Disney International Labor Standards Group

ILS Social Compliance Audit

Audit Reference #: (audit firm internal)	LRQA-CN-DIS-337765	**Audit ID #:** (Disney's ID)	N/A
Date Audit Started:	2025/12/31	**Date Audit Completed:**	2025/12/31
Code Conducted to:	Disney(Licensee)	**Audit Report Date:**	2026/01/05
Audit Type:	Initial Audit	**Special Program:** (only required if applicable to NDDA)	None

Facility Information

Facility ID No.:	N/A		
Facility Name:	Yongkang Dingchun Industry And Trade Co., Ltd		
Address Line 1:	No. 169 Yingbin Avenue, Industrial Function Zone, Xiangzhu Town, Yongkang City, Jinhua City, Zhejiang Province		
Address Line 2:	N/A		
City:	Jinhua	**State/Province:**	Zhejiang
Town:	Xiangzhu	**Country:**	China
Zip Code:	321300	**GPS Location:**	N28° 59'3", E120° 3'35"
Facility Contact: (First and Last)	[redacted]	**Facility Phone Number:** Country code – area code / phone number	[redacted]
Facility Contact Primary Email:	[redacted]	**Facility Contact Job Title:**	Admin Supervisor
Facility Contact Phone Number:	[redacted]	**Facility Contact Preferred Language:**	Chinese

Name/Address/Ownership Updates

Facility Name:	N/A
Facility Address:	N/A
Facility Ownership Update:	N/A
Upcoming Relocation or Expansion:	N/A

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Audit Team

Audit Firm:	LRQA (formerly Elevate)
Number of Auditors:	2

	Full Name	**APSCA Membership Number (8 digits)**	**APSCA CSCA Auditor**
Audit Team Member 1: (Lead/Exclusive Auditor)	[redacted]	[redacted]	Yes
Audit Team Member 2:	[redacted]	[redacted]	Yes
Audit Team Member 3:	N/A	N/A	N/A
Audit Team Member 4:	N/A	N/A	N/A
Audit Team Member 5:	N/A	N/A	N/A
Audit Team Member 6:	N/A	N/A	N/A
Audit Team Member 7:	N/A	N/A	N/A
Audit Team Member 8:	N/A	N/A	N/A
Audit Team Member 9:	N/A	N/A	N/A
Audit Team Member 10:	N/A	N/A	N/A

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Audit Details & Assessment

Facility Details

Access to Facility:	Accepted		
Access to Facility - Predetermined Comments	☒ Acceptable ☐ Auditors attempted to conduct an audit and were denied access. ☐ Other		
Access to Facility - Additional Comments:	Nil		
Current % Capacity Devoted to Disney:	0%	**Past % Capacity Devoted to Disney:**	0%
Products Produced:	stainless-steel thermos cups, titanium thermos cups	**Disney Products Observed:**	No
Production Processes:	metal working, welding, polishing, painting, coating, silk-screen printing, assembly, inspection and packing		
# Total Employees:	90	**# Production Employees:**	76
# Buildings:	1		
# Buildings by Purpose:	1 block of 4-storey production building. No dormitory, canteen or kitchen was provided/10179.9m2		
Peak Production Months:	☐ Unknown ☒ None ☐ January ☐ February ☐ March	☐ April ☐ May ☐ June ☐ July ☐ August	☐ September ☐ October ☐ November ☐ December
Low Production Months:	☐ Unknown ☒ None ☐ January ☐ February ☐ March	☐ April ☐ May ☐ June ☐ July ☐ August	☐ September ☐ October ☐ November ☐ December
Facility Regular Hours:	8 hours per day/40 hours per week	**Facility # of Shifts/Hours**	1 shift, 7:30-11:30, 13:00-17:00

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Other Brands Present?	Not provided
Establishment Date:	2010/06/04
Nationality of Management:	Chinese
Nationality of owner/owner entity:	Chinese

