
Auditee :	Zakłady Porcelany Stołowej "LUBIANA" S.A.
Audit Date From :	24/11/2020
Audit Date To :	27/11/2020
Expiry Date of the Audit :	Please refer to the producer profile in the amfori BSCI platform
Auditing Company :	SGS
Auditor's Name(s) :	Katarzyna Ordynska(Lead)
Auditing Branch (if applicable) :	SGS POLAND



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Rating Definitions

Rating	A combination of ratings per Performance Area where:	Consequence																																							
<p>A Very Good</p>	<ul style="list-style-type: none"> • Minimum 7 Performance Areas rated A • No Performance Areas rated C, D or E <p>These are three examples:</p> <table border="1" style="width: 100%; text-align: center;"> <tr><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td></tr> <tr><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>B</td><td>B</td><td>B</td></tr> <tr><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>B</td><td>B</td><td>B</td><td>B</td><td>B</td><td>B</td></tr> </table>	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	B	B	B	A	A	A	A	A	A	A	B	B	B	B	B	B	<p>The auditee has the level of maturity to maintain its improvement process without the need for a follow-up audit.</p>
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<p>B Good</p>	<ul style="list-style-type: none"> • Maximum 3 Performance Areas rated C • No Performance Areas rated D or E <p>These are three examples:</p> <table border="1" style="width: 100%; text-align: center;"> <tr><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>B</td><td>B</td><td>B</td><td>B</td><td>B</td><td>B</td><td>B</td></tr> <tr><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>B</td><td>B</td><td>B</td><td>B</td><td>B</td><td>B</td><td>B</td><td>C</td></tr> <tr><td>B</td><td>B</td><td>B</td><td>B</td><td>B</td><td>B</td><td>B</td><td>B</td><td>B</td><td>B</td><td>C</td><td>C</td><td>C</td></tr> </table>	A	A	A	A	A	A	B	B	B	B	B	B	B	A	A	A	A	A	B	B	B	B	B	B	B	C	B	B	B	B	B	B	B	B	B	B	C	C	C	<p>The auditee has the level of maturity to maintain its improvement process without the need for a follow-up audit.</p>
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<p>C Acceptable</p>	<ul style="list-style-type: none"> • Maximum 2 Performance Areas rated D • No Performance Areas rated E <p>These are three examples:</p> <table border="1" style="width: 100%; text-align: center;"> <tr><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>C</td><td>C</td><td>C</td><td>C</td></tr> <tr><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>B</td><td>B</td><td>B</td><td>B</td><td>C</td><td>C</td><td>C</td><td>D</td></tr> <tr><td>C</td><td>C</td><td>C</td><td>C</td><td>C</td><td>C</td><td>C</td><td>C</td><td>C</td><td>C</td><td>C</td><td>D</td><td>D</td></tr> </table>	A	A	A	A	A	A	A	A	A	C	C	C	C	A	A	A	A	A	B	B	B	B	C	C	C	D	C	C	C	C	C	C	C	C	C	C	C	D	D	<p>The auditee needs follow up to support its progress. Following the completion of the audit, the auditee develops a Remediation Plan within 60 days.</p>
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<p>D Insufficient</p>	<ul style="list-style-type: none"> • Maximum 6 Performance Areas rated E <p>These are three examples:</p> <table border="1" style="width: 100%; text-align: center;"> <tr><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>D</td><td>D</td><td>D</td></tr> <tr><td>A</td><td>A</td><td>A</td><td>B</td><td>B</td><td>B</td><td>C</td><td>C</td><td>C</td><td>D</td><td>D</td><td>D</td><td>E</td></tr> <tr><td>D</td><td>D</td><td>D</td><td>D</td><td>D</td><td>D</td><td>D</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td></tr> </table>	A	A	A	A	A	A	A	A	A	A	D	D	D	A	A	A	B	B	B	C	C	C	D	D	D	E	D	D	D	D	D	D	D	E	E	E	E	E	E	<p>The auditee needs follow up to support its progress. Following the completion of the audit, the auditee develops a Remediation Plan within 60 days.</p>
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<p>E Unacceptable</p>	<ul style="list-style-type: none"> • Minimum 7 Performance Areas rated E <p>These are three examples:</p> <table border="1" style="width: 100%; text-align: center;"> <tr><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td></tr> <tr><td>A</td><td>A</td><td>B</td><td>B</td><td>C</td><td>D</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td></tr> <tr><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td></tr> </table>	A	A	A	A	A	A	E	E	E	E	E	E	E	A	A	B	B	C	D	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	<p>amfori BSCI Participants shall closely oversee the auditee's progress as the producer may represent a higher risk than other business partners.</p>
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<p>Zero Tolerance</p>	<p>A Zero Tolerance issue was identified (see amfori BSCI System Manual Part V – Annex 5: amfori BSCI Zero Tolerance Protocol)</p>	<p>Immediate actions are required. The amfori BSCI Zero Tolerance Protocol is to be followed.</p>																																							

