

About the Performance Indicator Annex

绩效指标附录简介

The SA8000 Performance Indicator Annex lists performance expectations that organisations claiming conformance with the normative requirements of SA8000 must meet, as a minimum. Each performance indicator constitutes a secondary reference, providing a quantitative or qualitative measure of performance directly related to one, or more, of the requirements of the SA8000 Standard itself. The requirement of the SA8000 Standard is listed in parenthesis at the end of each indicator.

SA8000绩效指标附录列出了声称符合SA8000规范性要求的组织至少必须满足的绩效预期。每一个绩效指标构成了一份次级参考，为与SA8000标准本身直接有关的一个或多个要求提供了定量或定性的绩效衡量方法。每一个指标末端的圆括号内都列出了SA8000标准要求。

THE PRIMARY PURPOSES FOR ESTABLISHING THE SA8000 PERFORMANCE INDICATOR ANNEX ARE:
创建SA8000标准绩效指标附录的初级目的是：

1. To improve transparency of interpretive expectations amongst users of the SA8000 standard and other interested parties;
在SA8000标准使用者与其他利益相关方中增强作为说明的预期的透明度；
2. To improve consistency of interpretive expectations and, thereby, enhance interested parties' understanding and appreciation of the value of SA8000 conformance; and
增强作为说明的预期的一致性，从而强化利益相关方对符合SA8000标准价值的认识及重视程度；
3. To establish a clear "SA8000 benchmark" against which other social performance criteria (utilized by purchasing companies and other standard-setting organisations) may be cross-referenced.
建立一个（采购公司与其他标准制定机构可采用的）其他社会绩效标准可交叉参考的明确的“SA8000基准”。

THE CURRENT LISTING OF PERFORMANCE INDICATORS IS DERIVED FROM:
当前列出的绩效指标源自：

1. A review of the commonly understood performance interpretations that have been applied to the implementation and evaluation of the SA8000 requirements since the standard's inception in 1997;
对自1997年标准产生以来应用于SA8000要求执行与评估的、普遍理解的绩效解释进行的评审；
2. Performance indicators gathered from specialized research conducted by SAI; and
从SAI进行的专业化调查中收集的绩效指标；
3. A comparative review of contemporary performance indicators commonly used by other organisations.
对其他组织通常使用的临时绩效指标进行的比较评审。

Using the Annex

附录的使用

The SA8000 Performance Indicator Annex describes the minimum social accountability performance expectations for SA8000 certified organisations. Any party can use these indicators to evaluate the extent to which an organisation's activities/controls and social performance conform to each of the SA8000 Standard requirements.

SA8000绩效指标附录描述了对获SA8000认证的组织的最低社会责任预期。任何一方均可以使用这些指标评估组织的活动/控制和社会绩效对SA8000各个标准要求的符合程度。

However, the Annex is not a standalone or normative document; it requires simultaneous reference to the related requirement(s) of the SA8000 Standard. Depending on the nature and situation of each individual organisation, there may be credible and justifiable reasons for certain indicators to be considered insignificant or non-applicable. As noted in the "Disclaimer" below, there may also be viable performance interpretations that are not currently listed in the Annex.

不过，该附录不仅仅为一份标准或规范性文件；它还要求要同时参考SA8000标准的相关要求。根据每一组织的性质与所处环境，存在可靠且合理的原因说明某些指标重要或不适用。如下文“免责声明”所述，还可存在目前未列在本附录中的可行的绩效解释。

ORGANISATIONS IMPLEMENTING SA8000 SYSTEMS

执行SA8000体系的组织

Management of an organisation claiming conformance with-or aiming to establish conformance with-SA8000 requirements shall demonstrate knowledge and understanding of the Annex. Such organizations should use the Annex as a measurement tool during regular monitoring and review activities in order to determine the extent of the organization's current conformance with the SA8000 Standard-overall, or clause-by-clause. As a result of these self-monitoring activities, the organisation's management may recognize the need for additional activities/controls to meet the SA8000 expectations and/or identify SA8000 non-conformances. Any non-conformances identified will require corrective or preventive action (see SA8000 criterion 9.8).—

声称符合——或旨在确定符合——SA8000要求的组织的管理者应证明其知道并了解本附录。此类组织宜在其定期监视与评审活动中将本附录作为一个衡量工具，以确定组织目前对SA8000标准——整体上或逐条地——的符合程度。经过这些自我监视活动，组织的管理者可识别是否需要进行额外活动/控制以满足SA8000预期和/或识别SA8000标准不符合项。对任何识别出的不符合项都要采取纠正或预防措施（见SA8000标准9.8）。

See also "Shortcomings Identified against Performance Indicators" below.
还可见下文“识别出的绩效指标的不足”。

CERTIFICATION AUDITORS EVALUATING SA8000 SYSTEMS

评价SA8000体系的认证审核员

The certification system *shall* include a process to review conformance with the indicators included in the Annex. Auditors *shall* demonstrate knowledge and understanding of the purpose of the Annex and its performance indicators. Auditors *shall* use that knowledge to create and execute an audit plan in order to:

认证体系应包括针对本附录中的指标符合性进行评审的流程。审核员应证明其知道并了解本附录的目的及其绩效指标。审核员应运用该知识建立并执行审核计划，以：

- a) Ensure that reviews of appropriate SA8000-related performance expectations are incorporated into the audit (*Note: Evaluation of every performance indicator during every audit is not mandatory*); and
- a) 确保将适当的SA8000相关绩效预期的评审纳入审核活动内（注：每一次审核期间对每一个绩效指标的评价并非强制的）。
- b) Determine conformance/non-conformance with respect to SA8000 requirements.
- b) 确定对SA8000要求的符合或不符合。

See also "Shortcomings Identified against Performance Indicators" (below).
还可见下文“识别出的绩效指标的不足”。

SA8000 ACCREDITATION AUDITORS

SA8000认可审核员

SA8000 Accreditation Auditors *shall* use the Annex during witness audits to ascertain whether the auditing procedures of the certification body are adequate to promote and maintain the intent of the performance indicators. SA8000 Accreditation auditors shall also use the Annex to assess the SA8000 Certification Auditors' approach to conducting an SA8000 audit. The focus of the accreditation audit is to assure that the Certification Auditors correctly interpret, support and uphold the integrity of SA8000 and the Annex and to drive continual improvement of the Certification Body as well as their client(s).

SA8000认可审核员应在见证审核期间使用本附录，以确定认证机构的审核程序是否足以促进并维持绩效指标的的实现。SA8000认可审核员还应使用本附录评价SA8000认证审核员采用的审核方法。认可审核的重点在于确保认证审核员正确解释、支持并维护SA8000标准及本附录的整体性，推动认证机构及其客户的持续改进。

SHORTCOMINGS IDENTIFIED AGAINST PERFORMANCE INDICATORS

识别出的绩效指标的不足

With the exception of adequately justified circumstances, an organisation's failure to demonstrate conformance with any applicable performance indicator *shall* be considered a non-conformance against a specific related requirement of SA8000 (not only against a performance indicator(s) in the Annex).

除可充分合理说明的情况外，组织未能证明其符合任何适用的绩效指标的行为应被视为针对SA8000特定相关要求（并不仅仅针对本附录中的绩效指标）的不符合项。

For Example: The Health and Safety section of the Annex includes the following performance indicator: "Exits are: unlocked during working hours, or are of the push-bar type and unlocked from the inside." Thus, if an auditor finds a locked exit door during working hours, that finding would be cited against SA8000: 2014 Health and Safety Criteria 3.1, which requires the organisation to "provide a safe and healthy workplace environment" and "take effective steps to prevent potential health and safety incidents." The auditor may also refer to the specific expectation/clause of the Annex, but this shall always be secondary to direct reference to the related SA8000 requirement/clause.
例如：本附录的健康与安全部分包括了下列绩效指标：“在工作时间，门未上锁，或可通过推手打开、推手未从里面上锁”。因此，如审核员发现工作时间门被上锁，这一发现可引用SA8000: 2014 健康与安全3.1条。该条要求组织“提供一个健康安全的工作环境”，并“采取有效措施应对潜在的健康与安全事故”。审核员还可参照本附录的特定预期/条款，但该特定预期/条款应逊于SA8000相关要求/条款的直接参考。

Disclaimer

免责声明

The Annex is not an exhaustive list of performance indicators and does not change the Standard's requirements; rather, the Annex details specific performance indicators that demonstrable correct implementation of the SA8000 criteria. It may be updated more frequently than the Standard as SAI and other organizations research and develop new indicators. Therefore, the length and scope of the sections will likely change over time. Currently, the Health and Safety section is the most comprehensive because indicators in this area are the most advanced to date.

