DBID : 345790 and Audit Id : 141700 Audit Date : 02/01/2019 Audit Type : Full Audit



Auditee :	Indesore Sweater Ltd.
Audit Date From :	02/01/2019
Audit Date To :	03/01/2019
Expiry Date of the Audit :	Please refer to the producer profile in the amfori BSCI platform
Auditing Company :	TUEV SUD
Auditor's Name(s) :	Md. Shamim Hossain(Lead), Sohalur Rahman Mazumder, Farjana Nahar
Auditing Branch (if applicable) :	TUV SUD Bangladesh (Pvt.) Ltd.

# Trade with purpose BSCI

This is an extract of the on line Audit Report. The complete report is available in the amfori BSCI Platform. Access www.bsciplatform.org, for entitled users only.

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DBID : 345790 and Audit Id : 141700 Audit Type : Full Audit Audit Date : 02/01/2019

# **Rating Definitions**



Rating	A combination of ratings per Performance Area where:	Consequence
A Very Good	<ul> <li>Minimum 7 Performance Areas rated A</li> <li>No Performance Areas rated C, D or E These are three examples:</li> <li>A A A A A A A A A A A A A A A</li> <li>A A A A A A A A A A B B B</li> <li>B B B B B B B</li> </ul>	The auditee has the level of maturity to maintain its improvement process without the need for a follow-up audit.
B Good	<ul> <li>Maximum 3 Performance Areas rated C</li> <li>No Performance Areas rated D or E</li> <li>These are three examples:</li> <li>A A A A A A B B B B B B B B</li> <li>A A A A A B B B B B B C</li> <li>B B B B B B B B B B B C C C</li> </ul>	The auditee has the level of maturity to maintain its improvement process without the need for a follow-up audit.
C Acceptable	<ul> <li>Maximum 2 Performance Areas rated D</li> <li>No Performance Areas rated E</li> <li>These are three examples:</li> <li>A A A A A A A A A A C C C C C</li> <li>A A A A A B B B B C C C C D</li> <li>C C C C C C C C C D D</li> </ul>	The auditee needs follow up to support its progress. Following the completion of the audit, the auditee develops a Remediation Plan within 60 days.
D Insufficient	<ul> <li>Maximum 6 Performance Areas rated E These are three examples:</li> <li>A A A A A A A A A A A D D D</li> <li>A A A B B B C C C D D D E</li> <li>D D D D D D D E E E E E E E</li> </ul>	The auditee needs follow up to support its progress, Following the completion of the audit, the auditee develops a Remediation Plan within 60 days.
E Unacceptable	<ul> <li>Minimum 7 Performance Areas rated E These are three examples:</li> <li>A A A A A A E E E E E E E E A A B B C D E E E E E E E E E E E E E E E E E E E</li></ul>	amfori BSCI Participants shall closely oversee the auditee's progress as the producer may represent a higher risk than other business partners.
Zero Tolerance	A Zero Tolerance issue was identified (see amfori BSCI System Manual Part V – Annex 5: amfori BSCI Zero Tolerance Protocol)	Immediate actions are required. The amfori BSCI Zero Tolerance Protocol is to be followed.



DBID : 345790 and Audit Id : 141700 Audit Type : Full Audit Audit Date : 02/01/2019



# Main Auditee Information

Name of producer :	Indesore Sweater Ltd.									
DBID number :	345790									
Audit ID :	141700									
Address :	Deger Chala, National University, Gazipur Sadar. Gazipur-1704									
Province :	Dhaka Country : Bangladesh									
Management Representative :	Ms. Aysha Siddika- Deputy General Manager- HR and Compliance									
Contact person:	Ms. Aysha Siddika	Sector :	Non-Food							
Industry Type :	Textiles, clothing, leather	Product group :	Apparel							
Product Type :	Sweater Items									



Audit Date : 02/01/2019

DBID : 345790 and Audit Id : 141700 Audit Type : Full Audit



### Audit Details

Audit Range :	🛛 Full Audit	Follow-	up Audit	
Audit Scope :	🛛 Main Auditee	🗌 Main Au	ditee & Farms	
Audit Environment :	🛛 Industrial	Agricult	ural	Small Producer
Audit Announcement :	Fully-Announced	🗌 Fully-Ur	nannounced 🛛 🖂	Semi-Announced
Random Unannounced Check (RUC) :	No			
Audit extent (if applicable) :	none			
Audit interferences or contingencies (if applicable) :	none			
Overall rating :	С			
Need of follow-up :	Yes		If YES, by :	03/01/2020

Rating p	per Perfor	mance A	rea (PA)									
PA 1	PA 2	PA 3	PA 4	PA 5	PA 6	PA 7	PA 8	PA 9	PA 10	PA 11	PA 12	PA 13
D	С	Α	С	Α	D	В	Α	Α	Α	Α	Α	Α

#### Executive summary of audit report

Indesore sweater Ltd. is a private limited company. The facility is situated at Deger chala, National university, Gazipur sadar, Gazipur-1704, Bangladesh.

The facility has established in 2008 and started its operation from the year of 2014. The total land occupied by the factory is about is 284,263 square feet and total production area used by the factory is 264,263 square feet. The production capacity of the facility is 425,000 pieces per month. The main product manufactured by the factory is all kinds of sweater items.

The main production processes are listed as follows: Winding > Knitting(jacquard) > Linking > Trimming & Mending > Washing > Sewing > PQC > Finishing > Packing.

In the factory premises, there is 01 building which is 09 storied with basement and 03 sheds. Description of building and sheds as below: Building 01:

Basement is occupied by generator, sub-station, hydrant pump room.

Ground Floor is occupied by washing section, bonded ware house, chemical room, medical and child care room.

1st floor is used as trimming section, mending section, sewing section, pressing section, PQC section and packing section.

2nd floor is used as linking section, sample section, winding section and accessories storage area.

3rd floor is used as trimming section, mending section, sewing section, pressing section, PQC and packing section.

4th floor is used as finished goods storage area and yarn storage area. 5th floor is used as office and jacquard section.