Nationality of Workers: (Top 5 Countries)	**Approx. % of Total Workforce:**
Chinese	100%
N/A	N/A
N/A	N/A
N/A	N/A
N/A	N/A
List ALL other nationalities in the facility:	N/A

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Audit Details

Attendance Records Tested:	☐ Unknown ☐ None ☐ January ☐ February ☐ March	☐ April ☒ May ☐ June ☐ July ☒ August	☐ September ☐ October ☒ November ☐ December
Payroll Ledgers Tested:	☐ Unknown ☐ None ☐ January ☐ February ☐ March	☐ April ☒ May ☐ June ☐ July ☒ August	☐ September ☐ October ☒ November ☐ December
Last Pay Date:	2025/12/30	**Number of Records Sampled:**	27
# Individual Employee Interviews:	10	**# Employee Group Interviews:**	0
Numbers per Group:	N/A		
Additional Locations Audited?	No		
Explain Additional Location Details:	N/A		
Comments/Observations:	1. Compensation 2. Health & Safety 3. Protection of the Environment		
Communicated Findings With:	[redacted]/Admin Supervisor		
Agreed to and Signed CAPAR?	Yes		
Audit Entered by: (Full Name)	[redacted]		

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Comments Details

Comments: The factory has conducted 2 fire drills on October 16, 2025 and April 14, 2025 respectively.
Name and Title of Others Present (ex. translators, observers, trainees): Nil
Attendance Records Provided: 13 months / from December 2024 to December 2025
Payroll Records Provided: 12 months / from December 2024 to November 2025
# of Records Sampled (description): 9 records of November 2025, 9 records of August 2025, 9 records of May 2025
Resources Received from Facility (e.g., transportation, meals): Lunch and paid
Factory Representative in opening meeting (name/title): [redacted]/Admin Supervisor, [redacted]/Worker representative
Factory Representative in closing meeting (name/title): [redacted]/Admin Supervisor, [redacted]/Worker representative
(Note: comments may include but not be limited to: details about why "Agreed to and Signed CAPAR?" may be indicated as "No", further details regarding audit scope, special observations or comments on the audit process, etc.)

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Audit Violations

Disney ILS will provide a PDC list with ID numbers that is regularly updated.

For every PDC with **an asterisk (*)** that is selected, please provide the following additional information and report the PDC under the appropriate sub-category:

- Do the auditors believe there is potential forced labor at the facility?
- Are there other indicators of forced labor?
- How long has the cited violation existed at the facility?
- Which processes (management/worker interview, document review) were used to collect and corroborate evidence to support the finding and establish the timing of the violation?

Age Requirement:	**Child Labor:** Acceptable *Predetermined Comments:* Acceptable Law / Code: N/A Additional Comments: No apparent violations **Other:** Acceptable *Predetermined Comments:* Acceptable Law / Code: N/A Additional Comments: No apparent violations **Young Persons:** Acceptable *Predetermined Comments:* Acceptable Law / Code: N/A Additional Comments: No apparent violations

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Association:	Acceptable *Predetermined Comments:* Acceptable Law / Code: N/A Additional Comments: No apparent violations
Coercion and Harassment:	**Other:** Acceptable *Predetermined Comments:* Acceptable Law / Code: N/A Additional Comments: No apparent violations **Physical Abuse or Sexual Harassment:** Acceptable *Predetermined Comments:* Acceptable Law / Code: N/A Additional Comments: No apparent violations

