

## **ICTI CARE Process (ICP) Audit Summary – Mattel Malaysia Sdn. Bhd. (MMSB)**

---

An independent audit firm approved by ICTI CARE performed an ICP audit in November 2009. This factory is located in Malaysia, occupies an approximate area of 30,000 m<sup>2</sup> and had approximately 2,600 employees at the time of the audit. The factory includes the following major production departments; die casting, injection molding, spray painting, tampo printing and vacuum metalizing. During the course of this audit the following findings were identified.

The hours worked at this factory were adequately documented using a computerized timing system. The maximum hours worked per day were 12 and 66 per week. All overtime at this factory is voluntary and the maximum overtime hours worked per month is 48. All employees are entitled to one day off in seven and the maximum consecutive working days per month is 12.

The wages and compensation for factory employees meet legal and policy requirements. There is no minimum wage in Malaysia and the factory pays a market driven competitive wage to its employees. The legal withholdings from employee wages for social security and the employee pension fund are being held correctly. The 25 RM per month deduction for housing is reasonable. Mattel subsidized utilities cost up to 50 RM per month, for each unit. There are no other deductions. The employees are free to choose where to take their meals. Meals are purchased at the canteen in cash for 2-3 RM per meal. There is no deduction for company provided items or for replacement of such items. The payment of wages is made readily available to employees by bank transfer.

The factory does have a written policy specifying the youngest age for workers hired at the factory and the age of the youngest employee is 18. This age is in compliance with policy and local laws. The factory does not use forced or bonded labor. This has been verified via document review and employee interview.

The emergency exit doors are kept open and unlocked. The aisles and emergency exit doors are clearly marked and are unobstructed. The exit sign is illuminated at all times. Personal protective equipment is provided and employees have been trained to use it. The factory provides dormitory living for female employees. There are no more than 8 employees per room. There is sufficient living space in the dormitory, approximately 62.5 ft<sup>2</sup> per person.

### **Corrective Actions:**

None

### **Outcome:**

ICTI CARE Seal of Compliance awarded. Seal # C0193.