6th and 7th floor is occupied as jacquard section.

8th floor is used as dining, canteen, prayer room and sample storage area of merchandising department.

Roof top is 20% occupied by WTP and rest of the area fully vacant.

Shed 01 is used as Effluent Treatment Plant (ETP).

Shed 02 is used as security check post, fire control room and guests' waiting room. Shed 3 is used as RMS(gas) meter room.

The factory run its operation in 01 shift started from 08:00 AM to 05:00 PM with one-hour lunch break started from 01:00 pm to 02:00 pm. Jacquard section activity is carried out in 02 shifts; from 08.00 am to 05.00 pm and 08.00 pm to 05.00 am (with 01-hour meal break by rotation). Security section work activity is carried out in 03 shifts; from 06.00 am to 02.00 pm; 02.00 pm to 10.00 pm; 10.00 pm to 06.00 am (with 01-hour meal break by rotation). Administrative staffs are always working in one shift start from 08:00 am to 05:00 pm. Normal working days are from Saturday to Thursday. Factory remains closed on Friday. Facility has got approval of general working hours from labor office and yearly leaves are posted on notice board by the management complying with government holidays requirements.

Electronic time keeping system is used for maintaining in and out times. All employees receive wages monthly in cash. Overtime work is voluntarily basis in the factory. Factory management has policy on working hours and overtime works. As per facility management, the production pressure remains high in the month of April to September and rest of the months are medium.

Audit Process: 03 Auditors named Md. Shamim Hossain (Lead Auditor), Farjana Nahar (Member Auditor) and Sohalur Rahman Mazumder (Member Auditor) on January 02, 2019 in day 01 and 02 auditors named Md. Shamim Hossain (Lead Auditor), Farjana Nahar (Member Auditor) and a trainee named Fuara Sultana on January 03, 2019 in day 02 assessed / verified the factory's operations against the BSCI code of conduct (BSCI Version 2.0) and local legislations on a sampling basis during audit.

On the day of audit, Audit team entered into the factory and conducted short opening meeting with the management. At that time, from factory management Ms. Aysha Siddika - Deputy General Manager - Human Resource and Compliance, Mr. Akter Ali - Assistant Manager-Human Resource &



DBID : 345790 and Audit Id : 141700 Audit Date : 02/01/2019 Audit Type : Full Audit



Compliance; Ms. Selina Aktar – Assistant Manager – Compliance and CSR and Ms. Shakila Salsabil – Executive – Human Resource and Compliance were present.

Immediate after short opening meeting, auditors went for site visit. During audit, team also selected 38 employees randomly for interview.

After coming back from plant tour and workers interview, audit team conducted detailed opening meeting. At that time, Ms. Aysha Siddika – Deputy General Manager – Human Resource and Compliance, Mr. Akter Ali – Assistant Manager-Human Resource & Compliance; Ms. Selina Aktar – Assistant Manager – Compliance and CSR and Ms. Shakila Salsabil – Executive – Human Resource and Compliance and Mr. Ariful Islam -Vice president of Participation Committee were present.

After the detailed opening meeting, audit team reviewed different documents within scope. Time cards and salary sheets of the selected employees 38 from the month period of November 2018 (current month), July 2018 (Peak) and February 2018 (Off-peak).

Auditor conducted the closing meeting after completion of entire audit process (site tour, interview with the workers and management interview, document review). The same persons mentioned in detailed opening meeting were attended in the closing meeting. Finally, Ms. Aysha Siddika – Deputy General Manager - Human Resource & Compliance and Mr. Ariful Islam - Vice President of Participation Committee has signed the findings report after the end of closing meeting. Auditor also informed to submit amfori BSCI remediation plan within 60 days at amfori BSCI platform.

Attitude of factory management: The factory management was receptive, positive and extended their full cooperation throughout the audit. They showed positive attitude towards the compliance requirements. Factory management was very much supportive to provide the document which was needed to verify during the audit. Further, they have agreed with the non-compliance issues identified during full audit and given time scale for correction. The factory management has certain that they would correct those issues within the planned time frame that was mentioned in the corrective action plan.

Remark: the below documents are not applicable for this facility.

Contractor license/permit.

Government waivers.

Collective bargaining agreements.

Agency labor contract.



DBID : 345790 and Audit Id : 141700 Audit Type : Full Audit Audit Date : 02/01/2019



# **Ratings Summary**

Auditee's background information										
Auditee's name :	Indesore Sweater Ltd.	Legal status :	Private Limited Company							
Local Name :	ইনডেসোর সোমাটার লি:	Year in which the auditee was founded :	2008							
Address :	Deger Chala, National University, Gazipur Sadar.	Contact person (please select) :	Ms. Aysha Siddika							
Province :	Dhaka	Contact's Email :	aysha@indesore.com							
City :	Gazipur-1704	Auditee's official language(s) for written communications :	English							
Region :	South Asia	Other relevant languages for the auditee :	Bangla							
Country :	Bangladesh	Website of auditee (if applicable) :	www.indesore.com							
GPS coordinates :	N23.963148 E90.3941735	Total turnover (in Euros) :	17476547.71							
Sector :	Non-Food	Of which exports % :	100.00							
Industry :	Textiles, clothing, leather	Of which domestic market % :	0.00							
If other, please specify :	None	Production volume :	4,25,000 pieces per month							
Product Group :	Apparel	Production cost calculation :	No							
If other, please specify :	None	Lost time injury calculation cost :	No							
Product Type :	Sweater Items									

# Auditee's employment structure at the time of the audit

Total number of workers : 2669 Total nu	ber of workers in the production unit to be monitored (if applicable) :						
	MALE WORKERS	FEMALE WORKERS					
Permanent workers	1341	1094					
Temporary workers	0	0					
In management positions	6	0					
Apprentices	0	0					
On probation	149	79					
With disabilities	0	0					
Migrants (national citizens)	0	0					
Migrants (foreign citizens)	0	0					
Workers on the permanent payroll	1374	1093					
Production based workers	122	80					
With shifts at night	415	38					
Unionised	0	0					
Pregnant	-	21					
On maternity leave	-	18					



DBID : 345790 and Audit Id : 141700 Audit Type : Full Audit



# **Finding Report**

Deadline date:30/11/2019

#### Performance Area 1 : Social Management System and Cascade Effect

Audit Date : 02/01/2019

Full Audit [Audit Id - 141700] Audit Date: 02/01/2019 PA Score: D

# GOOD PRACTICES:

No good practice found in the performance area.