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Compensation:	**Minimum Wage:** Acceptable *Predetermined Comments:* Acceptable Law / Code: N/A Additional Comments: No apparent violations *Remarks:* Local minimum wage standard: (wage per hour or per month): RMB 2260 per month equivalent to RMB 12.99 (2260/21.75/8) per hour since January 1, 2024. **Overtime Hours:** Needs Improvement *Predetermined Comments:* 118-Employees work in excess of the legal overtime limit. Law / Code: PRC Labor Law article 41 requires, the employer may extend working hours due to the requirements of its production or business after consultation with the trade union and laborers, but the extended working hour for a day shall generally not exceed one hour; if such extension is called for due to special reasons, the extended hours shall not exceed three hours a day under the condition that the health of laborers is guaranteed. However, the total extension in a month shall not exceed thirty-six hours. Additional Comments: Auditors noted that the monthly overtime hours of 9 out of 9 randomly selected workers (from all sections) exceeded 36 hours in November 2025 (current month) with the highest of 64 hours; 9 out of 9 randomly selected workers (from all sections) exceeded 36 hours in August 2025 (random month) with the highest of 66 hours; 9 out of 9 randomly selected workers (from all sections) exceeded 36 hours in May 2025 (random month) with the highest of 56 hours. *Remarks:* Attendance Recorded by: (automated/electronic, timecard, manual, no recording, etc.): Electronic (fingerprint/face scan attendance machine). Hours of Work (Based on provided records): Thirteen months (from December 2024 to December 2025) of electronic attendance records were provided for review as well. A sampling of these provided records for the months of November 2025 (most recent month), August 2025 (random month) and May 2025 (random month) were reviewed. Hours of work were 8 to 10 hours per day, and 46 to 54 hours/week, with the average being 52.2 hours per week. The most continuous days without rest were 6, with the average continuous days without rest being 6. No OT extension waiver approved by local labor bureau was provided. **Overtime Wage:** Acceptable *Predetermined Comments:* Acceptable Law / Code: N/A Additional Comments: No apparent violations **Social Benefits and Other Compensation:** Needs Improvement

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	Predetermined Comments: 90- Employees are not provided with legally mandated benefits. Law / Code: Social Insurance Act of the People's Republic of China, article 2, the state establishes basic pension insurance, basic medical insurance, occupational injury insurance, unemployment insurance, maternity insurance to form the social security system, to protect citizens' right to receive material assistance from the state and society in accordance with the law from old age, illness, work injury, unemployment, childbirth, etc. Article 4. Employers and employees within the territory of the People's Republic of China should pay social insurance premiums in accordance with the law. Additional Comments: Auditors noted that a total of 76 employees (excluding 12 retired employees and 2 new hired employees) were eligible to receive five types of social insurance in November 2025 according to the law. However, through a review of the social insurance enrollment list, only 13 employees were enrolled in pension insurance, unemployment insurance, child-bearing insurance and medical insurance, 21 employees were enrolled in occupational injury insurance. Meanwhile, the factory provided commercial injury insurance for 85 employees with a valid period from March 21, 2025 to March 20, 2026. *Remarks:* Regular Pay Date: On or before 30th of the following month. Wage paid in/by (cash, check, direct deposit, etc.): Cash Wages and Benefits (Based on provided records): 12 months (from December 2024 to November 2025) of payroll records were provided for review. A sampling of these records for the months of November 2025 (current month), August 2025 (random month) and May 2025 (random month) were reviewed. Wages were calculated on monthly rate basis and paid in cash on or before 30th of the following month. The workers earned a total take-home monthly wage between RMB 4567~RMB 5052, with the average of RMB 4816.33. The calculated hourly wage was RMB16.67, which was above the local minimum wage of RMB 2260 per month equivalent to RMB 12.99 (2260/21.75/8) per hour since January 1, 2024. The overtime wages were paid at 150% of normal rate for overtime hours on normal working days, 200% of normal rate for overtime hours on Saturday and Sunday, 300% of normal rate for public holidays. The gap between reported wages and legal requirements was nil and the percentage of workers being paid below the minimum wage was nil. A total of 76 employees (excluding 12 retired employees and 2 new hired employees) were eligible to receive five types of social insurance in November 2025 according to the law. However, through a review of the social insurance enrollment list, only 13 employees were enrolled in pension insurance, unemployment insurance, child-bearing insurance and medical insurance, 21 employees were enrolled in occupational injury insurance. Meanwhile, the factory provided commercial injury insurance for 85 employees with a valid period from March 21, 2025 to March 20, 2026. The wage slip included: working hours, normal wage, overtime wage and gross wage etc.