本附录并非一份详尽的绩效指标列表，且不对标准要求做变更；相反，本附录详细说明了可证明SA8000标准得到正确执行的特定的绩效指标。本附录的更新频率可能高于标准的更新频率，因为SAI与其他组织一直在研究和制定新的指标。因此，条款部分的篇幅与范围可能会不定期进行变更。目前，健康与安全条款是最全面的一部分，因为本部分的指标是最新的。

The indicators in this Annex may be fully or partially required by local or national law. As is the case with SA8000, if the Standard addresses the same issue as local or national laws, standards or other requirements related to the organisation, the provision that is most favourable to workers applies.

地方或国家法律可能会要求提供本附录的全部或部分指标。对于SA8000标准，如果该标准处理的问题与地方或国家法律、标准或与组织相关的其他要求处理的问题相同，则以对工人最有利的规定为准。

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1. CHILD LABOUR

1. 童工

1. No children present in production work areas (1.1).
1. 生产工作区不得有童工从事劳动 (1.1)。
2. No fake or forged identification documents accepted during the recruitment process (1.1).
2. 招聘流程中不予接受假冒或伪造的身份证件 (1.1)。
3. Verifiable proof of age documentation is maintained for every worker (1.1).
3. 保留有关每名工人年龄证明文件的可核查证据 (1.1)。

2. FORCED OR COMPULSORY LABOUR

2. 强迫或强制劳动

1. All overtime hours are voluntary; coercion, threats, or penalties are not used to pressure personnel into overtime work (2.4).
1. 所有加班均是自愿的；不得使用压制、威胁或罚款等手段强迫员工加班 (2.4)。
2. No unreasonable restraints on personnel's freedom of movement, including movement in the canteen, during breaks, and related to toilet use, access to water, access to necessary medical attention or access to religious facilities (2.1).
2. 不得无理限制员工的活动自由，包括在食堂就餐、午休及上厕所、饮水、就医或进入宗教场所 (2.4)。
3. Security measures implemented by the organisation do not intimidate or unduly restrict the movement of workers (2.1).
3. 组织执行的安全措施不得威胁或无理限制员工的活动 (2.1)。
4. Terms of employment outlined at the time of recruitment do not differ in any way from the terms offered during the course employment (2.1).
4. 招聘时制定的雇佣条款不得与雇佣期间规定的条款有所不同 (2.1)。
5. Personnel are free from pressure, coercion, or threats that would in any way force them to accept a job or maintain employment (2.1).
5. 不得对员工施用以任何方式强迫其接受工作或维持就业的压迫、压制或威胁手段 (2.1)。

3. HEALTH AND SAFETY

3. 健康与安全

DOCUMENTS/LICENSES/PERMITS/CERTIFICATES

证件/执照/许可证/证书

1. Licenses, permits and/or certificates are maintained as required by law and renewed in order to retain their validity. These documents are issued by a valid and recognized legal entity and issued to the organisation possessing them, with the appropriate location, scope and validity date (3.1).
1. 法律规定保留执照、许可证和/或证书并予以更新，以维持有效性。这些证件由合法的、公认的法律实体颁发，获颁发的组织拥有的这些证件上印有适当的地址、范围和有效期限 (3.1)。
These documents include, for example:
 - a. Business and operating permits; fire safety and electrical certificates; permits for equipment such as boilers, generators, elevators, fuel and chemical storage tanks; and building, emissions and waste-disposal permits.
 - 这些证件包括，如：
 - a. 业务和经营许可；消防安全与用电证明；锅炉、发动机、电梯、燃料和化学品储藏罐等设备使用许可；以及建筑垃圾、排放和废物处理许可。
2. A record of the maximum number of people allowed to be in the building at one time (maximum occupancy) is available. In multi-story buildings, the maximum occupancy number for each floor is publically posted on the appropriate floor (3.1).
2. 保留了允许一次性在建筑物内的最多人员数量（最多占用量）的记录。在多层建筑物内，每层的最多占用量应公开张贴在适当的楼层。
3. A list of the individuals on site can be produced in real time so that an accurate head count can be performed (3.1).
3. 可实时列出现场人员名单以确保点名准确 (3.1)。

HEALTH AND SAFETY COMMITTEE

健康与安全委员会

1. A documented procedure for the Health and Safety Committee's periodic occupational health and safety risk assessments is available. The risk assessment covers current and potential health and safety hazards, including ergonomic risks and geographic risks and threats, such as hurricane, seismic activity, flood and landslide (3.5).
1. 制定了有关健康与安全委员会定期进行的职业健康与安全风险评价的形成文件的程序。风险评价覆盖当前的和潜在的健康与安全危害，包括工效学风险和地理风险与威胁，如飓风、地震和泥石流 (3.5)。
2. The Committee is trained on incident investigation and health and safety inspection and hazard recognition (3.5).
2. 委员会接受事故调查、健康与安全检查及危害识别方面的培训 (3.5)。
3. The Committee is involved in all incident investigations (3.5).
3. 委员会参与所有事故的调查 (3.5)。

ERGONOMICS

工效学

1. Adequate and accurate records of measures implemented to address the ergonomics risks identified by the health and safety committee's health and safety risk assessment are maintained (3.5).
1. 对于有关为处理健康与安全委员会的健康与安全风险评价识别出的工效学风险而采取的措施的充分、准确的记录要予以保留 (3.5)。
2. Workstations are designed or modified in line with the results of the health and safety risk assessment to minimize bodily strain (3.1).
2. 工作站的设计与修改应符合健康与安全风险评价结果，以降低身体的过度疲劳 (3.1)。

TRAINING

培训

1. Personnel are trained on emergency evacuation. Fire drills take place at least once per year for all shifts. All personnel, including new personnel, know the drill procedure and consider it routine (3.6).
1. 对人员进行应急撤离方面的培训。对于所有轮岗员工的消防演习至少每年进行一次。所有人员，包括新员工，均应了解演习程序，并将之视为例行任务 (3.6)。
2. Personnel are trained on recognition of hazards and emergencies and appropriate action (3.6).
2. 对人员进行危害和紧急情况识别与采取适当措施方面的培训 (3.6)。
3. Personnel are trained on the proper operation and storage of personal protective equipment (PPE), tools, machinery and equipment (3.6).
3. 对人员进行个人防护设备 (PPE)、工具、机器与设备合理运行与储藏方面的培训 (3.6)。
4. Authorized personnel are trained on tools, systems, jobs and work areas that require specific training and skills. Unauthorized personnel are trained to avoid using or visiting those tools, systems and work areas (3.6).
4. 对经过授权的人员进行工具、系统、工作与工作区方面的培训，要求其参加过一定的培训、具备一定的技能。对未经授权的人员进行培训，以避免其使用或访问这些工具、系统或工作区 (3.6)。
5. Chemical handlers are trained on the safe use and handling of chemicals, as well as any relevant medical treatment if needed (3.6).
5. 对化学品处理人员进行化学品安全使用与处理以及必要时任何医疗相关方面的培训 (3.6)。
6. All new personnel are trained, as noted in the indicators above, as part of their orientation training and within one month of joining the organisation (3.6).
6. 在所有新员工在加入组织一个月内，对其进行培训，如上述指标所述，作为其定向培训的一部分 (3.6)。