#### AREAS OF IMPROVEMENT:

Overall comments: During audit, it was observed that, the auditee partially fulfills the requirements of this performance area as 02 questionnaires (1.1, 1.4) have been marked as a partially. The reason behind "partially and yes" marking has mentioned as: 1.1: Factory management didn't have a good understanding on amfori BSCI requirements and it significances thought they are practicing to implement amfori BSCI in day to day business. Through showing some evidence towards integrating the amfori BSCI Code into the auditee business culture, factory management confirming their positive initiative and necessity of effective management system. 1.2: Factory management has engaged a senior level management person to look after and the implement the code in the factory. He has a good understanding on their supply chain as per office order he has a decision-making power. According to office order he has budget allocation authoritative power to implement amfori BSCI requirements at the facility. He is responsible for selecting and monitoring performance of business partner. 1.3: Factory management has developed a management system for selecting current and future business partners to find out their social performance capability with respect to the amfori BSCI requirements. Through their selecting and monitoring system they have selected business partners. In addition, Facility management communicate amfori BSCI Code of Conduct and Terms of Implementation with all business partners. Factory has categorized by high, medium and low for their business partners are important. Compliant procedure found in placed to handle the compliant raised by community and business partner. 1.4: Factory management has introduced a capacity as well as contingency planning but the policy was not in line with amfori BSCI requirements to meet the expectations of the delivery in times. Factory management have a good understanding of the production rate per production unit and production rate per worker. Based on conversation factory management it was observed that factory management has capability to develop social management system in the factory premises. They are aware on short term investments and long term solutions. They have started to trained related personnel e.g. merchandiser, marketing and sales to take into consideration not only price and quality but also willingness to respect the amfori BSCI requirements.

1.1 - In accordance with amfori BSCI questionnaire: Finding: It was noted through document review and management interview that, some area of improvements is identified under different Performance Areas, which is the evidence of gaps identified in the overall management system against amfori BSCI COC requirements.

কোম্পানি এই বিভাগে চাহিদা আংশিক অর্জন করেছে কারণ কোম্পানি এই বিভাগের প্রয়োজনীয় কাজগুলো সকল ক্ষেত্রে পুরোপুরি করে উঠতে পারেনি। (আমফরি বিএসসিআই সিওসি অলযায়ী)

1.4 - In accordance with BSCI questionnaire: Finding: It was noted that the facility management has done capacity planning but not in proper manner as they have not considered injury time, break time, etc in the planning. Moreover, they are practicing 09 hours as regular instead of 08 hours. কারখানার কর্তৃপক্ষ ক্যাপাসিটি পরিকল্পনা করিয়াছে কিন্ত ক্যাপাসিটি পরিকল্পনা এ অধিককাল কর্মঘন্টা সহ মোট ৯ ঘন্টা বিবেচনা করা হয়েছে। (আমফরি বিএসসিআই সিওসি অনুযায়ী)

#### Remarks from Auditee: We would take corrective action.



DBID : 345790 and Audit Id : 141700 Audit Date : 02/01/2019 Audit Type : Full Audit



Deadline date:30/04/2019

# Performance Area 2 : Workers Involvement and Protection

Full Audit [Audit Id - 141700] Audit Date: 02/01/2019 PA Score: C

GOOD PRACTICES:

No good practice found in the performance area.

#### AREAS OF IMPROVEMENT:

Overall Comments: During audit, it was observed that, the auditee partially fulfills the requirements of this performance area as 03 questionnaires (2.1,2.4 & 2.5) have been marked as a partially. The reason behind "partially and yes" marking has mentioned as: 2.1: Factory management has formed Participation Committee (PC) through collaboration of management and workers. Workers representative has been elected by workers. Records of election process checked and found fair election. This committee meeting is conducted ones in every two months. Where both (workers and management) trying to discuss about improving working conditions. Meeting minutes of PC forward to concern department as per aw. Besides Factory management has formed safety committee and comprises with worker and management and the meeting has conducted in regular basis. Workers representative of safety committee has selected by worker's representative of Participation Committee (PC). However workers are not aware of the workers' participation committee , its representative, their activities and function of the committee. 2.2: Facility has introduced a long-term goal, but the goal was properly in lined with amfori BSCI as well as long-term vision, mission and goal found at the facility which is revealing step by step approach towards the sustainable improvement. Factory management conducted risk assessments to identify appropriate protective measures for workers. Management have a good understanding of where the risks lie for workers or the magnitude and likelihood of those risks. Company has a policy with endorsement Mission, vision and goal would be discussed with all the PC members documented record found during record reviews. 2.3: Factory management is providing the training on company's rules, legal rights and other safety issues and workers were aware. Factory management has posted amfori BSCI New Version Code inside the production floor. Factory management has provided contracts letter and job description and keep one copy of both document in workers personal file. 2.4: On a regular basis factory management arranges training for owners, directors, newcomers, managers, workers, workers' representatives as well keep on update them concerning the amfori BSCI Code. Training materials were up to date. The person in charge for providing training is qualified. However, some interviewed workers were found not aware about the requirements of amfori BSCI Code of Conduct. 2.5: Factory management has introduced grievance procedure how the grievances would be handled and resolved. The Policy was in lined with amfori BSCI requirements as well as the policy define how to deal with "potential conflict of interest". Satisfaction survey was carried out at facility and ensure the worker participation in the survey as workers representative was part of that. But the employees were not aware about grievance procedure of the factory.