Main Auditee Information



Name of producer :	Zaklady Porcelany Stolowej "LUBIANA" S.A.		
DBID number :	383624		
Audit ID :	199066		
Address :	UL. ZAKLADOWA 1, 83-407 LUBIANA Lubiana		
Province :	Pomorskie	Country :	Poland
Management Representative :	Mr. Rafal Zimmermann		
Contact person:	Edyta Cilindz	Sector :	Non-Food
Industry Type :	Others	Product group :	Others
Product Type :	Porcelain products		

Audit Details



Audit Range :	<input checked="" type="checkbox"/> Full Audit	<input type="checkbox"/> Follow-up Audit
Audit Scope :	<input checked="" type="checkbox"/> Main Auditee	<input type="checkbox"/> Main Auditee & Farms
Audit Environment :	<input checked="" type="checkbox"/> Industrial	<input type="checkbox"/> Agricultural <input type="checkbox"/> Small Producer
Audit Announcement :	<input type="checkbox"/> Fully-Announced	<input type="checkbox"/> Fully-Unannounced <input checked="" type="checkbox"/> Semi-Announced
Random Unannounced Check (RUC) :	No	
Audit extent (if applicable) :	none	
Audit interferences or contingencies (if applicable) :	none	
Overall rating :	A	
Need of follow-up :		If YES, by :

Rating per Performance Area (PA)												
PA 1	PA 2	PA 3	PA 4	PA 5	PA 6	PA 7	PA 8	PA 9	PA 10	PA 11	PA 12	PA 13
A	A	A	A	A	A	A	A	A	A	A	A	A

Executive summary of audit report
<p>Due to COVID-19 restrictions opening meeting was conducted via Teams application to reduce the contact of Company personnel with external visitors. Only individual employee interviews were performed upon supplier request.</p> <p>During opening meeting full Management Team was present. Audit procedures and agenda were discussed. OHS Specialist trained auditors in OHS rules applied on site, including evacuation procedures.</p> <p>Company is registered in National Register of court under the number: KRS 000063845 (date of registration: 21 Nov 2001). Other legally required license numbers: REGON 190037085, NIP: 5910004144.</p> <p>Company consist of one combined production and office building, cardboard packaging preparation area and raw materials warehouse (connected to main production building). Additionally on company area there is an external company producing decorative calque and volunteer Fire Department. As part of main office building medical clinic was established - with a nurse (2 days per week), Occupational Doctor upon request, dermatologist once per month and a dentist. There is also a drug store next to the clinic. Normally there was a general medical doctor but du to COVID-19 he was not present anymore.</p> <p>Company has established 5 area pillars, including TPM, TQM, Process Enhancement, HR pillar, Environmental Protection and OHS pillar. Each pillar have their own Leaders, Steering Committee and a Team of people. Teams generate / create projects and implement them in relevant areas (e.g. new HR pillar project – "Rowerem po zdrowie" – Biking for Health in implementation phase). Projects are reported regularly.</p> <p>Following basic Internal Regulations were implemented: Collective Bargaining Agreement dated 17 June 1996, Employee Handbook dated 2017 and LUBIANA Code of Ethics (implemented by Internal Ordinance No. 23/2019 dated 17 Jul 2019).</p> <p>Company has a life balance program combined with multiple CSR actions, such as:</p> <ul style="list-style-type: none"> - Taking care of the right balance between work and family life. - Organizing campaigns promoting the Code of Ethics among employees. - Development of career paths for individual departments. - Taking care for the health of employees through sponsored, additional, specialized diagnostic tests (ophthalmology, cardiology, psychologist, etc.) and a well-equipped rehabilitation room providing free services to employees. - Conducting various development activities: co-financing studies for about 20 people, Wistilean Academy, Leader's Academy, Coaching, Excel, English, project management, finance for non-financiers, etc. - In 2020 - campaign "Sewing masks for employees by employees". - Sponsorship of sports and recreation: yoga, volleyball, football, cycling for health. - Organizing: Ceramics Day, Santa Claus Day for children, volleyball, football and tug of war tournaments, providing tickets for artistic and cultural events, e.g. concerts. - Supporting schools and foundations as well as the hospital in Kościerzyna. - Employee Pension Program with a view to decent retirement of our employees. - Organization of team-building events. - Monthly Team Meetings in departments, Employee Ideas Program. - Participation in volunteering among employees, e.g. in the "Gaszyn Challenge", co-organization of the Forum of Social Initiatives. <p>Audit process did not reveal any issues in the area of Management Systems, Working Hours, Remuneration, Employment Practices (including young labour), Business Ethics or Environmental Protection.</p> <p>Private worker interviews were performed as part of audit process. Dur to COVID-19 restrictions implemented on site - interviews were done individually and in groups of 2.</p> <p>During current audit one finding was raised in the area of OHS: keys left in forklift during battery charging.</p> <p>Corrective action and date was declared by Top Management during the closing meeting (also via Teams application). Findings report was signed by Top Management and Trade Union Representative.</p>