EMERGENCY PREPAREDNESS

应急准备

1. A documented emergency preparedness and response plan that outlines the actions that all personnel should take in case of fire and/or other emergencies (manmade and/or natural disasters) is available. The plan clearly defines the persons responsible for preventing, reducing the impact of, and addressing any such emergency event (3.7).
1. 制定了规定一旦发生火灾或其它紧急事故 (人为和/或自然灾害) 时所有人员应采取的措施的形成文件的应急准备与响应方案。该方案清楚规定了预防此类紧急情况、降低其影响及予以解决的责任人 (3.7)。
2. Automated fire safety systems (fire detection, smoke detection, alarm, fixed or mobile extinguisher systems) exist and are subject to routine checking and maintenance (3.7).
2. 建有自动消防系统 (火灾探测、烟雾探测、警报、固定或移动灭火系统)，且对该系统进行定期检查与维护 (3.7)。
3. Evacuation plans are posted at regular intervals by the organisation in the workplace and in residences and property provided by the organisation, in the language(s) of the workers, with a clear "You are here" mark (3.7).
3. 组织应定期将紧急疏散图张贴在工作场所及组织提供的住所和财产处，以工人使用的语言标明，并附上清晰的标注“您当前的位置” (3.7)。
4. Signs that indicate the identity of the first aid providers, fire wardens, emergency response team and the manager in charge of health and safety are posted conspicuously in the workplace (3.7).
4. 表明急救提供者、消防督导员、应急响应组和健康与安全管理者身份的标识张贴在工作场所的显眼处 (3.7)。
5. Exit doors are unlocked during working hours or are push-bar doors that can be unlocked from the inside, and are clear and unblocked. Exit doors open in the direction of travel, can be readily opened from inside the workplace by any worker without the use of keys or tools, and open wide enough to safely evacuate personnel in the case of an emergency (3.1).
5. 安全门在工作时间未上锁或从里面可以打开，或保持清洁且未被堵塞。安全门应为向通行方向打开，且任何员工都可以不用钥匙或工具从里面很容易地打开。安全门要足够宽敞，以保证员工在紧急情况下可安全撤离 (3.1)。
6. There are enough exits to safely serve the number of workers and the height and type of building or structure. Window fire exits are not acceptable as viable fire exits (3.1).
6. 出口的数量要足以稳妥地应对员工的数量、建筑物的高度和类型。紧急逃生窗口不可作为可行的紧急出口 (3.1)。
 - a. There are at least two emergency exits per floor.
 - a. 每层至少有两个紧急出口。
 - b. The maximum travel distance to an emergency exit is 200 feet or 60 meters for industrial buildings with no sprinkler systems.
 - b. 对于未配备自动喷水消防系统的工业建筑物，出口到达紧急出口的最大距离为200英尺或60米，且足够宽敞以保证人员在紧急情况下可安全撤离 (3.1)。

7. All doors to exit hallways and staircases open in the direction of travel and can be readily opened from inside by any worker without the use of keys or tools. Evacuation routes are clear and unblocked (3.1)
7. 通往逃生走廊和楼梯的所有的门均应为向通行方向打开，且任何员工都可以不用钥匙或工具从里面很容易地打开。保持紧急疏散路线整洁且未被阻塞 (3.1)。
8. Doors that lead to the exterior of the building that are not designated as exits are labelled as such (e.g. "Not-An-Exit" sign in the local language(s) and the language of the workers) (3.1).
8. 通向建筑物外部的、但未作为出口的贴有标识 (如以当地语言或工人使用的语言写上“非出口”字样) (3.1)。
9. There is one or more designated and marked assembly points outside the workplace. The assembly points are in an area that is a safe distance away from the reach of a possible fire. The area is large enough to accommodate the full number of employees and other personnel who may reasonably be on site at any given time (3.1).
9. 工作场所外面有一个或多个指定的、有标识的集结地点。集结地点所处的区域距火灾可能蔓延到的范围有一段安全的距离。该区域足以容纳全部员工和其他在任何指定时间合理处在现场的人 (3.1)。
10. Emergency exit signs are visible from 30m, use letters at least 18cm high and are illuminated in bright colours or have a photo-luminescent front panel (3.1).
10. 紧急出口标识的能见度为30米。标识上的文字至少18厘米高，以亮色装饰或镶有光致前面板 (3.1)。
11. Exit routes have emergency lighting and are marked with signs, with at least one easily seen from any area within the workplace. Battery-operated exit signs are checked regularly and batteries replaced after the manufacturers designated time period (3.1).
11. 通往出口的路线上配有应急照明且贴有标识，其中至少有一个可以从工作场所内任何区域很容易地看到。定期检查由电池供能的出口标识，并在生产商指定的期限后更换电池。(3.1)
12. Personnel are guided to exits or away from hazardous areas with floor markings, tape or other indications (3.1).
12. 借助楼层标识、线带或其他指示牌引导员工通向出口或远离危险区域 (3.1)。
13. Emergency battery lighting is provided for all stairways and where needed on exit routes (3.1).
13. 所有楼梯间，且在必要时，所有应急通道内，提供应急电池照明 (3.1)。

FIRE EXTINGUISHERS

灭火器

1. Fully operational fire fighting equipment is maintained, regularly tested, unobstructed, clearly marked and accessible (3.1).
1. 对功能齐全的消防设备进行维护、定期检测，确保设备未受阻隔、得到清楚标识且随时可用 (3.1)。
2. Personnel demonstrate knowledge and understanding of the basic practical use of fire extinguishers (3.6).
2. 相关人员应证明其知道并了解灭火器的基本使用方法 (3.6)。
3. If fire hydrants are present, then the hoses, standpipes and all water sources, including fire pumps, are inspected and flushed at least twice per year (e.g. during fire drills) (3.1).
3. 如配有消火栓，则每年对软管、竖管和所有水源，包括消防泵，至少检查和冲洗两次 (如消防演习期间) (3.1)。

ALARM SYSTEM

报警系统

1. An alarm system exists and is audible throughout the entire organisation on every floor, including production areas, warehouses, dormitories, canteens or canteens, and any other employer- provided worker service facilities. The alarm has a distinct sound that is different from any other noise notification systems (3.1).
1. 组织装有报警系统，且在整个组织的每一层均可看到，包括生产区、仓库、宿舍、食堂或托儿所及雇主提供的任何其他员工服务设施。报警声应不同于其他任何噪音通知系统的声音 (3.1)。
2. An alternative system is available when the alarm system is undergoing maintenance (3.1).
2. 报警系统处于维护期间配有备用系统 (3.1)。

PERSONAL PROTECTIVE EQUIPMENT (PPE)

个人防护设备 (PPE)

1. Personnel are provided with and use PPE as mandated by the organisation's occupational health and safety risk assessment (3.3).
1. 根据组织职业健康与安全风险评估要求，为员工提供个人防护设备，且员工应使用该设备 (3.3)。
2. All personnel demonstrate their knowledge and understanding of:
2. 所有人员应证明其知道并了解：
 - a. Which PPE is necessary for each task, operation or process;
 - a. 针对每一项任务、每一次操作或每一个流程，哪种个人防护设备是必需的；
 - b. When the PPE is necessary;
 - b. 何时必须佩戴个人防护设备；
 - c. How to use and adjust the equipment;
 - c. 如何使用和调试设备；
 - d. Limitations of the equipment; and
 - d. 设备有哪些限制；
 - e. Proper care and maintenance of the equipment (3.6).
 - e. 设备的适当维护 (3.6)。

GENERAL WORKING ENVIRONMENT

一般工作环境

1. Workplaces, including walkways and aisles, yard and storage areas, lifts and stairways, are kept clean and maintained in good condition (3.1).
1. 工作场所,包括走道和过道、空地和储物区、电梯和楼梯,应保持整洁并良好维护(3.1)。
2. All primary aisles are a minimum of 1.12 meters wide or wider as stated by local law, are marked, & kept unobstructed at all times (3.1).
2. 根据当地法律规定,所有主要过道的宽度应至少为1.12米或以上,贴有标识且任何时候没有障碍物(3.1)。
3. Stairway railings of no less than 1 metre high are installed on exposed stairs where a person could potentially fall off the side of the stairway (3.1).
3. 在裸露的台阶上安装高度小于1米的楼梯栏杆,因为行人可能会摔倒在台阶旁(3.1)
4. A documented procedure to prevent the ignition of fires from sources of heat, open flames, electrical sparking, hot surfaces, welding, smoking, heat or sparks is available. The procedure includes a mandate for adequate housekeeping to ensure that uncontrolled combustible material is removed, as well as decontamination measures. It mandates that hazardous material is stored and handled in a safe way and includes the following measures (3.7):
4. 制定了防止着火点靠近热源、明火、电火花、灼热表面、焊缝、烟雾、热体或火花的形成文件的程序。该程序包括为确保移除不可控的可燃材料及采取去污措施而进行适当看护的命令。该程序要求将危险品存储起来,以安全的方法进行处理,并采取如下措施(3.7):
 - a. Workplaces are clean, free from dirt and dust, and are not exposed to potential ignition sources, such as cigarettes.
 - a. 保持工作场所清洁、无赃物灰尘、未暴露于潜在的着火源,如香烟。
 - b. Flammable and hazardous materials are properly stocked and kept away from ignition sources.
 - b. 适当存储易燃品和危险品,远离着火源。
 - c. Gas sensors are placed around gas-using and processing equipment. 在
 - c. 气体使用与处理设备安装了气体传感器。

