



Sedex Members Ethical Trade Audit Report

Version 6.1



Audit Details				
Sedex Company Reference: <i>(only available on Sedex System)</i>	ZC1019028	Sedex Site Reference: <i>(only available on Sedex System)</i>	ZS1082597	
Business name (Company name):	HAMS Garments Ltd			
Site name:	HAMS Garments Ltd			
Site address:	Dakkhin Vangnahati, Sreepur, Gazipur Dakkhin Vangnahati, Sreepur, Gazipur Gazipur 1740 BD	Country:	BD	
Site contact and job title:	Md. Mahfuzur Rahman / General Manager (HR, Admin & Compliance)			
Site phone:	01730304152	Site e-mail:	robiul.sheikh@hams.com.bd	
SMETA Audit Pillars:	<input checked="" type="checkbox"/> Labour Standards	<input checked="" type="checkbox"/> Health and Safety (plus Environment 2-Pillar)	<input checked="" type="checkbox"/> Environment 4-pillar	<input checked="" type="checkbox"/> Business Ethics
Date of Audit:	2023-10-23			

Audit Company Name:
Intertek Bangladesh

Audit Conducted By					
Affiliate Audit Company	<input checked="" type="checkbox"/>	Purchaser	<input type="checkbox"/>	Retailer	<input type="checkbox"/>
Brand owner	<input type="checkbox"/>	NGO	<input type="checkbox"/>	Trade Union	<input type="checkbox"/>
Multi-stakeholder	<input type="checkbox"/>	Combined Audit (select all that apply)			

Audit Content:

(1) A SMETA audit was conducted which included some or all of Labour Standards, Health & Safety, Environment and Business Ethics. The SMETA Best Practice Version 6.1 (March 2019) was applied. The scope of workers included all types at the site e.g. direct employees, agency workers, workers employed by service providers and workers provided by other contractors. Any deviations from the SMETA Methodology are stated (with reasons for deviation) in the SMETA Declaration.

(2) The audit scope was against the following reference documents

2-Pillar SMETA Audit

- ETI Base Code
- SMETA Additions
 - Universal rights covering UNGP
 - Management systems and code implementation,
 - Responsible Recruitment
 - Entitlement to Work & Immigration,
 - Sub-Contracting and Home working,

4-Pillar SMETA

- 2-Pillar requirements plus
- Additional Pillar assessment of Environment
- Additional Pillar assessment of Business Ethics
- The Customer's Supplier Code (Appendix 1)

(3) Where appropriate non-compliances were raised against the ETI code / SMETA Additions & local law and recorded as non-compliances on both the audit report, CAPR and on Sedex.

(4) Any Non-Compliance against customer code shall not be uploaded to Sedex. However, in the CAPR these 'Variances in compliance between ETI code / SMETA Additions/ local law and customer code' shall be noted in the observations section of the CAPR.

SMETA Declaration

I declare that the audit underpinning the following report was conducted in accordance with SMETA Best Practice Guidance and SMETA Measurement Criteria.

- (1) Where appropriate non-compliances were raised against the ETI code / SMETA Additions & local law and recorded as non-compliances on both the audit report, CAPR and on Sedex.
- (2) Any Non-Compliance against customer code alone shall not be uploaded to Sedex. However, in the CAPR these 'Variances in compliance between ETI code / SMETA Additions/ local law and customer code' shall be noted in the observations section of the CAPR.

Auditor Team			
Lead Auditor:	Tanvir Ahmed Nabil	APSCA Number:	32200259
Additional Auditors:	Rokibul Hasan Mollah		32200261
	Md. Imran Khan		32200256
	Amin Sharif		21703440
	Umme Hunny Tabassum		21705348
	Mohammad Salah Uddin		21701405
Date of declaration:	2023-10-23		

Note: The focus of this ethical audit is on the ETI Base Code and local law. The additional elements will not be audited in such depth or scope, but the audit process will still highlight any specific issues.

Site Representation	
Full Name:	Md. Mahfuzur Rahman
Title:	General Manager (HR, Admin & Compliance)
Date of declaration:	2023-10-23
Comments: <i>Any exceptions to this must be recorded here (e.g. different sample size):</i> <i>Sampled wage records from the past 5 months were provided for review (5 months only since the operation for digital thermometer just started last Sep 2020).</i> <i>The audit took 2.0 man-days (9AM-6PM per day). Audit time was extended until 8PM due to the extent of documentation; this was agreed upon with the factory representatives</i>	
None.	

Summary of Findings

Issue <small>(please click on the issue title to go direct to the appropriate audit results by clause)</small>	Area of Non-Conformity		Number of issues			Findings
	ETI	Local Law	NC	Obs	GE	
<u>0A - Universal rights covering UNGP</u>			0	0	0	
<u>0B - Management systems and code implementation</u>			0	0	0	
<u>1 - Freely chosen employment</u>			0	0	0	
<u>2 - Freedom of association and right to collective bargaining are respected</u>			0	0	0	
<u>3 - Working conditions are safe and hygienic</u>	3.1 3.1 3.1 3.1 3.1 3.1 3.1	§ 1 § 2 § 3 § 4 § 5 § 6 § 7	7	0	0	NC - ZAF600209267 NC - 3834126b-0f43-4838-af0d-4d7613fc0d76 NC - 42c65e2d-27ec-4a63-8666-3a5f5adbb915 NC - 1dfd0f4f-5b7a-4ef2-a9f0-6369d0854f8f NC - 88a17b83-00e6-4c18-b590-725f0702c42b NC - bf8316b5-5201-44e8-bb15-d89f7d931745 NC - fb3fc3a5-5894-447a-982c-1cfd2eb91d0
<u>4 - Child labour shall not be used</u>			0	0	0	
<u>5 - Living wages are paid</u>			0	0	1	GE - 4b88615d-72e4-4d85-8484-74eabf9b824b
<u>6 - Working hours are not excessive</u>			0	0	0	
<u>7 - No discrimination is practiced</u>			0	0	0	
<u>8 - Regular employment is provided</u>	8.1	§ 8	1	0	0	NC - 03623a75-2898-4791-98df-4b5f0027d83f
<u>8A - Subcontracting and homeworking</u>			0	0	0	
<u>9 - No harsh or inhumane treatment is allowed</u>			0	0	0	
<u>10A - Entitlement to work and immigration</u>			0	0	0	
<u>10B2 - Environment 2-pillar</u>			0	0	0	
<u>10B4 - Environment 4-pillar</u>			0	0	0	
<u>10C - Business ethics 4-pillar</u>			0	0	0	

Local Law Issues

Issue	Description
§ 1	In accordance with Bangladesh Energy Regulatory Act 2003, Act 27 (1): No person shall engage himself in the following business unless he is empowered by a license or exempted from having it under this Act or any other Act, such as: - (a) power generation; (b) energy transmission; (c) energy distribution and marketing; (d) energy supply; and (e) energy storage.

§ 2	In accordance with Bangladesh Labor Rules 2015, Rule 77 (1): At least one registered Physician shall be in each Treatment Unit of the institute or factory with the facility of dispensary. Additionally, at least one trained compounder or medical assistant, nurse and subordinate employee shall be employed for helping him/her, provided that at least two registered Physicians shall be recruited in case of an institute where more than three thousand employees/workers work, and necessary number of medical assistant and nurse shall be recruited for helping the Doctors.
§ 3	In accordance with Bangladesh Labour Rules, 2015, Rule 67(2): The arrangement of safety and health protection measures mentioned in Sub-section (1), the concerned manufacturing institute must provide necessary equipment's, including safety shoes, helmets, goggles, masks, hand gloves, earmuffs, ear plugs, waist belts, aprons etc. and arrange training programs for the workers in using these materials.
§ 4	In accordance with Bangladesh Labor Law 2006, Section 63(1) D (3): (63. Fencing of machinery. (1) In every establishment the following machinery, while in motion or in use, shall be securely fenced by the safeguards of substantial construction, namely: (d) Unless the following machinery are in such position or of such construction as to be safe to every person employed in the establishment as they would be if they were securely fenced- (3) Every dangerous part of any machinery).
§ 5	In accordance with Bangladesh Labour Law 2006, Section 72 (c): All floors, ways and stairways shall be clean, wide and clear of all obstructions.
§ 6	In accordance with Petroleum Act, 2016 section 6 (Ka): Notwithstanding anything contained in this Chapter a person need not obtain a license: a. For the transport or storage of class II & class III petroleum if the total quantity in his possession at any one place does not exceed two thousand litres and none of it is contained in a receptacle exceeding one thousand litres in capacity.
§ 7	In accordance with Bangladesh Labour Rules 2015, Rule 68 (4) and (5): (The owner of the institute shall conduct the physical fitness test of the workers on his/her own cost, by a registered Physician, for the activities that are described in Sub-section (1) and (2) and he/she would receive a Medical Certificate of each worker as per Form-26, certifying his fitness for performing the activities.)
§ 8	In accordance with Bangladesh Labor Rule - 2015 (Amendment 2022), Rule-19(5) & Amendment no - 07: Rule-19(5) Each owner will provide identity card with the photograph to each worker working in the firm at the costs of the owner as per Form-6. Amendment - 7: Every owner shall issue an identity card with photograph as per Form-6 to every worker employed in his establishment at the expense of the owner and the said identity card and appointment letter shall be issued in Bengali: Provided that, if necessary, the said identity card and appointment letter shall be issued in English.

Site Details

Site Details		
Company Name	HAMS Garments Ltd	
Site Name	HAMS Garments Ltd	
GPS location (if available)	GPS Address:	South Vangnahati (Chapilapara), Bairgichala, Sreepur, Gazipur.
	Coordinates:	Latitude & Longitude: 24°11'35.2"N & 90°27'01.1"E
Applicable business and other legally required licence numbers and documents, for example, business license number, liability insurance, any other required government inspections	<ul style="list-style-type: none"> • Factory license: 14453/Gazipur 'L' category, issued by Deputy Chief Inspector General of Industries (Govt. Of the People's Republic of Bangladesh), which is valid till 10 May 2024. • Fire License: Fire License No: DD/Dhaka/ 21831/2009 issued by Bangladesh Fire Service & Civil Defence Authority which is valid till 30 June 2024. • Trade License: Trade License No: 63/23-24, issued by Sreepur Municipality which is valid till 30 June 2024. 	
Products/Activities at site, for example, garment manufacture, electricals, toys, grower, cutting, sewing, packing etc	All types of knit items.	

