikasına sahip alıřan bulunmamaktadır. İřletmede 117 kiři vardır, min.6 ilk yardım sertifikalı alıřan bulunmaktadır.	<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:	Lütfen her 20 alıřan için 1 ilk yardım sertifikalı alıřan sađlayınız.	90 GUN	MASAUSTU	EVET /TUGCE GOKALP / SOSYAL UYGUNLUK SORUMLUSU	
5) SAFETY AND HYGENIC CONDITIONS NB: 3 LL,ETI	NEW	It was observed that there was no first aid certified employee in the facility. Totally there were 117 employees, and the number of the number of first aid		It is recommended to provide 1 First Aid Certified Employee for each 20 employees.	90 DAYS	DESKTOP	YES / TUGCE GOKALP /SOCIAL COMPLIANCE RESPONSIBLE.	

6) SAĞLIK VE GÜVENLİK NO:3 YK,ETI	YENI	certified employees should be min 6.	İşletmede bulunan 3 asansörün güncel fenni muayene raporu görülemezdir.	<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:	Lütfen tüm asansörler için yetkili firmalarca düzenlenmiş fenni muayene raporunu sağlayınız.	30 GUN	MASAUSTU	EVET /TUGCE GOKALP / SOSYAL UYGUNLUK SORUMLUSU	
6) SAFETY AND HYGIENIC CONDITIONS NB: 3 LL,ETI	NEW	The current periodic controls reports of the 3 out of 3 lifts in the facility were not observed.	It is recommended to provide periodic controls reports of the 3 out of 3 lifts in the facility			30 DAYS	DESKTOP	YES / TUGCE GOKALP /SOCIAL COMPLIANCE RESPONSIBLE.	
7) SAĞLIK VE GÜVENLİK NO:3 YK,ETI	YENI	İşletmede mutfakta görevli 3 çalışandan 2 tanesinin hijyen eğitimi sertifikasının bulunmadığı görülmüştür.	İşletmede mutfakta görevli 3 çalışandan 2 tanesinin hijyen eğitimi sertifikasının bulunmadığı görülmüştür.	<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:	Lütfen tüm mutfak çalışanları için hijyen eğitimi sertifikası sağlayınız.	90 GUN	MASAUSTU	EVET /TUGCE GOKALP / SOSYAL UYGUNLUK SORUMLUSU	
7) SAFETY AND HYGIENIC CONDITIONS NB: 3 LL,ETI	NEW	It was observed that 2 out of 3 kitchen employees did not have hygiene training certificates.	It is recommended to provide hygiene training certificates for all kitchen employees.			90 DAYS	DESKTOP	YES / TUGCE GOKALP /SOCIAL COMPLIANCE RESPONSIBLE.	



8) SAĞLIK VE GÜVENLİK NO:3 YK.ETI	YENI	İşletmedeki 3 çalışan temsilcisinin yönetim tarafından atanacağı ve yönetici görevinde olduğu görülmüştür.	<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:	Lütfen çalışan temsilcisinin kapalı oylama-açık sayım usulüyle çalışanlar tarafından seçilmesini sağlayınız. Temsilcilerin üretim çalışanlarından seçilmesini sağlayınız.	60 GUN	MASAUSTU	EVET /TUGCE GOKALP / SOSYAL UYGUNLUK SORUMLUSU	
8SAFETY AND HYGIENIC CONDITIONS NB: 3 LL,ETI	NEW	The 3 workers representatives were appointed by the management.All of them were administrative employees,		It is recommended to provide the selection of worker representatives of by the employees with secret voting and open counting method. The representatives should be selected from production employees.	60 DAYS	DESKTOP	YES / TUGCE GOKALP /SOCIAL COMPLIANCE RESPONSIBLE.	
9)SAĞLIK VE GÜVENLİK NO:3 YK.ETI	YENI	İşletme genelinde aktif acil aydınlatma sistemi (şarjlı lamba) ve acil çıkış zemin yönlendirmeleri yoktur. Ayrıca: acil çıkış kapısı yönlendirmeleri , işaretleme ve şarjlı lambaları yetersizdir.	<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:	Lütfen tüm üretim alanı zeminlerinde acil çıkış rotalarını belirleyiniz, tüm alanlarda aktif acil aydınlatma sistemi (şarjlı lamba) sağlayınız. Ayrıca, tüm acil çıkış kapıları işaretleme ve yönlendirmeleri ve	90 GUN	TAKIP DENETİMİ	EVET /TUGCE GOKALP / SOSYAL UYGUNLUK SORUMLUSU	