- 2.1 In accordance with Bangladesh labour Act 2006, Section 206: It was noted that the workers are not properly aware of the workers' participation committee, its representatives, their activities and the function of the committee.
  - কারখানার সাধারণ কর্মীরা গিসি কমিটি এর কর্মকান্ড, সদস্য এবং ভার কার্যপ্রণালী সম্পর্কে ভালোভাবে অবগভ নয়। (বাংলাদেশ শ্রম আইন ২০০৬ এর ধারা ২০৬)
- 2.4 In accordance with amfori BSCI questionnaire: Finding: It was noted that 25 out of 38 sampled workers of the factory were not aware about the requirements of amfori BSCI Code of Conduct.

কারথানার সাধারণ কর্মীরা বিএসসি আই কোড অফ কন্ডাক্ট সম্পর্কে সচেতন নয়। (আমফরি বিএসসিআই সিওসি অনুযায়ী)

2.5 - In accordance with amfori BSCI questionnaire: Finding: It was noted that facility has policy on grievance procedure for the workers, but few employees not aware about grievance procedure.

কারখানাটির শ্রমিকদের জন্য অভিযোগের নীতি আছে কিন্ধু শ্রমিক অভিযোগ সম্পর্কে ভালোভাবে অবগত নয়। (আমম্চরি বিএসসিআই সিওসি অনুযায়ী)

#### Remarks from Auditee:

We would take corrective action.

#### Performance Area 3 : The rights of Freedom of Association and Collective Bargaining

Full Audit [Audit Id - 141700] Audit Date: 02/01/2019 PA Score: A

Deadline date:30/04/2019

#### GOOD PRACTICES:

No good practice found in the performance area.

#### AREAS OF IMPROVEMENT:

Overall Comments: During audit, it was observed that, the auditee partially fulfills the requirements of this performance area as 01 questionnaires (3.4) has been marked as a partially. The reason behind "partially and NA" marking has mentioned as: During audit, it was noted through interaction with factory management, interview with workers and documents review that, the factory does not have labor union/collective bargaining agreements but they formed a PC (Participation Committee) through election basis. This committee meeting is conducted once in every two months. Where both (workers and management) trying to discuss about improving working conditions. Meeting minutes of PC also forward to concern department as per law. However workers are not aware of the workers 'participation committee, its representative, their activities and function of the committee while interviewing. Factory management has an open policy for form or joins union independently. PC members are not discriminated and all PC members have right to raise their voice. Factory management conducts Participation Committee meeting in regular basis. Workers are free to raise and inform their grievance to the management directly or through the members of PC (Participation Committee) also informed that they are not discriminated in any form benefits and all as well as freedom of movement is unimpeded.3.3 is marked as N/A due to local legal requirements: any union or collective bargaining is not mandatory to form. No trade union or workers' association is available in the factory, but workers has rights to form or join a union and no restriction was imposed by the factory management.

3.4 - In accordance with Bangladesh labour Act 2006, Section 206: Finding: It was noted that, 23 out of 38 workers were not properly aware of the workers' participation committee, its representatives, their activities and the function of the committee as per legal requirement. স্রামক/কর্মীরা তাদের অংশগ্রহণকারী কমিটি বা এর প্রভিলিধি অথবা তাদের কার্যপ্রণালী সম্পর্কে তালোভাবে জালেলা (আমফরি বিএসসিআই সিওসি অনুযায়ী)

#### Remarks from Auditee: We would take corrective action.



DBID : 345790 and Audit Id : 141700 Audit Date : 02/01/2019 Audit Type : Full Audit



Deadline date:30/04/2019

#### Performance Area 4 : No Discrimination

Full Audit [Audit Id - 141700] Audit Date: 02/01/2019 PA Score: C

#### GOOD PRACTICES:

No good practice found in the performance area.

#### AREAS OF IMPROVEMENT:

Overall Comments: During audit, it was observed that, the auditee partially fulfills the requirements of this performance area as 01 questionnaires (4.1) has been marked as a partially. The reason behind "partially " marking has mentioned as: During close door interview no complaint on discrimination revealed from workers. No discrimination on hiring which was evident by reviewing the documentation. Also, interviewed workers informed that they are not discriminated regardless of race, caste, religion, age, gender or marital status. Workers are equally treated in the factory in case of promotion, benefits etc. Overtime opportunity for all workers is equal. Factory management has separate policy concerning to discrimination incompliance with law which is strictly prohibited at workplace. Factory has posted that policy in different prominent places i.e. notice board and inside the production floor. The factory management has conducted periodic satisfaction surveys on the grievance mechanism, harassment, discrimination etc. to their workers. Factory management has solved the all grievances which raised by the workers and logged. No internal assessment has been carried out to identify the most common ground and areas therein the company where discrimination might happen.

4.1 - In accordance with amfori BSCI questionnaire: Finding: It was noted that facility management did not conduct any internal assessment on the most common ground or common areas inside the factory where discrimination may arise.
(কাল কোল অঞ্চল বৈষম্য আবির্ভত হতে পারে তা লির্প্য করা হয়নি। (আমফরি বিএসসিআই সিওসি অন্যায়ী)

Remarks from Auditee:

We would take corrective action.

#### Performance Area 5 : Fair Remuneration

Full Audit [Audit Id - 141700] Audit Date: 02/01/2019 PA Score: A

Deadline date:

#### **GOOD PRACTICES:**

No good practice found in the performance area.

#### AREAS OF IMPROVEMENT:

Overall Comments: During audit, it was observed that the auditee fulfills the requirements of this performance area. The reason behind "yes" marking has mentioned as: 5.1: Factory management is providing industry minimum wage BDT. 5300 for assistant operator Payment, also facility has provided increment annually. Besides workers are also getting increment as per local law. 5.2: Wages are paid within 7th working day after completion of each wage period (1st to 30th/31st). During worker interview session workers confirmed and expressed their satisfaction for timely payment. 5.3: Reviewing their wage structure it was observed factory management is providing wage based on their skilled. No deviation has identified on that. 5.4: Though facility is paying minimum was to worker lowest salary is being paid BDT.5300 at grade 7 and to other grade minimum wage also being paid and facility was calculated living wages properly. Note that, living wage of this region is BDT 13617. 5.5: Casual, annual and sick leave are provided to all the workers. Factory management has provision to provide Maternity leave and benefits. Facility has provision to provide leave to workers who was being entitled. Facility has clearly narrated compensation benefits policy endorsed by top management as well as incompliance with Bangladesh labor law and rules to pay all legally mandated benefits. Factory management has group insurance policy for all the workers. 5.6: No illegal deduction was observed from the audit process.