WATER, AIR, NOISE AND TEMPERATURE

饮用水、空气、噪音及温度

1. Work areas have adequate lighting, ventilation and temperature controls (3.1).
1. 工作区配有充足的照明、通风口和温度控制器(3.1)。
2. All water, inside or outside of the facility, drains properly so it does not to create a slipping hazard or a breeding ground for insects (3.1).
2. 无论车间内还是车间外,所有水龙头滴水要适度,避免造成人员滑倒的危害或成为昆虫的滋生地(3.1)。
3. Safe and clean drinking water is free and available at all times and within a reasonable distance of all workstations. There is an adequate amount of potable water stations relative to the number of personnel. The means to drink water (i.e. cups) is safe, sanitary and available in an appropriate amount (3.8).
3. 在任何时候,所有工作台的合理范围内均免费提供安全、清洁的饮用水;针对一定数量的员工提供充足的饮水站。即饮用水(如杯装水)安全、卫生,且供应适度(3.8)。
4. Employees are not subjected to noise levels greater than 85 decibels for more than 8 hours per day without the use of hearing protection (3.1).
4. 员工在未佩戴听力保护设备的情况下,每天工作8个小时以上所遭受的噪音的级别不超过85分贝(3.1)。
5. In high noise level areas, hearing protection is provided. In addition, clear signage requiring the use of such protection is posted and worker usage is enforced in an appropriate manner (3.3).
5. 在噪音级别较高的区域,为员工提供听力保护设备。另外,应张贴要求员工使用该设备的标识,并合理执行(3.1)。
6. Calibrated sound meters are used to take periodic measurements of noise levels in the organisation and record the sound levels in the various work areas (3.1).
6. 使用经过校准的声级计定期测量组织范围内的噪音级别,并记录各个工作区的声音级别(3.1)。
7. Legal requirements are met regarding worker hearing tests in order to determine whether workers have experienced any hearing loss (3.1).
7. 满足有关听力测试方面的法律要求,以确定工人是否遭受任何听力损伤(3.1)。

用电安全

1. Electrical systems and wiring are maintained in safe condition (3.1).
1. 维护电力系统与电线处于安全状态(3.1)。
2. Electrical equipment is grounded when it is required by the distribution system that is used to prevent injury and/or fire in risky areas (3.1).
2. 配电系统需要时,安装电子设备以预防伤害和/或危险区发生火灾(3.1)。
3. The doors of all electric panels, whether on distribution boards, switches, plugs and sockets or machinery, are kept closed at all times (3.1).
3. 所有电控板的门,无论是配电板、开关、插座、插孔或机器上的,都要一直保持关闭状态(3.1)。

MACHINE GUARDS AND SAFETY

机器维护与安全

1. A documented risk assessment of machinery is available and updated when new machines are incorporated into processes. All machines have the necessary safety devices and guarding, as identified in the risk assessment, such as pulley guard, needle guard, eye guard and/or finger guard. Cutting, stamping and punching machines are required to have two-handed button operation (3.7).
1. 制定了形成文件的机器风险评价表,并在将新机器引入到流程中进行更新。所有机器都装有必备的安全装置和保护装置,一如在风险评价中识别出的那样,如皮带轮安全装置,护针器、护眼器和/或护指器。切割机、打印机和冲压机需要靠双手按钮操作(3.7)。

2. Personnel demonstrate their knowledge and understanding of how to operate machinery in a safe and effective manner (3.6).
2. 相应人员应证明其知道并了解如何安全有效地操作机器 (3.6)。
3. A documented maintenance plan that outlines industrial machine, equipment and wiring inspections is available. Adequate and accurate records are kept of machine, equipment and wiring inspections and repairs (3.7).
3. 制定了形成文件的维护方案, 方案中规定了对工业机器、设备和电线检查进行检查的内容。保留了有关机器、设备、电线检查和维修的充分、准确的记录 (3.7)。
4. Special permits and training are required to operate high-hazard equipment such as elevators, forklift trucks, boilers and welding equipment (3.6).
4. 操作高风险设备, 如电梯、叉车、锅炉和焊接设备, 需要有特别许可和经过专门培训 (3.6)。

CHEMICAL AND HAZARDOUS WASTE HANDLING AND STORAGE

化学废物和有害废物的处理与存储

1. A documented master inventory/list of chemicals and their storage location(s) on the premises is available (3.1).
1. 制定了一份形成文件的主要库存清单/场所内化学品及其存储位置清单 (3.1)。
2. The material safety data sheet (MSDS) for any substance and chemical used in the organisation is easily accessible from where the chemical is stored or used. Chemical safety information and product labels are available in the local languages of the workers. Labels include information on hazardous ingredients, characteristics and properties and special precautions to follow when using, handling and storing the chemical (3.1).
2. 针对组织使用的任何物质和化学品的材料安全数据表 (MSDS) 可在化学品存储或使用处容易获取。化学品安全信息与产品标签以工人使用的当地语言表述。标签包含有害成分、特点和性质及使用、处理和存储化学品时采取的专门预防措施等信息 (3.1)。
3. A documented procedure for storing chemicals in order to avoid contact between incompatible chemicals and providing for secondary containment is available (3.7).
3. 制定了有关化学品存储的形成文件的程序, 以避免不可共存的化学品互相接触或遭受二次污染 (3.7)。
4. Chemical handling and storage areas have immediate access to an eyewash station and shower (3.1).
4. 在化学品处理与存储区, 工人可及时接触到洗眼台或喷头 (3.1)。
5. A documented procedure for proper labelling of chemicals is available (3.7).
5. 制定了有关化学品适当标签的形成文件的程序 (3.7)。
6. A documented procedure for the proper handling and storage of hazardous waste is available (3.7).
6. 制定了有关有害废物适当处理和存储的形成文件的程序 (3.7)。
7. Only authorized employees handle hazardous waste (3.6).
7. 只有经过授权的员工才可以处理有害废物 (3.6)。
8. Hazardous waste storage containers are separated from ordinary waste, are clearly and properly marked, and are protected from the weather and any fire risks (3.1).
8. 有害废物存储容器与一般废物分开存放, 且应清晰、适当标识, 防止受到天气因素干扰或遭受和任何火灾风险 (3.1)。
9. Hazardous waste storage containers are checked regularly for spills and secondary containment is provided to prevent direct exposure to the environment (3.1).
9. 对有害废物存储容器进行定期检查避免废物溢出, 并对废物进行二次污染以防止其与周围环境直接接触 (3.1)。

MEDICAL CARE

医疗

1. Pre-employment medical exams, when required by law, are provided free of charge to all personnel. These exams may not include pregnancy or virginity tests (3.1).
1. 如法律有规定, 为所有员工免费提供入职前体检。此类体检不包括孕检和童贞测试 (3.1)。
2. Annual occupational health checks for workers handling hazardous materials are conducted. These occupational health checks are conducted by a qualified medical professional at the organisation's expense (3.1).
2. 对处理有害品的工人每年进行一次职业健康检查。此类检查由具有资质的医疗专家进行, 费用由组织承担 (3.1)。
3. Medical care is available on-site or the organisation is in close proximity to facilities where basic health and injury needs can be addressed. If there is no medical care provided on-site, the organisation has a system in place to address severe injuries when needed (3.1).
3. 组织可就地提供医疗, 或组织就近于可解决基本健康与伤害需求的机构。如不能就地提供医疗, 组织应建立一个在必要时处理重伤的系统 (3.1)。
4. One properly stocked and readily accessible first aid kit is available for at least every 100 workers. The kit contains, at a minimum, basic supplies such as bandages, scissors, gloves and gauze (3.1).
4. 至少针对每100名工人就放置一个适当存储且易于接触到的急救箱。急救箱里至少包括基本供应品, 如绷带、剪刀、手套和纱布 (3.1)。
5. The locations of first aid boxes are posted with a first aid sign, which also includes the names and photographs of trained first aid personnel for each shift and an emergency contact number (3.1).
5. 急救箱的放置处贴有急救标识, 包括每一班受训急救人员的名字和照片及紧急联系电话 (3.1)。

6. In cases where first aid supplies are locked for security reasons first aid trained staff can access the supplies within 2 minutes (3.1).
6. 在因出于安全原因将急救箱上锁的情况下, 受训过的急救人员可在2分钟内获取供应品 (3.1)。
7. Adequate and accurate records of incidents and near misses. These records are reviewed during the management review meeting and Health and Safety Committee meetings. These records are kept for at least two years (3.7).
7. 保留有关事故和险情的充分、准确的记录。管理评审会议和健康与安全委员会会议上对这些记录进行评审。记录至少保存2年 (3.7)。

