



Sedex Members Ethical Trade Audit Report

Version 6.1



Audit Details				
Sedex Company Reference: <i>(only available on Sedex System)</i>	ZC421890422	Sedex Site Reference: <i>(only available on Sedex System)</i>	ZS421890601	
Business name (Company name):	Silme Bag Industries Ltd			
Site name:	Silme Bag Industries Ltd			
Site address:	Dendabor East Para, Polashbari, Savar Cantonment Ashulia, Savar Dhaka 1339 BD	Country:	BD	
Site contact and job title:	Md. Shamim Sarker / Manager- HR, Admin & Compliance			
Site phone:	+880197-4446006	Site e-mail:	rana.scs2@gmail.com	
SMETA Audit Pillars:	<input checked="" type="checkbox"/> Labour Standards	<input checked="" type="checkbox"/> Health and Safety (plus Environment 2-Pillar)	<input type="checkbox"/> Environment 4-pillar	<input type="checkbox"/> Business Ethics
Date of Audit:	2023-12-05			

Audit Company Name:
URS Certification Limited

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:	Md. Hasan	APSCA Number:	21703925
Additional Auditors:			
Date of declaration:	2023-12-05		

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. Shamim Sarker
Title:	Manager- HR, Admin & Compliance
Date of declaration:	2023-12-05
Comments:	<p><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></p>
None	

Summary of Findings

Issue <i>(please click on the issue title to go direct to the appropriate audit results by clause)</i>	Area of Non-Conformity		Number of issues			Findings
	ETI	Local Law	NC	Obs	GE	
<u>0A - Universal rights covering UNGP</u>			0	1	0	Obs - ZAF600263940
<u>0B - Management systems and code implementation</u>	0.B.3		1	0	0	NC - ZAF600263934
<u>1 - Freely chosen employment</u>			0	0	0	
<u>2 - Freedom of association and right to collective bargaining are respected</u>	2.1	§1	1	0	0	NC - ZAF600263936
<u>3 - Working conditions are safe and hygienic</u>	3.1 3.1 3.1 3.1 3.1 3.1 3.1 3.1 3.1 3.1 3.3 3.3	§10 §11 §12 §2 §3 §4 §5 §6 §7 §8 §9	11	0	0	NC - ZAF600263935 NC - ZAF600263937 NC - ZAF600263938 NC - ZAF600263939 NC - ZAF600275627 NC - ZAF600275628 NC - ZAF600275629 NC - ZAF600275630 NC - ZAF600275631 NC - ZAF600275632 NC - ZAF600275633
<u>4 - Child labour shall not be used</u>			0	0	0	
<u>5 - Living wages are paid</u>			0	0	0	
<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>			0	0	0	
<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	Bangladesh Labor Act - 2006 (Amendment-2013), Section-205 (6): In the case of an establishment where there is no trade union, representatives of the workers on a participation committee shall be elected in the prescribed manner from amongst the workers engaged in the establishment for which the participation committee is constituted.
§2	Bangladesh Energy Regulatory Commission Act-2003, Section-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; (e) energy storage.

§3	Bangladesh Labour Rules, 2015, Section 58 (7): All of the electric wiring and switch boards have to be complete by the non-passing elements through 'conceal wiring'.
§4	Bangladesh Labor Rules 2015- Rule 51. Toilet and wash room: (1) As per the section 59, the number, location and cleanliness of the toilets and wash room should be in accordance with the schedule-2. and schedule-2(1) Number of toilets: As per section 59, each establishment shall have provision for following number of toilets, namely:--- (a) In case of female workers, one toilet for each 25 females up to the first 100 and one for each 50 next; (b) In case of male workers, one toilet for each 40 males up to the first 100 and one for each 60 next. Explanation:-- As per this clause, in case of reckoning number of necessary toilets, less than 25, 40, 50 and 60 workers shall be treated to be respectively 25, 40, 50 and 60 workers.
§5	Bangladesh Labour Act, 2006, Section 79 (e): To give notice of any corrosive chemicals and of precautions to be taken in their use. Bangladesh Labor Rules 2015, Rule 68 (10: 0) The owner shall place Material Safety Data Sheet (MSDS) of dangerous materials in an easily noticeable place so that the employed worker can be well informed about the possible hazards.
§6	Bangladesh Labor Act 2006, Section 62 (4): In every establishment every window, or other exit affording means of escape in case of fire, other than the means of exit in ordinary use, shall be distinctively marked in Bangla and in red letters of adequate size or by some other effective and clearly understood sign.
§7	Fire Service & Civil Defence Ordinance, 2003, Section 4 (1 & 2): 1) Any person wishes to use any building or place as warehouse or workshop need to obtain license from the director general under the provision of this act or rules. (2): Any person having a license for any building or place with to use as warehouse or workshop obtained under the provision of any act existed prior to this act need to apply with applicable fees immediately within 3 months from the date of effectiveness of this act for that area. During the period of consideration of the application the building or place under the license can be used as warehouse or workshop.
§8	Bangladesh Labour Rules, 2015, Rule 353 (1): Before use, change or expansion of any houses, building or premises as factory, approval in writing of the inspector general or any officer empowered by him shall be taken. Provided, however, that the inspector general or any officer empowered by him shall not sanction any approval without any inspection on the spot.
§9	Bangladesh Labor Act 2006 (Amendment 2018), Section 93: "93. dining room, etc. (1) Provision of sufficient number of suitable dining rooms with provision of drinking water for the workers of every such establishment generally employing more than 25 (twenty five) workers to eat food brought with them and rest; and To be maintained:
§10	Bangladesh Labour Act, 2006, Section 63 (1- d, 3): 1) In every establishment the following shall be securely fenced by the safeguards of substantial construction which shall be kept in position while the part of machinery required to be fenced are in mention or in use, namely- (d) unless they are in such position or of such construction as to be as safe to every person employed in the establishment as they would be if they were securely fenced- (iii) every dangerous part of any machinery:
§11	Bangladesh Labour Rules, 2015, Rule 67 (2 & 3): 2) In addition to 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, ear muffs, ear plugs, waist belts, aprons etc. and arrange training programs for the workers in using these materials and ensure their usage. 3) No worker can be employed in the relevant works without ensuring safety and health protection measures and the training related therewith. In addition, personal safety equipment's must be preserved in accordance with Information Form-23.

§12	Bangladesh Labour Rules-2015, Schedule-4 (1) (b): To identify professional risks and deficiencies related to health and safety as per check list prepared under this schedule and recommend to owner or authority necessary measures to remove them.
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Site Details

Site Details		
Company Name	Silme Bag Industries Ltd	
Site Name	Silme Bag Industries Ltd	
GPS location (if available)	GPS Address:	Dendabor East Para, Polashbari, Savar Cantonment Ashulia, Savar Dhaka- 1339, Bangladesh
	Coordinates:	23.9237728N; 90.2682533E
Applicable business and other legally required licence numbers and documents, for example, business license number, liability insurance, any other required government inspections	Factory License No:20141/Dhaka, Class "A" Category issued by Department of Inspector General of Industries (Govt. of the People's Republic of Bangladesh), which is valid till 30 June 2024. Fire License No: AD/Dhaka/36852/2017 issued by Bangladesh Fire Service & Civil Defence Authority, which is valid till 30 June 2023. Trade License: Number 000635, Trade license no: 20182617239000635; issues by Sanirvar Dhamsona union parishad which is valid up to 30 June 2024.	
Products/Activities at site, for example, garment manufacture, electricals, toys, grower, cutting, sewing, packing etc	All Kinds of Jute bag, Non-Woven bag & cotton bag. Process: Cutting-Sewing- Printing- Quality -Packing.	
Site description: (Include size, location, and age of site. Also, include structure and number of buildings)	The factory has incorporated and started its' operation from the year 2017 in the current location. Total floor area occupied facility is about 9000square feet for production, ware house and office area. Location of the factory is Dendabor East Para, Polashbari, Savar Cantonment, Ashulia, Savar. In view of facilities, there are 4 shades. The main product manufactured by the factory was Jute bag, Non-Woven bag & cotton bag. Production processes included Cutting-Sewing- Printing- Quality -Packing.	