Remarks from Auditee:



Page 9/19 Generated on:14/01/2019

DBID : 345790 and Audit Id : 141700 Audit Date : 02/01/2019 Audit Type : Full Audit



# Performance Area 6 : Decent Working Hours

Full Audit [Audit Id - 141700] Audit Date: 02/01/2019 PA Score: D

#### GOOD PRACTICES:

No good practice found in the performance area.

#### AREAS OF IMPROVEMENT:

Overall Comments: During audit, it was observed that, the auditee partially fulfills the requirements of this performance area as 02 questionnaires (6.1,6.2) have been marked as a partially. The reason behind " Yes and partially" marking has mentioned as: 6.1: The factory management has displayed notice regarding the working hours, overtime hours, lunch breaks, weekly and festival holidays on notice boards. They have collected working hour approval from concern authority. Regularly working hour of the factory is 48 hours weekly and 08 hours in a day. However, few workers found worked for 9 hours in a day on regular basis. The person in charge for recruitment was aware on legal limit of regular working hour. 6.2: During randomly checked sample months working hour raplysis it was observed that overtime hours have not exceeded the legal limit. Hours of work found within the legal limit during the sampled month working hour review. Overtime work is voluntarily in the factory. Factory management has policy on working hour respect to the legal obligations. Factory management paying premium rate (200% of basic wage of per hour) for overtime. However , few workers found worked for 9 hours in a day on regular basis and consider overtime after 9 hours in a day. 6.3: Reviewed last 12 months' payroll and time records and among 12 months' auditor randomly checked 03 months' payroll and time records. Workers getting 01-hour lunch / rest break. All employees have full access of to go toilets without prior notice within working hour. Workers shared that they know about the resting breaks and this resting area found quite effective. 6.4: No weekend work has been identified over the sampled months review. Workers are getting one day off after every six consecutive working days.

6.1 - In accordance with BSCI questionnaire: Finding: It was noted that, for 11 out of 38 workers regular working hour is 07:00 AM to 05:00 PM (with 01-hour lunch break) which is 09 hours instead of 08 hours.

দৈনিক কর্মঘন্টা সকাল ৭ হইতে বিকাল ৫ পর্যন্ত যা ৯ ঘন্টা । (আমফরি বিএসসিআই সিওসি অনুযায়ী)

6.2 - In accordance with BSCI questionnaire: Finding: It was noted that, through the sample reviewed months, it was noted that facility didn't not considered overtime hour as per law for 11 out of 38 workers. Note that facility consider overtime after 9 hours of work instead of 08 hours.

অভিরিক্ত কর্মঘন্টার হিসাব আইন অনুযায়ি হয়না। (আমফরি বিএসসিআই সিওসি অনুযায়ী)

Remarks from Auditee: We would take corrective action.



Deadline date:30/04/2019

DBID : 345790 and Audit Id : 141700 Audit Date : 02/01/2019 Audit Type : Full Audit



# Performance Area 7 : Occupational Health and Safety

Full Audit [Audit Id - 141700] Audit Date: 02/01/2019 PA Score: B

#### GOOD PRACTICES:

No good practice found in the performance area.

### AREAS OF IMPROVEMENT:

Overall Comments: During audit, it was observed that, the auditee partially fulfills the requirements of this performance area as 09 questionnaires (7.1, &7.3,7.5,7.6,7.7,7.10,7.16,7.17,7.19) have been marked as a partially. The reason behind "Yes, partially and NA" marking have mentioned as: Factory management is trying to develop their health and safety condition. Factory management has a policy on health and safety. Factory management has formed an occupational health and safety committee as the representatives were found in the factory and the documents. To implement the health and safety regulations and amfori BSCI requirements at the factory facility has internal audit protocol but facility did not ensure the participation of the workers and their representative throughout the process. As no proper separation is not existed between medical room and child care room diseases can be transmitted. Risk assessment has not been in few areas of the factory and relevant workers were not trained. Facility has an emergency response team including firefighter, rescuer, fist aide responder but amongst them few are not properly trained. Management has provided Personal protective equipments at free of cost but few workers were not using Personal protective equipment during audit. MSDS has not posted for few chemicals as well as secondary containment. The facility continuing the business in line with the regulations on occupational health and safety relevant for its activity. Still there has not occurred any major accident which indicates any contingencies, related to a lack of observance towards the occupational health and safety regulations. Facility has regularly recorded accident and injury analysis is conducted but did not calculate lost time and it's monetary values as per amfori BSCI requirement to improve the occupational health and safety procedures. Facility management has allocated adequate human and financial resources to ensure identification of risks. Workers of factory are free to move during any emergency evacuation without seeking any permission. Factory management has providing the training on different types of topics i.e. health and safety, use of Personal protective equipment, firefighting, first aid and emergency drills. Facility has developed emergency procedure which has been displayed to the notice boards. Facility also visually displayed the accident and emergency procedure the easy understanding of general workers and guide the first aid providers. Facility has displayed warning signs where needed. Factory management is conducting fire drills in regular interval. Factory management has qualified electricians to look after the electrical system. Few existing floor plan were not matched with approved floor layout plan as well as evacuation map found mismatched with physical floor plan at few areas. Facility management has done emergency procedure of trauma and serious illness but workers and responsible persons have inadequate knowledge. Facility has kept firefighting equipment to all required places where needed and also maintenance has been done on regular basis. During the audit, no exit door was found in blocked or locked condition. All exit was found clearly marked and illuminated with back-up power system. Evacuation plans has been posted in local language and it is placed showing the closest escape routes including emergency exits. The width of all exit doors was found within acceptable limits. Factory has trained first aider to provide first aid treatment issue. Factory management is providing pure drinking water to its workers. Safety guard of machines were found in appropriate place. Machine safety guard found inplace for most of the machine. Facility has operative canteen in the factory premises. Medical information has displayed where workers can get their information and support. Factory management provided workers dining and canteen facility in factory premises. Exhaust systems was available in the toilets. Valid water test report was evident during audit. Facility has no transport and dormfacility for its workers hense 7.23 and 7.24 is marked as not applicable.