Public copy - personal contact details redacted. Audit findings unchanged.

Health and Safety:	When three (3) or more violations are selected from the PDCs with **double asterisks (**)**, the following reporting format applies to **each violation** under the appropriate sub-category: *Predetermined Comments:* Law / Code: *Applicable local laws and regulations, The Walt Disney Supply Chain Code of Conduct, or specific benchmark requirements from the Disney ILS Health & Safety Supplemental Guide.* Additional Comments: Additional Questions: 1) Does this violation meet the definition of Systemic (C)? – Yes / No 2) Do the following violations meet the definition of Systemic (B)? – **Yes.** (Please list the eligible ID and PDCs.) PDC ID1 – PDC PDC ID2 – PDC… – **No.** No other violations meet the definition of Systemic (B). **Worker Housing:** N/A *Predetermined Comments:* N/A Law / Code:N/A Additional Comments: No dormitory was provided. **Fire & Emergency Safety:** Acceptable *Predetermined Comments:* Acceptable Law / Code: N/A Additional Comments: No apparent violations **Hazardous Materials:** Acceptable *Predetermined Comments:* Acceptable Law / Code: N/A Additional Comments: No apparent violations **Machine & Electrical Safety:** Needs Improvement *Predetermined Comments:* 1254-Electrical panels are obstructed. Law / Code: General Guide for Safety of Electric User (GB/T13869-2017), Article 5.1.1, there shall be sufficient safety path and operation space around the electric installation. No flammable, explosive or corrosive material shall be stored near the electric installation. Additional Comments: Auditors noted that some production materials were piled up next to two out of ten electrical boxes in the metal working workshop on the first floor of production building, resulting in the obstruction of the electrical boxes. (please refer to picture #1)

Public copy - personal contact details redacted. Audit findings unchanged.

	Medical & First Aid: Acceptable *Predetermined Comments:* Acceptable Law / Code: N/A Additional Comments: No apparent violations **General Health and Safety:** Acceptable *Predetermined Comments:* Acceptable Law / Code: N/A Additional Comments: No apparent violations **Personal Protective Equipment (PPE):** Needs Improvement *Predetermined Comments:* 1230-Workers are not provided with proper Personal Protective Equipment (PPE) or do not wear them properly.** Law / Code: Law of the People's Republic of China on Work Safety article 45. Production and business entities must provide employees with labor protection products that comply with national standards or industry standards and supervise and educate employees to wear and use them in accordance with the rules of use. Article 47, the production and business unit shall arrange funds for the provision of labor protection equipment and safety production training. Additional Comments: Auditors noted that 1 out of 2 painting workers working in the painting workshop on the fourth floor of production building did not wear goggles provided by factory.(please refer to picture #2) Additional Questions: 3) Does this violation meet the definition of Systemic (C)? – No 4) Do the following violations meet the definition of Systemic (B)? – **No.** No other violations meet the definition of Systemic (B). **Sanitation:** Acceptable *Predetermined Comments:* Acceptable Law / Code: N/A Additional Comments: No apparent violations

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Forced Labor:	**Mandatory Overtime:** Acceptable *Predetermined Comments:* Acceptable Law / Code: N/A Additional Comments: No apparent violations **Other:** Acceptable *Predetermined Comments:* Acceptable Law / Code: N/A Additional Comments: No apparent violations **Prison, Bonded, Indentured, Forced Labor:** Acceptable *Predetermined Comments:* Acceptable Law / Code: N/A Additional Comments: No apparent violations
Monitoring and Compliance:	**Ethics:** Acceptable *Predetermined Comments:* Acceptable Law / Code: N/A Additional Comments: No apparent violations **Insufficient or Inadequate Records:** Acceptable *Predetermined Comments:* Acceptable Law / Code: N/A Additional Comments: No apparent violations **Other:** Acceptable *Predetermined Comments:* Acceptable Law / Code: N/A Additional Comments: No apparent violations **Transparency:** Acceptable *Predetermined Comments:* Acceptable Law / Code: N/A Additional Comments: No apparent violations

Public copy - personal contact details redacted. Audit findings unchanged.

