

ตอบ CAR เรื่องแรงงานอย่างไร เพื่อให้สอดคล้องตาม Sedex

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ประเภทของการปิดประเด็นตาม Sedex Guidance

- **Desktop Follow-up (off-site):** Is used for certain corrective actions for which a site visit is not required and can instead be verified remotely e.g. through photographic evidence or documents, provided via e-mail.
- **Full Follow-up Audit (on-site):** When the extent of the Non-Compliances found at a previous audit was so broad that a full audit is required to verify the corrective actions taken. In this case the methods and scope resemble an initial audit but consider previous audit findings. Where an auditor re-visits a site to check all items of the code then this should be recorded in Sedex Advance as a full follow-up audit and noted in the audit report.

Significance of issue	Completion timescale	Verification method
Minor	30 days	Desktop
Major	30 days	Follow-up
Major	60 days	Follow-up
Critical	30 days	Follow-up

Common NCs in OB: Management system and Code Implementation

1. The facility has not communicated ETI code to their own suppliers and, where reasonably practicable, extend the principles of this Ethical Code through their supply chain. สถานประกอบการไม่มีการสื่อสารข้อกำหนดไปยังคู่ค้า

สื่อสารนโยบายไปยังคู่ค้า โดยการ
**Sign of Acknowledgement letter,
Training records / meeting records
or Email**

2. There is no system to check the site's performance against compliance requirements e.g. internal audits. ไม่มีระบบตรวจสอบประสิทธิภาพของสถานประกอบการตามข้อกำหนดเช่น การตรวจสอบภายใน

ตรวจติดตามระบบแรงงานตามข้อกำหนด

- **Internal audit schedule**
- **Internal audit report**
- **CAR**
- **Management review report**

Common NCs in OB: Management system and Code Implementation

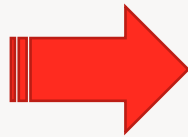
3. The facility had not appointed a senior member of management to responsible for compliance with the Code.

โรงงานไม่ได้แต่งตั้งผู้รับผิดชอบด้านความรับผิดชอบต่อสังคม

ประกาศแต่งตั้งผู้บริหารเป็นผู้รับผิดชอบข้อกำหนด
และทีมงานผู้รับผิดชอบในด้านต่าง ๆ เช่น แรงงาน
ความปลอดภัย สิ่งแวดล้อมและด้านจรรยาบรรณธุรกิจ

4. No system in place or way to keep up-to-date with local and national laws or otherwise inadequate management awareness.

ไม่มีกระบวนการอัปเดตกฎหมายและข้อกำหนด



จัดทำ Procedure law
update อัปเดตเป็นประจำ และ
ทำทะเบียนกฎหมาย พร้อมหลักฐาน
การสื่อสารไปยังหน่วยงานที่
เกี่ยวข้อง

Common NCs in 1: Freely Chosen Employment

1) Overtime is compulsory as per contract e.g. 'out-out' agreement and targets achieved in order to leave, but no evidence that this is enforced.
การบังคับทำงานล่วงเวลาตามสัญญา เช่น ข้อตกลงในการทำให้ได้ตามเป้าจึงสามารถออกไปได้

ประกาศยกเลิกสัญญาดังกล่าว ทำนโยเรื่องการทำ
OT โดยความสมัครใจของพนักงาน พร้อม
หลักฐานการสื่อสารไปยังพนักงานทุกระดับ

2) Probation periods are excessive and contrary to law. ระยะเวลาทดลองงานมากเกินไปและขัดต่อกฎหมาย

ปรับระยะเวลาทดลองงานให้
เป็นไปตามกฎหมาย

Common NCs in 2: Freedom of Association

Worker committee on site, but meetings not recorded / no documentary evidence	Minor	60 days	Desktop
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จัดทำรายงานการประชุม พร้อมอัปโหลดเอกสารใน
Sedex online

จัดการเลือกตั้งคณะกรรมการสวัสดิการ พร้อมเก็บหลักฐานที่เกี่ยวข้อง ประกาศแต่งตั้ง คสว. พร้อมอัปโหลดเอกสารในระบบ **Sedex** และเก็บเอกสารเพื่อ **onsite verify**

There is no worker committee or equivalent on site i.e. there is no effective communication channel between management and workers, and it is a legal requirement	Critical	30 days	Follow-up
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Common NCs in 3: Health & Safety