RESTROOM FACILITIES

卫生间设施

1. An adequate number of restroom facilities are provided. The facilities meet local hygiene requirements and have functioning toilets and sinks with running water. There are a sufficient number of facilities relative to the number of employees and, where practicable, facilities are separated by sex (3.8).
1. 提供充足的卫生间设施。此类设施符合地方的卫生要求且配有不间断供水的盥洗室和水池。相对于一定数量的员工, 此类设施数量充足。且在可行的情况下, 此类设施按性别区分开来 (3.8)。
2. Restroom facilities are cleaned and serviced regularly (3.8).
2. 定期清理和维修卫生间设施 (3.8)。
3. Toilet paper is free of charge. Cleansing agents or hand soap and hand towels or dryers and garbage pails are provided in all restroom facilities (3.8).
3. 卫生纸免费使用。所有卫生间设施均提供清洗剂或洗手液和手巾或干燥剂和垃圾桶 (3.8)。

KITCHEN, CAFETERIA AND CANTEENS

厨房、自助餐厅与食堂

If a kitchen, cafeteria and/or canteens are available on the premises:

如果场所配有厨房、自助餐厅和/或食堂:

1. Kitchen, cafeteria and canteens areas operate under sanitary, safe conditions and have anti-slip floor mats (3.8).
1. 厨房、自助餐厅和食堂应保持卫生、安全状态, 且铺有防滑地垫 (3.8)。
2. K-class fire extinguishers are provided in all kitchens (The K-class fire extinguisher works on fires caused by fats, greases and oils) (3.8).
2. 所有厨房均配有K级灭火器 (K级灭火器主要作用于由脂肪、油脂和油类引起的火灾) (3.8)。
3. Kitchen, Cafeteria and Canteens have sufficient seating to accommodate the majority of workers working at a given time. The seating is also sufficient if there is enough space for workers to eat in shifts (3.8).
3. 厨房、自助餐厅和食堂拥有充足的座位, 可容纳在某一时间段内工作的大部分工人用餐。对于轮班用餐的工人, 座位也是充足的 (3.8)。
4. Kitchen, Cafeteria and Canteen staff ensure that any spoiled or questionable food is not served and is properly disposed. Staff ensures that utensils, dishes and cookware are properly sanitized after each use (3.8).
4. 厨房、自助餐厅和食堂员工确保不会提供任何变质或有问题的食物, 且对此类食物进行适当处理。这些人员还应确保对餐具、盘子和炊具在每次使用后都进行适当消毒 (3.8)。
5. Kitchen, Cafeteria and Canteen staff have a health check at least annually and/or obtain a health certificate if required by local law (3.8).
5. 厨房、自助餐厅和食堂员工至少每年进行一次健康检查和/或获得一份健康证明, 如果当地法律要求的话 (3.8)。
6. All workers that handle food wear an apron, gloves and hair net and wash their hands after using restroom facilities (3.8).
6. 所有处理食物的员工均佩戴围裙、手套和发网, 且每次上完洗手间都要洗手 (3.8)。
7. 100% of Kitchen, Cafeteria and Canteen personnel have received training in hygienic food preparation and nutrition (3.6).
7. 厨房、自助餐厅和食堂的所有员工均接受过食物卫生和营养学方面的培训 (3.6)。
8. The kitchen has a pest and vermin program that effectively ensures that there are no pests and vermin present (3.8).
8. 厨房制定了灭虫和灭鼠方案, 可有效确保无虫鼠出现 (3.8)。

DORMITORIES

宿舍

1. Dormitories are located in a building separate from the production areas and warehouses and are well maintained (3.9).
1. 宿舍楼与生产区和仓库单独分开, 且得到良好维护 (3.9)。
2. Dormitories are secure, clean and have adequate safety provisions, such as: potable water, fire extinguishers, first aid kits, unobstructed and clearly marked emergency exits with doors that cannot be locked against egress, fire alarms in working order and emergency lighting. Emergency evacuation drills are conducted at least once per year (3.9).
2. 宿舍安全、清洁, 且配有充足的安全设施, 如饮用水、灭火器、急救箱、畅通的有清楚标识的且在门外不能上锁的应急出口、功能良好的火警报警器以及应急照明。至少每年进行一次紧急疏散演习 (3.9)。

3. Each dormitory floor has at least 2 accessible, unlocked, and clearly marked exits leading to the outside (3.9).
3. 宿舍楼每一楼层至少有2个可通达的、未上锁的且有清楚标识的出口通向外面 (3.9)。
4. The minimum amount of square footage allocated per resident is 3.7 meters per worker, or as is provided by law (3.9).
4. 分配给每名住宿员工的最低平方英尺数为每人3.7平米, 或符合法律规定的面积 (3.9)。
5. Each resident has his or her own bed or mat, an area for personal items, and the ability to secure belongings (3.9).
5. 每名住宿员工拥有自己的床或地席、摆放个人物品的区域及保护个人财物的能力 (3.9)。
6. Toilets and showers provide adequate privacy and each has its own cubicle (3.9).
6. 卫生间与淋浴间可提供充分的隐私保护, 且每人都有自己的小卧室 (3.9)。
7. Water usage for showering and bathing should not be restricted and/or limited to unreasonable hours of operation. Hot water is provided (3.9).
7. 淋浴和淋浴用水的供水时间不得受到不合理约束和/或限制。另外, 还应提供热水 (3.9)。
8. Each dormitory has adequate lighting and ventilation to produce a comfortable living area (3.9).
8. 每间宿舍都配有充足的照明和通风设备, 以便为员工创造一个舒适的生活空间 (3.9)。

CHILDCARE FACILITIES

托儿设施

1. Childcare facilities are located on the ground floor, away from the production and storage areas and children do not have access to production areas (3.1).
1. 每栋宿舍楼的一层都配有托儿设施, 位置远离生产区和储物区, 且儿童不能进入生产区 (3.1)。

4. FREEDOM OF ASSOCIATION & RIGHT TO COLLECTIVE BARGAINING

4. 结社自由与集体议价权

1. The organisation does not propose or initiate worker elections (4.1).
1. 组织不提议或发起工人选举 (4.1)。
2. Worker elections are independent and freely conducted by workers for workers; worker participation in this process is voluntary (4.1).
2. 工人选举是独立的且可由工人自由举行; 工人自愿参与到这一过程 (4.1)。
3. Workers indicate that worker organisations have had the opportunity to present the organisation to the workforce (4.3).
3. 工人表明工人组织有过机会在组织面前代表全体工人 (4.3)。
4. Trade union representatives are allowed regular and reasonably free access to workers during workers' free time (4.3).
4. 允许工会代表定期地、合理地员工的自由时间与员工自由接触 (4.3)。
5. Workers indicate that the organisation does not promote or show any bias towards any specific type of worker organisation or to workers from any specific organisation (4.1).
5. 工人表明组织未支持或给予任何特定类型的工人或来自任何特定组织的工人偏见 (4.1)。
6. Workers are able to access their worker representatives at an agreed upon time and place. The place is adequate for their needs and is accessible both during scheduled breaks and outside of working time (4.3).
6. 工人可在双方同意的时间和地点与工人代表见面。见面地点足可满足工人要求, 无论在预定的间歇还是工作之外的时间均可进入 (4.3)。
7. Worker organisations are permitted to post union/committee notices in conspicuous and agreed-upon places (4.1).
7. 允许工人组织在双方同意的显眼位置张贴工会/委员会的通知 (4.1)。
8. All provisions of collective agreements are honoured (4.1).
8. 集体协议的全部条款均得到遵守 (4.1)。
9. The organisation is open to dialogue with trade unions and demonstrates good faith in bargaining with trade unions (4.1).
9. 组织欢迎与工会展开对话, 并证明其在与工会议价过程中具有良好信誉 (4.1)。