<p>Site description: (Include size, location, and age of site. Also, include structure and number of buildings)</p>	<ul style="list-style-type: none"> • HAMS Garments Limited is located at South Vangnahati (Chapilapara), Baigirchala, Sreepur, Gazipur. • The facility started its operation in 2010. • Total land area, production area and warehouse area of the facility are approximately 6,69,254 square feet, 2,92,935 square feet & 2,50,000 square feet respectively. • The facility has a total of 08 buildings & 18 sheds. Details of the building description are given in the following section. • The products manufactured at this site are all types of knit items. • Overall responsibility for compliance is taken by Mr. Md. Mahfuzur Rahman – General Manager (HR, Admin & Compliance). • A total of 4970 employees are currently working in the facility where 2883 are male employees and 2087 are female employees. Among 4970 employees, 568 employees are non-production employees & 4402 employees are production employees of which 2554 are male and 1848 are female. • The youngest worker on site was 20 years old. • The facility doesn't have any peak & off-peak season. • The site doesn't use any subcontractors. • All employees were hired for permanent positions. • Generally, the facility operates in one general shift starting from 08:00 am to 05:00 pm. Meanwhile, the facility provides a one-hour lunch break in three batches starting from 12:30 pm to 01:30 pm, 01:00 pm to 02:00 pm and 01:30 pm to 02:30 pm. Moreover, the facility operates three working shifts in the Knitting & Dyeing section starting from 06:00 am to 02:00 pm, 02:00 pm to 10:00 pm and 10:00 pm to 06:00 am respectively. Meanwhile, the facility provides one hour rest break in each shift. • Friday is a weekly holiday. Facility maintains rotation-based holiday for the workers of Dyeing & Knitting Section. • 75 employees were selected for interview including 45 male and 30 female employees, they were interviewed including male & female as 09 Groups of 05 and 30 employees were interviewed individually. • To verify wages and working hours 75 records were taken from September 2023 (Current paid month), April 2023 (Random month), January 2023 (Random month). • Audit scope for document review was one year. • Standard working hours on site were on average 208 hours/month with 1 day off in every 7-day-period. • Facility provides minimum wage to all employees as per local law (Bangladesh Government Gazette dated 24th January 2019). • Correct OT hours payments were paid; Employees were paid 200% of basic hourly wage for OT hours.
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Structure and number of buildings	Building Name:		Building 01	
	Floor	Description	Remark	
	Ground floor	Finish goods store, Inspection room, sticker printing, HR & Admin Office	None	
	1st floor	Sewing, Cutting, Sample room (UG)	None	
	2nd floor	Sewing, Finishing, Office.	None	
	3rd floor	Sewing, Finishing, Conference room, Office area.	None	
	4th floor	Sewing, Finishing, Officer area.	None	
	5th floor	Cutting, Can van Section	None	
	6th floor	Dining, Merchandising room, Sample section, Prayer room, and Office area.	None	
	Roof top	Vacant	None	
	Building Name:		Building 02	
	Floor	Description	Remark	
	Ground floor	Fabric storage(T-Shirt)	None	
	1st floor	Store (Under Garments Accessories/Fabric)	None	
	2nd floor	Accessories Store(T-Shirt)	None	
	3rd floor	Fabric Store	None	
	4th floor	Sewing & Finishing	None	
	5th floor	Fabric Store	None	
	Roof top	Vacant	None	
	Building Name:		Building 03	
	Floor	Description	Remark	
	Ground floor	Generator, Boiler, Sub-station room.	None	
	Mezzanine floor	LT Panel Room.	None	
	1st floor	Compressor.	None	
	Roof top	Cooling tower	None	

	Building Name:		Building 04
	Floor	Description	Remark
	Ground floor	ETP area	None
	1st floor	Blower room, water testing room.	None
	Building Name:		Building 05
	Floor	Description	Remark
	Ground floor	Main security Post, Fire control Panels room	None
	Roof top	Vacant	None
	Building Name:		Building 06
	Floor	Description	Remark
	Ground floor	RMS room	None
	Building Name:		Building 07
	Floor	Description	Remark
	Ground floor	Day care room, Medical room.	None
	1st floor	Director office and Temporary rest room.	None
	2nd floor	Staff Dining, Director office	None
	Roof top	Vacant	None
	Building Name:		Building 08
	Floor	Description	Remark
	Basement	Fire Hydrant pump	None
	Ground floor	vacant	None
	Building Name:		Shed 01
	Floor	Description	Remark
	Ground floor	Dyeing, Finishing, Chemical Sub-Store, Lab, Office room, Admin office, R&D, Dyes sub-Store.	None
	Building Name:		Shed 02
	Floor	Description	Remark
	Ground floor	Knitting, office room	None
	1st floor	Yarn Store & Gary fabrics store	None

	Building Name:		Shed 03
	Floor	Description	Remark
	Ground floor	General store	None
	Building Name:		Shed 04
	Floor	Description	Remark
	Ground floor	Electrics, Mechanics wastage.	None
	Building Name:		Shed 05
	Floor	Description	Remark
	Ground floor	Maintenance Store	None
	Building Name:		Shed 06
	Floor	Description	Remark
	Ground floor	Chemical Store-01	None
	Building Name:		Shed 07
	Floor	Description	Remark
	Ground floor	Chemical Store-02	None
	Building Name:		Shed 08
	Floor	Description	Remark
	Ground floor	Gray Fabrics Store	None
	Building Name:		Shed 09
	Floor	Description	Remark
	Ground floor	Dyes Chemical Store	None
	Building Name:		Shed 10
	Floor	Description	Remark
	Ground floor	Construction Materials Store 1&2	None
	Building Name:		Shed 11
	Floor	Description	Remark
	Ground floor	Gray Fabrics Store	None
	Building Name:		Shed 12
	Floor	Description	Remark
	Ground floor	Left Over Store	None
	Building Name:		Shed 13
	Floor	Description	Remark
	Ground floor	Wastage Lubricant & Empty Chemical drum	None

	Building Name:		Shed 14	
	Floor	Description	Remark	
	Ground floor	Security barrack Shade	None	
	Building Name:		Shed 15	
	Floor	Description	Remark	
	Ground floor	WTP area	None	
	Building Name:		Shed 16	
	Floor	Description	Remark	
	Ground floor	Maintenance work shop	None	
	Building Name:		Shed 17	
	Floor	Description	Remark	
	Ground floor	Civil Office	None	
	Building Name:		Shed 18	
	Floor	Description	Remark	
	Ground floor	Dining Shade	None	
	Visible structural integrity issues (large cracks) observed?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Please give details: No such cracks found.		
Does the site have a structural engineer evaluation?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please give details: Facility has a structural engineer evaluation approval. The facility took this approval from Sreepur Municipality on 04 August 2022. Moreover, Facility took machine Layout Approval from Department of Inspection for Factories and Establishments (DIFE) on 05 September 2022.			
Site function	<input type="checkbox"/> Agent <input checked="" type="checkbox"/> Factory Processing/Manufacturer <input checked="" type="checkbox"/> Finished Product Supplier <input type="checkbox"/> Grower <input type="checkbox"/> Homeworker <input type="checkbox"/> Labour Provider <input type="checkbox"/> Pack house <input type="checkbox"/> Primary Producer <input type="checkbox"/> Service Provider <input type="checkbox"/> Sub-contractor			
Months of peak season				

Process overview	<p>• Product manufactured: All types of knit items. • No. of production line: 74 • Main production process: Knitting, Dyeing, Cutting, sewing, Finishing & Packing. • Monthly production capacity: 60,00,000 pieces per month. • Machines used: Brush machine, Back sewing machine, Sun super stenter machine, LK & LH stenter machine, Sun super stenter machine-2, Slitting machine -01 (bianco), Slitting machine -02 (bianco), Dryer machine (Canlar), Dewater machine (bianco), Tube tex compactor machine, Ferraro compactor machine, Bianco compactor machine, Inspection M/C (Finishing), Air turning m/c, Hydro M/C, Dyeing Machine, Circular Knitting Machine, Over Lock, Flat Lock, F/D, Baktbe, Barteck, Button Stitch, Hole, 2/ Needle, Slep Button, Smock, Pk/T, Kansai, Scolop, Caterpillar Generator, Perkins Generator (Diesel), Power Pro Generator (Diesel), Transformer (REB), Compressor No-01 (Boge), Compressor No-02 (Boge), Compressor No-03 (Atlas copco), Compressor No-04 (comp air), Compressor No-05 (Gardener Denver), Boiler no-01 (Cochran), Boiler no-02 (Thermax), Boiler no-03 (Cochran), Submersible pump-01, Submersible pump-02, WTP, Service pump-01, Service pump-02, Boosting pump -01, Boosting pump -02, Boosting pump -03, ETP ETC. • Chemical used: Albafix Eco, Croscolor Adm New, phobotex Rhwalbafluid Calbatex Ab-45albatex Rihydrogen Peroxid 50% Soda Ash Light Caustic Soda, Glouber Salt, Claridon Prc, Clarite Cbb, Dicrylan Sd, Dng Clean Pn, Bio J1085, Tissocyl Rc9, Contripon S, Jet Clean, Exoline 3027, Invatex Cs, Acetic Acid, Sodium Bicarbonate, Formic Acid, Oxalic Acid, Neutra Acid, Skyblue, Ultratex Ttk, Kappacom E 12, Crosden Lpd, Univadine Dif, Univadine Top, Greenbuff 1000, Greensoda 1000 Powder, Toxal Tac, Mazyme Eco, Toxal Jet/So, Croscolor Slr New, Persotex Afc, Persotex Frx, Persoclean Stn, Low-Yellowing All-Round Softener Flake S400, Primagreen Oxy Rtu, ,Primagreen Power Finish, Lausoft Me-2015, Sequestering And Dispersing Agent 710, Red And Black Fixing Agent Hf-8, Blue And Green Fixing Agent Hf-1, Silicone Softener, Soaping Agent Df-5, Scouring And Wetting Agent Sa-72w, Nonionic Softener Flake V16, Noamin Whi/Z, Infacrease Aca, Oxinol Cnw, Alkasoft-Wia, Reactevo Wbs, Novolube Pan/200, Lubrimax TI-E, Reactevo Twe, Fluffy Pearl Ff-Cwsasuffix Mf Eco, Protelan Lga, Felosan Nof, Dovoy-Zyme™ Psl, Benmorle Fs-60, Phobol Cp-C, Phobol Extender Xan, Unisil Lyc, Ultratex Si, Puralon Ar, Croscolor Adm New ETC.</p>
What form of worker representation is there on site?	<input type="checkbox"/> Union <input checked="" type="checkbox"/> Worker Committee <input type="checkbox"/> Other <input type="checkbox"/> None
Please give details:	Participation Committee.
Is there any night production work at the site?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Are there any on site provided worker accommodation buildings	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Please give details:
Are there any off site provided worker accommodation buildings	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Please give details:

<p>Were all site provided accommodation buildings included in this audit</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>Please give details:</p> <p>The facility does not provided accommodation buildings for workers.</p>
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Audit Parameters			
Time in and time out	Day 1		
	In	09:30	
	Out	17:15	
Audit type:	PERIODIC		
Was the audit announced?	SEMI_ANNOUNCED		
Was the Sedex SAQ available for review?	Yes		
Any conflicting information SAQ/Pre-Audit Info to Audit findings?	No		
Who signed and agreed CAPR	Md. Mahfuzur Rahman / General Manager (HR, Admin & Compliance)		
Is further information available	No		

Audit attendance	Management	Worker Representatives	
	Senior management	Worker Committee representatives	Union representatives
A: Present at the opening meeting?	Yes	Yes	No
B: Present at the audit?	Yes	Yes	No
C: Present at the closing meeting?	Yes	Yes	No
<i>Reason for absence at the opening meeting</i>	There is no trade union at this facility and it is not mandated by law. However, the representative of Participation Committee was present during opening meeting.		
<i>Reason for absence during the audit</i>	There is no trade union at this facility and it is not mandated by law. However, the representative of Participation Committee was present during the audit.		
<i>Reason for absence at the closing meeting</i>	There is no trade union at this facility and it is not mandated by law. However, the representative of Participation Committee was present during closing meeting.		

Worker Analysis

The term "migrant worker" refers to a person who is engaged or has been engaged in a remunerated activity in a country of which they are not a national or permanent resident or has purposely migrated on a temporary basis to another in-country region to seek and engage in a remunerated activity.