<p>10) SAFETY AND HYGIENIC CONDITIONS NB: 3 LL,ETI</p>	<p>NEW</p>	<p>buton çevresinde duyulmuş, sistemsel bir sorundan dolayı diğer bölümlerde deneme yapılamamıştır. Ayrıca, işletme genelinde yangın dolabı ve yağmurlama sistemi görülmemiştir.</p>	<p>In the facility, the number of fire extinguishers and fire alarm buttons was insufficient, there was no fire equipment in the security warehouse in - 1 floor. It was observed that the control times of the fire extinguishers were exceeded, they were blocked with the products and they were not stated on the wall. The fire alarm was checked in the bathroom warehouse area on the ground floor, it was heard only around the button, but could not be checked in other sections due to a systemic problem. Besides, within the whole facility, no fire hose and sprinkler system were observed.</p>	<p>It is recommended install an active fire alarm and sprinkler system in all areas in accordance with the legislation, ensure that it works properly with sufficient equipment and have periodic controls of the fire extinguishers and the system properly.</p>	<p>120 DAYS</p>	<p>FOLLOW UP AUDIT</p>	<p>YES / TUGCE GOKALP /SOCIAL COMPLIANCE RESPONSIBLE.</p>	
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11) SAĞLIK VE GÜVENLİK NO:3 YK,ETI	YENI	İşletmede en son yangın söndürme eğitimi ve tahliye tatbikatının 10.11.2017'de yapıldığı görülmüştür.	<input type="checkbox"/> Training Systems Costs <input checked="" type="checkbox"/> lack of workers <input type="checkbox"/> Other – please give details:	Lütfen tüm çalışanların katılımı ile yangın söndürme eğitimi ve tahliye tatbikatını yılda en az bir kez tekrarlayınız.	60 GUN	TAKIP DENETİMİ	EVET /TUGCE GOKALP / SOSYAL UYGUNLUK SORUMLUSU	
11) SAFETY AND HYGIENIC CONDITIONS NB: 3 LL,ETI	NEW	It was noted that last fire fire extinguishing training was conducted on 10.11.2017.	<input type="checkbox"/> Training Systems Costs <input checked="" type="checkbox"/> lack of workers <input type="checkbox"/> Other – please give details:	It is recommended that fire extinguishing training & evacuation drill should be conducted min. once in a year with all employees.	60 DAYS	FOLLOW UP AUDIT	YES / TUGCE GOKALP /SOCIAL COMPLIANCE RESPONSIBLE.	
12) SAĞLIK VE GÜVENLİK NO:3 YK,ETI	YENI	İşletmede depo alanlarında ve üretim alanlarında acil çıkış rotalarının ürün ve kollarla bloke olduğu görülmüştür.	<input type="checkbox"/> Training Systems Costs <input checked="" type="checkbox"/> lack of workers <input type="checkbox"/> Other – please give details:	Lütfen acil çıkış rotalarının ve kapılarının önlerinin açık olmasını bloke olmamasını sağlayınız..	90 GUN	TAKIP DENETİMİ	EVET /TUGCE GOKALP / SOSYAL UYGUNLUK SORUMLUSU	
12) SAFETY AND HYGIENIC CONDITIONS NB: 3 LL,ETI	NEW	It has been observed that the emergency exit routes in the warehouse areas and production area were blocked with goods & boxes.		It is recommended that the emergency exit routes and doors are not blocked..	90 DAYS	FOLLOW UP AUDIT	YES / TUGCE GOKALP /SOCIAL COMPLIANCE RESPONSIBLE.	
13) SAĞLIK VE GÜVENLİK NO:3 YK,ETI	YENI	İşletmede aşağıdaki kapılar içeri doğru açılmaktadır;	<input type="checkbox"/> Training Systems Costs <input checked="" type="checkbox"/> lack of workers <input type="checkbox"/> Other – please give details:	Lütfen tüm çıkış kapılarının dışarı doğru (tahliye yönüne uygun) açılmasını sağlayınız.	120 GUN	TAKIP DENETİMİ	EVET /TUGCE GOKALP / SOSYAL UYGUNLUK SORUMLUSU	