5. DISCRIMINATION

5. 歧视

1. Job postings and advertisements, handbooks, leaflets, flyers, training materials, memos, posters and other communication materials are not discriminatory (5.1).
1. 招聘启事和广告、手册、小册子、传单、培训材料、备忘录、海报及其他宣传材料均不含歧视性内容 (5.1)。
2. Incidents of discrimination are documented, reviewed by the organisation and lead to a documented remediation plan. The remediation plan is implemented and results are part of the management review (5.1).
2. 有关歧视的事件要形成文件并由组织评审, 最终制定一份形成文件的补救方案。对补救方案予以执行, 执行结果作为管理评审的一部分 (5.1)。
3. All personnel have the same opportunity to apply for and be considered for the same jobs (5.1).
3. 所有员工拥有申请同等工作和获得同等考虑的同等机会 (5.1)。
4. All personnel are treated fairly regarding benefits, dormitory and canteen/cafeteria privileges (5.1).
4. 在享受福利、宿舍、和食堂/自助餐等基本人权方面, 所有员工均受到公平对待 (5.1)。

6. DISCIPLINARY PRACTICES

6. 惩戒措施

1. Adequate and accurate records for all cases of disciplinary action are available (6.1).
1. 保留了有关执行惩戒措施的所有情况的充分、准确的记录 (6.1)。
2. Workers are informed when a disciplinary procedure has been initiated against them and have the right to participate and be heard in any disciplinary procedure against them (6.1).
2. 当对员工发起惩戒程序时, 要告知员工, 且员工有权参加对其发起的任何惩戒程序和被他人听证 (6.1)。
3. Workers confirm by signature or thumbprint all documented records of disciplinary action against them. This confirmation acknowledges that the workers are aware of the action, though they may not necessarily agree with the rationale, and that the workers know that such records are maintained in the organisation's personnel files (6.1).
3. 员工通过在有关对其发起的惩戒措施的所有形成文件的记录上签字或按指纹予以确认。该确认文件确认员工知道此项措施, 尽管其可能不必同意这一做法, 以及员工知道此类记录保留在组织的人事档案那里 (6.1)。

7. WORKING HOURS

7. 工时

1. Reasonable steps are taken to inform workers about the nature and expected duration of extraordinary business circumstances that may necessitate longer working hours with sufficient advance warning allow workers to accommodate this situation (7.4).
1. 采取合理措施告知员工有关特殊业务情况的实质与预计间期, 这样可以在时间充足的情况下提前发出警示, 以便员工应对延长工时的情况 (7.4)。
2. Time cards, an electronic bar card system, or attendance sheets are used to measure actual working hours and break times for all workers, regardless of whether they are paid by hour, piece rate, job, or other form. The measurement system includes in and out times at the start and end of each day (7.1).
2. 计时卡、电子条码卡系统或考勤表用来测量所有员工的实际工时和休息时间, 不论其承担计时还是计件工作或其它形式的工作。测量系统包括员工每天上下班出入时间 (7.1)。
3. If attendance sheets are used, they include workers' signatures or thumbprints to confirm (on at least a weekly basis) the accuracy and completeness of the attendance sheets (7.1).
3. 如果是用考勤表, 表中应包含员工签名或指纹以证实 (至少以周为单位) 考勤表的准确性与完整性 (7.1)。
4. Workers maintain their own time records; for example, they punch in and out themselves (7.1).
4. 员工保留个人时间记录, 例如, 其打卡上下班时间 (7.1)。
5. Adequate and accurate time records are maintained for at least one year (7.1).
5. 充分、准确的时间记录至少保留一年 (7.1)。

8. REMUNERATION

8. 薪酬

LIVING WAGE ESTIMATE

生活工资估值

The living wage estimate:

生活工资估值:

1. Uses both quantitative and qualitative methods (8.1).
1. 采用定量与定性方法 (8.1)。
 - a. The quantitative method involves the following steps at a minimum:
定量方法至少包括如下步骤:
 - i. Assesses workers' expenses.
i. 估定员工的支出。
 - ii. Assesses the average family size in the area.
ii. 估算本地区家庭平均人数。
 - iii. Analyses the typical number of wage earners per family.
iii. 分析每个家庭中工人的主要数量。
 - iv. Analyses government statistics on poverty levels (Poverty level analysis will indicate the cost of living above the poverty line).
iv. 分析政府就不同贫困级别给出的统计数据 (通过贫困级别分析, 可看出贫困线以上的生活成本)。
 - b. The qualitative method involves the following at a minimum:
定性分析方法至少包括如下步骤:
 - i. Consultation with workers to understand whether workers' wages are sufficient to cover the basic needs for themselves and their dependents, using the quantitative analysis as a point of reference.
i. 与员工进行协商以了解其工资是否可以满足其本人与家人的基本需求, 使用定性分析作为参考点。
2. Arrives at a figure that meets the basic needs of personnel and provides some discretionary income (8.1).
2. 得出满足个人基本需求的数据, 并提供一定的可支配收入 (8.1)。

LIVING WAGE STEP-APPROACH

生活工资计算分步法

1. The existing baseline is established. There is evidence that at least the legal minimum wage – or collective bargaining wage when applicable – is being paid (8.1).
1. 确定现有基线。有证据表明组织向员工支付了至少达到法定最低工资的数额——或适用时集体议价工资（8.1）。
2. The living wage estimate has been conducted, as described above (8.1).
2. 如上所述，进行了生活工资估值（8.1）。
3. The living wage estimate and a strategy to advance wages to meet or exceed it are in place. Progress is monitored and documented systematically with indicators and milestones (8.1)
3. 生活工资估值和推进工资满足或超出该估值的策略已实施。通过指示器与记录表对这一进展情况进行监视和系统记录（8.1）。

WAGE PAYMENT

工资支付

1. At least the legal minimum wage, industry standard wage or collective bargaining wage, whichever is highest, is paid (8.1).
1. 组织至少向员工支付法定最低工资、行业标准工资或集体议价工资，以较高者为准（8.1）。
2. All wages, including overtime compensation, are paid within legally defined time limits. If the law does not define time limits, compensation is paid at least once per month (8.3).
2. 全部工资，包括加班费，在法律规定的期限内予以支付。如法律未作规定，加班费至少每月支付一次（8.3）。
3. All workers are provided with a separate documented pay statement/stub, other than the payroll, for each pay period. The pay statement/stub shows earned wages, wage calculations, regular and overtime pay, bonuses, all deductions and the final total wage. Payment is accurate and accountable (8.3).
3. 组织在每一支付期都给所有员工都提供一份单独的、形成文件的工资单/工资条，而不是薪金总额。工资单/工资条显示员工的赚得的工资、工资计算明细、正常工资与加班工资、奖金、全部的扣除款及最终的工资总额。工资支付是准确的且可解释的（8.3）。
4. No one receives wages on behalf of a worker, unless the worker has, in full freedom, authorized in writing for another person to do so (8.3).
4. 不可替员工代领工资，除非其本人在完全自由的情况下书面授权他人代领（8.3）。
5. All legally required benefits are rendered. Waivers are unacceptable (8.3).
5. 向员工发放法律规定的所有福利。弃权不予接受（8.3）。

PAYROLL DOCUMENTATION

薪水账册

1. All workers are included in payroll and social security records (8.3).
1. 所有员工均纳入到薪水账册与社保记录中（8.3）。
2. Payroll documents, journals and reports are available, complete, accurate, and up- - to date (8.3).
2. 薪水账册、分类账目和报告均有留存，且完整、准确、及时更新（8.3）。
3. Copies of payroll documentation pertaining to workers employed by a third party organisation, such as a labour agency, security or cleaning firm, or a canteen provider, are made available upon request (8.3).
3. 一旦有要求，可随时提供有关第三方组织雇佣的员工的薪水账册的副本。第三方组织包括如劳动中介、保安公司或保洁公司、食堂提供商（8.3）。

9. MANAGEMENT SYSTEM

9. 管理体系

POLICIES, PROCEDURES AND RECORDS

政策、程序与记录

1. All personnel demonstrate knowledge and understanding of the organisation's policy statement, which includes its commitment to comply with the SA8000 Standard (9.1.5).
1. 所有员工应证明其知道并了解组织政策声明，包括组织遵守SA8000标准的承诺（9.1.5）。
2. SAAS/SAI contact details and the relevant CB contact details are conspicuously displayed on the organisation's policy statement (9.1.2).
2. 在组织政策声明的显眼处注明SAAS/SAI的联系方式及相关认证机构的联系方式（9.1.2）。
3. Policies state all the requirements of SA8000 and procedures provide instructions on how personnel shall comply with the policies. All personnel demonstrate knowledge and understanding of these policies and procedures. Specifically, the following is expected (9.1.4):
3. 政策陈述了SA8000标准的全部要求，程序提供员工应如何遵守政策方面的指示。所有员工应证明其知道并了解这些政策和程序。尤其是，期望做到以下几点（9.1.4）：
 - a. A policy stating all requirements of the Child Labour element, and a policy governing the work eligibility of job applicants.
a. 制定了一份陈述童工条款全部要求的政策及决定求职者工作资格的政策
 - b. A policy stating all requirements of the Forced or Compulsory Labour element.
b. 制定了一份陈述强迫或强制劳动条款的全部要求的政策。
 - c. A policy stating all requirements of the Health and Safety element. This policy states how the organisation manages safety and health issues, and outlines the steps the organisation takes to ensure that health and safety hazards are identified and addressed.
c. 制定了一份陈述健康与安全条款全部要求的政策。该政策陈述了组织如何管理健康与安全，并制定了组织为确保识别并解决了健康与安全危害而采取的措施。