Structure and number of buildings	Building Name:		Shade 1
	Floor	Description	Remark
	Ground floor	Security Section, Printing Section, Office Area, Compressor area, Substation, Off set Printing, Auto bag cutting.	On site visit
	Building Name:		Shade 2
	Floor	Description	Remark
	Ground floor	Sewing Section, Iron Section.	On site visit
	Building Name:		Shade 3
	Floor	Description	Remark
	Ground floor	Godown, Packing section, Finished goods, Cutting Section	On site visit
	Building Name:		Shade 4
Floor	Description	Remark	
Ground floor	Generator Facility	On site visit	
Visible structural integrity issues (large cracks) observed?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Please give details: No cracks found during the audit day		
Does the site have a structural engineer evaluation?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please give details: The authorized engineering firm evaluated the building.		
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	January to December		
Process overview	All Kinds of Jute bag, Non-Woven bag & cotton bag Production processes included Cutting--sewing- printing Quality--packing. The production capacity were 413400 pieces monthly. Main machines are- Compressor machine, Cutting Machine, Sewing Plane Machine, Over lock machine, Flat Lock machine, Knife cutter machine, Full auto bag making machine, Auto printing machine, Flexo Machine, Generator		
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 type="checkbox"/> Yes <input checked="" 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:
Were all site provided accommodation buildings included in this audit	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Please give details: The facility did not provide any accomodation to the workers.

Audit Parameters		
Time in and time out	Day 1	
	In	09:35
	Out	18:20
Audit type:	PERIODIC	
Was the audit announced?	ANNOUNCED	
Was the Sedex SAQ available for review?	No	
Any conflicting information SAQ/Pre-Audit Info to Audit findings?	No	
Who signed and agreed CAPR	Md. Shamim Sarker / 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>	N/A, there is no trade union at this facility. The workers representative was present in the opening meeting.		
<i>Reason for absence during the audit</i>	N/A, there is no trade union at this facility. The workers representative was present in the opening meeting.		
<i>Reason for absence at the closing meeting</i>	N/A, there is no trade union at this facility. The workers representative was present in the opening 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	24	0	0	0	0	0	0	24
Worker numbers - female	34	0	0	0	0	0	0	34
Total	58	0	0	0	0	0	0	58
Number of Workers interviewed - male	4	0	0	0	0	0	0	4
Number of Workers interviewed - female	6	0	0	0	0	0	0	6
Total - interviewed sample size	10	0	0	0	0	0	0	10

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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please give details:
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: NA

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:	1 group of 4 workers
Number of individual interviews:	Male: 3 Female: 3
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?	No complaint raised by the worker in the interview process.
What did the workers like the most about working at this site?	Facility management is providing wages and overtime payment on time, Eid bonus, Maternity, paidleave facility and earn leave encashment to workers. No issue of harassment or abuse / Discrimination / Force labour was noted from the interview. Behaviour of the management is positive and they feel secured to work here.
Any additional comment(s) regarding interviews:	They are happy with the good working environment and cooperative management.
Attitude of workers to hours worked:	Workers were found positive and professional about their work. No complaints against management were observed during worker interview. It was also confirmed that overtime is voluntary, no discrimination or inhumane treatment done or supported by the management. They have a good communication between workers and management.
Is there any worker survey information available?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Please give details:

Attitude of workers:
<p>The worker interviews were conducted by URS audit team. The auditors selected workers randomly from different section, religion and gender for interview. The workers were fearless and active during the interview process. They were satisfied with their wages, payment system and workplace environment. Individual and group interview were conducted in a private place without the presence of any representative from the management. Total 10 employees selected for the interview. Among 06 employees were selected for individual interview and total 04 employees in 1 group of 4 workers were selected for the group interview, all the interviews were favourable with the management. Based on worker's interview, they expressed their positive attitude to the management and the payment system. All workers were satisfied with working conditions and benefits. Following information and evidence were collected from the worker's interview: 1. Workers are appointed directly by the Factory. 2. They were not required to lodge any 'deposits' or their original documents at the recruitment. 3. They were free to take leave or resign after reasonable notice. 5. Workers were provided introduction training during recruited and received trainings on Health and Safety, fire evacuation and how to use firefighting equipment's on monthly basis. 6. During recruitments, factory had checked their valid National ID card or birth certificate and educational certificates for the age verification. They never heard or seen child labour less than 18years old in this factory. 7. They were paid by monthly wage in mobile banking system within the first 7 working days of each month. 8. The workers work for the 06 days in a week. Friday is the holiday. 9. They were recruited based on their working experiences and abilities.</p>
Attitude of worker's committee/union reps:
<p>The worker representatives were found cooperative and positive throughout the audit. Interview with the worker representatives, the interviewees expressed that the facility management was nice to them, they could freely express their opinions, advice, and suggestion without any fear or concern and they also could make grievance if necessary</p>
Attitude of managers:
<p>Management of the factory was positive and supportive during the whole audit.</p>

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:

1. 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. 2. The responsible person for implementation and monitoring audit Manager- HR, Admin & Compliance. 3. The facility had identified their stakeholders and salient issues. 4. The facility measured their direct, indirect, and potential impacts on stakeholders (rights holders) human Rights. 5. Where businesses have an adverse impact on human rights within any of their stakeholders, they address these issues and enable effective remediation. 6. The facility had a transparent system in place for confidentially reporting, and dealing with human rights Impacts without fear of reprisals towards the report. 7. The facility has policy and procedures for human rights.

Evidence examined:

1. Written policies and procedure that being provided individually to employees. 2. Facility code of conduct 3. All policies of facility. 4. Employees' training records showed the facility conducted training for employees about the social compliance when they enter the facility. 5. Appointment letter for a designated person responsible for implementing standards concerning Human rights

Any other comments:

None

Policy statement that expresses commitment to respect human rights?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please give details: The factory showed one commitment on the employee universal rights issued by manager as well as approved by the owner with the company chop.
Are the policies included in workers' manuals?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please give details: All policies are included in workers' manuals.

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: 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 site has confidential suggestion boxes (in all wash room) system available to workers. There is a special compliant box in workers dining hall where complains are taken by the Managing Director of the company to avoid the potential conflict of interest. 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 site has a locked file cabinet with workers personnel records. Workers can access their personnel records if they request it. HR staff are the only other members of staff with access.
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 3.0% This year 2.0%
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 3.0% This year 3.0%
Quarterly (90 days) % absenteeism(Number of days lost through job absence in the period / [(Number of employees on 1st of the period + Number of employees on the last day of the period) / 2] * Number of available workdays in the month)	3.0%

Are accidents recorded?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please give details: Factory has been maintained regular accident register. Safety officer & medical officer was a responsible position to keep records of any accident and send the injury list and type to concern authority for review in every 6 month.	
Annual Number of work related accidents and injuries per 100 workers((Number of work related accidents and injuries * 100) / Number of total workers)	Last year	0.0%
	This year	0.0%
Quarterly (90 days) number of work related accidents and injuries per 100 workers((Number of work related accidents and injuries * 100) / Number of total workers)	0.0%	
Lost day work cases per 100 workers([(Number of lost days due to work accidents and work related injuries * 100) / Number of total workers)	Last year	0.0%
	This year	0.0%
% of workers that work on average more than 48 standard hours / week in the last 6 / 12 months	6 month	0.0%
	12 month	0.0%
% of workers that work on average more than 60 total hours / week in the last 6 / 12 months	6 month	0.0%
	12 month	0.0%

Observation		Evidence																												
[Back to findings summary]																														
<table border="1"> <thead> <tr> <th colspan="2">Observation</th> </tr> </thead> <tbody> <tr> <td>Status</td> <td>CLOSED</td> </tr> <tr> <td>Reference</td> <td>ZAF600263940</td> </tr> <tr> <td>Clause</td> <td>0A - Universal Rights covering UNGP</td> </tr> <tr> <td>Issue Title</td> <td>6 - SAQ was shared with the auditor, but the SAQ answers are accidentally misleading / inaccurate</td> </tr> <tr> <td>Subcategory</td> <td>Audit process</td> </tr> <tr> <td>New or carried over?</td> <td><input type="checkbox"/> New <input checked="" type="checkbox"/> Carried Over</td> </tr> <tr> <td>Raised by audit</td> <td>ZAA421891924</td> </tr> <tr> <td>Resolved by audit</td> <td>ZAA600037951</td> </tr> <tr> <td>Root cause</td> <td> <input type="checkbox"/> Training <input type="checkbox"/> System <input type="checkbox"/> Costs <input type="checkbox"/> Lack of workers <input checked="" type="checkbox"/> Other </td> </tr> <tr> <td>Root cause - Other</td> <td>N/A</td> </tr> <tr> <td>Explanation to the observation</td> <td>It was noted through management interview that factory management have not completed SAQ during the audit</td> </tr> <tr> <td>Actions</td> <td>N/A</td> </tr> <tr> <td>Additional comments</td> <td> Since this is a 2-Pillars audit, completing a Self-Assessment Questionnaire (SAQ) is not mandatory for this facility. None </td> </tr> </tbody> </table>		Observation		Status	CLOSED	Reference	ZAF600263940	Clause	0A - Universal Rights covering UNGP	Issue Title	6 - SAQ was shared with the auditor, but the SAQ answers are accidentally misleading / inaccurate	Subcategory	Audit process	New or carried over?	<input type="checkbox"/> New <input checked="" type="checkbox"/> Carried Over	Raised by audit	ZAA421891924	Resolved by audit	ZAA600037951	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	N/A	Explanation to the observation	It was noted through management interview that factory management have not completed SAQ during the audit	Actions	N/A	Additional comments	Since this is a 2-Pillars audit, completing a Self-Assessment Questionnaire (SAQ) is not mandatory for this facility. None	
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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	N/A																													
Explanation to the observation	It was noted through management interview that factory management have not completed SAQ during the audit																													
Actions	N/A																													
Additional comments	Since this is a 2-Pillars audit, completing a Self-Assessment Questionnaire (SAQ) is not mandatory for this facility. None																													