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14) SAĞLIK VE GÜVENLİK NO:3 YK,ETI	YENI	İşletmede risk değerlendirilmesinde özel grupların (hamile, genç, engelli) kapsama alınmadığı görülmüştür. Ayrıca, acil durum eylem planının covid-19 kapsamında güncellenmediği görülmüştür.	<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:	Lütfen risk değerlendirilmesinde özel grupların (hamile, genç, engelli) ekleyiniz acil durum eylem planının covid-19 kapsamında güncelleyiniz.	60 GUN	MASAUSTU	EVET /TUGCE GOKALP / SOSYAL UYGUNLUK SORUMLUSU	
14)SAFETY AND HYGIENIC CONDITIONS NB: 3 LL,ETI	NEW	It was observed that the risk assessment did not cover the special groups (pregnant, young and disabled) Besides, the emergency action plan was not updated within the scope of covid-19.	<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 update the risk assessment to cover the special groups (pregnant, young and disabled) and update the emergency action plan in scope of covid-19.	60 DAYS	DESKTOP	YES / TUGCE GOKALP /SOCIAL COMPLIANCE RESPONSIBLE.	
15)SAĞLIK VE GÜVENLİK NO:3 YK,ETI	YENI	İşletmede elektrik panolarının önünde yatık paspas olmadığı görülmüştür. (güvenli depo , A blok banyo depo)	<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:	Lütfen elektrik panolarının önünde yatık paspas sağlayınız.	30 GUN	TAKIP DENETİMİ	EVET /TUGCE GOKALP / SOSYAL UYGUNLUK SORUMLUSU	
15)SAFETY AND HYGIENIC CONDITIONS NB: 3 LL,ETI	NEW	It was observed that there was no rubber mat (in security warehouse and A block bath warehouse)	<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 provide rubber mat under the electricity panels.	30 DAYS	FOLLOW UP AUDIT	YES / TUGCE GOKALP /SOCIAL COMPLIANCE RESPONSIBLE.	
16)ÇOCUK İŞÇİLİK	YENI	İsleme bulunan 2 genç çalışanın yetişkinlerle	<input type="checkbox"/> Training <input checked="" type="checkbox"/> Systems	Lütfen genç çalışanların toplam	90 GUN	TAKIP DENETİMİ	EVET /TUGCE GOKALP /	

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NO:4 ETI, YK		<input type="checkbox"/> Costs <input type="checkbox"/> lack of workers <input type="checkbox"/> Other - please give details:	<p>aynı saatlerde çalışıkları ve fazla mesai yaptıkları görülmüştür.. Günde 9 saat 15 dk X 5 gün = 46 saat 15 dk/hafıza.</p>	<p>haftalık çalışma saatlerini 40 saat ve günlük çalışma saatleri 8 saat ile sınırlayınız ve fazla mesai yapmamalarını sağlayınız.</p>	90 DAYS	FOLLOW UP AUDIT	SOSYAL UYGUNLUK SORUMLUSU	
16)CHILD LABOUR NO:4 ETI, LL	NEW	<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 was noted that 2 young employees' working hours in the facility was same as adults , 9 hours 15 min/day X 5 days = 46 hours 15 min/week, and they practised overtime working.</p>	<p>It's recommended that facility shall limit weekly working hours of young employees to 40 hours and daily working hours to 8 hours and do not allow them to work overtime.</p>	90 GUN	TAKIP DENETİMİ	EVET /TUGCE GOKALP / SOSYAL UYGUNLUK SORUMLUSU	
17) ÖDEMELER VE HAKLAR NO:5 ETI, YK	YENİ		<p>İşletmede normal maaşların ve fazla mesailerin bir kısmının resmi bordro üzerinden ödenmekte olduğu, fazla mesai bakıyelerinin resmi bordroda gösterilmeyip elden ödendiği görülmüştür. Yönetim denetim esnasında tüm kayıtları denetçilere sunmuştur. İşletmede ödemeler zamanında ve tam olarak yapılmaktadır</p>	<p>Lütfen tüm ödemelerin (normal + fazla mesai) banka kanalıyla resmi bordro üzerinden ödenmesini sağlayınız.</p>				