Worker Analysis								
	Local			Migrant*			Home workers	Total
	Permanent	Temporary	Agency	Permanent	Temporary	Agency		
Worker numbers – male	2554	0	0	0	0	0	0	2554
Worker numbers – female	1848	0	0	0	0	0	0	1848
Total	4402	0	0	0	0	0	0	4402
Number of Workers interviewed – male	45	0	0	0	0	0	0	45
Number of Workers interviewed – female	30	0	0	0	0	0	0	30
Total – interviewed sample size	75	0	0	0	0	0	0	75

Nationalities Structure		
Nationality of Management	Bangladeshi	
Please list the nationalities of all workers, with the three most common nationalities listed first.	Nationality 1: BANGLADESHI approx %: 100%	
Was this list completed during peak season?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Please give details: There were not any peak season found at the audited facility, round the year same production process goes on.	
Worker remuneration	Workers on piece rate:	0%
	Paid hourly:	0%
	Salaried:	100%
Payment cycle	Paid daily:	0%
	Paid weekly:	0%
	Paid monthly:	100%
	Other:	0%
	Details for other:	Not applicable.

Worker Interview Summary	
Were workers aware of the audit?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Were workers aware of the code?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Number of group interviews:	09 Groups of 05
Number of individual interviews:	Male: 18 Female: 12
All groups of workers are included in the scope of this audit such as; Direct employees, Casual and agency workers, Workers employed by service providers such as security and catering staff as well as workers supplied by other contractors.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please give details:
Interviews were done in private and the confidentiality of the interview process was communicated to the workers?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
In general, what was the attitude of the workers towards their workplace?	<input checked="" type="checkbox"/> Favorable <input type="checkbox"/> Non-favourable <input type="checkbox"/> Indifferent
What was the most common worker complaint?	None.
What did the workers like the most about working at this site?	Wages are paid on time, working condition is hygienic, Benefits are provided more than law requirement and management are very supportive and well behaved.
Any additional comment(s) regarding interviews:	Most employees enjoyed working at this facility, they felt they had sufficient wage and had a good relationship with management in general.
Attitude of workers to hours worked:	Very favourable as total working hour is within their limit and overtime is fully voluntary.
Is there any worker survey information available?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Please give details:

Attitude of workers:

The employee had a generally favourable opinion of their place of employment and got along well with both co-workers and managers. They observed a kind and approachable management team. The workers were given the assurance of confidentiality and were free to express their opinions about the factory. All of the workers expressed satisfaction with their job at the factory and the payment of their agreed-upon salary. They were aware of the mandatory notice time and felt free to leave this employer. They were handled with respect by the facilities management. They felt free to voice their general issues to their participation committee representative, who would bring it up in the participation committee meeting, as well as to their supervisors or line managers directly.

Attitude of worker's committee/union reps:

Interviews with participation committee members took place in private at a different location. They responded naturally when asked about their duties as members of the workers committee and said they had no trouble carrying out their regular tasks. Meetings of the participation committee are held often. Additionally, they said that they could offer advice on all aspects of the site's procedures.

Attitude of managers:

The facility management showed a positive attitude to this audit and during the whole audit process Mr. Md. Mahfuzur Rahman – General Manager (HR, Admin & Compliance) along with his team was present through the audit process and co-operated the whole audit. Facility management honored the client's request and permitted the auditor to take pictures of every step of the manufacturing process, as well as of best practices and non-conformities. They also permitted auditors to communicate secretly with the staff while providing photocopies of the necessary paperwork. The facility management concurred with all the findings and recommended corrective measures at the closing meeting. The factory management had a system in place to compare existing practices to client requirements and local law, and they paid attention to the internal audit team's recommendations. They also had a Health & Safety committee to handle any issues relating to health and safety.

0A - Universal Rights covering UNGP
[Summary of Findings]

0A: Compliance Requirements

0.A.1 Businesses should have a policy, endorsed at the highest level, covering human rights impacts and issues, and ensure it is communicated to all appropriate parties, including its own suppliers.
0.A.2 Businesses should have a designated person responsible for implementing standards concerning Human rights
0.A.3 Businesses shall identify their stakeholders and salient issues.
0.A.4 Businesses shall measure their direct, indirect, and potential impacts on stakeholders (rights holders) human rights.
0.A.5 Where businesses have an adverse impact on human rights within any of their stakeholders, they shall address these issues and enable effective remediation.
0.A.6 Businesses shall have a transparent system in place for confidentially reporting, and dealing with human rights impacts without fear of reprisals towards the reporter. Note for auditors and readers. This is not a full Human Rights Assessment, but instead a check on the business' s implementation of processes to meet their Universal rights covering UNGP responsibilities.

Current Systems and Evidence Examined

To complete 'current systems' Auditors examine policies and written procedures in conjunction with relevant managers, to understand, and record what controls and processes are currently in place e.g. record what policies are in place, what relevant procedures are carried out, who is /are responsible for the management of this item of the code. Evidence checked should detail any documentary or verbal evidence shown to support the systems.

Current Systems:

- The facility had a policy, endorsed at the highest level, covering human rights impacts and issues, and it is communicated to all appropriate parties, including its own suppliers.
- The responsible person for implementation and monitoring is Mr. Md. Mahfuzur Rahman – General Manager (HR, Admin & Compliance).
- The facility had identified their stakeholders and salient issues.
- The facility measured their direct, indirect, and potential impacts on stakeholders (rights holders) human rights.
- Where businesses have an adverse impact on human rights within any of their stakeholders, they address these issues and enable effective remediation.
- The facility had a transparent system in place for confidentially reporting and dealing with human rights impacts without fear of reprisals towards the report.
- The facility has policy and procedures for human rights.
- The facility communicates this code of conduct to the employees through notice board and orientation training.
- It is communicated to all appropriate parties, including suppliers through the responsible person.

Evidence examined:

- Written policies and procedure that being provided individually to employees.
- All policies of facility.
- Employees' training records showed the facility conducted training for employees about the social compliance when they enter the facility.

Any other comments:

None.

Policy statement that expresses commitment to respect human rights?

☒ Yes ☐ No

Please give details:

The facility has a social compliance policy which is a commitment to respect human rights.

Are the policies included in workers' manuals?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please give details: The facility provides workers manual to the workers where all the policies and applicable govt. law are included.
Does the business have a designated person responsible for implementing standards concerning Human Rights?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please give details: The facility has a designated person who responsible for implementing standards concerning Human Rights. • Name: Mr. Md. Mahfuzur Rahman • Job title: General Manager (HR, Admin & Compliance)
Does the business have a transparent system in place for confidentially reporting, and dealing with human rights impacts without fear of reprisals towards the reporter?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please give details: The facility has an independent compliance team for reporting and dealing with human rights impact without fear and it is a completely transparent system.
Does the grievance mechanism meet UNGP expectations? (Legitimate, Accessible, Predictable, Equitable, Transparent, Rights-compatible, a source of continuous learning and based on stakeholder engagement)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Does the business demonstrate effective data privacy procedures for workers' information, which is implemented?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please give details: The facility uses worker register and software for keeping privacy of workers information. Moreover, facility has an IT policy for data safety.
Measuring Workplace Impact	
Annual worker turnover(Number of workers leaving in last 12 months as a % of average total number of workers on site over the year (annual worker turnover))	Last year 5.0% This year 4.0%
Current % quarterly (90 days) turnover(Number of workers leaving from the first of the 90 day period through to the last day of the 90 day period / [(number of employees on the 1st day of 90 day period + number of employees on the last day of the 90 day period) / 2])	2.0%
Annual % absenteeism(Number of days lost through job absence in the year / [(number of employees on 1st day of the year + number employees on the last day of the year) / 2] * number available workdays in the year)	Last year 4.0% This year 3.0%

Audit company:	Report reference:	Start Date:	End Date:
Intertek Bangladesh	ZAA600030862	2023-10-23	2023-10-23

0B - Management Systems and code Implementation
[Summary of Findings]

0B: Compliance Requirements

- 0.B.1 Suppliers are expected to implement and maintain systems for delivering compliance to this Code.
- 0.B.2 Suppliers shall appoint a senior member of management who shall be responsible for compliance with the Code.
- 0.B.3 Suppliers are expected to communicate this Code to all employees.
- 0.B.4 Suppliers are expected to be operating legally in premises with the correct business licenses and permissions and to have systems to ensure that all relevant land rights have been complied with.
- 0.B.5 Suppliers should communicate this code to their own suppliers and, where reasonably practicable, extend the principles of this Ethical Code through their supply chain.

Current Systems and Evidence Examined

To complete 'current systems' Auditors examine policies and written procedures in conjunction with relevant managers, to understand, and record what controls and processes are currently in place e.g. record what policies are in place, what relevant procedures are carried out, who is /are responsible for the management of this item of the code. Evidence checked should detail any documentary or verbal evidence shown to support the systems.

Current Systems:

- Responsibility for meeting the legal and client code requirements is taken by Mr. Md. Mahfuzur Rahman – General Manager (HR, Admin & Compliance).
- The facility communicates this code of conduct (COC) to the employees through notice board and orientation training.
- The facility arranged mid-level management training for all mid-level management employees such as supervisors, quality in charge, production officers, etc.
- The facility conducts orientation training for all new employees.
- Supplier communicates ETI code of conduct to their suppliers and where reasonably practicable extends the principles of this ethical code through their supply chain.
- Implementation of any necessary changes is then given to the individual department heads after agreement with the facility manager.
- Facility conducts internal audit to identify their improvement areas and taking corrective actions. Facility conducted last internal audit on 10 April 2023.

Evidence examined:

- Employee handbook.
- Facility Code of Conduct (COC).
- All policies of facility.
- Legal license (Factory, Fire, Trade)
- Internal audit records.
- Management employee training, training attendance record
- Meeting records.
- Supplier selection policy.

Any other comments:

None.

Management Systems

In the last 12 months, has the site been subject to any fines/prosecutions for non-compliance to any regulations?

☐ Yes ☒ No

Please give details:

In the last 12 months the site has not been subjected to any fines or prosecutions for non-compliance to any regulations.

Do policies and/or procedures exist that reduce the risk of forced labour, child labour, discrimination, harassment & abuse?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please give details: It was noted through documentation review, facility has policies and procedures for forced labour, child labour, discrimination, harassment & abuse.
If Yes, is there evidence (an indication) of effective implementation? Please give details.	It was noted through the management and workers interview that overtime is voluntary for all employees. No child labour was found in the facility during the facility tour and age verification certificate found in all the reviewed personal files.
Have managers and workers received training in the standards for forced labour, child labour, discrimination, harassment & abuse?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please give details: All the employees in the facility have received orientation training where standards for forced labour, child labour, discrimination, harassment & abuse are covered. Last orientation training was held on 21 October 2023 with 20 participants and conducted by Mr. Md. Mahfuzur Rahman – General Manager (HR, Admin & Compliance).
If Yes, is there evidence (an indication) that training has been effective e.g. training records etc.? Please give details	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please give details: Training records were found including picture and attendance sheet.
Does the site have any internationally recognised system certifications e.g. ISO 9000, 14000, OHSAS 18000, SA8000 (or other social audits)?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please give details: The site has some recognised social audits e.g., WRAP (Valid till 21 August 2024), BSCI (Valid till 16 August 2025).
Is there a Human Resources manager/department?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Facility has a dedicated Human Resources department consisting of 22 members and is headed by Mr. Md. Mahfuzur Rahman – General Manager (HR, Admin & Compliance).
Is there a senior person /manager responsible for implementation of the code?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please give details: Responsibility for meeting the legal and client code requirements is taken by Mr. Md. Mahfuzur Rahman – General Manager (HR, Admin & Compliance).
Is there a policy to ensure all worker information is confidential?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please give details: The facility has an IT security policy which ensures worker information is confidential.
Is there an effective procedure to ensure confidential information is kept confidential?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please give details: The facility has an effective key control procedure to keep the information confidential.