OB - Management Systems and code Implementation
[Summary of Findings]

OB: 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:

1. The facility is 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 but the facility did not have generator operating permission from concern authority.
2. Manager HR, Admin & Compliance was a senior member of management who shall be responsible for compliance with the Code.
3. Factory management has policy to practice the code through their supply chain and communicating the code through Supplier training.
4. Factory management has policy to practice the code through their supply chain and communicating the code through Supplier training.
5. Factory management is conducting internal social compliance audit regularly to take necessary corrective measures. There is also a system in place to conduct Internal audit in the supplier premises.

Evidence examined:

System verification of issuing the responsibilities on the communication of company's policies, training records office order of management representatives, Legal Licenses, Internal Audit Records, Meeting Minutes, etc.

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?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Please give details: No such fines/prosecutions for non-compliance found.
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: Forced labour, child labour, discrimination, harassment & abuse policies were communicated to all management people dealing with recruitment and security guards and checkers, line chiefs etc.
If Yes, is there evidence (an indication) of effective implementation? Please give details.	Company developed policies, training records on child labor, force labor, discrimination, harassment and abuse and communicated to mid-level management, workers and other staffs through trainings, workshops and notice board.

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: Forced labour, child labour, discrimination, harassment & abuse policies were communicated to all workers and management people dealing with recruitment and security guards and checkers, line chiefs etc
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: Latest training date: 12 October 2023, participants: 12 Based on ETI base code training. Interviewed employee/worker are properly aware of the issues.
Does the site have any internationally recognised system certifications e.g. ISO 9000, 14000, OHSAS 18000, SA8000 (or other social audits)?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Please give details: NA
Is there a Human Resources manager/department?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Human Resources department which is headed by (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: 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: Factory has written policy to ensure that all workers 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: There is effective policy and procedures found to ensure confidential information is kept confidential.
Are risk assessments conducted to evaluate policy and procedure effectiveness?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please give details: Factory is conducting risk assessment for each process and to evaluate the effectiveness of the policy and procedure. Last risk assessment was conducted on 01 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: Process of addressing issues while implementation of controls found for conducting risk assessments.
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: The facility has developed policy for monitoring & control Suppliers. Supplier control policy was verified during the audit.

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: The site had all required land rights licenses and permissions like Building Approval plan 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 established a system to conduct legal due diligence to recognize and apply 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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No Please give details: The facility acquired and used the land according to the legal procedure and project's requirement. If any expansion required prior approval is required from Department of Factories and Establishment.
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: This area was provided by local government as Commercial/ industry area.
Is there any evidence of illegal appropriation of land for facility building or expansion of footprint?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please give details: All the process of building was legal according to the interview and document review all appropriation of land for facility building.

Non-Compliance		Evidence																																		
[Back to findings summary]																																				
<table border="1"> <thead> <tr> <th colspan="2">Non-Compliance</th> </tr> </thead> <tbody> <tr> <td>Status</td> <td>CLOSED</td> </tr> <tr> <td>Reference</td> <td>ZAF600263934</td> </tr> <tr> <td>Clause</td> <td>0B - Management Systems and code Implementation</td> </tr> <tr> <td>Issue Title</td> <td>687 - The ethical Code (i.e. ETI Base Code for SMETA audits) is not communicated to the site's employees</td> </tr> <tr> <td>Subcategory</td> <td>Site's Awareness of Code/Legal Requirements</td> </tr> <tr> <td>New or carried over?</td> <td><input type="checkbox"/> New <input checked="" type="checkbox"/> Carried Over</td> </tr> <tr> <td>Raised by audit</td> <td>ZAA421891924</td> </tr> <tr> <td>Resolved by audit</td> <td>ZAA600037951</td> </tr> <tr> <td>Root cause</td> <td> <input type="checkbox"/> Training <input type="checkbox"/> System <input type="checkbox"/> Costs <input type="checkbox"/> Lack of workers <input checked="" type="checkbox"/> Other </td> </tr> <tr> <td>Root cause - Other</td> <td>N/A</td> </tr> <tr> <td>ETI code</td> <td>0.B.3 - Suppliers are expected to communicate this Code to all employees.</td> </tr> <tr> <td>Explanation to the non compliance</td> <td>In accordance with ETI Base Code 0.B.4 It was noted through worker's interview that not all workers found properly aware about ETI Base Code yet. Note that, management has started awareness programs on ETI Base Code .</td> </tr> <tr> <td>Follow up method</td> <td><input type="checkbox"/> Follow up audit <input checked="" type="checkbox"/> Desktop audit</td> </tr> <tr> <td>Timescale</td> <td> <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 </td> </tr> <tr> <td>Actions</td> <td>Based on the review of training records and interviews with workers, it was established that the workers received training on November 4, 2023, and September 4, 2023. Additionally, the interviewed workers demonstrated awareness of the ETI Code of Conduct.</td> </tr> <tr> <td>Additional comments</td> <td>Based on the review of training records and interviews with workers, it was established that the workers received training on November 4, 2023, and September 4, 2023. Additionally, the interviewed workers demonstrated awareness of the ETI Code of Conduct. None</td> </tr> </tbody> </table>		Non-Compliance		Status	CLOSED	Reference	ZAF600263934	Clause	0B - Management Systems and code Implementation	Issue Title	687 - The ethical Code (i.e. ETI Base Code for SMETA audits) is not communicated to the site's employees	Subcategory	Site's Awareness of Code/Legal Requirements	New or carried over?	<input type="checkbox"/> New <input checked="" type="checkbox"/> Carried Over	Raised by audit	ZAA421891924	Resolved by audit	ZAA600037951	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	N/A	ETI code	0.B.3 - Suppliers are expected to communicate this Code to all employees.	Explanation to the non compliance	In accordance with ETI Base Code 0.B.4 It was noted through worker's interview that not all workers found properly aware about ETI Base Code yet. Note that, management has started awareness programs on ETI Base Code .	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	Based on the review of training records and interviews with workers, it was established that the workers received training on November 4, 2023, and September 4, 2023. Additionally, the interviewed workers demonstrated awareness of the ETI Code of Conduct.	Additional comments	Based on the review of training records and interviews with workers, it was established that the workers received training on November 4, 2023, and September 4, 2023. Additionally, the interviewed workers demonstrated awareness of the ETI Code of Conduct. None	<div style="text-align: center;">  ETI Training.pdf </div>
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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:

- 1. The Factory did not engage any forced or bonded labour.
- 2. The company did not collect any original documents and did not collect any deposits.
- 3. Facility has well defined policy on forced and bonded labour and it follows it strictly while recruiting and when workers want to leave or resign.
- 4. This has been confirmed that the facility prohibits use of force labour during workers interview.
- 5. All types' of facilities were providing to workers as free of cost and no token money or any illegal money taken from workers side.
- 6. The employees were free to leave the job after notice period.
- 7. The factory has a policy which prohibits forced labour, and this was also available for review.
- 8. Age verification documents (National ID card copy, educational certificate, nationality certificates) were available in employee personal files.
- 9. Service book was provided to every employee.
- 10. Overtime was voluntary.
- 11. The terms and conditions of employment state that the workers were free to leave the workplace outside of their working hours.
- 12. Facility also has a written policy regarding this.
- 13. The facility did not require any payment for work tools, PPE, IC/staff card, training, etc.
- 14. The facility did not use any prison labour.
- 15. The above was confirmed in management and employees' interviews.

