




# Sedex Virtual Assessment Corrective Action Plan Report (CAPR)

Version 1.0



# 1. Assessment Overview

Site Assessed	
1.1 Sedex Company Reference: (only available on Sedex System)	ZC: Non-Member
1.2 Sedex Site Reference: (only available on Sedex System)	ZS: Non-Member
1.3 Business name (Company name):	GOKSIM YARN TEXTILE TRADE AND STOCK COMPANY GÖKSİM İPLİK TEKS.SAN.TİC.LTD.ŞTİ.
1.4 Site name:	GOKSIM YARN TEXTILE TRADE AND STOCK COMPANY GÖKSİM İPLİK TEKS.SAN.TİC.LTD.ŞTİ.
1.5 Site address: (Please include full address)	DOSAB GONCA SOK.NO:1 BURSA
1.6 Country:	TURKEY
1.7 Site contact and job title:	Nevin KORLAELÇİ – HR Responsible
1.8 Site phone:	00 90 224 261 60 11
1.9 Site email:	finans@goksim.com.tr
1.10 Name and Title of person who signed CAPR (if different from above)	Nevin KORLAELÇİ - HR Responsible
1.11. Sedex Virtual Assessment Pillars: (2 pillar or 4 pillar):	4 Pillar
1.12 Sedex Virtual Assessment type:	Initial

<b>Audit Company Name, Logo &amp; Reference Number:</b> TUV Rheinland  <b>TÜVRheinland®</b> Precisely Right. 2021TRZAA416176791	<b>Report Owner (payer):</b> GÖKSİM İPLİK TEKS.SAN.TİC.LTD.ŞTİ.
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Assessment details	
Date(s) of Assessment:	12-13.08.2021
Lead Auditor Name	SERKAN AK
Team Auditor Name(s):	N/A
Interviewer Name(s):	SERKAN AK
Report Writer:	SERKAN AK
Report Reviewer:	Ina Zeng
Auditor-days:	1 Auditor x 1.5 Days (1.5 ManDay)

## 2. Site Details

Site Details	
3.1. GPS location (live stream):	DOSAB GONCA SOK.NO:1 BURSA Latitude: 40.2668591 Longitude: 29.0715405
3.2. Applicable business and other legally required licence numbers and documents, for example, business license number, liability insurance, any other required government inspections	Trade Registry Gazette: 11.01.2017 Building License: 14.01.1999 Business Opening and Operating Permit: 23.03.2021 Building Usage Permit: 27.02.2004 Fire Safety Report: 21.03.2018
3.3. Site function:  (please delete as necessary)	Factory processing / manufacturer
3.4. Process overview: <i>(Include products being produced, main operations, number of production lines, main equipment used)</i>	Raw Material – Bloating – Lapping – QC – Packaging – Dispatch  Machinery Used: 3 x Yarn Bloating Machines, 4 x Yarn Transfer Machines, 7 x Lapping Machines, 7 x Fancy Yarn Twisting Machines
3.5.. Months of Peak Season:	Stable production
3.6. Brief description of site:	There is one building for production and offices, which consists of 3 floors.
3.7 Number of production buildings	1
3.8. Is accommodation provided?	No
3.9 If yes, please confirm if these are onsite, offsite, or both, and the number of buildings	N/A
3.10. Worker Representation/ Union at site: (Please delete as necessary)	No
3.11. Night production: (Please delete as necessary)	Yes
3.12.. Further information available: (Please delete as necessary)	No
3.13. General observations and summary of the site:	During the audit firm provided necessary documents in time without hesitation. Firm acted transparent and cooperative.

Assessment attendance	
Senior Management (Please delete as necessary)	Yes
Union / Worker representative (Please delete as necessary)	Yes
HR management (Please delete as necessary)	Yes
EHS management (Please delete as necessary)	Yes
If union/worker representatives were not present, please explain why:	N/A