Non-Discrimination:	Acceptable *Predetermined Comments:* Acceptable Law / Code: N/A Additional Comments: No apparent violations
Other Laws (if applicable):	**Labor Contract:** Acceptable *Predetermined Comments:* Acceptable Law / Code: N/A Additional Comments: No apparent violations **Other:** Acceptable *Predetermined Comments:* Acceptable Law / Code: N/A Additional Comments: No apparent violations Business license number: 913307845561932743

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Protection of the Environment:	Needs Improvement *Predetermined Comments:* 301-The required environmental impact assessment approval reports and/or the environmental protection certificate are not provided for review. Law / Code: 1. Environmental Impact Assessment Law of the People's Republic of China, article 22: The environmental impact report or environmental impact statement of a construction project shall be submitted by the construction unit to the competent ecological and environmental department with approval authority for approval, in accordance with the regulations of the State Council. The state implements a record-filing management system for environmental impact registration forms. Environmental Impact Assessment Law of the People's Republic of China Article 25: If the environmental impact assessment documents of a construction project have not been reviewed by the competent approval authorities according to law, or have been reviewed but not approved, the construction unit shall not commence construction. 2. Regulation for Environmental Protection of Construction Project, Article 17. For the construction projects which requires to compile Environmental Impact Report or the Environmental Impact Report Form, after the completion of the construction project, the construction unit shall follow the standards and procedures prescribed by the environmental protection administrative department of the State Council, organize the acceptance check and compile the acceptance report. Regulation for Environmental Protection of Construction Project, Article 19. For those construction projects which Environmental Impact Report, Environmental Impact Report should be compiled, the projects may be put to use or production only after the supporting environmental protective facilities been checked for acceptance. The projects without environmental protection acceptance check or failed in acceptance check should not be put into production or use. Interim Provisions Construction Projects Environmental Protection Acceptance, Article 13. The construction unit should log on platform of the national environmental protective acceptance for construction projects completion and fill out information related the project profile and the situation of environmental protection acceptance within 5 days after completion of publishing the acceptance report, the administrative department of environmental protection will publish the mentioned information. Additional Comments: 1. Auditors noted that the factory did not obtain the environmental impact assessment approval for the construction project (Annual production of 5 million pieces of stainless-steel thermos cups). 2. Auditors noted that the factory had not obtained the environmental protection completion acceptance report for their environmental construction project. (Remark: the construction project was completed in October 2023)

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	302- The required environmental impact reporting and/or registration has not been completed as required. Law / Code: People's Republic of China Environmental Impact Assessment Law article 16 the state conducts systematic management over the environmental impact assessment of construction projects in accordance with the degree of impact on the environment. Construction entities shall compile Environmental Impact Report, Environmental Impact Report Form or fill out Environmental Impact Registration Form (hereinafter referred to as Environmental Impact Assessment Documents) under the following rules: (1) For those that may cause heavy environmental impact, Environmental Impact Report shall be compiled, and the environmental impact produced shall be fully assessed. (2) For those that may cause slight environmental impact, Environmental Impact Report Form shall be compiled, and the environmental impact produced shall be analyzed or specially assessed. (3) For those that have very little environmental impact and do not need any environmental impact assessment, Environmental Impact Registration Form shall be filled out. The construction projects' systematic management directory of environmental impact assessment is made and published by the competent ecology and environment department under the State Council. The state adopts archival filing management for Environmental Impact Registration Form. Additional Comments: Auditors noted that the factory should compile environmental impact assessment report form for the construction project (Annual production of 5 million pieces of stainless-steel thermos cups) as per the classified management directory of environmental impact assessment of construction projects, however, the factory did not submit environmental impact assessment report form to local Ecological Environment Bureau.
Publication:	Acceptable *Predetermined Comments:* Acceptable Law / Code: N/A Additional Comments: No apparent violations
Subcontracting:	N/A *Predetermined Comments:* N/A Law / Code: N/A Additional Comments: Auditors confirmed that Yongkang Dingchun Industry And Trade Co., Ltd does not subcontract or receive Disney-branded production from any facility or other sources during December 2024 to December 2025.