- d. A policy stating all requirements of the Freedom of Association and Right to Collective Bargaining element. This policy states personnel's rights and the country's laws regarding freedom of association and collective bargaining
制定了一份陈述结社自由与集体议价权条款全部要求的政策。该政策陈述了结社自由与集体议价方面的员工权利与国家法律。
 - e. A policy stating all requirements of the Discrimination element.
制定了一份陈述歧视条款全部要求的政策。
 - f. A policy stating all requirements of the Disciplinary Practices element. This policy clearly states the organisation's progressive disciplinary measures.
制定了一份陈述惩戒措施条款全部要求的政策。该政策清楚陈述了组织应采取的不断改进的惩戒措施。
 - g. A policy stating all requirements of the Working Hours element.
制定了一份陈述工作时间条款全部要求的政策。
 - h. A policy stating all requirements of the Remuneration element. This policy clearly states:
制定了一份陈述薪酬条款全部要求的政策。该政策清楚陈述了:
 - 1) The system through which personnel can contest wage payments and receive clarifications in this respect in a timely manner;
1) 员工可以及时争取工资支付和得到工资支付方面的解释的体系;
 - 2) personnel's wages, including the calculation of wages, incentives systems, benefits and bonuses they are entitled to under applicable laws
2) 员工工资, 包括工资的计算明细、激励机制及按适用法律规定享有的福利和奖金。
4. SA8000 worker representative(s) demonstrate knowledge and understanding of written or oral summaries given to them by management on conformance and implementation of the SA8000 Standard (9.1.6).
 4. SA8000工人代表应证明其知道并了解管理层就SA8000标准的不符合项和执行情况给与其的书面或口头的总结 (9.1.6)。
 5. Adequate and accurate records from management review demonstrating the organisation's performance relative to the goals and targets set for complying with the SA8000 Standard (9.1.7)
管理评审证明组织的表现符合其制定的遵守SA8000标准的目的和目标, 有关这方面的充分、准确的记录均有留存 (9.1.7)。
 6. The organisation shall make its policy statement publicly available. At a minimum, the organisation shall post its statement on its website (9.1.8).
 6. 组织应公开其政策声明, 且至少应将政策声明挂到其网站上 (9.1.8)。

SOCIAL PERFORMANCE TEAM (SPT)

社会绩效组 (SPT)

1. Documented procedures governing the SPT that clearly define the role of its members, as well as the time commitments for their functions, are available (9.2.1).
1. 制定了管理社会绩效组的形成文件的程序, 清楚阐述了社会绩效组各成员的角色以及其履行职能的时间承诺 (9.2.1)。
2. SPT members demonstrate knowledge and understanding of their role regarding the organisation's full and sustained compliance with SA8000, with continual improvement (9.2.1)
2. 社会绩效组成员应证明其知道并了解其在促进组织通过不断改进完全、持续地遵守SA8000标准方面的作用 (9.2.1)。
3. SPT members demonstrate that they have clear authority from senior management to carry out their responsibilities (9.2.1).
3. 社会绩效组成员应证明其已从高级管理层获得履行职责的明确授权 (9.2.1)。
4. SPT members demonstrate that they are properly trained and have sufficient resources to carry out their roles (9.2.1)
4. 社会绩效组成员应证明其经过适当培训, 且拥有发挥其作用的足够资源 (9.2.1)。
5. The organisation does not propose or initiate the election of the SA8000 worker representative(s) (9.2.2).
5. 组织不提议或发起SA8000工人代表选举 (9.2.2)。
6. The SA8000 worker representative(s) election(s) is (or are) independent and freely conducted by workers for workers; worker participation in this process is voluntary (9.2.2).
6. SA8000工人代表选举是独立的, 且由工人自由组织; 工人自愿参与这一过程 (9.2.2)。

IDENTIFICATION AND ASSESSMENT OF RISKS

风险的识别与评价

1. The SPT has documented risk assessment procedures for assessing relevant risks for all elements of SA8000 (9.3.1)
1. 社会绩效组就SA8000全部条款相关风险的评价制定了形成文件的风险评价程序 (9.3.1)。
2. The scope of the risk assessment includes internal business operations and processes, as well as suppliers/subcontractors, private employment agencies and sub-suppliers (9.3.1).
2. 风险评价范围涵盖内部业务和流程以及供应商/分包商、私营雇佣机构和次级供应商 (9.3.1)
3. SPT members demonstrate knowledge and understanding of the risk assessment procedures (9.3.1)
3. 社会绩效组成员应证明其知道并了解风险评价程序 (9.3.1)。
4. Documented risk assessments that identify and prioritise the areas of actual or potential non-conformance to the Standard are available (9.3.1)
4. 进行了形成文件的风险评价, 识别并优先处理实际或潜在标准不符合项 (9.3.1)。

MONITORING

监视

1. The SPT maintains adequate and accurate records of its monitoring activities (9.4.1).
1. 社会绩效组保留了有关其监视活动的充分、准确的记录 (9.4.1)。
2. Internal audits on all elements of SA8000 are conducted at least annually (9.4.2)
至少每年都要针对SA8000的全部条款进行内审 (9.4.2)。
3. Senior management demonstrates knowledge and understanding of the monitoring reports it receives from the SPT (9.4.2)
3. 高级管理层应证明其知道并了解从社会绩效组那里收到的监视报告(9.4.2)。
4. The SPT meets at least once every six months to review progress and identify potential actions to strengthen implementation of the Standard (9.4.3)
4. 社会绩效组至少每6个月会面一次，以评审进展情况和识别可能采取的措施，从而强化对标准的实施力度 (9.4.3)。

INTERNAL INVOLVEMENT AND COMMUNICATION

内部参与和沟通

1. Personnel demonstrate knowledge and understanding of the requirements of SA8000 (9.5.1)
1. 相应人员应证明其知道并了解SA8000标准的各项要求 (9.5.1)。
2. Personnel demonstrate knowledge and understanding of the SPT's role and are able to identify the SA8000 worker representative(s). [Note: this is not applicable to organisations that do not have SA8000 worker representative(s)] (9.5.1)
2. 相应人员应证明其知道并了解社会绩效组的角色，并能够识别SA8000工人代表。[注：本条不适用于无SA8000工人代表的组织] (9.5.1)。

COMPLAINT MANAGEMENT AND RESOLUTION

投诉管理与解决

1. An effectively communicated and documented complaints procedure is readily available to workers in appropriate language(s). The procedure permits workers to settle complaints directly with their immediate supervisor, or if they choose, with someone other than their immediate supervisor. The procedure describes the steps that supervisors and managers take to protect personnel who file complaints (9.6.1)
1. 以员工使用的适当语言制定了有效沟通的、形成文件的员工投诉程序。该程序允许员工直接与其直属上司解决投诉问题，或者，可选择与除其直属上司之外的人解决投诉问题。该程序还描述了监督者与管理者为保护提起投诉的员工而采取的措施 (9.6.1)。
2. Personnel demonstrate knowledge and understanding of the organisation's documented complaints procedure (9.6.1). Specifically, personnel understand that the procedure is:
2. 相应人员应证明其知道并了解组织制定的形成文件的投诉程序 (9.6.1)。尤其是，知道并了解该程序：
 - a. Available to all personnel;
a. 对所有员工公开；
 - b. Intended to collect comments, recommendations, reports or complaints concerning the workplace and/or non-conformances to the SA8000 Standard
b. 旨在收集有关工作场所和/或SA8000标准不符合项的意见、建议、报告或投诉；
 - c. Confidential
c. 是保密的；
 - d. Unbiased; and
d. 是公正的；
 - e. Non-retaliatory.
e. 是非报复性的。
3. There is a specific person (or multiple persons) who is responsible for investigating, following up on and communicating the outcome of complaints received. This person demonstrates knowledge and understanding of the documented complaints procedure (9.6.2).
3. 指定一人(或多人)负责调查、跟进和传达针对受理的投诉的处理结果。此人应证明其知道并了解形成文件的投诉程序 (9.6.2)。
4. Personnel demonstrate that complaints are acted upon by the organisation. Personnel receive communication on the outcome of complaints received (9.6.2)
4. 相应人员应证明组织对其受理的投诉进行了处理，并收到了有关处理结果的传达 (9.6.2)。
5. The steps the organisation takes when receiving complaints from interested external parties are addressed by the complaints procedure or another procedure (9.6.2).
5. 组织收到外部利益相关方提出的投诉时所采取的措施是按照投诉程序或其他程序确定的 (9.6.2)。