### 3. Corrective Action Plan Report

Corrective Action Plan – Non-compliances								
Non-Compliance Number <i>The reference number of the non-compliance from the Audit Report, for example, Discrimination No.7</i>	New or Carried Over <i>Is this a new non-compliance identified at the follow-up or one carried over (C) that is still outstanding</i>	Details of Non-Compliance <i>Details of Non-Compliance</i>	Root cause <i>(completed by the site)</i>	Preventative and Corrective Actions <i>Details of actions to be taken to clear non-compliance, and the system change to prevent re-occurrence (agreed between site and auditor)</i>	Timescale <i>(Immediate, 30, 60, 90,180,365)</i>	Verification Method <i>Desktop / Follow-Up [D/F]</i>	Agreed by Management and Name of Responsible Person: <i>Note if management agree to the non-compliance, and document name of responsible person</i>	
NC 1 oB Management systems and code implementation - 1	New	There is double book keeping in the firm. It means that salaries are made through bank transfer and overtime payments are made through cash.  Firmada çift bordro sistemi bulunmaktadır. Aylık ücretler banka kanalıyla yapılmakta olup fazla mesai ödemeleri nakit olarak ödenmektedir.	Training	Firm shall ensure that all payments are made through bank transfer.  Firma tüm ödemeleri banka kanalıyla gerçekleştirmelidir.	60 Days  /  60 Gün	Follow-Up  /  Takip	Nevin KORLAELÇİ / HR Responsible  Nevin KORLAELÇİ / İK Sorumlusu	
			Systems					X
			Costs					
			Lack of Workers					
			Other:					
NC 2 oB Management systems and	New	The firm has building licence dated on 14.01.1999. However, newly added closed areas are not	Training	Firm shall ensure that building licence available for all buildings and closed areas.	30 Days  /  30 Gün	Desktop  /  Masaüstü	Nevin KORLAELÇİ / HR Responsible	
			Systems					X
			Costs					

code implementation - 2		included the building licence.  Firmada 14.01.1999 tarihli bina ruhsatı bulunmaktadır ancak yeni eklenmiş olan alanlar ruhsata işlenmemiştir.	<b>Lack of Workers</b>		Firma tüm bina ve kapalı alanların yapı ruhsatını bulundurmalıdır.			Nevin KORLAELÇİ / İK Sorumlusu
			<b>Other:</b>					
NC 3 oB Management systems and code implementation - 3	New	The firm has building usage permit dated on 27.02.2004. However, newly added closed areas are not included the building usage permit.  Firmada 27.02.2004 tarihli yapı kullanım izni bulunmaktadır ancak yeni eklenmiş olan alanlar yapı kullanım iznine işlenmemiştir.	<b>Training</b>		Firm shall ensure that building usage permit available for all buildings and closed areas.	30 Days	Desktop	Nevin KORLAELÇİ / HR Responsible
			<b>Systems</b>	X		/	/	
			<b>Costs</b>			30 Gün	Masaüstü	Nevin KORLAELÇİ / İK Sorumlusu
			<b>Lack of Workers</b>		Firma tüm bina ve kapalı alanların yapı kullanım izni bulundurmalıdır.			
NC 4 Safety and Hygienic - 1	New	There is no appropriate medical room in the firm.  Firmada mevzuata uygun doktor odası bulunmamaktadır.	<b>Training</b>		Firm shall ensure that there is appropriate medical room onsite.	30 Days	Desktop	Nevin KORLAELÇİ / HR Responsible
			<b>Systems</b>	X		/	/	
			<b>Costs</b>		Firma mevzuata uygun doktor odası bulundurmalıdır.	30 Gün	Masaüstü	Nevin KORLAELÇİ / İK Sorumlusu
			<b>Lack of Workers</b>					
NC 5 Safety and Hygienic - 2	New	Fire alarm system was tested during the site tour. However, it was observed that fire alarm system does	<b>Training</b>		Firm shall ensure that fire alarm system is working appropriately.	30 Days	Desktop	Nevin KORLAELÇİ / HR Responsible
			<b>Systems</b>	X		/	/	
			<b>Costs</b>			30 Gün	Masaüstü	

		not operate at the 2 <sup>nd</sup> floor of the building.  Saha turu sırasında yangın alarm sistemi test edilmiştir ancak ikinci katta sistemin çalışmadığı görülmüştür.	<b>Lack of Workers</b>		Firma yangın alarm sisteminin uygun olduğundan emin olmalıdır.			Nevin KORLAELÇİ / İK Sorumlusu
NC 6 Wages and Benefits - 1	New	12 workers sampled for payroll and time record review for 3 different months (October 2020, May 2021 and July 2021). It was verified that 7 workers in May 2021 and 6 workers in July 2021 made compensatory work during the national holidays.  Zaman ve ödeme kayıtları doğrulaması için 12 örneklem çalışanın 3 farklı aya ait (Ekim 2020, Mayıs 2021 ve Temmuz 2021) kayıtlar incelenmiştir. 7 çalışanın Mayıs 2021 ve Temmuz 2021 aylarında resmi tatil günlerinde telafi çalışması yaptığı görülmüştür.	<b>Training</b>		Firm shall ensure that compensatory works are made in accordance with the law.  Firma telafi çalışmalarını yasal mevzuata uygun şekilde planlamalıdır.	60 Days / 60 Gün	Follow-Up / Takip	Nevin KORLAELÇİ / HR Responsible  Nevin KORLAELÇİ / İK Sorumlusu
NC 7 Wages and Benefits	New New	There is double book keeping in the firm. It means that salaries are made	<b>Systems</b>	X		60 Days / /	Follow-Up / /	Nevin KORLAELÇİ / HR Responsible
			<b>Costs</b>					