Are risk assessments conducted to evaluate policy and procedure effectiveness?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please give details: Facility has conducted risk assessment on 25 January 2023.
Does the facility have a process to address issues found when conducting risk assessments, including implementation of controls to reduce identified risks?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please give details: The facility has system to raise the issue found in risk assessment and to implement the way of reduction it.
Does the facility have a policy/code which require labour standards of its own suppliers?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please give details: Facility has a supplier selection policy which ensures labour standard of its own supplier.
Land Rights	
Does the site have all required land rights licenses and permissions (see SMETA Measurement Criteria)?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please give details: Facility has approved lay-out plan and building approval from concern authority.
Does the site have systems in place to conduct legal due diligence to recognize and apply national laws and practices relating to land title?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please give details: The facility has anti-corruption committee, anti-bribery policy to support due diligence in applying national laws and practices relating to land title.
Does the site have a written policy and procedures specific to land rights?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Please give details: Not applicable.
Is there evidence that facility/site compensated the owner/lessor for the land prior to the facility being built or expanded?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please give details: The facility acquired and used the land according to the legal procedure and project' s requirement.
Does the facility demonstrate that alternatives to a specific land acquisition were considered to avoid or minimize adverse impacts?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please give details: The facility has all legal procedure and specific land acquisition were considered to avoid or minimize adverse impacts.
Is there any evidence of illegal appropriation of land for facility building or expansion of footprint?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Please give details: It was noted through land ownership agreement review and management interview that the facility does not go through illegal appropriation of land for facility building.

1 - Freely chosen Employment [Summary of Findings]

1: Compliance Requirements

1.1 There is no forced, bonded or involuntary prison labour.

1.2 Workers are not required to lodge “deposits” or their identity papers with their employer and are free to leave their employer after reasonable notice.

Current Systems and Evidence Examined

To complete ‘current systems’ Auditors examine policies and written procedures in conjunction with relevant managers, to understand, and record what controls and processes are currently in place e.g. record what policies are in place, what relevant procedures are carried out, who is /are responsible for the management of this item of the code. Evidence checked should detail any documentary or verbal evidence shown to support the systems.

Current Systems:

- The factory has a policy which prohibits forced labour, and this was also available for review.
- Age verification documents (National ID card copy, educational certificate, nationality certificates) were available in employee personal files.
- Service book is provided to every employee.
- The terms and conditions of employment state that the workers are free to leave the workplace outside of their working hours. Facility also has a written policy regarding this.
- The facility did not require any payment for work tools, PPE, IC/staff card, training, etc.
- The facility does not use any prison labour.
- The above was confirmed in management and employee interview.

Evidence examined:

- Factory rules.
- Policy on No-Forced labour and prison labour.
- Sample employee personal files.
- Service book.
- Time record.

Any other comments:

None.

Is there any evidence of retention of original documents, e.g. passports/ID’ (If yes, please give details and category of workers affected)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Please give details:
Is there any evidence of a loan scheme in operation (If yes, please give details and category of workers affected)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Please give details:
Is there any evidence of retention of wages / deposits (If yes, please give details and category of workers affected)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Please give details:
Are there any restrictions on workers’ freedom to terminate employment?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Please give details: Facility has a policy mentioning Workers are free to terminate employment from the facility.
If any part of the business is UK based or registered there & has a turnover over £36m, is there a published a ‘modern day slavery statement’	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Not Applicable Please give details: Facility has UK based business, but its turnover doesn’ t cross £36m.

Is there evidence of any restrictions on workers' freedoms to leave the site at the end of the work day?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Please give details: The employees can leave their workplace after their respective duties.
Does the site understand the risks of forced / trafficked / bonded labour in its supply chain	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable Please give details: Facility has forced labour and bonded labour policy; also, they have no such type of labour.
Is the site taking any steps taking to reduce the risk of forced / trafficked labour?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please give details: The facility has policy on forced/trafficked labour. The facility maintains it through notice board on production floor. Overtime is total voluntary. Employees can leave their workplace freely after their respective jobs.

2 - Freedom of Association and Right to Collective Bargaining are Respected

[Summary of Findings]

2: Compliance Requirements

- 2.1 Workers, without distinction, have the right to join or form trade unions of their own choosing and to bargain collectively.
- 2.2 The employer adopts an open attitude towards the activities of trade unions and their organisational activities.
- 2.3 Workers' representatives are not discriminated against and have access to carry out their representative functions in the workplace.
- 2.4 Where the right to freedom of association and collective bargaining is restricted under law, the employer facilitates, and does not hinder, the development of parallel means for independent and free association and bargaining.

Current Systems and Evidence Examined

To complete 'current systems' Auditors examine policies and written procedures in conjunction with relevant managers, to understand, and record what controls and processes are currently in place e.g. record what policies are in place, what relevant procedures are carried out, who is /are responsible for the management of this item of the code. Evidence checked should detail any documentary or verbal evidence shown to support the systems.

Current Systems:

- All the employees can form or join the trade union/Participation Committee of their choice.
- There is no trade union in the facility but there is a Participation Committee formed by election.
- Participation Committee is formed on 06 June 2023.
- Regular Participation Committee meeting is held. Last meeting held on 07 October 2023.
- Meeting minutes are posted in notice board and recorded in a register.
- There are 24 members in participation committee (12 members on behalf of Management side and 12 members on behalf of workers side).
- PC members are not treated less favourably or more favourably than other workers.
- PC members can carry out their duties within working hours without affecting their pay.

Evidence examined:

- Freedom of association policy review.
- Participation Committee formation records.
- Participation Committee member list.
- Participation Committee meeting register.
- Participation Committee meeting minutes.
- Participation Committee meeting attendance register.

Any other comments:

None.

What form of worker representation/union is there on site? (Please add the name of the union or committee in the textbox)	<input type="checkbox"/> Union <input type="checkbox"/> Other	<input checked="" type="checkbox"/> Worker Committee <input type="checkbox"/> None
Other details:	Participation Committee.	
Is it a legal requirement to have a union?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Is it a legal requirement to have a worker's committee?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Is there any other form of effective worker/management communication channel? (Other than union/worker committee e.g. H&S, sexual harassment)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please give details: Facility has an effective grievance handling procedure. Workers can submit their grievance verbally or in written through welfare officer or complain box.	
Is there evidence of free elections?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

Does the supplier provide adequate facilities to allow the Union or committee to conduct related business?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please give details: Facility has a policy regarding Freedom of Association. Regular Participation Committee meeting is held, and meeting minutes are posted on notice board.
Name of union and union representative, if applicable:	Not applicable.
Is there evidence of free elections?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Not Applicable
If there is no union, is there a parallel means of consultation with workers e.g. worker committees?	Participation committee of 24 members (12 members on behalf of Management side and 12 members from workers side).
Is there evidence of free elections?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable
Are all workers aware of who their representatives are?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please give details: PC members name with picture are posted in the notice board.
Were worker representatives freely elected?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Date of last election:	2023-06-06
Do workers know what topics can be raised with their representatives?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Were worker representatives/union representatives interviewed?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
If Yes, please state how many:	2.0
Please describe any evidence that union/worker's committee is effective? Specify date of last meeting; topics covered; how minutes were communicated etc.	Participation committee meeting held in every two months. Last meeting held on 07 October 2023 and meeting topic was as below, <ul style="list-style-type: none"> • Discussion on previous meeting agenda. • Discussion on member inclusion for empty positions. • Discussion on increasing tiffin bill & iftar bill. • Discussion on grievance policy. • Miscellaneous.
Are any workers covered by Collective Bargaining Agreement (CBA)?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

3 - Working Conditions are Safe and Hygienic [Summary of Findings]

3: Compliance Requirements

3.1 A safe and hygienic working environment shall be provided, bearing in mind the prevailing knowledge of the industry and of any specific hazards. Adequate steps shall be taken to prevent accidents and injury to health arising out of, associated with, or occurring in the course of work, by minimising, so far as is reasonably practicable, the causes of hazards inherent in the working environment.

3.2 Workers shall receive regular and recorded Health & Safety training, and such training shall be repeated for new or reassigned workers.

3.3 Access to clean toilet facilities and to potable water, and, if appropriate, sanitary facilities for food storage shall be provided.

3.4 Accommodation, where provided, shall be clean, safe, and meet the basic needs of the workers.

3.5 The company observing the code shall assign responsibility for Health & Safety to a senior management representative.

Current Systems and Evidence Examined

To complete 'current systems' Auditors examine policies and written procedures in conjunction with relevant managers, to understand, and record what controls and processes are currently in place e.g. record what policies are in place, what relevant procedures are carried out, who is /are responsible for the management of this item of the code. Evidence checked should detail any documentary or verbal evidence shown to support the systems.

Current Systems:

1. General Health and Safety management

- a) Mr. Md. Mahfuzur Rahman – General Manager (HR, Admin & Compliance) as President looks after Health & Safety issues for the site.
- b) Potable water was freely available in all areas. There was a total of 192 drinking water stations found at the facility.
- c) Facility management signed a medical agreement with Al Hera Hospital, Mawna, Gazipur to provide good health service to the workers within limited cost. This agreement is valid till 03 October 2027.
- d) Enough clean toilets (113 for male and 65 for female) segregated by gender were always available for workers.
- e) Ventilation, temperature, and lighting was adequate for the production processes.

2. Fire Safety

- a) There are 02 or more exits in each room.
- b) Enough assembly area was found in front of the facility building.
- c) Firefighting equipment was adequate, and checks were up to date. Facility checked all fire equipment monthly schedules wise.
- d) Public Address system, fire hose and fire alarm found active throughout the facility.
- e) Aisles exit way and employees were found free from any blockage.
- f) Facility has one responsible Fire safety officer.
- g) The facility has a trained firefighting team consisting of 346 firefighters & 346 rescuers.
- h) Facility conducts fire drill on regular basis.

Fire Drill Information:

- a) Last fire drill: Day (Internal) / Date: 23 August 2023 / Time took: 01 min 58 Sec / Employees were present: 5119 / Fire drill monitored by: General Manager (HR, Admin & Compliance).
- b) Last fire drill: Day (Internal) / Date: 03 June 2023 / Time took: 01 min 25 Sec / Employees were present: 197 / Fire drill monitored by: General Manager (HR, Admin & Compliance).
- c) Last fire drill: Day (External) / Date: 18 September 2023 / Time took: 02 min 25 Sec / Employees were present: 5167 / Fire drill monitored by: Deputy Asst. Director – FSCD.

3. Electrical, Machine & fire safety

- a) All electrical equipment was maintained in good condition such as sockets, plugs, switches and main fuse boards.
- b) The facility has 15 electricians who check and do inspection, roster wise for whole facility.
- c) The facility has 04 generators for the power supply throughout the facility.
- d) Facility checks all electric channels, electrical distribution board and electric connection daily and monthly schedule wise.

4. Chemical safety

- a) The facility does not use any hazardous chemical for their production process.
- b) Material Safety Data Sheets and labelling were found for chemicals.

5. Medical services

- a) There were 53 first aid boxes with sufficient kits in the full facility.
- b) There were 346 internally certified first aid responders.
- c) The facility has appointed 01 doctor who sits in the facility six days a week, 02 nurses & 02 medical assistants who are available all the time.
- d) In medical room facility has total 05 medical beds segregated for male & female (02 for male, 02 for female & 01 Emergency bed).