- 7.1 In accordance with amfori BSCI questionnaire: Finding: a) It was noted that the facility management did not involve workers representatives and workers in the drifting and enforcement of the internal audit and procedure on occupational health and safety. b) It was noted that facility has designated medical room and child care room, but medical room and child care were found without properly segregated. Thus, transmittable diseases could easily transfer to the child care room and the child could be infected easily.
  ক) কারখালায় স্বাস্ত্য ও লিরাণত্তা বিষয়ে অন্তন্তরীপ পদ্ধতিতে এবং কার্যকরকরণে কর্মীদের প্রতিলিধি ও শ্রমিকদের পুরোপুরি অন্তর্ভুক্ত ছিল লা থ) কারখালায় ডাক্তার রুম ও চাইল্ড (কর্যার রুম পুরোপুরি আলাদা করা (লই। (আমফরি বিএসসিআই সিওসি অলুযায়ী)
- 7.3 It was noted that the facility management did not assess the risk for child care room, bonded ware house, wastage area and trained the relevant employees to identify better ways to protect workers from hazard or accident. কারখালা কর্ত্পক্ষ চাইন্ড কেয়ার রুম, গুদাম এলাকার, বর্জ রাখার স্থান এর ঝুঁকি নিরুপন ও প্রশিক্ষণ প্র প্রদান করা হয়নি (আমফরি বিএসসিআই সিওসি অনুযায়ী)
- 7.5 In accordance with Bangladesh Labour Rules 2015, Rule 55 (10) & (14): It was noted that a) fire drills are not noticed before 15 days to the fire department as required by the law. b) 03 out of 04 fire fighters are not aware about firefighting equipment's. বাংলাদেশ শ্রম বিধি ২০১৫, অনুচ্ছেদ ৫৫ (১০) এবং (১৪) দ্বারা নির্দেশিত নিয়ম অনুযায়ী ক. কোম্পানিতে অগ্নি মহড়া করার সূর্বে কায়ার সার্ভিস ও সিভিল ডিকেন্স এ নোটিশ করা হয়নি। থ. অগ্নি নির্বাগক দলের সদস্য রা আগ্ন নির্বাগন প্রক্রিয়া সম্পর্কে ভালো ভাবে জালে লা (আমকরি বিএসসিআই সিওসি অনুযায়ী)
- 7.6 In accordance with Bangladesh Labour (Amendment) Law, 2013, section: 78 (a-1): It was noted that, a) around 30% jacquard section workers not using ear plug during working time, b) around 35% of workers were not using face mask at winding, trimming and mending section during work, c) safety shoes and hand gloves were not using 04 out 04 employee of maintenance section. ক. ইয়ার প্লাগ ব্যবহার করছিলো না জ্যাকার্ড (সকশন এর কর্মীরা। থ. মুখেশে ব্যবহার করছিলো না উইন্ডিং, লিঙ্কিং এবং ট্রিমিং সেকশন এর কর্মীরা। গ. মেইনটেন্যান্স সেকশন এর কর্মীরা হাত মোজা এবং জুতা ব্যবহার করছিলো না। (আমকরি বিএসসিআই সিওসি অনুযায়ী)
- 7.7 In accordance with rule 68 (10) of the Bangladesh Labour rules 2015: Finding: It was noted that, a) machine was oil found without secondary containment and unknown chemical found without MSDS, label and secondary containment at basement. ধারক ছিল না মেশিন ভেল এর জন্য এবং কেমিক্যাল এর ড্রাম, ডাইস এর এম এস ডি এস ও ধারক ছাড়া রাখা ছিল। (আমফরি বিএসসিআই সিওসি এবং বাংলাদেশ শ্রম বিধি, ২০১৫ এর বিধিমালা ৬৮ (১০) অনুযায়ী)
- 7.10 In accordance with amfori BSCI questionnaire : Finding: It was noted that, the Factory has recorded injuries but has not conduct proper analysis of the occupational accidents/injury as per amfori BSCI requirement including lost time injury calculation and monetary value. কারখানার পেশাগত আঘাত / দুর্ঘটনাবলি রেকর্ড করেছে, কিন্তু বি এস সি আই নীতিমালা অনুযা্যী বিশ্লেষণ করা হয়নি (দুর্ঘটনা / আঘাতের কারণে নষ্ট হওয়া সময়ের হিসাব সহ) (আমফরি বিএসসিআই সিওসি অনুযা্যী)
- 7.16 In accordance with Bangladesh Labour Rules 2015, Section 55 (8): It was noted that, existing floor layout plan of ground, 1st and 3rd were not matched with approved plan e.g. it has shown that, physically ground floor has wastage store, maintenance room, generator room idle machine area but evacuation plan showed no wastage store, maintenance room, generator room idle machine area. Likewise, spot removing room the 2nd and 3rd floor, but it has shown there is no spot removing room.
  কারখালার সকল জায়গায় এভাকুয়েশল স্ল্যাল হাগিত হলেও কিছু জায়গায় সঠিক ভাবে করা হয় লি।(বাংলাদেশ শ্রম ধারা ২০১৫ এর ধারা ৫৫)
- 7.17 In accordance with Bangladesh Labour Law 2006, section 63(1) D (3): Finding: It was noted through plant tour that around 20% temporary



Deadline date:30/04/2019

DBID : 345790 and Audit Id : 141700 Audit Date : 02/01/2019 Audit Type : Full Audit



sample linking machines safety guards found missing at linking section.