Ratings Summary



Auditee's background information			
Auditee's name :	Zakłady Porcelany Stolowej "LUBIANA" S.A.	Legal status :	Join Stock Company
Local Name :		Year in which the auditee was founded :	1969
Address :	UL. ZAKLADOWA 1, 83-407 LUBIANA	Contact person (please select) :	Edyta Cilindz
Province :	Pomorskie	Contact's Email :	cilindz.edyta@lubiana.pl
City :	Lubiana	Auditee's official language(s) for written communications :	Polish, English
Region :	Europe	Other relevant languages for the auditee :	German
Country :	Poland	Website of auditee (if applicable) :	http://lubiana.com.pl/
GPS coordinates :	54.116517,17.869627	Total turnover (in Euros) :	40000000.00
Sector :	Non-Food	Of which exports % :	70.00
Industry :	Others	Of which domestic market % :	30.00
If other, please specify :		Production volume :	140000 t of finished goods
Product Group :	Others	Production cost calculation :	Yes
If other, please specify :		Lost time injury calculation cost :	No
Product Type :	Porcelain products		

Auditee's employment structure at the time of the audit			
Total number of workers :	1235	Total number of workers in the production unit to be monitored (if applicable) :	0
		MALE WORKERS	FEMALE WORKERS
Permanent workers	446	789	
Temporary workers	18	33	
In management positions	29	12	
Apprentices	21	0	
On probation	5	4	
With disabilities	26	77	
Migrants (national citizens)	0	0	
Migrants (foreign citizens)	1	1	
Workers on the permanent payroll	390	715	
Production based workers	357	654	
With shifts at night	157	233	
Unionised	150	316	
Pregnant	-	26	
On maternity leave	-	25	

Finding Report



Performance Area 1 : Social Management System and Cascade Effect

Full Audit [Audit Id - 199066] Audit Date: 24/11/2020 PA Score: A

Deadline date:

GOOD PRACTICES:

AREAS OF IMPROVEMENT:

Company has implemented and maintains a social responsibility management system compliant to amfori BSCI Code of Conduct. Person responsible for CSR, Code of Ethics and Company Values system was appointed by Internal Ordinance No. 30/2020 dated 12 Nov 2020 (D/20/20) – Mrs. Edyta Ściażko – HR Manager. New intranet application was implemented since Oct 2020. Information posters were available throughout the whole facility. At the time of audit over 200 persons were registered already. Latest news, HR, OHS, Lean or Environmental info was available.