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17) WAGES AND BENEFITS NO:5 ETI, LL	NEW	In the facility, regular wages and some part of overtime wages were paid via official payrolls; the balance of overtime wage amounts are not shown on official payrolls and paid by cash. Management provided all records to the auditors during audit day. The payments are done correctly and on-time.		It is recommended that full amounts of wages (normal + overtime) are paid through bank accounts via official payrolls	90 DAYS	FOLLOW UP AUDIT	YES / TUGCE GOKALP /SOCIAL COMPLIANCE RESPONSIBLE.	
18)ÇALIŞMA SAATLERİ NO:6 YK,ETI	YENI	İşletmede haftalık çalışma saatinin 46 saat 15 dk. Olduğu görülmüştür. 9 saat 15 dk /gün x 5 gün (08:00-18:30 , 2 x 15' çay molası+ 45 ' yemek molası)	<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:	Lütfen haftalık çalışma saatinin 45 saat/hafta ile sınırlanınız.	60 GUN	TAKIP DENETİMİ	EVET /TUGCE GOKALP / SOSYAL UYGUNLUK SORUMLUSU	
18)WORKING HOURS NO:6 LL,ETI	NEW	It was observed that standard weekly working hours of the employees was 46 hours 15 min/week. 9 hours 15 min/day x 5 days. (08:00-18:30 , 2 x 15'tea break + 45 ' lunch break)		It is recommended to limit the standard weekly working hours to 45 hours /week .	60 DAYS	FOLLOW UP AUDIT	YES / TUGCE GOKALP /SOCIAL COMPLIANCE RESPONSIBLE.	



19) ÇALIŞMA SAATLERİ NO:6 YK.ETI	YENİ	İşletmede incelenen aylarda günlük 11 saatli saatli geçen çalışma yapıldığı görülmüştür. (tüm bölümler) Ekim 2021 : 10 çalışan 8 çalışan min.5 max.8 kez max. 12 saat 15 dk/gün Eylül 2021 : 10 çalışan 8 çalışan min.5 max.8 kez max. 12 saat 15 dk/gün Mayıs 2021: görülmeydi.	<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:	Lütfen günlük çalışma süresini (normal+fazla mesai) 11 saatle sınırladınız.	90 GÜN	TAKIP DENETİMİ	EVET /TUGCE GOKALP / SOSYAL UYGUNLUK SORUMLUSU
19) WORKING HOURS NO:6 LL.ETI	NEW	In the facility, during the review of time records it was observed that daily working hours (regular and overtime) exceed 11 hrs/day; (in all sections) October 2021 : 8 out of 10 employees min 5 times max 8 times max 12 hours 15 min./day September 2021 : 8 out of 10 employees min 5 times max 8 times max 12 hours 15 min./day May 2021: not observed		It is recommended that daily working hours (normal+ overtime) should be limited to 11hrs.	90 DAYS	FOLLOW UP AUDIT	YES / TUGCE GOKALP /SOCIAL COMPLIANCE RESPONSIBLE.