কারখনা গরিদর্শনের সময় নিশ্ন লিখিত মেশিনের নিরাপত্তা সংক্রন্থে অভাব পরিলক্ষিত হয়- লিঙ্কিং বিভাগে আনুমানিক ২০% টেম্পোরারি আইডেল লিঙ্কিং মেশিনের নিরাপত্তা গার্ড ছিল না (বাংলাদেশ শ্রম আইন ২০০৬ অনুযায়ী, ধারা – ৬৩ (১) (ঘ)

7.19 - In accordance with amfori BSCI questionnaire: Finding: It was noted that, facility management has done emergency procedure of trauma and serious illness. However, workers and responsible persons have inadequate knowledge about trauma and serious illness. কারখানার কর্তৃপক্ষ উমা ও গুরুতর অসুস্থতার ঘটনাগুলি জনিত জরুরি ব্যবস্থার সময় করণীয় পদ্ধতি ছিলো কিন্তু এ বিষয়ে দায়িত্বপ্রাপ্ত দের জ্ঞাল কম ছিল। (আমফরি বিএসসিআই সিওসি অন্যায়ী)

#### Remarks from Auditee:

We would take corrective action

#### Performance Area 8 : No Child Labour

Full Audit [Audit Id - 141700] Audit Date: 02/01/2019 PA Score: A

Deadline date:

#### GOOD PRACTICES:

No good practice found in the performance area.

#### AREAS OF IMPROVEMENT:

Overall Comments: During audit, it was observed that the auditee fulfills the requirements of this performance area. The reason behind "yes " marking has mentioned as: 8.1: No child workers were observed in the factory premises. All workers are hired by the Human Resource Department only and during hiring age factory considered that employees minimum age should be 18 years of old or more. The factory has a policy on prohibition of child labour which stated that the factory does not permit child labour at any manner. 8.2: The factory management preserves copy of Birth Certificates, Educational Certificates and National ID Card in each worker's personal file for better verification of age of them. All workers having identification card. Person in charge in human resource is adequately trained on age verification process. 8.3: Factory management has a systematic analysis of circumstance of child labour occur. 8.4: Factory management has good understanding on child labour eradicated and if found then how we rehabilitated into society. Facility management has developed child labour policy and child labour remediation policy but policy.

#### Remarks from Auditee:

#### Performance Area 9 : Special protection for young workers

Full Audit [Audit Id - 141700] Audit Date: 02/01/2019 PA Score: A

Deadline date:

#### GOOD PRACTICES:

No good practice found in the performance area.

# AREAS OF IMPROVEMENT:

Overall Comments: During audit, it was observed that the auditee fulfills the requirements of this performance area. The reason behind "yes and NA" marking has mentioned as: During the plant tour, no young-looking workers were observed in the factory premises. Minimum hiring age of the factory is 18 years of old. Factory management has verified the age of the workers during recruitment. However, factory management has developed a detailed written policy and procedure if they ever find any young workers. They have clearly mentioned in their policy that they would comply with local law in terms of working hour, health & safety requirements for young workers. Point 9.6 is not applicable as there is no young looking workers were observed in the factory.

Remarks from Auditee:



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DBID : 345790 and Audit Id : 141700 Audit Date : 02/01/2019 Audit Type : Full Audit



# Performance Area 10 : No Precarious Employment

Full Audit [Audit Id - 141700] Audit Date: 02/01/2019 PA Score: A

#### GOOD PRACTICES:

No good practice found in the performance area.

Deadline date:31/07/2019

#### AREAS OF IMPROVEMENT:

Overall Comments: During audit, it was observed that, the auditee partially fulfills the requirements of this performance area as 01 questionnaires (10.2) has been marked as a partially. The reason behind "partially and yes" marking has mentioned as: 10.1: Factory management respects social security of workers. They maintained work cycles properly. Through interview with workers and documents review it was identified that no workers been deprived by factory management. Factory management has included workplace disciplinary practices including appealing procedures in the worker's contract forms. However, workers job descriptions are described in the employment conditions and already communicated to the newly joined workers. The factory management recruits the workers through advertisement or internal reference. Workers are selected based on the result of the examination taken on working skill of workers during the recruitment process. Factory management has not recruited any worker on temporary or contract basis. 10.2: Factory management issues appointment letter to the all workers and ID card to all the employees of the factory. But ID cards found not in local language and in prescribed format. The personal files of workers are maintained by the factory. Nominee form in prescribed format found missing in most of the workers' personal file as facility management is not maintained same. 10.3: Workers service book is updated. Workers job contract included with description of duties and responsibilities in the personal file. Factory management is providing workers' handbook to its worker. H Facility maintain respective workers nominee form in prescribed format in their personal file as well as did not provide Identity card in local language with required information. 10.4: Factory management has good understanding additional risk for arrangements of apprenticeship schemes, seasonal workers.

# 10.2 - In accordance with Bangladesh Labor Rule-2015, Rule-118: Finding: It was noted that provided ID cards to the workers were found not in local language. Moreover, no nominee form found maintained by factory management. স্রমিকদের আইডি কার্ড স্থানীয় ভাষায় পাওয়া যায় লি । উপরোক্ত, কর্তৃপক্ষ শ্রমিকদের কোলো নমিনী ফর্ম রাখে লা। (বাংলাদেশ শ্রম বিধি ২০১৫ এর বিধি-১১৮) (আমফরি বিএসসিআই

শ্রামকদের আহীড কাড স্থানীয় ভাষায় পাওয়া যায় লি। উপরোক্ত, কর্তৃপক্ষ শ্রামকদের কোলো নামনী ফর্ম রাথে না। (বাংলাদেশ শ্রম বিধি ২০১৫ এর বিধি-১১৮) (আমফার বিএসাসআই সিওসি অনুযায়ী)

#### Remarks from Auditee:

We would take corrective action

#### Performance Area 11 : No Bonded Labour

Full Audit [Audit Id - 141700] Audit Date: 02/01/2019 PA Score: A

Deadline date:30/04/2019

#### GOOD PRACTICES:

No good practice found in the performance area.