6. Dormitory

- a) The facility didn't provide dormitory facilities to any employees.

7. Trainings to Employees

Facility management provides different training courses to employees to enhance their knowledge and

their abilities so that they can keep the working environment safe & sound. These enhancements usually translate into higher employee productivity, which would boost the productivity and profitability of the organizations.

Trainings:

a)Orientation Training / Last Date of training: 21 October 2023 / Participants: 20 / Trainer Designation: Executive - Welfare / Frequency of training: As required.

b)Fire Fighting Training (Internal) / Last Date of training: 17 October 2023 / Participants: 35 / Trainer Designation: Officer – Fire & Safety / Frequency of training: Monthly.

c)Fire Fighting Training (External) / Last Date of training: 11 & 12 October 2023 / Participants: 40 / Trainer Designation: Officer – Fire & Safety / Frequency of training: Monthly.

d)Personal Protective Equipment (PPE) Training / Last Date of training: 15 October 2023 / Participants: 25 / Trainer: Designation: Executive - Welfare / Frequency of training: monthly.

e)First Aid Training / Last Date of training: 11 October 2023 / Participants: 35 / Trainer: Designation: Medical Officer / Frequency of training: monthly.

f)Mid-level management Training / Last Date of training: 16 September 2023 / Participants: 20 / Trainer: Designation: Executive - Admin / Frequency of training: monthly.

g)Chemical Handling Training/ Last Date of training: 06 September 2023 / Participants: 20 / Trainer: Designation: Manager - ECR / Frequency of training: Two months.

h)Environment Management Training / Last Date of training: 21 September 2023 / Participants: 24 / Trainer, Designation: Manager - ECR / Frequency of training: Two months.

8. Test Reports:

Facility management conducts different tests to maintain a safe & healthy working environment which will offer the employees a better convenient workplace.

Test Reports Information:

a)Test Name: Drinking water test / Institution Name: Department of Public Health Engineering / Date: 28 March 2023.

b)Test Name: Air Quality Assessment / Organization Name: Envogae Sustainable Solutions / Date: 25 September 2023.

c)Test Name: Noise Level Test / Organization Name: Envogae Sustainable Solutions / Date: 25 September 2023.

Evidence examined:

<ul style="list-style-type: none"> • License review: Fire license. • Building approval plan. • Group insurance. • Water test report. • Injury record and analysis report. • Machine and electric maintenance record. • Risk assessment report. • Training record: Fire training, First aid training, PPE training, MSDS training, Health and safety training. • Fire drill record. • Health and safety committee record. • Electric installation checking record. • Training records and certificates. • Fire equipment maintenance records. • Fire drill records. • Accident reports. • Chemical list and MSDS for each chemical. • Health and safety policy. • Potable water testing certificates.
Any other comments:
None.

Does the facility have general and occupational Health & Safety policies and procedures that are fit for purpose and are these communicated to workers?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please give details: The facility has general health & safety and Occupational health & safety policy and procedures which are fit for purposes and these policies are communicated through orientation training.
Are the policies included in workers' manuals?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please give details: The facility provides workers manual to the workers where all the policies and applicable govt. law are included.
Are there any structural additions without required permits/inspections (e.g. floors added)?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Please give details: No additional structures were found with building construction approval.
Are visitors to the site informed on H&S and provided with personal protective equipment?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please give details: All the visitors to the site are informed on H&S and provided with personal protective equipment where necessary.
Is a medical room or medical facility provided for workers?(This section is to list evidence to support system description (Documents examined & relevant comments. Include renewal/expiry date where appropriate))	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please give details: The facility has medical facility for the employees. Equipment's are provided as per legal requirements.
Is there a doctor or nurse on site or there is easy access to first aider/ trained medical aid?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please give details: The facility has 01 doctor, 02 nurses and 02 medical assistants for medical treatment of the employees.



Where the facility provides worker transport – is it fit for purpose, safe, maintained and operated by competent persons e.g. buses and other vehicles?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please give details: Facility provides transport facilities (Vehicle: Bus) to the workers. Those transport were fit for use and operated by the competent persons.
Is secure personal storage space provided for workers in their living space and is fit for purpose?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Please give details: Not applicable as the facility doesn't provide any living space or accommodation facility for workers.
Are H&S Risk assessments are conducted (including evaluating the arrangements for workers doing overtime e.g. driving after a long shift) and are there controls to reduce identified risk?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please give details: The facility conducts risk assessment for their people to reduce identified risk. Last risk assessment conducted on 25 January 2023.
Is the site meeting its legal obligations on environmental requirements including required permits for use and disposal of natural resources?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please give details: The facility management has conducted noise quality assessment as required by law.
Is the site meeting its customer requirements on environmental standards, including the use of banned chemicals?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please give details: The facility meets all legal obligations on environmental requirements including required permits for use and disposal of natural resources like gas, water etc.

Non-Compliance		Evidence																																
[Back to findings summary]																																		
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Actions	It is recommended that the facility should have a valid Captive Power Plant License for all the generators from the concerned authority.	
Additional comments	We have achieved certificate from BERC. After getting CPP license please upload. We obtained CPP from concerned authority on 06 August 2023 which will be valid till 28 June 2024. Facility obtained valid CPP from concerned authority and was able to show objective evidence during audit day. Hence, NC closure is recommended.	


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Actions	It is recommended that the facility management should recruit another 01 full time doctor as per the legal requirement.	
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Actions	It is recommended that the facility should provide and ensure the proper use of the mentioned PPE for the mentioned area.
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Status	OPEN	
Reference	fb3fc3a5-5894-447a-982c-1cfdb2eb91d0	
Clause	3 - Working Conditions are Safe and Hygienic	
Issue Title	318 - Inadequate / isolated failure in conducting medical examinations/ occupational health checks of workers in hazardous situations (e.g. noise / chemicals / dust)	
Subcategory	Worker Health	
New or carried over?	<input checked="" type="checkbox"/> New <input type="checkbox"/> Carried Over	
Root cause	<input type="checkbox"/> Training <input type="checkbox"/> System <input type="checkbox"/> Costs <input type="checkbox"/> Lack of workers <input checked="" type="checkbox"/> Other	
Root cause - Other	Lack of monitoring	
Local law issue	In accordance with Bangladesh Labour Rules 2015, Rule 68 (4) and (5): (The owner of the institute shall conduct the physical fitness test of the workers on his/her own cost, by a registered Physician, for the activities that are described in Sub-section (1) and (2) and he/she would receive a Medical Certificate of each worker as per Form-26, certifying his fitness for performing the activities.)	
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Explanation to the non compliance	Based on document and interview during verification that, no occupational health checks found for the 06 of 10 employees who are involved with hazardous job duty as well as chemical contact at dyeing section of the facility to determine the occupational exposer.	
Follow up method	<input type="checkbox"/> Follow up audit <input checked="" type="checkbox"/> Desktop audit	
Timescale	<input type="checkbox"/> Immediate <input type="checkbox"/> 30 days <input checked="" type="checkbox"/> 60 days <input type="checkbox"/> 90 days <input type="checkbox"/> 120 days <input type="checkbox"/> 180 days <input type="checkbox"/> 365 days <input type="checkbox"/> Other	
Actions	It is recommended that facility should arrange for health check-up records for all employees working in hazardous areas.	

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4 - Child Labour Shall Not Be Used [Summary of Findings]

4: Compliance Requirements

- 4.1 There shall be no new recruitment of child labour.
4.2 Companies shall develop or participate in and contribute to policies and programmes which provide for the transition of any child found to be performing child labour to enable her or him to attend and remain in quality education until no longer a child.
4.3 Children and young persons under 18 shall not be employed at night or in hazardous conditions.
4.4 These policies and procedures shall conform to the provisions of the relevant ILO Standards.

Current Systems and Evidence Examined

To complete 'current systems' Auditors examine policies and written procedures in conjunction with relevant managers, to understand, and record what controls and processes are currently in place e.g. record what policies are in place, what relevant procedures are carried out, who is /are responsible for the management of this item of the code. Evidence checked should detail any documentary or verbal evidence shown to support the systems.

Current Systems:

- The facility has established a practice that they will never employ and use any child labour.
- The facility verifies all workers' original national ID card, birth certificate, school certificate etc. at the time of recruitment and keeps the photocopies of workers' ID cards, birth certificate in their personal files.
- Factory verifies the workers age through registered doctors.
- Sampling basis employees' personal files was taken for review. Each employee file included a bio-data sheet, recent photo, birth registration certificate / photocopied national identification card and other documents.
- There was no child or young employee observed in the facility.

Evidence examined:

- Recruitment policy.
- Policy on No-Child labour.
- Personal file including Birth certificate, primary/secondary education certificate, National ID card, etc. of sample employees.
- Age verification documents.

Any other comments:

None.

Legal age of employment:	18
Age of youngest worker found:	20
Are there children present on the work floor but not working at the time of audit?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Percentage of under 18's at this site (of total workers)	0.0%
Are workers under 18 subject to hazardous work assignments?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Please give details: Not applicable.

5 - Living Wages are Paid [Summary of Findings]

5: Compliance Requirements

5.1 Wages and benefits paid for a standard working week meet, at a minimum, national legal standards or industry benchmark standards, whichever is higher. In any event wages should always be enough to meet basic needs and to provide some discretionary income.

5.2 All workers shall be provided with written and understandable information about their employment conditions in respect to wages before they enter employment and about the particulars of their wages for the pay period concerned each time that they are paid.

5.3 Deductions from wages as a disciplinary measure shall not be permitted nor shall any deductions from wages not provided for by national law be permitted without the expressed permission of the worker concerned. All disciplinary measures should be recorded.

Current Systems and Evidence Examined

To complete 'current systems' Auditors examine policies and written procedures in conjunction with relevant managers, to understand, and record what controls and processes are currently in place e.g. record what policies are in place, what relevant procedures are carried out, who is /are responsible for the management of this item of the code. Evidence checked should detail any documentary or verbal evidence shown to support the systems.

Current Systems:

- The facility is providing local legal minimum wage BDT 8000/month for all the employees.
- Time keeping system is electronic finger punch system.
- All workers are provided with written and understandable information about their employment conditions in respect to wages before they enter employment and about the particulars of their wages for the pay period concerned each time that they are paid.
- Benefits of paid, annual leave; maternity benefit to appropriate workers.
- All social insurance payments were passed on to the relevant authorities in a timely manner.
- All employees were paid through Mobile Banking (BKash).
- Each employee was given a pay slip and signed for their wages.
- Employees are aware of their minimum wage.
- Wages have been recorded according to documents checked.
- There are some good practices by the facility; see below GE section.
- Salary sheet and timecard review from September 2023 (Current paid month), April 2023 (Random month), January 2023 (Random month).

Evidence examined:

- Salary sheet review.
- Overtime payment record review.
- Payslip review.
- Attendance register review.
- Production record review.
- Maintenance register review.
- Maternity benefit register review.
- Leave record review.
- Final settlement record review.

Any other comments:

None.