Company supports worker development, e.g. by financing studies for production workers who later become administration workers. WISTILEAN Academy is established in 3 years cycles, app. 10 persons per year participate in projects. Additionally Leader Academy was created – HR trainings for persons leading teams – 4 months' time (such as time management, communication, team management etc.).

LUBIANA has a system to monitor / audit Agencies used, including dormitories provided to workers. Company plans to engage their workers in charity actions / volunteering (workers for workers). The aim is to help and support workers and at the same time improve internal communication.

Suppliers are chosen based on numerous parameters – supplier general situation, capacity of deliveries, quality and contact possibilities. For new suppliers – on site visits are planned in order to check general productions conditions and practices. Supplier evaluation in terms of amfori BSCI principles is performed on an annual basis – if non-conformities are raised – corrective actions are requested. Audit schedule was prepared for 2020 – (due to COVID-19 not all of these were executed) – 3 audits in total were performed. Company has sent information regarding amfori BSCI CoC and main principles to all crucial suppliers and all of them confirmed they have read and agree to work in line with these rules.

Remarks from Auditee:

Performance Area 2 : Workers Involvement and Protection

Full Audit [Audit Id - 199066] Audit Date: 24/11/2020 PA Score: A

Deadline date:

GOOD PRACTICES:

W audytowanej firmie wdrożono szereg rozwiązań mających na celu poprawę komunikacji wewnętrznej - stworzono i wdrożono Zasady Komunikacji, kanały komunikacji zostały przetestowane i niezbędne działania naprawcze zostały wprowadzone. Dodatkowo firma stworzyła wewnętrzny Intranet (dostępny dla pracowników w aplikacji) - gdzie wszystkie informacje są dostępne w łatwy i wygodny sposób. A number of solutions were implemented in the audited company to improve internal communication - the Communication Principles were created and implemented, communication channels were tested and the necessary corrective actions were taken. Additionally, the company has created an internal Intranet (available to employees in the application) - where all information is available in an easy and convenient way.

AREAS OF IMPROVEMENT:

LUBIANA Code of Ethics was implemented by Internal Ordinance No. 23/2019 dated 17 Jul 2019). All employees received extract from the Code with details regarding Code values and requirements (confirmed by workers' signatures). Regular Team meetings were organized (once per month) when Code of Ethics is discussed. Newcomers are trained during general induction training (presentation of the company, basic OHS training and Code of Ethics). For external (agency workers) – Code of Ethics values were translated into Ukrainian and are posted in their dormitories and in company areas (production). In Nov 2020 (9-20) Code of Ethics contest was organized for all employees – 22 persons won and received prizes (vouchers for shopping). Additionally Code of Ethics issues are included into annual employee assessment as additional points. Company's mission, vision and values (described in LUBIANA Code of Ethics) are compliant to amfori BSCI Code of Conduct.

Management Team (34 persons) is annually assessed in 360 deg assessment. Results from 2020 assessment were presented – with growth in majority of areas for majority of people. For those with lower results is specific area – additional trainings were organized.

Rules of effective communication were established and implemented in order to improve internal communication. Testing of the channels were performed and corrective actions were taken. In May-June Company workers (out of their own initiative) sew face masks for all the workers and local community.

In LUBIANA Code of Ethics Chapter VI point 2 – lodging grievances to Code of Ethics infringements is described: information to direct supervisor, area manager or other department responsible. If not possible or no results using direct communication – any issue can be filed to the President of the Company or any other Member of Board or by sending e-mail to: ke@lubiana.eu. All information would be kept and managed as confidential. Person responsible for grievance mechanism was appointed – Mrs. Grażyna Felskowska – Management Board Assistant. Grievances log is kept, no grievance lodged till audit date (directly or via e-mail).