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Appendix: Violation Photo

1	2	3
		Nil

Public copy - personal contact details redacted. Audit findings unchanged.

Disney International Labor Standards Group

Enhanced Forced Labor Testing Record

Audit ID #: (or audit firm internal #)	LRQA-CN-DIS-337765	**Audit Report Date:**	January 5, 2026
Facility ID #: (leave blank if unknown)	N/A	**Date Audit Completed:**	December 31, 2025

INTRODUCTION

This Supplemental Report - Enhanced Forced Labor Requirements (Supplemental Report) provides guidance on the information and procedures needed to assess Disney's Forced Labor requirements. The Supplemental Report should be referenced prior to and during each Disney-style audit and must be completed before completing the Audit Report. Every Disney-style audit should complete one Supplemental Report, and the completed Supplemental Report should be submitted to the audit commissioner with the completed Audit Report.

ADDITIONAL FACILITY PROFILE

1) How are workers recruited? (Please describe the Facility's recruitment requirements and procedures.) The facility had established full recruitment procedures. No special or unreasonable requirement was stipulated on the recruitment procedures. Workers were directly recruited by the facility. They got the job by themselves or introduced by their relatives or friends.

2) Does the facility utilize a Recruitment/Labor Agency to provide/hire workers? ☐ Yes ☒ No
   If yes, please specify the information in the Appendix A.

3) Does the facility have foreign (temporary visa) migrant workers present? ☐ Yes ☒ No
   If yes, please specify the countries and % of workforce per country

4) How long have the foreign migrant workers been in the country, excluding the long-term permanent (foreign) residents? N/A, no foreign migrant worker in the factory.

5) Does the facility have domestic migrant workers from other parts of the Country?
   ☒ Yes ☐ No
   If yes, please specify the domestic migrant worker's state or province of origin
   Domestic migrant workers were from other provinces from China, such as Guizhou and Yunnan provinces. Based on worker interview, all of them were happy to work there.

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6) Does the facility utilize Outsourced Service Providers, also referred to as contractors or internal subcontractors (Security, Canteen, Transportation, Warehouse, Human Resource, IT Management, Other)? ☐ Yes ☒ No

If yes, please specify the information in Appendix B

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SUBSTANTIVE TESTING AND VERIFICATION

➢ ASSOCIATION

Substantive Testing:

Select 10 employees and compare the observations, testing, management's assertions, and employee interviews to verify:

a. Employees have copies of the legally binding collective bargaining agreement (CBA), if applicable.
b. The facility complies with CBA's work provisions.

Verification:

Is there any evidence that the facility does not comply with CBA's work provisions?
☐ Yes ☒ No If yes, explain in detail:

Additional Remarks:

No CBA in this facility. No such legal requirement in China.

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➢ **FORCED LABOR**

Substantive Testing:
Select 10 employees and compare the observations, testing, management's assertions, and employee interviews to verify:

a. Employees do not pay fees directly or indirectly to an employer, their subsidiaries, labor agents, or other third parties providing services.
b. If employees pay any recruitment fees, please test Recruitment Fees/Cost and Reimbursement.
    1) Applies only to employees working/worked at the facility on or after November 1, 2020.
    2) Date of employee paid/paying non-permissible recruitment fees is on or after November 1, 2020.
    3) The amount is paid by the employee directly or via payroll deduction.
    4) The evidence of recruitment fees payment provided by employee.
        If available, calculate the total amount based on the evidence.
        If none, average the amount based on fees paid by other employees from the same country of origin.
    5) The date and the amount that is reimbursed to employee.
c. Please complete the table in the Appendix C.