Evidence examined:

To support system description (Documents examined & relevant comments. Include renewal/expiry date where appropriate): Company policies, employment contracts, production records, wage deductions, and security job descriptions were verified. Factory policy was posted on notice board at factory entrance. Company policies, employment contracts, production records, wage deductions, and security job descriptions were verified.

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:

<p>Are there any restrictions on workers' freedom to terminate employment?</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>Please give details: NA</p>
<p>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'?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Not Applicable</p> <p>Please give details: NA</p>
<p>Is there evidence of any restrictions on workers' freedoms to leave the site at the end of the work day?</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>Please give details: There is no evidence found during the audit day of any restrictions on workers' freedoms to leave the site at the end of the work day.</p>
<p>Does the site understand the risks of forced / trafficked / bonded labour in its supply chain</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable</p> <p>Please give details: The facility has conducted the risk assessment of forced, trafficked, or bonded labour.</p>
<p>Is the site taking any steps taking to reduce the risk of forced / trafficked labour?</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Please give details: The facility has policy onforced/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.</p>

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 are allowed to form or join the trade union of their choice. There is no trade union in the facility but there is a Participation Committee formed by selection. Participation committee was formed by selection process on 26 September 2022. Last Participation committee meeting was held on 17 October 2022. There were 3 members from worker's side and 3 from management side with 06members. Meeting minutes are posted in notice board and recorded in a register. Meeting minutes has sent to the director of Labour and the conciliator within seven days of meeting. PC members were not treated less favorably than other workers. PC members were allowed to carry' out their duties within working hours without affecting their pay. Employees have access to the management including top management. Women employee were interviewed separately in groups and individually and they have not reported any case of discrimination or harassment. PC meeting were held Periodically in every 2 months as per local law requirement. Last meeting was held on 17 October 2022.

Evidence examined:

- 1. Management interview
- 2. Worker interview
- 3. Complain box register (Suggestions from the complaint box and actions taken)
- 4. WPC formation and meeting records
- 5. Grievance handling procedure

Any other comments:

In accordance with Bangladesh Labor Rule 2015 Section 187. If there is no trade union in the organization, the election procedure of worker representatives in participating committee by informing the labor director- (1) where there is no trade union or collective bargaining agent (CBA) in that case the organization will help in the election of worker representative of participating committee by secret ballot by informing the labor director.

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 checked="" type="checkbox"/> Worker Committee
	<input checked="" type="checkbox"/> Other	<input type="checkbox"/> None
Other details:	Particiaption Committee	
Is it a legal requirement to have a union?	<input checked="" type="checkbox"/> Yes <input 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: 1. Participation Committee 2. Suggestion & complaint box in the toilet area 3. Grievance box out side 4. Emergency number 5. Anti-Harassment Committee 6. Safety Committee
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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No Please give details: Facility allows the workers committee to conduct their activity freely. Meeting held on regular basis. last meeting was conducted on 17 October 2023.
Name of union and union representative, if applicable:	There is no trade union.
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
Is there evidence of free elections?	<input type="checkbox"/> Yes <input checked="" 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: Interviewed workers were found aware of whom their representatives are.
Were worker representatives freely elected?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Date of last election:	null
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.	Committee meeting held on regular basis. Meeting minutes recorded and action taken. Last Meeting date: 17 October, 2023 Agendas of last Meeting: - New member formation - Working environment - Discipline & House keeping - Net and Clean - Grievance & Harassment record discussion
Are any workers covered by Collective Bargaining Agreement (CBA)?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Non-Compliance		Evidence
[Back to findings summary]		
Non-Compliance		
Status	OPEN	
Reference	ZAF600263936	
Clause	2 - Freedom of Association and Right to Collective Bargaining are Respected	
Issue Title	129 - Worker / union representatives are not freely elected (e.g. they are assigned by management)	
Subcategory	Worker dialogue	
New or carried over?	<input type="checkbox"/> New <input checked="" type="checkbox"/> Carried Over	
Raised by audit	ZAA421891924	
Root cause	<input type="checkbox"/> Training <input checked="" type="checkbox"/> System <input type="checkbox"/> Costs <input type="checkbox"/> Lack of workers <input checked="" type="checkbox"/> Other	
Root cause - Other	Lack of knowledge about legal requirement.	
Local law issue	Bangladesh Labor Act - 2006 (Amendment-2013), Section-205 (6): In the case of an establishment where there is no trade union, representatives of the workers on a participation committee shall be elected in the prescribed manner from amongst the workers engaged in the establishment for which the participation committee is constituted.	
ETI code	2.1 - Workers, without distinction, have the right to join or form trade unions of their own choosing and to bargain collectively.	
Explanation to the non compliance	During the documents review and management interview, it was noted that there was a worker participation committee that is formed through the selection process instead of election.	
Follow up method	<input type="checkbox"/> Follow up audit <input checked="" type="checkbox"/> Desktop audit	
Timescale	<input type="checkbox"/> Immediate <input checked="" type="checkbox"/> 30 days <input 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 management should formed participation committee through election.	

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:

- The facility has a safety committee consisting of 06 members (03 from management side and 03 from employee side) dated on 10 September 2022 and last meeting minutes was held on 26 October 2023.
- The facility has maintained a comfortable temperature, sufficient lighting system and there was well ventilation with sufficient exhaust fan of all the production floors in this facility.
- PPE such as masks and gloves were provided to relevant workers and PPE usage instruction posted each production floor
- The facility has installed complain boxes at every washing facility and every entrance for the ensuring/establishing grievance procedure.
- The authority of the facility has conducted the Fire drill internally on 05 October 2023 at day where 70 manpower were present on that drill time.
- The facility has sufficient number fire fighters trained from concern authority were found as 18% workers to be trained as per the Law. However, the facility has trained their fire fighter through internal training system.
- Potable water was freely available in all areas at both sites and the facility did the tests the drinking water from Department of Public Health Engineering, Tongi Branch on the date of 13 November 2023.
- Lighting was adequate for the production processes.
- Health and safety training including personal protective equipment training conducted.
- It was noted that factory management send the Accident Return to the labour inspector within 10 working days after expiry of 6 months over the records.
- All the other required safety trainings like first chemical handling training was conducted.
- Health and safety risk assessment conducted on for the site last risk assessment periodically, last risk assessment was conducted on 01 January 2023.
- Safety instruction was available in the production area.
- Emergency lights were available in the production floor
- General Housekeeping & cleanliness in the factory was excellent.

Fire Safety

- There were least 02 exits in each production floor
- Firefighting equipment was adequate and monitoring is up-to-date
- PA system and fire alarm were available in all areas and are sufficient and active
- Available firefighting equipment found on the floor.
- All exit light found active during the audit .
- Fire hose reel was available in the facility. Hose reel water pressure checked at 1 place. Hose reel water pressure was found satisfactory.
- Fire evacuation plan was available in their production floor
- Fire equipment is available in their production floor
- Adequate detection system or Smoke detector found in the premises however the facility has installed
- Every Fire exit sign found active at ground floor Production building
- Fire alarm checked at 3 point and found active during the audit.

Fire equipment- First aid boxes- 02 nos, Grievance boxes-02 nos, Buckets-04 nos, Belcha-02 nos, Helmet-06 nos, Lock cutter-01 Nos, Gumbot-04 Nos, Hand gloves- 04 Nos, Mask-02 nos, Blanket-01 Nos, Hose Pipe-04 Nos, Fire extinguishers-18 Nos, Smoke detectors- 17 Nos, Fire alarm point -06 nos, Emergency light- 05 Nos, Fog light-03 Nos,

Evidence examined:

- All Legal Business License Review
- Building Approval Plan and layout approval plan
- Training records
- WPC meeting minutes' records
- Health & safety committee formulation & meeting minutes' records
- Fire equipment checklist
- Onsite visit
- Fire Alarm check
- Hose reel water pressure check at 3 point
- Personal File of Doctor, & Medical Assistant, Fire safety officer, Boiler operator & Electrician etc

Any other comments:

None

<p>Does the facility have general and occupational Health & Safety policies and procedures that are fit for purpose and are these communicated to workers?</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Please give details:</p> <p>Facility has established Health & Safety policies and procedures that are fit for purpose and these are communicated to workers through training.</p>
<p>Are the policies included in workers' manuals?</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Please give details:</p> <p>Facility has included Health & Safety policy in worker's manual.</p>
<p>Are there any structural additions without required permits/inspections (e.g. floors added)?</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>Please give details:</p> <p>All sheds are permitted by the concern authority.</p>
<p>Are visitors to the site informed on H&S and provided with personal protective equipment?</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Please give details:</p> <p>The facility has provided require PPE to visitors.</p>
<p>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))</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>Please give details:</p> <p>According to the law, there must be a medical facility, a doctor, and a nurse for every 300 workers. 58 people work at the facility, though. However, the facility and the nearby hospital have an arrangement for emergency care.</p>
<p>Is there a doctor or nurse on site or there is easy access to first aider/ trained medical aid?</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>Please give details:</p> <p>According to the law, there must be a medical facility, a doctor, and a nurse for every 300 workers. 58 people work at the facility, though. However, the facility and the nearby hospital have an arrangement for emergency care.</p>
<p>Where the facility provides worker transport – is it fit for purpose, safe, maintained and operated by competent persons e.g. buses and other vehicles?</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>Please give details:</p> <p>The facility did not provide transport facility.</p>
<p>Is secure personal storage space provided for workers in their living space and is fit for purpose?</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>Please give details:</p> <p>The facility did not provide living space.</p>
<p>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?</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Please give details:</p> <p>The facility has conducted risk assessment on 01 January 2023.</p>
<p>Is the site meeting its legal obligations on environmental requirements including required permits for use and disposal of natural resources?</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Please give details:</p> <p>The facility meeting its legal obligations on environmental requirements.</p>

Is the site meeting its customer requirements on environmental standards, including the use of banned chemicals?