Remarks from Auditee:

Performance Area 3 : The rights of Freedom of Association and Collective Bargaining	
Full Audit [Audit Id - 199066] Audit Date: 24/11/2020 PA Score: A	Deadline date:
GOOD PRACTICES:	
AREAS OF IMPROVEMENT: 3 Trade Unions were actively operating in audited Company. As part of audit process Representatives of two biggest Unions were interviewed. Top Management was in constant contact with the Unions.	
Remarks from Auditee:	
Performance Area 4 : No Discrimination	
Full Audit [Audit Id - 199066] Audit Date: 24/11/2020 PA Score: A	Deadline date:
GOOD PRACTICES:	
AREAS OF IMPROVEMENT: Audit process confirmed there was no discrimination on any ground in audited Company. All employees were treated equally.	
Remarks from Auditee:	
Performance Area 5 : Fair Remuneration	
Full Audit [Audit Id - 199066] Audit Date: 24/11/2020 PA Score: A	Deadline date:
GOOD PRACTICES:	
AREAS OF IMPROVEMENT: Remuneration is paid as per local law requirements. All employees (excluding service contracts) are compensated based on monthly salary indicated in their employment contract. Basic wage for service contracts – piece rates. Monthly remuneration consists of basic wage and shift allowances (40 PLN – 2 shift system, 170 – 2 shift system / 7 days a week, 300 PLN for 4-brigades system). Additionally presence bonuses are paid as part of motivation system (for 2 shift system / 7 days a week, and for 4-brigades system workers). Wages of administration staff are paid till the end of month, production workers are paid till 10th day of following month by bank transfers or in cash (on site). Overtime hours on Saturdays are compensated with days off. Overtime hours during the week are remunerated in line with Polish Labour Code. Additional benefits: <ul style="list-style-type: none"> • Meal co-funding / food vouchers - for designated positions with energy expenditure • Vacation allowance, trips, Christmas gifts for kids, vouchers (social fund) • Group Insurance (additional, paid by workers, negotiated by employer) • Occupational Pension Scheme (entirely employer covered, including life insurance in case of death) • Negotiated low rates for transportation • Yoga for employees • Volleyball for employees (rented sport hall in local school) + football contests • Seniority bonus is paid to workers after 10, 15, 20,25 years of work. <p>Audit sample: records wer checked for following months: Nov 2019, Apr 2020 and Oct 2020.</p>	
Remarks from Auditee:	
Performance Area 6 : Decent Working Hours	
Full Audit [Audit Id - 199066] Audit Date: 24/11/2020 PA Score: A	Deadline date:
GOOD PRACTICES:	
AREAS OF IMPROVEMENT: Workers are using swipe cards for access control. Working hours are registered on attendance sheets signed by workers each day in their departments. Department referents prepare work cards based on the lists, in electronic files. This file is used for remuneration calculation. Company operated 24/7, depending on department and function. Office staff work Mon-Fri from 7 till 15, production works on 1 shift, 2 shifts or 3 shifts / 4 brigade system. Working hours settlement period was set for 12 months in 2020. Meal breaks are provided during every work shift – 15 minutes. Overtime if needed is agreed with the workers and registered on work cards. Annual overtime limit: 150. Audit sample: records wer checked for following months: Nov 2019, Apr 2020 and Oct 2020.	
Remarks from Auditee:	

Performance Area 7 : Occupational Health and Safety

Full Audit [Audit Id - 199066] Audit Date: 24/11/2020 PA Score: A

Deadline date:28/02/2021

GOOD PRACTICES:

7.14 Na terenie audytowanej firmy stacjonuje Ochotnicza Straż Pożarna (bezpośrednio przy głównej hali produkcyjnej). The Volunteer Fire Brigade is stationed on the premises of the audited company (directly next to the main production hall). 7.18 W audytowanej firmie dostępne są automatyczne defibrylatory - 2 na terenie zakładu oraz jeden w sklepie firmowym (dostępny dla osób z zewnątrz). Wyznaczeni pracownicy zostali odpowiednio przeszkoleni z używania defibrylatorów (zarówno osoby przeszkolone z pierwszej pomocy na produkcji jak i pracownicy sklepu firmowego). Dodatkowo na terenie firmy funkcjonuje przychodnia, z której nieodpłatnie mogą korzystać pracownicy. Automatic defibrillators are available in the audited company - 2 on the premises and one in the company store (accessible to people from the outside). Designated employees have been properly trained in the use of defibrillators (both first aid workers in production and employees of the company store). In addition, there is a clinic on the company's premises, which employees can use free of charge.