#### **AREAS OF IMPROVEMENT:**

Overall Comments: During audit, it was observed that, the auditee partially fulfills the requirements of this performance area as 01 questionnaires (11.4) has been marked as a partially. The reason behind "yes and NA" marking has mentioned as: Factory management does not engage any force labor, bonded labor. They developed a well procedure of no bonded labor. Manager and supervisor level were well aware on bonded labor policy. Employees are free to leave factory and no restriction on workers freedom of movement in the premises. No pressure from security guards to hold workers once they get authorized leave from management. During interview, workers confirmed that all of their dues correctly paid in case they want to leave factory for better opportunity. During documents review no evidence of any punishment were found also randomly selected sampled workers are not found aware on disciplinary procedure of the company.

11.4 - In accordance with BSCI questionnaire: Finding: It was noted through worker's interview that 23 out of 38 workers were found not aware about the disciplinary procedure of the factory management.

কারখানার শাস্তিমূলক পদ্ধতি সম্পর্কে ৩৮ জনের মধ্যে ২৩ জন শ্রমিকরা সচেতন নয়। (আমফরি বিএসসিআই সিওসি অনুযায়ী)

# Remarks from Auditee:

We would take corrective action.



DBID : 345790 and Audit Id : 141700 Audit Date : 02/01/2019 Audit Type : Full Audit



# Performance Area 12 : Protection of the Environment

Full Audit [Audit Id - 141700] Audit Date: 02/01/2019 PA Score: A

#### GOOD PRACTICES:

No good practice found in the performance area.

AREAS OF IMPROVEMENT:

Overall Comments: During audit, it was observed that, the auditee partially fulfills the requirements of this performance area as 01 questionnaires (12.5) have been marked as a partially. The reason behind "yes and partially" marking have mentioned as: 12.1: Factory management has been assessed environmental impact assessment by third-party service provider company. As per the assessment report, no significant impact was identified by existing production process. Stack air emission, noise level, temperature and humidity was carried out at respective areas. 12.2: Environmental policy and procedure is up to date. Workers aware of the company policy and procedures for waste management. 12.3: No legal permit of environmental aspect is required from department of environment as this is not required based on nature of production process. 12.4: The facility has managed all kinds of waste including packaging materials in an environmentally safe condition. No burning waste in open fires. 12.5: Factory management understand the importance of proper water management. Risk assessment has been carried out over the period on water waste reduction. Factory management has no system to preserve and harvesting of rain water to ensure better environment in the premises and reduce pressure on ground water. Management is trying to increase awareness of water waste reduction through some awareness session.

# 12.5 - In accordance with BSCI questionnaire: Finding: It was noted that management has no system to reserving rain water but they have taken initiative on it. Moreover, factory has not done proper identification of water springs, rivers, lakes and other water ecosystems in the area. কারখানার কর্তৃপক্ষ বৃষ্টির পানি সংরক্ষণের কোলো উদ্যোগ নেম্নি। উপরক্ত, কর্তিপক্ষ পানির উৎস গুলো নির্ণম করেনি।

# Remarks from Auditee:

We would take corrective action

#### Performance Area 13 : Ethical Business Behaviour

Full Audit [Audit Id - 141700] Audit Date: 02/01/2019 PA Score: A

Deadline date:30/04/2019

Deadline date:30/04/2019

#### GOOD PRACTICES:

No good practice found in the performance area.

#### AREAS OF IMPROVEMENT:

Overall Comments: During audit, it was observed that, the auditee partially fulfills the requirements of this performance area as 01 questionnaires (13.1) has been marked as a partially. The reason behind full and partially marking has mentioned as: Factory management has developed an Anti-Bribery Policy but did not communicate with employees as well as business partner. During audit, no corruption or bribery related issues were noticed from the interview. The factory management has identified the possible risky area for bribery policy of the factory to ensure the non-involvement in any type of bribery. Factory management has not introduced any reward system if someone help them out to identified corruption and bribe. Factory management has identified the postivition. They were well understood about severity of unethical behavior.

13.1 - In accordance with amfori BSCI Questionnaire: It was noted that a) facility management has policy on anti-corruption and bribery but they did not communicate with workers and employees of related area. b) Facility management has not communicated anti -corruption policy with their business partners. c) Facility management has not done any reward system for identification of any corruption and bribery. কারখালয় দুর্লীতি বিরোধী নীতি লেই ও দুর্লীতি ও ঘূষের জন্য সম্ভাব্য ঝুঁকিপূর্ণ এলাকা চিহ্নিত করা হমলা ২বং ঘূষ বিরোধী নীতি ব্যবসায়িক পার্টনারদের সাথে যোগাযোগ করা হম লা । কোল

পুরুষ্কারের ব্যবস্থা নাই। (আমফরি বিএসসিআই সিওসি অনুযায়ী)

#### Remarks from Auditee: We would take corrective action.

Trade with purpose BSCI

DBID : 345790 and Audit Id : 141700 Audit Date : 02/01/2019 Audit Type : Full Audit



Summary	/															
Audit Type	Date	Audit Id	PA1	PA2	PA3	PA4	PA5	PA6	PA7	PA8	PA9	PA10	PA11	PA12	PA13	Overall Rating
Full Audit	02/01/2019	141700	D	с	A	с	A	D	в	A	A	A	A	A	A	С



DBID : 345790 and Audit Id : 141700 Audit Type : Full Audit Audit Date : 02/01/2019







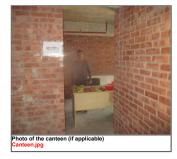
Photo first aid facilit Doctor room.jpg

























DBID : 345790 and Audit Id : 141700 Audit Type : Full Audit Audit Date : 02/01/2019



































DBID : 345790 and Audit Id : 141700 Audit Type : Full Audit

Audit Date : 02/01/2019



































oto of chemical storage room (if applicable) uent Treatment Plant (ETP).jpg

DBID : 345790 and Audit Id : 141700 Audit Type : Full Audit Audit Date : 02/01/2019







o of the inside ng section.jpg