Summary Information

Criteria	Local Law	Actual at the Site	Is this part of a Collective Bargaining Agreement?
Standard/Contracted work hours: (Maximum legal and actual required working hours excluding overtime, please state if possible per day, week, and month)	Legal Maximum Per Day: 8.0 Per Week: 48.0 Per Month: 208.0	Actual Per Day: 8.0 Per Week: 48.0 Per Month: 208.0	NO

Overtime hours: (Maximum legal and actual overtime hours, please state if possible per day, week, and month)	Legal Maximum Per Day: 4.0 Per Week: 24.0 Per Month: 104.0	Actual Per Day: 2.0 Per Week: 12.0 Per Month: 52.0	NO
Wage for standard/contracted hours: (Minimum legal and actual minimum wage at site, please state if possible per hr, day, week, and month)	Legal Maximum Per Day: null Per Week: null Per Month: 8000.0	Actual Per Day: 0.0 Per Week: 0.0 Per Month: 8000.0	NO
Overtime wage: (Minimum legal and actual minimum overtime wage at site, please state if possible per hr, day, week, and month)	Legal Maximum Per Day: 39.0 Per Week: null Per Month: null	Actual Per Day: 39.0 Per Week: 0.0 Per Month: 0.0	NO
Wages Analysis:			
Were accurate records shown at the first request?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Sample Size Checked (State number of worker records checked and from which weeks/months – should be current, peak, and random/low. Please see SMETA Best Practice Guidance and Measurement Criteria)	<ul style="list-style-type: none"> • 75 samples taken from September - 2023 (Current paid month), • 75 samples taken from April - 2023 (Random month), • 75 samples taken from January - 2023 (Random month). 		
Are there different legal minimum wage grades? If Yes, please specify all.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <ul style="list-style-type: none"> • The Government announced pay structure on 24th January 2019 for the workers of the Garments Industries with effect from December 2018. / As per Bangladesh Government Gazette published on 24th January 2019: / Grade 01 Pattern Master: Basic salary Tk. 10938, House rent Tk. 5469, Medical Tk. 600, Conveyance allowance 350, food allowance 900 Total Tk. 18257.00 / Grade 02 / a) Mechanic/ Electrician, b) Cutting master: Basic salary Tk. 9044, House rent Tk.4522, Medical Tk. 600, Conveyance allowance 350, food allowance 900 Total Tk.15416.00. / Grade 03 / Sample Machinist/Senior Operator: Basic salary Tk. 5330, House rent Tk.2665, Medical Tk. 600, Conveyance allowance 350, food allowance 900, Total Tk.9845.00. / Grade 04 / Sewing machine operator: Basic salary Tk. 4998, House rent Tk. 2499, Medical Tk. 600, Conveyance allowance 350, food allowance 900, Total Tk. 9347.00. / Grade 05 / Junior Sewing machine operator: Basic salary Tk. 4683, House rent Tk.2342, Medical Tk. 600, Conveyance allowance 350, food allowance 900, Total Tk. 8875.00. / Grade 06 / General sewing machine operator: Basic salary Tk. 4380, House rent Tk.2190, Medical Tk. 600, Conveyance allowance 350, food allowance 900, Total Tk. 8420.00. / Grade 07: Assistant sewing machine operator: Basic salary Tk.4100, House rent Tk. 2050, Medical Tk. 600, Conveyance allowance 350, food allowance 900, Total Tk.8000.00 		
If there are different legal minimum grades, are all workers graded and paid correctly?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable Please give details:		
For the lowest paid production workers, are wages paid for standard/contracted hours (excluding overtime) below or above the legal minimum?	<input type="checkbox"/> Below legal min <input checked="" type="checkbox"/> Meet <input checked="" type="checkbox"/> Above		
Lowest actual wages found: Note: full time employees and please state hour / week / month etc.	8000 BDT		

Please indicate the breakdown of workforce per earnings	0.0% of workforce earning under minimum wage 10.0% of workforce earning minimum wage 90.0% of workforce earning above minimum wage
Bonus Scheme found: Please specify details:	Bonus Scheme found: Facility provides monthly attendance bonus to all the employees as per company policy. Note: type of employee (e.g. full time, temp, etc.) and please state which units e.g. /hour /week /month etc.
What deductions are required by law e.g. social insurance? Please state all types:	As per section 125 of the Bangladesh Labour Law 2006, facility may deduct wages for un-authorized absence, for fines, housing facility, advance payments, loans, income tax, provident fund, etc. As per Bangladesh Finance Act 2022; factory may deduct BDT 20 for Government Revenue Stamp.
Have these deductions been made?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Please list all deductions that have been made.	• Un-authorized absence
Please list all deductions that have not been made.	• Personal Protective Equipment (PPE). • Apron etc.
Were appropriate records available to verify hours of work and wages?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Were any inconsistencies found? (if yes describe nature)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Do records reflect all time worked? (For instance, are workers asked to attend meetings before or after work but not paid for their time)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please give details: The facility shows all real records which reflect all scenarios.
Is there a defined living wage: This is not normally minimum legal wage. If answered yes, please state amount and source of info: Please see SMETA Best Practice Guidance and Measurement Criteria.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Please give details:
If yes, what was the calculation method used.	<input type="checkbox"/> ISEAL/Anker Benchmarks <input type="checkbox"/> Asia Floor Wage <input type="checkbox"/> Figures provided by Unions <input type="checkbox"/> Living Wage Foundation UK <input type="checkbox"/> Fair Wear Wage Ladder <input type="checkbox"/> Fairtrade Foundation <input type="checkbox"/> Other – please give details:
Are there periodic reviews of wages? If Yes give details (include whether there is consideration to basic needs of workers plus discretionary income).	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please give details: Yearly 5% to 10% increment.
Are workers paid in a timely manner in line with local law?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Is there evidence that equal rates are being paid for equal work:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please give details: Through payroll records review and employee's interviews, it was confirmed that equal rates are being paid for equal work.

How are workers paid:	<input type="checkbox"/> Cash <input type="checkbox"/> Cheque <input type="checkbox"/> Bank Transfer <input checked="" type="checkbox"/> Other
If other, please explain:	Mobile Finance Banking (BKash).

Good Example		Evidence																		
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6 - Working Hours are not Excessive [Summary of Findings]

6: Compliance Requirements

6.1 Working hours must comply with national laws, collective agreements, and the provisions of 6.2 to 6.6 below, whichever affords the greater protection for workers. Sub-clauses 6.2 to 6.6 are based on international labour standards.

6.2 Working hours, excluding overtime, shall be defined by contract, and shall not exceed 48 hours per week.

6.3 All overtime shall be voluntary. Overtime shall be used responsibly, taking into account all the following: the extent, frequency and hours worked by individual workers and the workforce as a whole. It shall not be used to replace regular employment. Overtime shall always be compensated at a premium rate, which is recommended to be not less than 125% of the regular rate of pay.

6.4 The total hours worked in any 7-day period shall not exceed 60 hours, except where covered by clause 6.5 below.

6.5 Working hours may exceed 60 hours in any 7-day period only in exceptional circumstances where all of the following are met:

6.6 Workers shall be provided with at least one day off in every 7-day period or, where allowed by national law, 2 days off in every 14-day period.

Current Systems and Evidence Examined

To complete 'current systems' Auditors examine policies and written procedures in conjunction with relevant managers, to understand, and record what controls and processes are currently in place e.g. record what policies are in place, what relevant procedures are carried out, who is /are responsible for the management of this item of the code. Evidence checked should detail any documentary or verbal evidence shown to support the systems.

Current Systems:

- Through employees' interview, overtime is voluntary.
- Time keeping system is an electronic finger punch system.
- All overtime is compensated at a premium rate for all employees.
- Generally, Friday is a weekly holiday. Facility maintains rotation-based holiday for the workers of Dyeing & Knitting Section.
- Salary sheet and timecard review from September 2023 (Current paid month), April 2023 (Random month), January 2023 (Random month).

Evidence examined:

- Employees' interviews.
- Management interview.
- local laws.
- Facility policy on working hours.
- Salary sheet.
- Payslip.
- Job card.
- Attendance register.
- Production record.
- Quality and production records to cross check hours.

Any other comments:

None.

Working hours' analysis

Systems & Processes

What timekeeping systems are used? Electronic finger punch system.

Is sample size same as in wages section? ☒ Yes ☐ No

Please give details:

Are standard/contracted working hours defined in all contracts/employment agreements? (If no, please give details including % and which type of workers do NOT have standard hours defined in contracts/employment agreements.)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Are there any other types of contracts/employment agreements used?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Do any standard/contracted working hours defined in contracts/employment agreements exceed 48 hours per week? (If yes, please detail hours, %, types of workers affected and frequency.)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Are workers provided with at least 1 day off in every 7-day-period, or 2 in 14-day-period?	<input checked="" type="checkbox"/> 1 in 7 days <input type="checkbox"/> 2 in 14 days <input type="checkbox"/> No (please explain)
Is this allowed by local law?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Maximum number of days worked without a day off (in sample):	6
Standard/Contracted Hours worked	
Were standard working hours over 48 hours per week found? (If yes, % of workers & frequency)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No % of workers: null% Frequency:
Any local waivers/local law or permissions which allow averaging/annualised hours for this site? (If yes, please give details.)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Circular dated 17 May 2023 from labour ministry: By virtue of Section 324 of the Bangladesh Labour Act, 2006 (Act No. 42 of 2006), the Government has, in the interest of the public, allowed 100, 102 and 105 of the provisions of Sections 100, 102 and 105 of the export-oriented garment industry for 06 (six) months from 17 April 2023 to 16 October 2023. Exempted from application under the following conditions. 1. According to rule number 214 of the fifteenth chapter of Bangladesh Labour Rules- 2015, the amount has to be paid to the central fund at a certain rate; 2. Bangladesh Labour Act, 2006 and Bangladesh Labour Rules, 2015 shall be followed; 3. Work of more than 04 (four) hours in any working day by any worker without his consent; 4. Wages must be paid at twice the normal wage for additional work; 5. Weekly leave shall be provided as per rules; 6. Only willing workers may be assigned overtime; 7. Ensure that workers work in compliance with health regulations; 8. Government decisions issued from time to time regarding Corona Virus (Covid-19) transmission where applicable Instructions must be followed.
Overtime Hours worked	
Actual overtime hours worked in sample (State per day/week/month)	- September 2023 (Current paid month), 02 hours per day & 12 hours per week found. - April 2023 (Random month), 02 hours per day & 12 hours per week found. - January 2023 (Random month), 02 hours per day & 12 hours per week found.

Combined hours (standard or contracted + overtime hours = total) over 60 found?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Please give details: Combined hours (standard or contracted + overtime hours = total) found 60 hours which was not more than 60 hours per week.
Approximate percentage of total workers on highest overtime hours:	70.0%
Is overtime voluntary? (Please detail evidence e.g. Wording of contract / employment agreement / handbook / worker interviews / refusal arrangements)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Conflicting Information Please give details: Based on employees' interviews, employee can do overtime as per their willingness and it's not mandatory. Facility management never forces employees to do overtime.
Overtime premium	
Are the correct legal overtime premiums paid? (Please give details of normal day overtime premium as a % of standard wages)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A – there is no legal requirement to OT premium Please give details: Overtime payments for employees are as per legal requirement. 200% of standard wages.
Is overtime paid at a premium?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Overtime payments are paid to 100% employees as per legal requirements.
If the site pays less than 125% OT premium and this is allowed under local law, are there other considerations? Please complete the boxes where relevant.	<input type="checkbox"/> No <input type="checkbox"/> Consolidated pay <input type="checkbox"/> Collective Bargaining agreements <input checked="" type="checkbox"/> Other
Please give details	Not applicable, facility provides 200% OT premium.
If more than 60 total hours per week and this is legally allowed, are there other considerations? Please complete the boxes where relevant. (Please explain any checked boxes above e.g. detail of consolidated pay / CBA or Other)	<input type="checkbox"/> Overtime is voluntary <input type="checkbox"/> Onsite Collective bargaining allows 60+ hours/week is voluntary <input type="checkbox"/> Safeguards are in place to protect worker's health and safety <input type="checkbox"/> Site can demonstrate exceptional circumstances <input checked="" type="checkbox"/> Other reasons (please specify)
Please give details	Not applicable.
Please explain any checked boxes above e.g. detail of consolidated pay / CBA or other	Not applicable.
Is there evidence that overtime hours are being used for extended periods to make up for labour shortages or increased order volumes?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If sufficient workers cannot be hired, are new working time arrangements explored to ensure that overtime is the exception rather than the rule?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

7 - No Discrimination is Practiced [Summary of Findings]

7: Compliance Requirements

7.1 There is no discrimination in hiring, compensation, access to training, promotion, termination or retirement based on race, caste, national origin, religion, age, disability, gender, marital status, sexual orientation, union membership or political affiliation.