- 2		through bank transfer and overtime payments are made through cash.  Firmada çift bordro sistemi bulunmaktadır. Aylık ücretler banka kanalıyla yapılmakta olup fazla mesai ödemeleri nakit olarak ödenmektedir.	<b>Lack of Workers</b>		Firm shall ensure that all payments are made through bank transfer.	60 Gün	Takip	Nevin KORLAELÇİ / İK Sorumlusu  Nevin KORLAELÇİ / HR Responsible	
			<b>Training</b>		Firma tüm ödemeleri banka kanalıyla gerçekleştirmelidir.				
NC 8 Wages and Benefits - 3	New	12 workers sampled for payroll and time record review for 3 different months (October 2020, May 2021 and July 2021). It was verified that 2 workers did not get paid for overtime works in October 2020.  Zaman ve ödeme kayıtları doğrulaması için 12 örneklem çalışanın 3 farklı aya ait (Ekim 2020, Mayıs 2021 ve Temmuz 2021) kayıtlar incelenmiştir. Ekim 2020 ayında 2 çalışana fazla mesai ödemesi yapılmadığı görülmüştür.	<b>Training</b>		Firm shall ensure that overtime premiums are made for all employees.	60 Days	Follow-Up	Nevin KORLAELÇİ / HR Responsible	
			<b>Systems</b>	X			/	/	
			<b>Costs</b>		Firma tüm çalışanlara fazla mesai ödemesi yapmalıdır.	60 Gün	Takip	Nevin KORLAELÇİ / İK Sorumlusu	
			<b>Lack of Workers</b>						
			<b>Systems</b>	X					
			<b>Costs</b>						
NC 9 Working Hours - 1	New	12 workers sampled for payroll and time record review for 3 different months (October 2020, May	<b>Training</b>		Firm shall ensure that workers rest at least 11 hours between shifts.	60 Days	Follow-Up	Nevin KORLAELÇİ / HR Responsible	
			<b>Systems</b>	X		/	/		
			<b>Costs</b>			60 Gün	Takip		



		<p>2021 and July 2021). It was verified that in July 2021, 1 worker did not rest for 11 hours between shifts.</p> <p>Zaman ve ödeme kayıtları doğrulaması için 12 örneklem çalışanın 3 farklı aya ait (Ekim 2020, Mayıs 2021 ve Temmuz 2021) kayıtlar incelenmiştir. 1 çalışanın Temmuz 2021 ayında iki vardiya arasında 11 saat dinlenme yapmadığı görülmüştür.</p>	<b>Lack of Workers</b>		Firma çalışanların iki vardiyası arasında en az 11 saat dinlenme gerçekleştirdiğinden emin olmalıdır.			Nevin KORLAELÇİ / İK Sorumlusu
NC 10 Working Hours - 2	New	<p>12 workers sampled for payroll and time record review for 3 different months (October 2020, May 2021 and July 2021). It was verified that firm does not time records for kitchen stuff, night guard and driver.</p> <p>Zaman ve ödeme kayıtları doğrulaması için 12 örneklem çalışanın 3 farklı aya ait (Ekim 2020, Mayıs 2021 ve Temmuz 2021) kayıtlar incelenmiştir. Firma yemekhane personeli, gece bekçisi ve şoförün zaman kayıtlarını tutmamaktadır.</p>	<b>Training</b>		Firm shall ensure that time records are kept for every employees.	60 Days	Follow-Up	Nevin KORLAELÇİ / HR Responsible
			<b>Systems</b>	X		/	/	
			<b>Costs</b>		Firma tüm çalışanların zaman kaydını tutmalıdır.	60 Gün	Takip	
			<b>Lack of Workers</b>					
								Nevin KORLAELÇİ / İK Sorumlusu