AREAS OF IMPROVEMENT:

Overall working conditions are safe and hygienic, local Labour and Sanitary Inspections conduct regular monitoring activities on site. Accidents at work log is kept, there were 7 accidents in 2020 till audit date and 13 accidents in 2019- mainly light as sprains of the lower limbs and injuries of the upper limbs, shoes with toe caps reduced injuries of the lower limbs. Occupational Risk Assessments are conducted for all workstations / positions - during the audit assessment documents for following positions were verified: Glazer (dated 31 Jul 2019), mill worker and forklift driver (28 Feb 2020). Around 100 risk assessments available in total. OHS Committee was established, last meeting protocol was seen dated 29 Sept 2020 (meeting regarding new protective shoes, new entrance gate, quality of bottles for water).

Company verifies working conditions and factors harmful to health in the work environment - e.g. dust and chemicals (Report No. TSO/28/2020-5 Techno-Service S.A. dated 13 Nov 2020, No TSO/28/2020-4 dated 20 Oct 2020), microclimate (Report No. TSO/28/2020-3 Techno-Service S.A., dated 30 Sept 2020 -> hot microclimate, additional air conditioning was installed), hazardous chemicals in air in decoration area (Report No. TSO/28/2020-2 dated 22 Sept 2020), noise level (Report No. TSO/28/2020 dated 23 Mar 2020. Potable water was provided to workers - automatic filters were installed in production + special bottles were handed out to workers. Water potability testing was conducted on a regular basis, last testing on 13 Oct 2020 (Report No. 159/HJ/2020).

Fire Safety Procedure was established and implemented - last update on 27 June 2020. Evacuation plans are posted throughout company areas. Assembly points are properly marked with pictograms and department names. Last fire drill was performed on 2 Oct 2020. The evacuation involved all employees of all brigades of all departments separately in order not to gather people during the pandemic. Fire fighting equipment testing is done twice per year, last one during the audit on 25 Nov 2020 (fire extinguishers). Fire hoses and hydrants were last checked on 30 Sept 2020.

Buildings and installations are tested on a regular basis, last annual check was performed in May 2020 and half a year inspection on 18 Nov 2020.

7.17 - W audytowanej firmie w trakcie audytu w nieużywanym wózku widłowym (w trakcie ładowania) zostawione były kluczyki. Operatora wózka nie było w zasięgu wzroku.

Należy zadbać o to, aby przestrzegane były zasady bezpiecznego użytkowania wózków widłowych.

In the audited company, during the audit, the keys were left in an unused forklift (during charging). The truck operator was nowhere in sight.

It is necessary to ensure that the rules of safe use of forklift trucks are followed.

Remarks from Auditee:

Performance Area 8 : No Child Labour

Full Audit [Audit Id - 199066] Audit Date: 24/11/2020 PA Score: A

Deadline date:

GOOD PRACTICES:

AREAS OF IMPROVEMENT:

8.3 - NA - no cases of current or historical child labour.

8.4 - NA - no cases of current or historical child labour.

Remarks from Auditee:

Performance Area 9 : Special protection for young workers	
Full Audit [Audit Id - 199066] Audit Date: 24/11/2020 PA Score: A	Deadline date:
GOOD PRACTICES:	
AREAS OF IMPROVEMENT:	
<p>Young workers protection is regulated by Employee Handbook par. 59 – 63 and Annex 2 (dated 7 May 2001) – works forbidden to young workers. Young workers were only employed as part of Practical vocational training (for technical jobs). Employment was based on legally required employment contracts. Company directed these persons to applicable schools and appropriate time for that purpose was assured. First class – 2 days on site (6 hours, 6-12, with a 30-minute break) and 3 days at school, 2nd class – 2 days on site and 3 days at school, 3rd class – 3 days on site and 2 days at school. After completing the 3-year program young workers would normally stay in the company as regular workers. 21 Male young workers were employed in total (only 5 of them in 1st class – below 18 years old).</p> <p>At the time of audit young workers were not present on site due to COVID-19 national restrictions (remote education till Nov 29, 2020).</p>	
Remarks from Auditee:	
Performance Area 10 : No Precarious Employment	
Full Audit [Audit Id - 199066] Audit Date: 24/11/2020 PA Score: A	Deadline date:
GOOD PRACTICES:	
AREAS OF IMPROVEMENT:	
<p>All employees had a legal employment contract. Apart from directly employed workers - 3 agencies were used (outsourcing). Contracts were signed with each agency: 1. EWL Outsourcing Sp. z o.o. – Contract dated 3 Sept 2019 with further annex dated 2 Jan 2020 – 28 workers (20 Female and 8 Male), 2. Progres HL International Sp. z o.o. – Contract dated 11 Apr 2017 with last annex dated 2 Jan 2020 – 6 workers (4 female and 2 male), 3. Foreign Peronnel Service Sp. z o.o. – contract dated 1 Dec 2018 with last annex dated 1 Apr 2020 – 136 workers (92 female and 44 male). Agency workers also participated in worker interviews and their basic documentation was checked.</p>	
Remarks from Auditee:	
Performance Area 11 : No Bonded Labour	
Full Audit [Audit Id - 199066] Audit Date: 24/11/2020 PA Score: A	Deadline date:
GOOD PRACTICES:	
AREAS OF IMPROVEMENT:	
<p>Audit process confirmed that employees were treated with respect and dignity. Interviewed workers confirmed there were good relations among workers and between workers and management. Disciplinary Procedures were part of Employee Handbook par. 46 – 50 – disciplinary measures compliant to Polish Labour Code. In 12 months prior to audit - there were 12 disciplinary dismissals for unjustified absences and 11 rebukes / reprimands.</p>	
Remarks from Auditee:	
Performance Area 12 : Protection of the Environment	
Full Audit [Audit Id - 199066] Audit Date: 24/11/2020 PA Score: A	Deadline date:
GOOD PRACTICES:	
AREAS OF IMPROVEMENT:	
<p>As one of the 5 pillars established in the company - Protection of the Environment has defined quarterly objectives, such as: reduction of residual waste, reduction of municipal waste, e-learning for employees to make them aware of environmental costs, waste disposal costs, training (pictorial method) on waste, what is it, what to do with it, minimizing the cost of cleaning cloths, cooperation with a cleaning cloth company, compressed air savings and saving printed paper for administration. On Company's Intranet there was a separate tab for Environmental actions.</p> <p>Company has all applicable Decisions and Permits, issued by local authorities in the scope of Environmental Protection, e.g.: Waste Production Permit No. OŚ.6220.4.2.2017 – dated 06 Nov 2017. Last KOBIZE Report dated 26 Feb 2020 was seen.</p>	
Remarks from Auditee:	

Performance Area 13 : Ethical Business Behaviour

Full Audit [Audit Id - 199066] Audit Date: 24/11/2020 PA Score: A

Deadline date:

GOOD PRACTICES:

AREAS OF IMPROVEMENT:

LUBIANA Code of Conduct defines the rules of Business activities and Ethical Business Behaviour, including conflict of interest of corruption prevention. GDPR Policy was established and implemented in the company by Internal Ordinance No. 20/2018 dated 30 May 2018 (with annexes). Data protection Inspector was appointed (HR Manager) as well as IT systems administrator.

Remarks from Auditee:

Summary



Audit Type	Date	Audit Id	PA1	PA2	PA3	PA4	PA5	PA6	PA7	PA8	PA9	PA10	PA11	PA12	PA13	Overall Rating
Full Audit	24/11/2020	199066	A	A	A	A	A	A	A	A	A	A	A	A	A	A