Current Systems and Evidence Examined

To complete 'current systems' Auditors examine policies and written procedures in conjunction with relevant managers, to understand, and record what controls and processes are currently in place e.g. record what policies are in place, what relevant procedures are carried out, who is /are responsible for the management of this item of the code. Evidence checked should detail any documentary or verbal evidence shown to support the systems.

Current Systems:

- There is no discrimination in hiring, compensation, access to training, promotion, termination or retirement based on race, caste, national origin, religion, age, disability, gender, marital status, sexual orientation, union membership or political affiliation.
- Gender discrimination was also absent in the facility; both female and male workers were distributed in all types of work.
- There was no evidence of sexual harassment.
- There was an internal grievance process, all sampled employees were aware of the grievance channels in case they encountered any discrimination cases.
- The factory provides the same wage amount to male/female employees of the same rank.
- There is no restriction for formation of trade union/participation committee in the factory.

Evidence examined:

- Policy of Anti-Discrimination.
- Recruitment policy.
- Training record.
- Termination records.
- Female employee rights.

Any other comments:

None.

Gender breakdown of Management + Supervisors (Include as one combined group)	Male: 97.0%	Female: 3.0%
Number of women who are in skilled or technical roles (e.g. where specific qualifications are needed i.e. machine engineer / laboratory analyst)	No such women were working in the facility.	
Is there any evidence of discrimination based on race, caste, national origin, religion, age, disability, gender, marital status, sexual orientation, union membership or political affiliation?	<input type="checkbox"/> Hiring <input type="checkbox"/> Promotion	<input type="checkbox"/> Compensation <input type="checkbox"/> Termination or retirement <input checked="" type="checkbox"/> No evidence of discrimination found
Please give details	No such evidence found.	
Professional Development		
What type of training and development are available for workers?	Orientation Training. First Aid Training. PPE Training. Chemical Handling Training. Health & Safety training.	

Are HR decisions e.g. promotion, training, compensation based on objective, transparent criteria? (If no, please provide details)

☒ Yes ☐ No

8 - Regular Employment Is Provided

Summary of Findings

8: Compliance Requirements

8.1 To every extent possible work performed must be on the basis of recognised employment relationship established through national law and practice.

8.2 Obligations to employees under labour or social security laws and regulations arising from the regular employment relationship shall not be avoided through the use of labour-only contracting, sub-contracting, or home-working arrangements, or through apprenticeship schemes where there is no real intent to impart skills or provide regular employment, nor shall any such obligations be avoided through the excessive use of fixed-term contracts of employment.

Additional Elements: Responsible Recruitment

8.3 Suppliers have full understanding of the entire recruitment process and assess all labour recruiters and intermediaries against legal and/or ethical requirements.

8.4 There are effective management systems in place to identify and monitor the hiring and management of all migrant workers, contract workers, agency workers, temporary or casual labour. The supplier shall implement processes to enable adequate control over agencies with regards the above points and related legislation.

8.5 Employment agencies must only supply workers registered with them.

8.6 Workers pay no recruitment fee at any stage of the recruitment process.

8.7 Worker contracts accurately reflect the agreed payment and terms in the recruitment process and are understood and signed by workers.

Current Systems and Evidence Examined

To complete 'current systems' Auditors examine policies and written procedures in conjunction with relevant managers, to understand, and record what controls and processes are currently in place e.g. record what policies are in place, what relevant procedures are carried out, who is /are responsible for the management of this item of the code. Evidence checked should detail any documentary or verbal evidence shown to support the systems.

Current Systems:

- All employees were recruited by the factory directly.
- No labour agency was used to hire workers. No temporary worker, apprenticeship schemes or home worker was identified by the auditors.
- No subcontractors were used.
- All employees are getting signed labour contract and ID card during their recruitment.
- Facility maintains service books for all employees.

Evidence examined:

- Recruitment policy.
- Employees personal file.
- Appointment letter.
- Employee service book.
- New employee joining register.

Any other comments:

None.

Responsible Recruitment

All Workers

Were all workers presented with terms of employment at the time of recruitment, did they understand them and are they same as current conditions?

- ☒ Terms & Conditions presented ☒ Understood by workers
- ☒ Same as actual conditions

Did workers pay any fees, taxes, deposits or bonds for the purpose of recruitment/placement? (If yes, please describe details and specific category(ies) of workers affected)

☐ Yes ☒ No

Migrant Workers	
Type of work undertaken by migrant workers:	Not applicable.
Please give details about recruitment agencies for migrant workers:	Number of (in country) recruitment agencies used: 0 Number of (outside of local country) recruitment agencies used: 0
Are migrant workers' voluntary deductions (such as for remittances) confirmed in writing by the worker and is evidence of the transaction supplied by the facility to the worker?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Please give details: Not applicable.
Is there any observation on this finding?	Not applicable.
Are any migrant workers in skilled, technical or management roles? (This should include all migrant workers including permanent workers, temporary and/or seasonal workers)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Non-employee workers	
Recruitment Fees	
Are there any fees?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Agency Workers (if applicable) (Workers sourced from a local agent who are not directly paid by the site, but paid by the agency. Usually the agencies are paid by the site and the wages of the individual workers are paid by the agency.)	
Number of agencies used (average):	0
Please provide the names of agencies if applicable	0
Were agency workers' age / pay / hours included within the scope of this audit?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Were sufficient documents for agency workers available for review?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Is there a legal contract agreement with all agencies?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Please give details: Not applicable.
Does the site have a system for checking labour standards of agencies?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Please give details: Not applicable.
Contractors (Contractors in this context are generally individuals who supply several workers to a site. Usually the contractors are paid by the site and the wages of the workers are paid by the contractor. Common terms include, gang bosses, labor provider.)	
Any contractors on site?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Please give details: Not applicable.
Do all contractor workers understand their terms of employment?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Please give details: Not applicable.

Non-Compliance		Evidence																															
[Back to findings summary]																																	
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8A - Sub-Contracting and Homeworking [Summary of Findings]

8A: Compliance Requirements

8.A.1 There should be no sub-contracting unless previously agreed with the main client.

8.A.2 Systems and processes should be in place to manage sub-contracting, homeworking and external processing.

Current Systems and Evidence Examined

To complete 'current systems' Auditors examine policies and written procedures in conjunction with relevant managers, to understand, and record what controls and processes are currently in place e.g. record what policies are in place, what relevant procedures are carried out, who is /are responsible for the management of this item of the code. Evidence checked should detail any documentary or verbal evidence shown to support the systems.

Current Systems:

- No Sub-contracting and Homeworking were used by this facility.

Evidence examined:

- Shipment record.
- Goods in and out register.
- Production record.
- Goods in and out gate pass / records.

Any other comments:

None.

Summary of sub-contracting – if applicable

Is there any sub-contracting at this site? ☐ Yes ☒ No

Summary of homeworking – if applicable

Is homeworking used at this site? ☐ Yes ☒ No

9 - No Harsh or Inhumane Treatment is Allowed
[Summary of Findings]

9: Compliance Requirements

9.1 Physical abuse or discipline, the threat of physical abuse, sexual or other harassment and verbal abuse or other forms of intimidation shall be prohibited.

9.2 companies should provide access to a confidential grievance mechanism for all workers

Current Systems and Evidence Examined

To complete 'current systems' Auditors examine policies and written procedures in conjunction with relevant managers, to understand, and record what controls and processes are currently in place e.g. record what policies are in place, what relevant procedures are carried out, who is /are responsible for the management of this item of the code. Evidence checked should detail any documentary or verbal evidence shown to support the systems.

Current Systems:

- The facility has established anti-harassment or inhumane treatment policy. The policy states that physical abuse or discipline, the threat of physical abuse, sexual or other harassment and verbal abuse or other forms of intimidation shall be prohibited.
- Through the facility management and employees' interview, it was noted that no physical abuse happened in the facility.
- There is an internal process for grievance, which is through grievance box where an employee can report any grievances (harassment, discrimination etc.) anonymously, any received complaint will be handled by management, without any reprisal for the worker in question.

Evidence examined:

- Anti-Harassment policy.
- Grievance box open register.
- Orientation training record.

Any other comments:

None.

Are there published, anonymous and/or open channels available for reporting any violations of Labour standards and H&S or any other grievances to a 3rd party?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please give details: Facility has an open channel for reporting any violations of labour standard which is posted in the notice board. The facility has a designated channel to conduct grievance handling procedure.
If yes, are workers aware of these channels and have access? Please give details.	All the workers are aware of these channels and have full access to these channels. Facility also has a grievance handling procedure posted with every complaint box.
If yes, what type of mechanism is used e.g. hotline, whistle blowing mechanism, comment box etc. Please give details.	Facility has posted hotline & provided grievance box in washroom.
Which of the following groups is there a grievance mechanism in place for?	<input checked="" type="checkbox"/> Worker <input type="checkbox"/> Communities <input type="checkbox"/> Suppliers <input type="checkbox"/> Other
Please provide grievance mechanism details	Facility declared grievance procedure for workers and staffs to report any instances of harassment and encourage them to do so. grievance boxes have been posted in a confidential area thorough which one can raise his/ her grievance to management. The grievance boxes are opened by or on behalf of top management once a week and the issues are solved immediately. Also, there were hot line no. posted to file detailed grievance.

Are there any open disputes?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Please give details:
Does the site encourage its business partners (e.g. suppliers) to provide individuals and communities with access to effective grievance mechanisms (e.g. helplines or whistle blowing mechanism)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please give details:
Is there a published and transparent disciplinary procedure?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please give details:
If yes, are workers aware of these the disciplinary procedure?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please give details:
Does the disciplinary procedure allow for deductions from wages (fines) for disciplinary purposes (see wages section)?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Please give details:

10A - Entitlement to Work and Immigration
[Summary of Findings]

10A: Compliance Requirements

10.A.1 Only workers with a legal right to work shall be employed or used by the supplier.

10.A.2 All workers, including employment agency staff, must be validated by the supplier for their legal right to work by reviewing original documentation.

Current Systems and Evidence Examined

To complete 'current systems' Auditors examine policies and written procedures in conjunction with relevant managers, to understand, and record what controls and processes are currently in place e.g. record what policies are in place, what relevant procedures are carried out, who is /are responsible for the management of this item of the code. Evidence checked should detail any documentary or verbal evidence shown to support the systems.