Verification:

1. Is there any evidence that the facility has not fully reimbursed employees the costs associated with obtaining or maintaining continued employment as required?
   ☐ Yes ☒ No If yes, explain in detail:

2. Is there any evidence that the facility charges employees for resignation in excess of what is allowed by law, or 60% of the gross monthly wage, whichever is lesser?
   ☐ Yes ☒ No If yes, explain in detail:

3. Is there any evidence that the employees are not paid all wages as required by law?
   ☐ Yes ☒ No If yes, explain in detail:

Additional Remarks:

No negative information was identified during the audit.

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➢ **MONITORING AND COMPLIANCE**

Substantive Testing:
Select 10 employees and compare the observations, testing, management's assertions, and employee interviews to verify:

a. Consequences for providing employment practices information to the auditor in the employee interviews.

Verification:

Is there any evidence that employees have been subject to some form of retaliation for disclosing non-permissible fees/expenses information during interviews?
☐ Yes ☒ No If yes, explain in detail:

Additional Remarks:

No negative information was identified during the audit.

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➢ **OTHER LAWS**

Substantive Testing:

Select 10 employees and compare the observations, testing, management's assertions, and employee interviews to verify:

a. All terms and conditions of the employment contract are voluntarily agreed by the employees prior to employment, or prior to migrant employees' departure from their points of origin.
b. The deduction of living expenses (such as food, housing, utilities, equipment, or transport) are described in employment contract.
c. The employment contracts are not unilaterally changed to benefit the employer.

Verification:

1. Did the employment contract terms change to be less favorable to employees without employee's agreement?
   ☐ Yes ☒ No If yes, explain in detail:

2. Is there any evidence that the terms and conditions of employment are not defined, communicated and voluntarily agreed to by the employees prior to employment or departure from their point of origin?
   ☐ Yes ☒ No If yes, explain in detail:

3. Is there any evidence that the facility deducts living expenses from wages without defining deductions in a contract as required by law or other requirements?
   ☐ Yes ☒ No If yes, explain in detail:

Additional Remarks:

No negative information was identified during the audit.

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APPENDIX A

Recruitment/Labor Agency List (Please insert rows if needed)

Name	Full Address (including country)	Website	Contact Name/Title /Phone Number	Responsible for employee contract management and/or payroll (Y/N)	Providing/Hiring Migrant Workers for Facility (Y/N)
N/A	N/A	N/A	N/A	N/A	N/A

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APPENDIX B

Outsourced Service Providers List (Please insert rows if needed)

Service Type	Name of the Service Provider	Contact Name / Title / Phone Number	Number of the Service Provider's Workers at the Facility
N/A	N/A	N/A	N/A

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APPENDIX C

Recruitment Fees & Expenses and Reimbursement Table

No.	Type of fee and/or expenses	Fees or Expenses Charged?	Fully reimbursed later than the hire date[1]?	Describe details if applicable
1. Recruitment & Related Services				
a.	Application, recommendation, recruiting, interviewing, hiring, placement, and processing fees of any kind at any stage in the recruitment and hiring process	☐ Yes ☒ No	☐ Yes ☐ No	Nil
b.	Fees of labor agents, attorneys, notaries, or other legal fees	☐ Yes ☒ No	☐ Yes ☐ No	Nil
c.	Other fee requirements to access the job opportunity	☐ Yes ☒ No	☐ Yes ☐ No	Nil
2. Documentation & Permits (including renewals)				
a.	Passport/identity documents needed for the purposes of obtaining employment	☐ Yes ☒ No	☐ Yes ☐ No	Nil
b.	Visas	☐ Yes ☒ No	☐ Yes ☐ No	Nil
c.	Photos for passports or visas	☐ Yes ☒ No	☐ Yes ☐ No	Nil
d.	Temporary work or residence permits	☐ Yes ☒ No	☐ Yes ☐ No	Nil
e.	Police clearance fee	☐ Yes ☒ No	☐ Yes ☐ No	Nil
f.	Birth certificate fee	☐ Yes ☒ No	☐ Yes ☐ No	Nil
g.	Certificate of good behavior fee	☐ Yes ☒ No	☐ Yes ☐ No	Nil
3. Medical				
a.	Medical exams and screenings if required by the employer or law	☐ Yes ☒ No	☐ Yes ☐ No	Nil
b.	Immunizations if required by the employer or law	☐ Yes ☒ No	☐ Yes ☐ No	Nil