Yes No

Please give details:

The facility did not use any banned chemicals.

Non-Compliance		Evidence																																
[Back to findings summary]																																		
<table border="1"> <thead> <tr> <th colspan="2">Non-Compliance</th> </tr> </thead> <tbody> <tr> <td>Status</td> <td>OPEN</td> </tr> <tr> <td>Reference</td> <td>ZAF600263935</td> </tr> <tr> <td>Clause</td> <td>3 - Working Conditions are Safe and Hygienic</td> </tr> <tr> <td>Issue Title</td> <td>267 - No / inadequate certificates for inspections of machinery, or machines not registered as required by law</td> </tr> <tr> <td>Subcategory</td> <td>Machinery</td> </tr> <tr> <td>New or carried over?</td> <td> <input type="checkbox"/> New <input checked="" type="checkbox"/> Carried Over </td> </tr> <tr> <td>Raised by audit</td> <td>ZAA421891924</td> </tr> <tr> <td>Root cause</td> <td> <input type="checkbox"/> Training <input checked="" type="checkbox"/> System <input checked="" type="checkbox"/> Costs <input type="checkbox"/> Lack of workers <input type="checkbox"/> Other </td> </tr> <tr> <td>Root cause - Other</td> <td></td> </tr> <tr> <td>Local law issue</td> <td>Bangladesh Energy Regulatory Commission Act-2003, Section-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; (e) energy storage.</td> </tr> <tr> <td>ETI code</td> <td>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.</td> </tr> <tr> <td>Explanation to the non compliance</td> <td>It was noted through document review and a management interview that the facility had one diesel generator with a capacity of 30.00 Kva, but did not possess an operational license from the respective authority.</td> </tr> <tr> <td>Follow up method</td> <td> <input type="checkbox"/> Follow up audit <input checked="" type="checkbox"/> Desktop audit </td> </tr> <tr> <td>Timescale</td> <td> <input type="checkbox"/> Immediate <input checked="" type="checkbox"/> 30 days <input 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 </td> </tr> <tr> <td>Actions</td> <td>It is recommended that the facility management shall obtain generator license from the concerned authority as soon as possible.</td> </tr> </tbody> </table>		Non-Compliance		Status	OPEN	Reference	ZAF600263935	Clause	3 - Working Conditions are Safe and Hygienic	Issue Title	267 - No / inadequate certificates for inspections of machinery, or machines not registered as required by law	Subcategory	Machinery	New or carried over?	<input type="checkbox"/> New <input checked="" type="checkbox"/> Carried Over	Raised by audit	ZAA421891924	Root cause	<input type="checkbox"/> Training <input checked="" type="checkbox"/> System <input checked="" type="checkbox"/> Costs <input type="checkbox"/> Lack of workers <input type="checkbox"/> Other	Root cause - Other		Local law issue	Bangladesh Energy Regulatory Commission Act-2003, Section-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; (e) energy storage.	ETI code	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.	Explanation to the non compliance	It was noted through document review and a management interview that the facility had one diesel generator with a capacity of 30.00 Kva, but did not possess an operational license from the respective authority.	Follow up method	<input type="checkbox"/> Follow up audit <input checked="" type="checkbox"/> Desktop audit	Timescale	<input type="checkbox"/> Immediate <input checked="" type="checkbox"/> 30 days <input 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 the facility management shall obtain generator license from the concerned authority as soon as possible.	
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Non-Compliance		Evidence
[Back to findings summary]		
Non-Compliance		
Status	CLOSED	
Reference	ZAF600263937	
Clause	3 - Working Conditions are Safe and Hygienic	
Issue Title	224 - Isolated occurrence of incorrect / damaged insulation in electricals including burnt / damaged wiring and plugs	
Subcategory	Electrical risk	
New or carried over?	<input type="checkbox"/> New <input checked="" type="checkbox"/> Carried Over	
Raised by audit	ZAA421891924	
Resolved by audit	ZAA600037951	
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	N/A	
Local law issue	Bangladesh Labour Rules, 2015, Section 58 (7): All of the electric wiring and switch boards have to be complete by the non-passing elements through 'conceal wiring'.	
ETI code	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.	
Explanation to the non compliance	Noted during facility visit that loose/exposed wiring was found in heat seal machine at shed #2 and mezzanine floor of shed 01	
Follow up method	<input type="checkbox"/> Follow up audit <input checked="" type="checkbox"/> Desktop audit	
Timescale	<input type="checkbox"/> Immediate <input checked="" type="checkbox"/> 30 days <input 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	During the facility visit and interviews with management, it was observed that the facility has addressed the issue of loose or exposed wiring by covering it with PVC materials, ensuring a safer environment.	
		 <p><u>Loose or exposed wiring by covering it with PVC materials-1.jpeg</u></p>  <p><u>loose or exposed wiring by covering it with PVC materials.jpeg</u></p>


Additional comments	During the facility visit and interviews with management, it was observed that the facility has addressed the issue of loose or exposed wiring by covering it with PVC materials, ensuring a safer environment. None	
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Non-Compliance		Evidence
[Back to findings summary]		
Non-Compliance		
Status	CLOSED	
Reference	ZAF600263938	
Clause	3 - Working Conditions are Safe and Hygienic	
Issue Title	330 - Sanitary facilities are insufficient for the size of the site (e.g. the number of toilets or hand basins is insufficient for the number of workers)	
Subcategory	Hygiene Facilities & Housekeeping	
New or carried over?	<input type="checkbox"/> New <input checked="" type="checkbox"/> Carried Over	
Raised by audit	ZAA421891924	
Resolved by audit	ZAA600037951	
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	N/A	
Local law issue	Bangladesh Labor Rules 2015- Rule 51. Toilet and wash room: (1) As per the section 59, the number, location and cleanliness of the toilets and wash room should be in accordance with the schedule-2. and schedule-2(1) Number of toilets: As per section 59, each establishment shall have provision for following number of toilets, namely:--- (a) In case of female workers, one toilet for each 25 females up to the first 100 and one for each 50 next; (b) In case of male workers, one toilet for each 40 males up to the first 100 and one for each 60 next. Explanation:-- As per this clause, in case of reckoning number of necessary toilets, less than 25, 40, 50 and 60 workers shall be treated to be respectively 25, 40, 50 and 60 workers.	
ETI code	3.3 - Access to clean toilet facilities and to potable water, and, if appropriate, sanitary facilities for food storage shall be provided.	
Explanation to the non compliance	During the factory tour, It was observed that the facility did not have the required number of toilets as per law. The facility had 02 toilets for 36 women and 43 for men, instead of the legally required minimum of 04.	
Follow up method	<input type="checkbox"/> Follow up audit <input checked="" type="checkbox"/> Desktop audit	
Timescale	<input type="checkbox"/> Immediate <input checked="" type="checkbox"/> 30 days <input 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	During the facility visit and interviews with management, it was noted that the facility has installed 2 toilets for females and 3 toilets for males, in compliance with local laws.	
Additional comments	During the facility visit and interviews with management, it was noted that the facility has installed 2 toilets for females and 3 toilets for males, in compliance with local laws. None	