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20) CEVRE NO:10 B4 ETI, LL	YENI	Firmada çevre izni veya çevre izninden muafir yazısı 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:	Lütfen Çevre izni veya muafir belgesini sağlayınız.	120 GUN	MASAUSTU	EYET /TUGCE GOKALP / SOSYAL UYGUNLUK SORUMLUSU
20) ENVIRONMENT NO:10 B4 ETI, LL #6	NEW	The facility does not have environmental permit or exemption letter.		It's recommended to provide environmental permit or exemption letter.	120 DAYS	DESKTOP	YES / TUGCE GOKALP /SOCIAL COMPLIANCE RESPONSIBLE.
21) KÖTÜ VEYA İNSANLIK DIŞI MUAMELE NO:9 YK,ETI	YENI	İşletmede dilek şikayet kutusu görülemezdir.	<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:	Lütfen dilek şikayet kutusu sağlayınız.	60 GUN	TAKIP DENETİMİ	EYET /TUGCE GOKALP / SOSYAL UYGUNLUK SORUMLUSU
21) HARŞ OR İNHUMANE TREATMENT NO.9 LLETI	NEW	There is no suggestion box in the facility.		It is recommended to provide suggestion box. .	60 DAYS	FOLLOW UP AUDIT	YES / TUGCE GOKALP /SOCIAL COMPLIANCE RESPONSIBLE.

Corrective Action Plan – Observations

Observation Number The reference number of the	New or Carried Over is this a new observation	Details of Observation Details of Observation	Root cause (completed by the site)	Any improvement actions discussed (Not uploaded on to SEDEX)

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observation from the Audit Report, for example, Discrimination No.7	identified at the follow-up or one carried over (C) that is still outstanding			
EVRENSEL HAKLAR O.A.3	YENI	işletme, uygun tedarikçi haritalandırması ve etki analizi yapmamıştır	Farkındalık	Lütfen tedarikçileriniz için haritalandırma yaparak etki analizini sağlayınız.
UNIVERSAL RIGHTS OA.3 #1	NEW	The facility did not provide appropriate mapping for their suppliers and stakeholders and did not identify their impact.	Awareness	It is recommended to do the mapping of the suppliers and stakeholders and to identify their impact.
EVRENSEL HAKLAR O.A.3	YENI	İşletmede çalışanlara sosyal uygunluk eğitimi verilmediği görülmüştür.	Farkındalık	Lütfen çalışanlara sosyal uygunluk eğitimi veriniz.
UNIVERSAL RIGHTS OA.3 #2	NEW	Int he facility , social compliance training is not given to the employees	Awareness	It is recommended to give social compliance training to the employees.

Good examples

Good example Number	Details of good example noted	Any relevant Evidence and Comments
The reference number of the good example from the Audit Report, for example, Discrimination No.7		



1) ÖDEMELER & HAKLAR No:5	İşletmede tüm çalışanlara ücretsiz olarak yemek ve servis sağlanmaktadır.	Personel görüşmeleri, yönetim görüşmeleri, ödeme kayıtları
1) WAGE AND BENEFITS No:5	Meal and transportation are provided free of charge to all employees at the facility.	Employee interviews, management interviews and wage records.

Audit company: INTERTEK

Report reference: AU 149067



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Confirmation

Please sign this document confirming that the above findings have been discussed with and understood by you: (site management) if actual signatures are not possible in electronic versions, please state the name of the signatory in applicable boxes, as indicating the signature.

A: Site Representative Signature:	<p>TUGCE GOKALP</p>  <p>BABYJEM BEBEK ÜRÜNLERİ SAN. TIC. A.Ş. Fıratlı Cad. Kat: 11/45. Avcılar - İST. T.C. Kimlik No: 11445 E-mail: muhasebe@babyjem.com.tr Tel: 0212 407 82 12 AVCILAR V.D. 128 105 6976</p>	Title –SOSYAL UYGUNLUK SORUMLUSU / SOCIAL COMPLIANCE RESPONSIBLE Date 18.11.2021
B: Auditor Signature:	<p>NESE SEVILIR ELIF ERYIGIT</p> 	Title BAS DENETCI / LEAD AUDITOR GOZLEMCI DENETCI / OBSERVER AUDITOR Date 18.11.2021
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: NONE-YOKTUR		
E: Signed: (If any entry in box D, please complete a signature on this line)	NA	Title NA Date NA
F: Any other site Comments: NONE-YOKTUR		

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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