NC 11 Working Hours - 3	New	12 workers sampled for payroll and time record review for 3 different months (October 2020, May 2021 and July 2021). It was verified 2 workers in October 2020, 1 worker May 2021 and 3 workers in July 2021 did not use day off (Maximum 18 consecutive days).  Zaman ve ödeme kayıtları doğrulaması için 12 örneklem çalışanın 3 farklı aya ait (Ekim 2020, Mayıs 2021 ve Temmuz 2021) kayıtlar incelenmiştir. 2 çalışanın Ekim 2020, 1 çalışanın Mayıs 2021 ve 3 çalışanın Temmuz 2021 ayında hafta tatili kullanmadığı görülmüştür.	Training		The firm shall ensure that employees are having 1 day off in a 7 day weekly period.  Firma, çalışanlarının 7 günde 1 gün tatil yapmasını sağlamalıdır.	60 Days / 60 Gün	Follow-Up / Takip	Nevin KORLAELÇİ / HR Responsible  Nevin KORLAELÇİ / İK Sorumlusu
			Systems	X				
			Costs					
			Lack of Workers					
NC 12 Regular Employment - 1	New	12 workers sampled for personal file review. The employment contract, article 13.c states, "in holidays, workers are obliged to do overtime work in advance." Özlük dosyası doğrulaması için 12 örneklem çalışanın özlük dosyaları incelenmiştir. Çalışan	Training		The firm shall bear in mind that overtimes are voluntary.  Firma, fazla mesailerin gönüllülük esasında olduğunu belirtmelidir.	30 Days / 30 Gün	Desktop / Masaüstü	Nevin KORLAELÇİ / HR Responsible  Nevin KORLAELÇİ / İK Sorumlusu
			Systems	X				
			Costs					
			Lack of Workers					

		Sözleşmeleri 13.c maddesinde çalışan "bayram ve genel tatil günlerinde çalışma yapmayı peşinen kabul eder" hükmü yer almaktadır						
NC 13 Regular Employment - 2	New	12 workers sampled for personal file review. It was verified that 2 workers' sign were missing in the employment contracts.  Özlük dosyası doğrulaması için 12 örneklem çalışanın özlük dosyaları incelenmiştir. 2 çalışanın iş sözleşmesinde çalışanın imzasının olmadığı görülmüştür.	Training		Firm shall ensure that workers sign the employment contracts.  Firma çalışanlara iş sözleşmesini imzalatmalıdır.	30 Days  /  30 Gün	Desktop  /  Masaüstü	Nevin KORLAELÇİ / HR Responsible  Nevin KORLAELÇİ / İK Sorumlusu
			Systems	X				
			Costs					
			Lack of Workers					
NC 13 Environment 4- Pillar -1	New	It was noted that the company has no environmental management system documentation or relevant certification program.  İşletmede çevre ile ilgili bir yönetim sistemi dokümantasyonu veya sertifikasyon programı mevcut değildir.	Training		Firm shall ensure that there is environmental management system or documentation.  Firma çevre ile ilgili yönetim sistemi veya dokümantasyonu oluşturmalıdır.	30 Days  /  30 Gün	Desktop  /  Masaüstü	Nevin KORLAELÇİ / HR Responsible  Nevin KORLAELÇİ / İK Sorumlusu
			Systems	X				
			Costs					
			Lack of Workers					
			Other:					

Corrective Action Plan – Observations				
Observation Number <i>The reference number of the observation from the Audit Report, for example, Discrimination No.7</i>	New or Carried Over <i>Is this a new observation identified at the follow-up or one carried over (C) that is still outstanding</i>	Details of Observation <i>Details of Observation</i>	Root cause <i>(completed by the site)</i>	Any improvement actions discussed <i>(Not uploaded on to SEDEX)</i>
N/A	N/A	N/A	N/A	N/A

Good examples		
Good example Number <i>The reference number of the non-compliance from the Audit Report, for example, Discrimination No.7</i>	Details of good example noted	Any relevant Evidence and Comments
GE 1 Wages and Benefits	Free lunch and transportation is provided to the employees. / Firmada ücretsiz yemek ve ulaşım sağlanmaktadır.	Verified through worker interviews.

## Confirmation

<p><b>Please sign this document confirming that the above findings have been discussed with and understood by you:</b> (site management)  <i>If actual signatures are not possible in electronic versions, please state the name of the signatory in applicable boxes, as indicating the signature.</i></p>		
A: Site Representative Signature:	NEVİN KORLAELÇİ	Title HR RESPONSIBLE Date 13.08.2021
B: Auditor Signature:	SERKAN AK	Title LEAD AUDITOR Date 13.08.2021
C: Please indicate below if you, the site management, dispute any of the findings. No need to complete D-E, if no disputes.		
D: I dispute the following numbered non-compliances: N/A		
E: Signed: (If any entry in box D, please complete a signature on this line)	N/A	Title Date
F: Any other site Comments: N/A		



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