Non-Compliance		Evidence
[Back to findings summary]		
Non-Compliance		
Status	CLOSED	
Reference	ZAF600263939	
Clause	3 - Working Conditions are Safe and Hygienic	
Issue Title	240 - No / inadequate safety measures / anti-explosion measures for chemicals (e.g. no anti-leaking system / secondary container / unbunded)	
Subcategory	Chemicals	
New or carried over?	<input type="checkbox"/> New <input checked="" type="checkbox"/> Carried Over	
Raised by audit	ZAA421891924	
Resolved by audit	ZAA600037951	
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	N/A	
Local law issue	Bangladesh Labour Act, 2006, Section 79 (e): To give notice of any corrosive chemicals and of precautions to be taken in their use. Bangladesh Labor Rules 2015, Rule 68 (10: 0) The owner shall place Material Safety Data Sheet (MSDS) of dangerous materials in an easily noticeable place so that the employed worker can be well informed about the possible hazards.	
ETI code	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.	
Explanation to the non compliance	During the facility visit and interviews with management, it was observed that the facility has posted Material Safety Data Sheets (MSDS) and provided secondary containment for chemicals.	
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	N/A	
Additional comments	During the facility visit and interviews with management, it was observed that the facility has posted Material Safety Data Sheets (MSDS) and provided secondary containment for chemicals. None	


Non-Compliance		Evidence
[Back to findings summary]		
Non-Compliance		
Status	OPEN	
Reference	ZAF600275627	
Clause	3 - Working Conditions are Safe and Hygienic	
Issue Title	197 - Inadequate signage / instructions of fire alarm	
Subcategory	Fire Safety - Fire alarms & Evacuation	
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 checked="" type="checkbox"/> Costs <input type="checkbox"/> Lack of workers <input checked="" type="checkbox"/> Other	
Root cause - Other	Lack of monitoring	
Local law issue	Bangladesh Labor Act 2006, Section 62 (4): In every establishment every window, or other exit affording means of escape in case of fire, other than the means of exit in ordinary use, shall be distinctively marked in Bangla and in red letters of adequate size or by some other effective and clearly understood sign.	
ETI code	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.	
Explanation to the non compliance	During the facility tour and management interview, it was observed that the facility had not installed an exit sign at the exit door on the east side of the sewing section in shed-2.	
Follow up method	<input type="checkbox"/> Follow up audit <input checked="" type="checkbox"/> Desktop audit	
Timescale	<input type="checkbox"/> Immediate <input checked="" type="checkbox"/> 30 days <input 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 the facility install an exit sign at the mentioned exit so that workers on the production floor can easily identify it as an exit.	
		 <p>Facility had not installed an exit sign at the exit door.jpeg</p>

Non-Compliance		Evidence
[Back to findings summary]		
Non-Compliance		
Status	OPEN	
Reference	ZAF600275628	
Clause	3 - Working Conditions are Safe and Hygienic	
Issue Title	172 - Fire licence, inspection, or certificates not in place as required by law	
Subcategory	Fire Safety - Licenses, Inspections & Training	
New or carried over?	<input checked="" type="checkbox"/> New <input type="checkbox"/> Carried Over	
Root cause	<input type="checkbox"/> Training <input checked="" type="checkbox"/> System <input checked="" type="checkbox"/> Costs <input type="checkbox"/> Lack of workers <input type="checkbox"/> Other	
Root cause - Other		
Local law issue	<p>Fire Service & Civil Defence Ordinance, 2003, Section 4 (1 & 2): 1) Any person wishes to use any building or place as warehouse or workshop need to obtain license from the director general under the provision of this act or rules. (2): Any person having a license for any building or place with to use as warehouse or workshop obtained under the provision of any act existed prior to this act need to apply with applicable fees immediately within 3 months from the date of effectiveness of this act for that area. During the period of consideration of the application the building or place under the license can be used as warehouse or workshop.</p>	
ETI code	<p>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.</p>	
Explanation to the non compliance	<p>It was noted through documents review and management interview that the factory had a fire license, but the shed-2 (uses as production area for the sewing section is around 9000 square feet) area was not included under the fire license.</p>	
Follow up method	<input type="checkbox"/> Follow up audit <input checked="" type="checkbox"/> Desktop audit	
Timescale	<input type="checkbox"/> Immediate <input checked="" type="checkbox"/> 30 days <input 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 the facility management should include the mentioned area under the fire license from concern authority	
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Non-Compliance		Evidence
[Back to findings summary]		
Non-Compliance		
Status	OPEN	
Reference	ZAF600275629	
Clause	3 - Working Conditions are Safe and Hygienic	
Issue Title	214 - No evacuation plan or designated emergency exit route	
Subcategory	Fire Safety - Fire alarms & Evacuation	
New or carried over?	<input checked="" type="checkbox"/> New <input type="checkbox"/> Carried Over	
Root cause	<input type="checkbox"/> Training <input checked="" type="checkbox"/> System <input type="checkbox"/> Costs <input type="checkbox"/> Lack of workers <input type="checkbox"/> Other	
Root cause - Other		
Local law issue	Bangladesh Labour Rules, 2015, Rule 353 (1): Before use, change or expansion of any houses, building or premises as factory, approval in writing of the inspector general or any officer empowered by him shall be taken. Provided, however, that the inspector general or any officer empowered by him shall not sanction any approval without any inspection on the spot.	
ETI code	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.	
Explanation to the non compliance	During the document review and interviews with management, it was observed that the facility does not have an approved machine/floor layout plan from the relevant authority.	
Follow up method	<input type="checkbox"/> Follow up audit <input checked="" type="checkbox"/> Desktop audit	
Timescale	<input type="checkbox"/> Immediate <input checked="" type="checkbox"/> 30 days <input 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 the facility should obtain an approved machine/floor layout plan for this factory from the concerned authority.	



Non-Compliance		Evidence
[Back to findings summary]		
Non-Compliance		
Status	OPEN	
Reference	ZAF600275630	
Clause	3 - Working Conditions are Safe and Hygienic	
Issue Title	335 - No canteen facility provided as per local law	
Subcategory	Hygiene Facilities & Housekeeping	
New or carried over?	<input checked="" type="checkbox"/> New <input type="checkbox"/> Carried Over	
Root cause	<input type="checkbox"/> Training <input checked="" type="checkbox"/> System <input checked="" type="checkbox"/> Costs <input type="checkbox"/> Lack of workers <input type="checkbox"/> Other	
Root cause - Other		
Local law issue	Bangladesh Labor Act 2006 (Amendment 2018), Section 93: "93. dining room, etc. (1) Provision of sufficient number of suitable dining rooms with provision of drinking water for the workers of every such establishment generally employing more than 25 (twenty five) workers to eat food brought with them and rest; and To be maintained:	
ETI code	3.3 - Access to clean toilet facilities and to potable water, and, if appropriate, sanitary facilities for food storage shall be provided.	
Explanation to the non compliance	It was observed during the facility visit and through interview with workers and management that the facility did not have dining/eating facility for the workers. According to the management statement the dining is expected to be operational within 60 days.	
Follow up method	<input type="checkbox"/> Follow up audit <input checked="" type="checkbox"/> Desktop audit	
Timescale	<input type="checkbox"/> Immediate <input checked="" type="checkbox"/> 30 days <input 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 management should provide a dining/eating facility to their workers as required from the local law.	

Non-Compliance		Evidence
[Back to findings summary]		
Non-Compliance		
Status	OPEN	
Reference	ZAF600275631	
Clause	3 - Working Conditions are Safe and Hygienic	
Issue Title	264 - Machines lack appropriate safety guards (e.g. eye or needle guards on sewing machines, belt / hand guards on other machines)	
Subcategory	Machinery	
New or carried over?	<input checked="" type="checkbox"/> New <input type="checkbox"/> Carried Over	
Root cause	<input checked="" type="checkbox"/> Training <input type="checkbox"/> System <input type="checkbox"/> Costs <input checked="" type="checkbox"/> Lack of workers <input checked="" type="checkbox"/> Other	
Root cause - Other	Lack of monitoring	
Local law issue	Bangladesh Labour Act, 2006, Section 63 (1- d, 3): 1) In every establishment the following shall be securely fenced by the safeguards of substantial construction which shall be kept in position while the part of machinery required to be fenced are in mention or in use, namely- (d) unless they are in such position or of such construction as to be as safe to every person employed in the establishment as they would be if they were securely fenced- (iii) every dangerous part of any machinery:	
ETI code	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.	Needle guards with sewing (plain) machines were misplaced.jpg
Explanation to the non compliance	It was noted through facility visit, workers and managements interview that approximately 30% of needle guards with sewing (plain) machines were misplaced in the sewing section at shed-2.	
Follow up method	<input type="checkbox"/> Follow up audit <input checked="" type="checkbox"/> Desktop audit	
Timescale	<input type="checkbox"/> Immediate <input checked="" type="checkbox"/> 30 days <input 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 the facility shall ensure the safety guards in proper position with all the mentioned machines.	