1.	No Health & Safety manager in place	Major	30 days	Desktop
2.	H&S Manager in place, but does not have the adequate training / experience / authority to manage H&S	Minor	60 days	Desktop
3.	No H&S worker committee / H&S representatives in place	Critical	90 days	Desktop
4.	No / inadequate H&S risk / hazard factors assessment conducted	Critical	30 days	Desktop

1-2 ประกาศแต่งตั้ง จป.ทุกระดับพร้อมกับฝึกอบรมตามที่กม.กำหนดและขึ้นทะเบียน

3 จัดให้มีคณะกรรมการความปลอดภัยตามจำนวนที่ กม. กำหนด และระดับปฏิบัติการต้องมาจากการเลือกตั้ง ส่งอบรม คปอ.ภายใน **60** วันหลังจากประกาศแต่งตั้ง

4 จัดทำประเมินความเสี่ยงด้านความปลอดภัยทุกพื้นที่และทุกกิจกรรม

ทั้งหมดอัปโหลดหลักฐานสู่ระบบ **Sedex**

Common NCs in 3: Health & Safety

No H&S training for employees working in hazardous conditions e.g. chemicals / machinery

Critical

30 days

Follow-up

1. No material safety data sheet (MSDS) obtained / available
2. MSDS is incomplete / inaccurate / not in worker language / not understood by workers
3. Hazardous chemicals are stored unlabelled or labelling is incorrect
4. Chemicals stored without restricted access
5. No / inadequate explosion proof lighting where a legal requirement
6. No / inadequate separate storage area for hazardous chemicals (e.g. stored on production floor)

Desktop

จัดฝึกอบรมความปลอดภัยในการทำงาน โดยเฉพาะพนักงานที่ทำงานกับสารเคมีและเครื่องจักรอันตราย เก็บหลักฐานเพื่อการตรวจสอบ

อัปเดตรูปหลังการแก้ไขไปยังระบบ **Sedex Verify** เพื่อ

Common NCs in 3: Health & Safety

No firefighting equipment on site	Business Critical	Immediate	Follow-up
Locked firefighting equipment	Critical	Immediate	Desktop
Blocked access to fire fighting equipment e.g. fire extinguishers	Major	30 days	Desktop
Inadequate firefighting equipment e.g. bad condition, leaks or otherwise broken	Critical	30 days	Desktop
Fire extinguishers incorrectly installed e.g. incorrect height / placed on floor	Minor	30 days	Desktop

อัปโหลดรูปหลังการแก้ไขไปยังระบบ **Sedex** เพื่อ **Verify**

3.8: Accommodation Fire Safety

Issue	Significance of issue	Completion timescale	Verification method
1. No / inadequate means of summoning emergency services	Critical	30 days	Desktop
2. No fire exits at site including only one exit	Critical	30 days	Follow-up
3. Some fire exits, but not enough for size of site / number of employees e.g. only one feasible and usable exit	Critical	30 days	Desktop
4. No firefighting equipment	Business Critical	Immediate	Follow-up
5. Inadequate firefighting equipment	Critical	30 days	Follow-up
6. No emergency exit signs	Critical	30 days	Desktop
7. No fire alarms	Critical	Immediate	Follow-up

Common NCs in 4: Children and Young Workers

Systemic incidents of missing records that verify worker's age e.g. in personnel files	Critical	30 days	Desktop
Incidents of Child / Underage Labour found on site	Business Critical	Immediate	Follow-up
Child / Underage Labour working on site for supplier or sub-contractor e.g. caterer / cleaning staff	Business Critical	Immediate	Follow-up
Evidence of child on site but not working	Major	30 days	Follow-up

Common NCs in 5: Wages & Benefits

1.	No payroll records exist	Critical	60 days	Follow-up
2.	Falsified, duplicate or intentionally incomplete payroll records including verified inconsistencies	Critical	60 days	Follow-up
3.	Wages could not be verified due to unknown inconsistencies e.g. no system in place to manage hours	Major	60 days	Follow-up
4.	No pay stubs / payslips were provided to employees	Critical	30 days	Follow-up
5.	Systemic incidents of payslips inconsistent with wages paid	Major	60 days	Follow-up
6.	Payslips are unclear / not understood including missing information, unclear calculations or not in workers language	Major	60 days	Desktop