EXTERNAL VERIFICATION AND STAKEHOLDER ENGAGEMENT

外部验证与利益相关方参与

1. Relevant stakeholders in the community have been identified and are involved in the SA8000 compliance process in at least one of the following ways (9.7.2):
1. 至少采取了以下方式中的一种识别了处于共同体中的相关利益方，并使之参与到SA8000合规流程中 (9.7.2)：
 - a. Consultation during internal or external audits;
a. 内审或外审期间进行协商；
 - b. Meetings to discuss SA8000 compliance issues;
b. 举行SA8000合规问题讨论会；
 - c. Co-training of workers and/or managers on SA8000 compliance issues;
c. 就SA8000合规问题开展员工和/或管理者联合培训；
 - d. Reporting on complaints and resolutions regarding SA8000 compliance issues
d. 提交SA8000合规问题投诉与解决报告；
 - e. Cooperation in surveying workers on SA8000 compliance issues;
e. 就SA8000合规问题合作开展员工调查；

- f. Reviewing organisational progress and program review related to SA8000 compliance through a structured role.
 - f. 通过角色构造评审组织的进展情况及SA8000合规方案评审。
 2. Adequate and accurate records are maintained of communication with stakeholders and their involvement in the areas listed above (9.7.2).
 2. 保留了与利益相关方进行沟通及其在上述方面参与情况的充分、准确的记录 (9.7.2)。

CORRECTIVE AND PREVENTIVE ACTIONS

纠正与预防措施

1. A documented procedure for prompt implementation of corrective and preventive actions is available. The procedure names the SPT as the party responsible for monitoring the implementation of these actions (9.8.1)
1. 制定了纠正与预防措施迅速执行的形成文件的程序。该程序将社会绩效组命名为监视此类措施执行情况的责任方 (9.8.1)。
2. The SPT demonstrates that the organisation provides adequate resources for the implementation of corrective and preventive actions (9.8.1)
2. 社会绩效组应证明组织为纠正与预防措施的执行提供了充足的资源 (9.8.1)。
3. The SPT maintains up-to-date records, including timelines, on progress of corrective and preventive actions. Records include all non-conformances identified through internal or external audits. Records note the person assigned to implementing corrective and preventive actions, the action to be taken and the target date for completion (9.8.2).
3. 社会绩效组保留更新后的有关纠正与预防措施进展情况的记录, 包括时间线 (9.8.2)。此类记录包括内审或外审过程中识别出的所有不符合项。记录还标明了被任命执行纠正与预防措施的人选、需采取的措施及实施的目标日期 (9.8.2)。

TRAINING AND CAPACITY BUILDING

培训与能力建设

1. A training plan and training materials on the implementation of the SA8000 Standard is available and includes all personnel. The training plan and materials are updated at least annually in order to correspond to the results of risk assessments. The effectiveness of training is periodically measured through tests, surveys and/or interviews (9.9)
1. 制定了SA8000标准培训计划与培训材料, 培训覆盖全部人员。培训计划与培训材料至少每年都要更新, 以适应风险评价结果。通过考试、调查和/或访谈方式定期衡量培训的有效性 (9.9)。

MANAGEMENT OF SUPPLIERS AND CONTRACTORS

供应商与承包商管理

1. A documented procedure for conducting due diligence on suppliers/subcontractors, private employment agencies and sub-suppliers' compliance with the SA8000 Standard is available (9.10.1)
1. 制定了有关对供应商/分包商、私人雇佣机构和次级供应商在遵守SA8000标准方面是否采取尽职调查措施的形成文件的程序 (9.10.1)。
2. Adequate and accurate records with the following information are maintained (9.10.1).
2. 保留了有关下列信息的充分、准确的记录 (9.10.1) :
 - a. Method of communicating the requirements of SA8000 to senior leadership of suppliers/subcontractors, private employment agencies and sub-suppliers;
 - a. 将SA8000各项要求传达给供应商/分包商、私人雇佣机构和次级供应商的高级领导层的方法;
 - b. Significant risks of non-conformance by suppliers/subcontractors, private employment agencies and sub-suppliers;
 - b. 有关供应商/分包商、私人雇佣机构和次级供应商不合规的重大风险;
 - c. Efforts made to ensure that significant risks identified are adequately addressed by suppliers/subcontractors, private employment agencies and sub-suppliers;
 - c. 为确保供应商/分包商、私人雇佣机构和次级供应商充分解决了识别出的重大风险而做出的努力;
 - d. Monitoring activities of performance to ensure that suppliers/subcontractors, private employment agencies and sub-suppliers are adequately addressing identified significant risks; and
 - d. 监视绩效管理活动以确保供应商/分包商、私人雇佣机构和次级供应商充分解决了识别出的重大风险;
 - e. List of home workers who provide services to the organisation.
 - e. 向组织提供服务的家庭工人的列表。
 - i. The list includes the home workers' location, type of service(s) provided, results of monitoring for SA8000 compliance, and the list and status of corrective and preventive actions in process.
 - i. 列表上包括家庭工人的住址、提供服务的类型、SA8000合规性的监视结果、采取的纠正与预防措施的列表及实施状态。

If private employment agencies are used, the organisation ensures that:
如果聘用了私人雇佣机构, 组织应确保:

1. It maintains a list of the private employment agencies it works with. This list provides, at a minimum, the private employment agency's address and information about any sub- - private employment agencies that they use (9.10.1).
1. 保留了与其合作的私人雇佣机构信息的列表。列表上至少提供了私人雇佣机构的地址及其聘用的次级私人雇佣机构的信息 (9.10.1)。
2. The organisation has a contract with any and all private employment agencies used, which includes clearly defined performance indicators (9.10.1).
2. 组织与其聘用的任何所有私人雇佣机构签订合同, 合同中清楚规定了各项绩效指标 (9.10.1)。
3. The organisation and the private employment agencies it works with establish and implement a documented policy that specifies, at a minimum, the following (9.10.1).
3. 组织与其合作的私人雇佣机构确定并执行了一套形成文件的程序, 规定了至少如下要求 (9.10.1) :
 - a. Private employment agencies operate under a valid business license/permit according to local law (including private employment agencies operating in the worker's home country);
 - a. 按照法律规定, 私人雇佣机构 (包括在家庭工人所在国的私人雇佣机构) 持有有效的营业执照/许可;
 - b. No employment fees or costs are borne in whole or in part by workers;
 - b. 雇佣费用或成本不应由工人全部或部分承担;
 - c. Recruitment advertisements include the statement "NO EMPLOYMENT FEES OR COSTS" prominently displayed;
 - c. 招聘广告包括在显眼处显示“不收取雇佣费用或成本”的声明;
 - d. If the organisation discovers that workers have borne fees or costs in whole or in part, the organisation shall completely reimburse the workers;
 - d. 如发现工人全部或部分承担该费用或成本, 组织应将钱全部退还给工人;
 - e. Terms of employment outlined at the time of recruitment do not differ from what is provided at the organisation (including type of work stated);
 - e. 招聘时制定的雇佣条款与组织规定的雇佣条款 (包括所述的工作类型) 没有差异;
 - f. Workers are informed prior to employment (including, if applicable, before they leave their home country/region) of the key employment terms and conditions either verbally or in writing via an employment letter/agreement/contract as required by law in their local language; and
 - f. 在雇佣工人前 (包括适用时, 在工人离开所在国/所在区域前), 口头或以工人使用的当地语言通过法律规定的录用函/协议/合同的形式书面通知工人主要的雇佣条款与条件;
 - g. Migrant workers are provided with contracts and treatment equal to those of their co-workers.
 - g. 提供给外来工人的合同与待遇与提供给其同事的等同。