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Non-Compliance		Evidence
[Back to findings summary]		
Non-Compliance		
Status	OPEN	
Reference	ZAF600275632	
Clause	3 - Working Conditions are Safe and Hygienic	
Issue Title	276 - Workers are not issued with appropriate Personal Protective Equipment (PPE)	
Subcategory	Personal Protective Equipment/Clothing	
New or carried over?	<input checked="" type="checkbox"/> New <input type="checkbox"/> Carried Over	
Root cause	<input type="checkbox"/> Training <input checked="" type="checkbox"/> System <input checked="" type="checkbox"/> Costs <input type="checkbox"/> Lack of workers <input type="checkbox"/> Other	
Root cause - Other		
Local law issue	Bangladesh Labour Rules, 2015, Rule 67 (2 & 3): 2) In addition to 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, ear muffs, ear plugs, waist belts, aprons etc. and arrange training programs for the workers in using these materials and ensure their usage. 3) No worker can be employed in the relevant works without ensuring safety and health protection measures and the training related therewith. In addition, personal safety equipment's must be preserved in accordance with Information Form-23.	 <p>Standing Mat was not provided.jpg</p>
ETI code	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.	 <p>Offset printing machine operator were not using chemical masks.jpg</p>
Explanation to the non compliance	Despite the presence of chemical vapor, it was noted during the plant visit that four employees operating the flexo and offset printing machines were not wearing chemical masks while working with the apparatus. Furthermore, the facility did not supply standing mats for workers who were standing at cutting section shed-3.	 <p>flexo printing machine operator were not using chemical masks.jpg</p>
Follow up method	<input type="checkbox"/> Follow up audit <input checked="" type="checkbox"/> Desktop audit	
Timescale	<input type="checkbox"/> Immediate <input checked="" type="checkbox"/> 30 days <input 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 the facility provide the mentioned Personal Protective Equipment (PPE) and ensure that all workers use the required PPE while working.	

Non-Compliance	Evidence																														
[Back to findings summary]																															
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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 had established the following system to ensure no recruitment of child labour.

- 1. All workers were hired by the Human Resource Department only.
- 2. The factory complies on minimum age requirement of 14 years old by obtaining proof of age through applicable relevant documents and photo copies are kept in employee's personal file. The factory usually discourages the workers less than 18 years of age to join in the factory.
- 3. The factory maintains photocopies of age certificate, school leaving certificates, fitness certificate, National ID card (Online check).
- 4. The factory has established a policy on prohibition of child labour which stated that the factory does not permit child labour.
- 5. Minimum hiring age of the factory is 18-year-old.

Evidence examined:

Child labour policy, recruitment policy, employees' personnel files (medical certificate, job application, age documentation, contract paper), child care room, etc.

Any other comments:

None

Legal age of employment:	18
Age of youngest worker found:	19
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: NA

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:

Through interview with the workers, review of documents, it was revealed by the auditors that:

- a. All workers are provided with written and understandable information about their employment conditions in respect of wages before they enter employment and about the details of their wages.
- b. Factory management paid wage to the employee within 7th working days of the following month at the end of wage period.
- c. Factory management is ensuring legal minimum wage, according to their work grades; as per Gazette
- d. Maternity benefits are providing to the workers as two sample workers documents were not available.
- e. Factory management is providing 5-10% salary increment to all of the workers
- f. The Facility provide Payslip in (Bangla written format) 7 day before payment
- g. The facility provide earn leave, service benefits and gratuity to all eligible workers.
- h. The facility is providing extra other payment which mention in good example.
- i. The facility has provided maternity benefits to whom were eligible for these benefits.
- j. The facility has provided earn leave benefits to whom were eligible for this benefits.
- k. The facility also provided leave to all worker as per law.

Evidence examined:

Compensation policy, , workers' time cards and payroll records of December-2022, June -2023 and October-2023 copy of pay slip, maternity leave and benefit providing records, leave records, resign file.

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: null	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: 2.0 Per Week: 12.0 Per Month: null	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: null Per Week: null Per Month: null	Actual Per Day: 78.84 Per Week: 473.04 Per Month: 2050.0	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)	10 samples from December -2022 10 samples from June -2022 10 samples from October-2023 (Current Month)		
Are there different legal minimum wage grades? If Yes, please specify all.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No The Government has announced the pay structure, which was implemented from 1st December 2018 for the workers of the Garments Industries. The amended Gazette notification has been published on 24th January, 2019. There are two separate pay structures. "Schedule A" Grade-1: Gross Monthly Wages=18257; Grade-2: Gross Monthly Wages=15416; Grade-3: Gross Monthly Wages=9845; Grade-4: Gross Monthly Wages=9347; Grade-5: Gross Monthly Wages=8875; Grade-6: Gross Monthly Wages=8420; Grade-7: Gross Monthly Wages=8000; Apprentice: Gross Monthly Wages=5975 and "Schedule B" Grade-1: Gross Monthly Wages=14075; Grade-2: Gross Monthly Wages=11300; Grade-3: Gross Monthly Wages=10775; Grade-4: Gross Monthly Wages=8375; Apprentice: Gross Monthly Wages=6164.		
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 type="checkbox"/> Above		
Lowest actual wages found: Note: full time employees and please state hour / week / month etc.	8000		
Please indicate the breakdown of workforce per earnings	0.0% of workforce earning under minimum wage 100.0% of workforce earning minimum wage 0.0% of workforce earning above minimum wage		
Bonus Scheme found: Please specify details:	Bonus Scheme found:Two festival bonus 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:	Unauthorized absent		
Have these deductions been made?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Please list all deductions that have been made.	Unauthorized absent		

Please list all deductions that have not been made.	NA
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: Facility maintains manual system to keep the workers' working time record.
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: Facility has system to provide yearly increment to the workers as per legal requirement. Annual increment will rise minimum 5% or above of basic wage and such increment will be allowed at continuously increasing rate next year.
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: Workers are paid in a timely manner in accordance with local law. Facility's pay period is English calendar month and facility provides salary within 7 working days after completion of each pay period.
How are workers paid:	<input checked="" type="checkbox"/> Cash <input type="checkbox"/> Cheque <input type="checkbox"/> Bank Transfer <input type="checkbox"/> Other

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:

- 1. Working hours comply with national law 8 hours and 2 hours OT.
- 2. Working hours start at 8.00 am and 5.00 pm if need 2 hours OT conducted by facility 5.00 pm to 7,0pm. In average, every week total working hour stand for worker within 60 hours.
- 3. Over time is voluntary and OT payment is 200% of the regular rate of pay.
- 4. The facility confirm that their weekend day is friday. No work happen in Weekend day.
- 5. Facility maintains Manual time keeping system to keep the workers' working time record.
- 6. Manager- HR, Admin and Compliance is responsible for compliance with the Code

Evidence examined:

Factory policy, rules and regulations, official notice copies, attendance & payroll records, production records etc.workers' time cards from December -2022, June-2023, October-2023

Any other comments:

None

Working hours' analysis

Systems & Processes

What timekeeping systems are used?	Manual card record system
Is sample size same as in wages section?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> 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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Overtime Hours worked	
Actual overtime hours worked in sample (State per day/week/month)	50 hours in the month of December- 2022 48 Hours in the month of June- 2023 50 hours in the month of October- 2023 (Current month)
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 (Regular and OT) found within 60 hours.
Approximate percentage of total workers on highest overtime hours:	80.0%
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: Employment Agreement, worker interviews and policy
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: 200% of Basic Wage
Is overtime paid at a premium?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No 100% workers are entitled to get a premium rate.
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 checked="" type="checkbox"/> No <input type="checkbox"/> Consolidated pay <input type="checkbox"/> Collective Bargaining agreements <input type="checkbox"/> Other

Please give details	200% of Basic Wage
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 checked="" 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 type="checkbox"/> Other reasons (please specify)
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:

1. On reviewing of documentation and interview with workers, there was no case of discrimination has been identified based on gender, race, religion etc. in hiring, compensation, access to training, promotion, termination or retirement.
2. The factory prohibits mandatory pregnancy testing as a condition of employment or continued employment. All pregnant women workers are given their right to motherhood and provided with legally mandated benefits.
3. Management has separate policy on no discrimination.
4. Overtime opportunity for all workers is equal.
5. Workers are free to raise and inform their grievance to the management directly or through the members of selected Workers' Participation Committee (WPC).