Current Systems:

- During document review and worker interview it was found that all workers are directly employed by the factory and that all employees had been issued appointment letters and were recruited following the process defined in the recruitment procedure.
- From document review, factory management representative and worker interview, it was observed that all workers in the factory were Bangladeshi and 100% were Bangladeshi workers and no permission is required for working from one district to another district.
- All workers had the proper legal rights to work in this region.
- All of them were recruited directly by the factory and no agency was involved in factory's recruitment processes.
- No agency staff or foreign worker was used by the factory.
- The factory recruits new worker through posting recruiting advertisement on newspaper, banner, some of production employees were introduced by fellow-villagers.
- The workers have not paid any deposit when they were recruited in the factory.
- There were not any deductions for items such as travel and equipment.

Evidence examined:

- Facility recruitment policy.
- Employees personal file.

Any other comments:

None.

10B4 - Environment 4-Pillar
[Summary of Findings]

10B4: Compliance Requirements

10.B4.1 Businesses as a minimum must meet the requirements of local and national laws related to environmental standards.

10.B4.2 Where it is a legal requirement, businesses must be able to demonstrate that they have the relevant valid permits including for use and disposal of resources e.g. water, waste etc.

10.B4.3 Businesses shall be aware of their end client's environmental standards/code requirements

10.B4.4 Suppliers should have an environmental policy, covering their environmental impact, which is communicated to all appropriate parties, including its own suppliers.

10.B4.5 Suppliers shall be aware of the significant environmental impact of their site and its processes.

10.B4.6 The site should measure its impacts, including continuous recording and regular reviews of use and discharge of natural resources e.g. energy use, water use (see 4-pillar audit report and audit checks for details).

10.B4.7 Businesses shall make continuous improvements in their environmental performance.

10.B4.8 Businesses shall have available for review any environmental certifications or any environmental management systems documentation

10.B4.9 Businesses should have a nominated individual responsible for co-ordinating the site's efforts to improve environmental performance.

10B4: Guidance for Observations

10.B4.10 Suppliers should have completed the appropriate section of the SAQ and made it available to the auditor.

10.B4.11 Has the site recently been subject to (or pending) any fines/prosecutions for noncompliance to environmental regulations.

Note for auditors and readers. This environment section is intended to take not more than 0.25 auditor days. It is an assessment only and the main requirement is to establish whether a site is meeting applicable environmental laws and/or has any certifications or environmental management systems in place. Following this assessment the client/supplier may decide a full environmental audit is required (see also best practice guidance/environment and guidance for auditor)

Current Systems and Evidence Examined

To complete 'current systems' Auditors examine policies and written procedures in conjunction with relevant managers, to understand, and record what controls and processes are currently in place e.g. record what policies are in place, what relevant procedures are carried out, who is /are responsible for the management of this item of the code. Evidence checked should detail any documentary or verbal evidence shown to support the systems.

Current Systems:

- The facility prepared an environmental policy and procedure.
 - The facility disposes all solid waste in a segregated area with proper level and identification.
 - The facility also provides awareness training to all related personnel.
 - Solid waste has been handover to licensee vendor as per local legislation who recycled that wastage.
- Facility has a wastage distribution agreement with M/S Doha Enterprise, Konabari, Gazipur which is validity till 31 December 2026.
- Facility conducts air emission & noise level test on a regular frequency. Last air emission and Noise level test was conducted by Envogage Sustainable Solutions on 25 September 2023. All the parameter of those report was found within the acceptable limit.

Evidence examined:

- Facility environment policy and procedure.
- Environment management system documents.
- Air and noise test report.
- Water and energy consumption register.
- Wastage register.
- Water and energy consumption register.
- Contract for wastage disposal.

Any other comments:

None.

Environmental Analysis	
Is there a manager responsible for Environmental issues (Name and Position):	Name: Rajib Chandra Acharjee Title: Manager (ECR)
Has the site conducted a risk assessment on the environmental impact of the site, including implementation of controls to reduce identified risks?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please give details: The site has conducted a risk assessment on the environmental impact of the site, including implementation of controls to reduce identified risks. Facility also has Environmental impact assessment (EIA).
Does the site have a recognised environmental system certification such as ISO 14000 or equivalent?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Please give details: Facility has no such type of certifications.
Does the site have an Environmental policy?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
If yes, is it publicly available?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
If yes, does it address the key impacts from their operations and their commitment to improvement?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please give details: The site addresses the key impacts from their operations and their commitment to improvement.
Does the site have a Biodiversity policy?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Is there any other sustainability systems present such as Chain of Custody, Forest Stewardship Council (FSC), Marine Stewardship Council (MSC) etc.?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Please give details: Not Applicable.
Have all legally required permits been shown?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please give details: Facility has all legally required permits.
Is there a documentation process to record hazardous chemicals used in the manufacturing process?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable Please give details: Facility had proper documentation keeping system to record hazardous chemicals used in the manufacturing process.
Is there a system for managing client' s requirements and legislation in the destination countries regarding environmental and chemical issues?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please give details: The facility has system for managing client' s requirements and legislation regarding environmental issues.
Facility has reduction targets in place for environmental aspects e.g. water consumption and discharge, waste, energy and green-house gas emissions:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please give details: Facility has reduction targets for environmental aspects like water consumption, energy, and greenhouse gas emissions.

Facility has evidence of waste recycling and is monitoring volume of waste that is recycled.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please give details: Facility recycles wastes through third party organization, and they have a monitoring system to determine the volume which has been recycled.	
Does the facility have a system in place for accurately measuring and monitoring consumption of key utilities of water, energy and natural resources that follows recognised protocols or standards?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please give details: Facility has a measuring system to monitor the energy consumption.	
Has the facility checked that any Sub-Contracting agencies or business partners operating on the premises have the appropriate permits and licences and are conducting business in line with environmental expectations of the facility?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please give details: Facility has a policy for sub-contracting agencies or business partner selection.	
Usage/Discharge analysis		
Criteria	Previous year: 2022	Current year: 2023
Electricity Usage: Kw/hrs	449015	176474
Renewable Energy Usage: Kw/hrs	50040	120188
Gas Energy Usage: Kw/hrs	8962349	7158201
Has site completed any carbon Footprint Analysis?	No	No
If Yes, please state result		
Water Sources	Ground Water (Deep tube well).	Ground Water (Deep tube well).
Water Volume Used	768510	740982
Water Discharged	Nearest Canal	Nearest Canal
Water Volume Discharged	538912	567116
Water Volume Recycled	0	0
Total waste produced	894788.35 KG	568274.1 KG
Total hazardous waste produced	896 KG	800 KG
Waste to recycling	18741 KG	10720 KG
Waste to landfill	0	0
Waste to other	876047.35 KG	557554.1 KG
Total Product Produced	7526461 KG	6881046 KG

10C - Business Ethics – 4-Pillar Audit [Summary of Findings]

10C: Compliance Requirements

10.C.1 Businesses shall conduct their business ethically without bribery, corruption, or any type of fraudulent Business Practice.

10.C.2 Businesses as a minimum must meet the requirements of local and national laws related to bribery, corruption, or any type of fraudulent Business Practices.

10.C.3 Where it is a legal requirement, businesses must be able to demonstrate that they comply with all fiscal legislative requirements.

10.C.4 Businesses shall have access to a transparent system in place for confidentially reporting, and dealing with unethical Business Ethics without fear of reprisals towards the reporter.

10.C.5 Businesses should have a Business Ethics policy, covering bribery, corruption, or any type of fraudulent Business Practice,

10.C.6 Businesses should have a designated person responsible for implementing standards concerning Business Ethics

10.C.7 Suppliers should ensure that the staff whose job roles carry a higher level of risk in the area of ethical Business Practice e.g. sales, purchasing, logistics are trained on what action to take in the event of an issue arising in their area.

10C: Guidance for Observations

10.C.8 Businesses should communicate their Business Ethics policy, covering bribery, corruption, or any type of fraudulent Business Practice to all appropriate parties, including its own suppliers.

10.C.9 Has the site recently been subject to (or pending) any fines/prosecutions for non-compliance to Business Ethics regulations. If so is there evidence that sustainable corrective actions have been implemented

Note for auditors and readers. This Business Ethics section is intended to take not more than 0.25 auditor days. It is an assessment not an audit.

Current Systems and Evidence Examined

To complete 'current systems' Auditors examine policies and written procedures in conjunction with relevant managers, to understand, and record what controls and processes are currently in place e.g. record what policies are in place, what relevant procedures are carried out, who is /are responsible for the management of this item of the code. Evidence checked should detail any documentary or verbal evidence shown to support the systems.

Current Systems:

- The integrity policy of Intertek was given to the facility prior to start the audit. The management acknowledged this, signed it and kept a photocopy.
- The company manual contains the details of Business Ethics; moreover, they have anti-bribery and anti-corruption policy. The Business integrity policy was established and communicated to all employees by company manual, employee handbook and orientation and regular training.
- Based on facility's management interview, the facility was familiar on local regulations/laws concerning business integrity standards.
- Mr. Md. Mahfuzur Rahman – General Manager (HR, Admin & Compliance) is the responsible person for business integrity.
- The employees have their orientation training on business ethics when they first start their job. The Admin and Compliance department determines all job roles and responsibility categorized by section.

Evidence examined:

- The company business ethics policy including bribery, corruption.
- Training records.

Any other comments:

None.

Does the facility have a Business Ethics Policy and is the policy communicated and applied internally, externally or both, as appropriate?	<input checked="" type="checkbox"/> Internal Policy <input type="checkbox"/> Policy for third parties including suppliers Please give details: Facility has business ethics policy and the policy communicated internally & externally.
Does the site give training to relevant personnel (e.g. sales and logistics) on business ethics issues?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please give details: The site gives training to relevant personnel (e.g. sales and logistics) on business ethics issues.
Is the policy updated on a regular (as needed) basis?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please give details: The policy gets updated on a regular basis.
Does the site require third parties including suppliers to complete their own business ethics training	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Please give details: The site does not require third parties including suppliers to complete their own business ethics training.

Attachments



Facility name plate.JPG



Facility building.JPG



Security check post.JPG



Facility main gate.JPG



Sewing Section.JPG



Knitting Section.JPG



Dyeing Section.JPG



Finishing Section.JPG



Packing section..JPG



Cutting Section.JPG



Dyeing Finishing section.JPG



Chemical Store.JPG



Finished Goods store.JPG



Fabric store.JPG



Toilet.JPG



Smoke detector.JPG



Notice Board.JPG



Stairway.JPG



Roof Top.JPG



Spot removing room.JPG



Grievance box.JPG



No smoking sign.JPG



Medical room.JPG



First aider.JPG



Eye wash station.JPG



First aid box.JPG



Dining Room.JPG



Canteen.JPG



Drinking water point.JPG



Childcare room.JPG



Rescuer.jpeg



Fog Light.JPG



PA System.JPG



Fire panel room.JPG



Fire exit door.JPG



Posted evacuation plan.JPG



Hose pipe cabinet.JPG



Fire alarm sounder.JPG



Fire alarm switch.JPG



Exit Sign.JPG



Fire fighting equipment.JPG



Fire Fighter.JPG



Emergency light.JPG



Exhaust Fan.JPG



Electrical distribution board.JPG



Fire Extinguisher.JPG



Fire pump room.JPG



Boiler.JPG



Sub-station.JPG



Generator.JPG



Compressor.JPG



Transformer.JPG



ETP.JPG



Fire hose pipe demonstration.JPG



NC Photo_Aisle found partially blocked.jpeg



NC Photo_Eye guard found displaced.jpeg



NC Photo_Sewing operator not wearing face mask.jpeg



NC Photo_Spot removing workers not wearing PPE.jpeg



Signed CAPR.pdf



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