Common NCs in 5: Wages & Benefits

All workers are paid less than the legal minimum wage	Critical	60 days	Follow-up
Workers are paid piece rate and wages are below legal minimum wage	Critical	60 days	Follow-up
Overtime premium is between +10% and 25% and this is not contrary to local law	Minor	90 days	Follow-up
No premium is paid for overtime hours for all employees and this is contrary to law	Critical	60 days	Follow-up

Common NCs in 6: Working Hours

Falsified, duplicate or intentionally incomplete working hour / time records including verified inconsistencies	Critical	60 days	Follow-up
Systemic working hour / time records missing or incomplete	Critical	60 days	Follow-up
No time records available at the audit resulting in working hours could not be verified	Critical	30 days	Follow-up
Working hour records missing for some employees e.g. agency or temporary workers	Major	60 days	Follow-up

Common NCs in 6: Working Hours

Total hours exceed 60 hours per week on an occasional basis for the majority of the workforce - ETI exceptions are not met	Major	60 days	Follow-up
Isolated occurrence of workers not receiving 1-day rest in every 7 days	Minor	30 days	Follow-up
Workers are not entitled to daily meal and / or rest breaks that are in accordance with law	Major	30 days	Follow-up
No sick leave provided for any workers	Critical	30 days	Follow-up

Common NCs in 7: Discrimination

Evidence of gender discrimination in hiring / recruitment practices	Major	30 days	Desktop
Pregnancy testing as part of recruitment and not required by law	Critical	30 days	Follow-up
Site requires medical test for all workers and it is not a legal requirement	Major	30 days	Follow-up
No recruitment of young workers 16-18 years contrary to law	Minor	60 days	Desktop

Common NCs in 8: Regular Employment

No contracts / letters of appointment in place	Major	30 days	Desktop
Workers have not been given / do not have a copy of contracts or letter of appointments	Major	30 days	Desktop
Agencies are charging recruitment fees within legal limits	Minor	60 days	Follow-up
Agencies are charging recruitment fees which exceed legal limits	Major	30 days	Follow-up

Common NCs in 8A: Sub - Contracting & Homeworking

No system in place to monitor sub-contractors and it is a customer requirement	Critical	60 days	Follow-up
No manufacturing at site i.e. all production sub-contracted without client knowledge	Critical	60 days	Follow-up
Labour carried out by subcontractors who do not have the legal right to work	Critical	30 days	Follow-up

Common NCs in 9: No Harsh or Inhumane Treatment – Discipline & Grievance

Any substantial evidence of sexual abuse	Critical	Immediate	Follow-up
Multiple reports from workers of harsh / inhumane treatment e.g. physical / sexual abuse	Critical	Immediate	Follow-up
Isolated reports of sexual harassment whether physical, verbal or mental	Major	30 days	Follow-up
Disciplinary policy in place but not communicated or otherwise inadequate	Minor	30 days	Desktop
No disciplinary procedure	Major	30 days	Desktop

Common NCs in 10A: Entitlement to Work

All workers do not have the legal right to work	Business Critical	Immediate	Follow-up
Isolated incidents of workers not having the legal right to work	Major	30 days	Follow-up
No process or system to monitor if all employees have right to work	Critical	30 days	Follow-up
Isolated instances of missing documentation on legal right to work	Minor	60 days	Desktop

Common NCs in 10B: Environment

No environmental policy in place	Minor	30 days	Desktop
No suitable person responsible for environmental issues.	Major	30 days	Desktop
Responsible person appointed, but does not have the relevant training / knowledge	Minor	60 days	Desktop
No systems for improving environmental performance e.g. no monitoring of resource handling and no targeted reduction	Major	30 days	Follow-up
The site does not have any of the legally required permits for use and / or disposal of resources e.g. energy, water, air emissions, waste	Critical	30 days	Desktop

Common NCs in 10C: Business Ethics

No Business Ethics policy concerning bribery, corruption or unethical business practices	Minor	30 days	Desktop
No designated person to monitor Business Ethics standards	Major	30 days	Desktop
No procedures / training in place to avoid bribery and corruption especially amongst high risk staff such as purchasing and logistics	Critical	30 days	Follow-up



By Royal Charter

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