[1] A worker's hire date refers to the day a worker commences work at the facility. Work is inclusive of onsite trainings and orientations at the facility, including probation periods if applicable.

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4. Skills & Qualifications				
a.	Background and reference checks	☐ Yes ☒ No	☐ Yes ☐ No	Nil
b.	Additional certifications after the employment offer has been made and accepted	☐ Yes ☒ No	☐ Yes ☐ No	Nil
5. Training & Orientation				
a.	Pre-departure training or orientation	☐ Yes ☒ No	☐ Yes ☐ No	Nil
b.	New hire training or orientation	☐ Yes ☒ No	☐ Yes ☐ No	Nil
6. Transportation & In-Transit Lodging (including all taxes and fees)				
a.	**For foreign migrant workers:**			
i.	Transportation and in-transit lodging after the employment offer has been made and accepted, from the worker's habitual place of residence in his/her country of origin to the port of departure	☐ Yes ☒ No	☐ Yes ☐ No	N/A, no foreign migrant worker
ii.	Transportation from the port of departure in the worker's country of origin to the receiving country port of entry including but not limited to airfare, expenses of other modes of transportation, terminal fees and travel taxes	☐ Yes ☒ No	☐ Yes ☐ No	N/A, no foreign migrant worker
iii.	Transportation from the receiving country port of entry to the employer's facility or provided accommodations	☐ Yes ☒ No	☐ Yes ☐ No	N/A, no foreign migrant worker
iv.	Border-crossing fees	☐ Yes ☒ No	☐ Yes ☐ No	N/A, no foreign migrant worker
v.	Relocation expenses, if asked to relocate once employment has begun	☐ Yes ☒ No	☐ Yes ☐ No	N/A, no foreign migrant worker
vi.	Transportation for the worker to return to his/her habitual place of residence in his/her country of origin at the end of employment	☐ Yes ☒ No	☐ Yes ☐ No	N/A, no foreign migrant worker
b.	**For internal migrant workers:**			
i.	Transportation and in-transit lodging expenses after the employment offer has been made and accepted, from his/her habitual place of residence to the place of work	☐ Yes ☒ No	☐ Yes ☐ No	Nil
ii.	Relocation expenses if the worker is asked to relocate once employment has begun	☐ Yes ☒ No	☐ Yes ☐ No	Nil

Public copy - personal contact details redacted. Audit findings unchanged.

7. Other Legally Required Expenses				
a.	Deposits and/or bonds (including non-legislated)	☐ Yes ☒ No	☐ Yes ☐ No	Nil
b.	Government-mandated migrant levies and worker welfare funds related to the employment of foreign migrant workers	☐ Yes ☒ No	☐ Yes ☐ No	N/A, no foreign migrant worker
c.	Fees or related expenses associated with regularizing undocumented migrant workers for the purpose of employment through government-authorized programs	☐ Yes ☒ No	☐ Yes ☐ No	Nil
d.	Obtaining permanent or temporary labor certifications	☐ Yes ☒ No	☐ Yes ☐ No	Nil

Public copy - personal contact details redacted. Audit findings unchanged.