Producer Photos



External photo(s) of the production unit(s)
IMG_20201125_132936.jpg



External photo(s) of the production unit(s)
IMG_20201125_132957.jpg



External photo(s) of the production unit(s)
IMG_20201125_133115.jpg



External photo(s) of the production unit(s)
IMG_20201125_133321.jpg



External photo(s) of the production unit(s)
IMG_20201125_135611.jpg



External photo(s) of the production unit(s)
IMG_20201125_140141.jpg



External photo(s) of the production unit(s)
IMG_20201125_140237.jpg



External photo(s) of the production unit(s)
IMG_20201125_140415_1.jpg



Photo first aid facilities
IMG_20201125_105529.jpg



Photo first aid facilities
IMG_20201125_110643.jpg

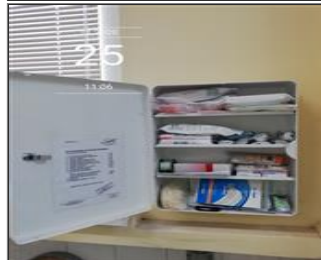


Photo first aid facilities
IMG_20201125_110655.jpg



Photo first aid facilities
IMG_20201126_113216.jpg



Photo first aid facilities
IMG_20201126_113223.jpg



Photo of chemical storage room (if applicable)
IMG_20201125_110321.jpg



Photo of chemical storage room (if applicable)
IMG_20201125_110329.jpg



Photo of fire safety equipment
IMG_20201125_105335.jpg



Photo of fire safety equipment
IMG_20201125_105343.jpg



Photo of fire safety equipment
IMG_20201125_110124.jpg



Photo of fire safety equipment
IMG_20201125_110135.jpg



Photo of non-conformity
IMG_20201127_123251.jpg



Photo of the canteen (if applicable)
IMG_20201125_105403.jpg



Photo of the canteen (if applicable)
IMG_20201125_105412.jpg



Photo of the canteen (if applicable)
IMG_20201125_105417.jpg



Photo of the canteen (if applicable)
IMG_20201125_105421.jpg

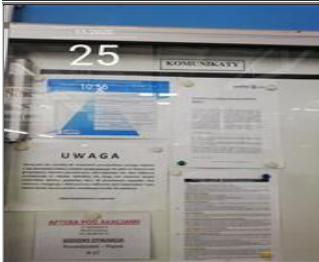


Photo of the code of conduct on display
IMG_20201125_105544.jpg



Photo of the inside of the main production hall
IMG_20201125_105128.jpg

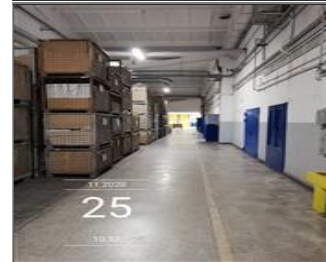


Photo of the inside of the main production hall
IMG_20201125_105219.jpg



Photo of the inside of the main production hall
IMG_20201125_111521.jpg



Photo of the inside of the main production hall
IMG_20201125_112933.jpg



Photo of the inside of the main production hall
IMG_20201125_115552.jpg

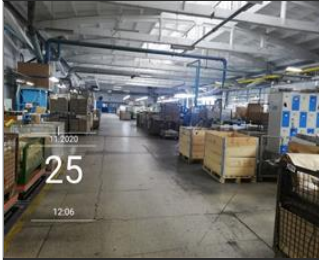


Photo of the inside of the main production hall
IMG_20201125_120634.jpg



Photo of the inside of the main production hall
IMG_20201125_120832.jpg



Photo of the inside of the main production hall
IMG_20201125_121709.jpg



Photo of the inside of the main production hall
IMG_20201125_123028.jpg



Photo of the inside of the main production hall
IMG_20201125_130602.jpg



Photo of the inside of the main production hall
IMG_20201125_133902.jpg



Photo of the inside of the main production hall
IMG_20201125_134250.jpg



Photo of the inside of the main production hall
IMG_20201125_134441.jpg



Photo of the inside of the main production hall
IMG_20201125_135647.jpg



Photo of the personal protection equipments (if applicable)
IMG_20201125_111545.jpg

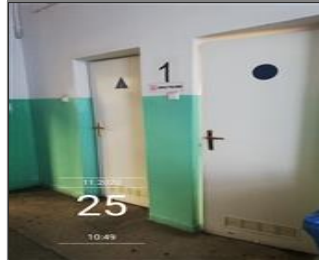


Photo of the sanitary facilities
IMG_20201125_104938.jpg



Photo of the sanitary facilities
IMG_20201125_104947.jpg



Photo of the sanitary facilities
IMG_20201125_104951.jpg



Photo of the sanitary facilities
IMG_20201125_104955.jpg

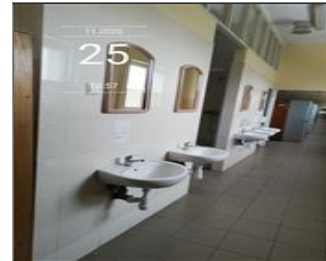


Photo of the sanitary facilities
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