Evidence examined:

Discrimination policy, recruitment policy, compensation policy, termination policy, promotion records etc

Any other comments:

None

Gender breakdown of Management + Supervisors (Include as one combined group)	Male: 40.0%	Female: 60.0%
Number of women who are in skilled or technical roles (e.g. where specific qualifications are needed i.e. machine engineer / laboratory analyst)	3	
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	Factory have an anti-discrimination policy where clearly mentioned & during interview that they did not discriminate on race, caste, national origin, religion, age, disability, gender, marital status, sexual orientation, union membership or political affiliation.	
Professional Development		

<p>What type of training and development are available for workers?</p>	<p>Training was arranged for the professional development of workers. When start any line line supervisor guide operators how to do the work as per client requirement. However, facility conducts skill test to measure workers Proficiency of relevant work and documents are maintained in workers personal files. Fire training, PPE training, Health and Safety Training, first aid Training, Hazardous materials handling training, social compliance code training and orientation training etc.</p>
<p>Are HR decisions e.g. promotion, training, compensation based on objective, transparent criteria? (If no, please provide details)</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>

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:

1. Through the interview with the workers, review of documents and interaction with the factory management, it was noted that, factory has not employed any of the workers on temporary basis as well as contract basis.

2. 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.

3. Factory management has provided identity card to the workers immediately after joining

4. Factory maintains personal files with details of all employees.

5. The factory management provided appointment letter/ contract letter to all workers including security guards. Service conditions are clearly mentioned in the contract letter. Moreover, workers are well aware about the workings rules.

6. During audit it was noted that factory management has taken disciplinary action regarding the unauthorized absence of workers for more than 10 days. They have issued letter to the absent workers who

were absent for more than 10 days in the factory.

7. Factory has policy to provide all kinds of compensation and benefits to the employees.

8. Monthly wages and overtime allowances were paid by 7 working day of the following pay period. If any employees want to leave the job, he/she may leave giving 60 days' notice prior to leave. All employees were recruited by the factory directly. Thus, this factory is compliant with this section.

Evidence examined:

Recruitment policy, sub-contracting policy, personnel files etc.

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?	<input checked="" type="checkbox"/> Terms & Conditions presented <input checked="" type="checkbox"/> Same as actual conditions	<input checked="" type="checkbox"/> Understood by workers
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)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Migrant Workers		
Type of work undertaken by migrant workers:	No Migrant worker in the facility	
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: NA	
Is there any observation on this finding?	NA	
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	NA	
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: NA	
Does the site have a system for checking labour standards of agencies?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Please give details: NA	
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: NA
Do all contractor workers understand their terms of employment?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Please give details: NA

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-contractor or home working workers are being used by the factory.

Evidence examined:

Subcontracting policy of the factory, Calculation on total production and estimated capacity, Materials in/out 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:

1. Through the interview with the factory management and workers' interview, it was noted that no case of harsh, inhumane or abuse of the workers were noted. From the month of December -2022, June-2023, October-2023 no complaints or issues were raised by the workers against this clause
2. No evidence of punitive punishment found inside factory. During interview workers confirmed that all their dues correctly paid in case they want to leave factory for better opportunity.
3. Workers did not report any violation on forced labour, physical, verbal abusive, disciplinary practice and any kind of sexual harassment.
4. All workers are comfort with their management behaviour and the factory management treated them with respect.
5. Workers are aware of disciplinary procedure of factory. Also, the mid-level management are aware and known about the disciplinary policy and procedure of the company as well as the law.
6. No pressure from security guards to hold workers once they get authorized leave from management.
7. Management has precise policy on forced labour prohibition in factory premises.
8. No complain regarding abuse, harassment or force labour also observed in the grievance register as well.

Evidence examined:

Policy on harsh or inhumane treatment, disciplinary action log, grievance register.

Any other comments:

None

<p>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?</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Please give details:</p> <p>Facility has an open channel for reporting any violations of labour standard which is posted in the notice board. Facility provided complaint box in every wash room for receiving complain. Workers can report any violations directly to the compliance manager. Facility also has a grievance handling procedure in place</p>				
<p>If yes, are workers aware of these channels and have access? Please give details.</p>	<p>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.</p>				
<p>If yes, what type of mechanism is used e.g. hotline, whistle blowing mechanism, comment box etc. Please give details.</p>	<p>Grievance boxes are kept locked in every toilet in a safe place and all boxes are checked once in a month.</p>				
<p>Which of the following groups is there a grievance mechanism in place for?</p>	<table style="width: 100%; border: none;"> <tr> <td><input checked="" type="checkbox"/> Worker</td> <td><input checked="" type="checkbox"/> Communities</td> </tr> <tr> <td><input checked="" type="checkbox"/> Suppliers</td> <td><input type="checkbox"/> Other</td> </tr> </table>	<input checked="" type="checkbox"/> Worker	<input checked="" type="checkbox"/> Communities	<input checked="" type="checkbox"/> Suppliers	<input type="checkbox"/> Other
<input checked="" type="checkbox"/> Worker	<input checked="" type="checkbox"/> Communities				
<input checked="" type="checkbox"/> Suppliers	<input type="checkbox"/> Other				

<p>Please provide grievance mechanism details</p>	<p>1 All workers were aware of these processes; suggestion box was known by the workers. Also workers can share their problem with drop their complaints into suggestion box and even go to the top management. Moreover, factory has a system to open suggestion box in every week. 2. For community: The facility has installed outside suggestion box, where any one from the community can share their problem with drop their complaints into suggestion box and even go to the top management. 3. Suppliers: Suppliers can also share their problem via emails, SMS, Call, waiting room suggestion box or grievance box, etc</p>
<p>Are there any open disputes?</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Please give details:</p>
<p>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)</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please give details:</p>
<p>Is there a published and transparent disciplinary procedure?</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please give details:</p>
<p>If yes, are workers aware of these the disciplinary procedure?</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please give details:</p>
<p>Does the disciplinary procedure allow for deductions from wages (fines) for disciplinary purposes (see wages section)?</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Please give details:</p>

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:

- It was noted through review of documents, interview with the workers and interaction with the factory management that, all employees are local.
- The factory does not employ any employee through agent/broker previously known to source involuntary or bonded labour.
- The factory hires new workers by placing advertisement/notice. Also, through workers' reference. The factory also entertains with the workers who apply directly. All workers are hired directly.
- No evidence of prison labour was observed & reported

Evidence examined:

Recruitment and hiring policy, worker's recruitment list from sample worker's personal files.

Any other comments:

None

10B2 - Environment 2-Pillar
[Summary of Findings]

10B2: Compliance Requirements

- 10.B2.1 Suppliers must comply with the requirements of local and international laws and regulations including having necessary permits.
- 10.B2.2 The supplier should be aware of and comply with their end clients' environmental requirements.

Note for auditors and readers, this is not a full environmental assessment but a check on basic systems and management approach.

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:

- Factory management meets the requirements of local and national laws related to environmental standards.
- They are not keeping their wastage in separate wastage store with proper segregation.
- The factory did measure its impacts, including continuous recording and regular reviews of use and discharge of natural resources e.g. energy use, water use.
- The factory has appointed one individual responsible for coordinating the site's efforts to improve environmental performance.
- Factory management has conducted noise, temperature, humidity level monitoring tests as per the recommendations of the consultant firm report the tested parameters are within the standard limit of The Environment Conservation Rules 1997.
- The facility has conducted environmental parameter test like light, noise, temperature and humidity, stack air emission for boilers and generators.
- The facility has tested their drinking water test by Department of Public Health Engineering, on 13 -11-2023 and tested parameters were found in standard.
- The facility has designated the wastage storage area for safe keeping but did not maintain it proper way.
- The facility has undergone tests for generator stack air emissions and environmental assessments on 01 November 2023 by a third-party company, including light, noise, temperature, humidity, and other factors.

Evidence examined:

Document review - Various authorizations & permissions review.
 Environment policy
 Wastage management policy
 Factory tour
 Management interview
 Wastage agreement
 Assessment test report review

Any other comments:

None

Attachments



Factory name plate.jpg



Shed-1 Printing section.jpg



Shed-2 Sewing section.jpg



Shed-3 Raw material and Cutting section.jpg



Raw material Store.jpg



Cutting section.jpg



Cutting Quality check.jpg



Cutting- Iron Section.jpg



Sewing section.jpg



Printing section.jpg



Press machine.jpg



Aisle Mark.jpg



Aisle Mark 2.jpg



Exhaust fan.jpg



Electrical distribution board.jpg



ETI Base code.jpg



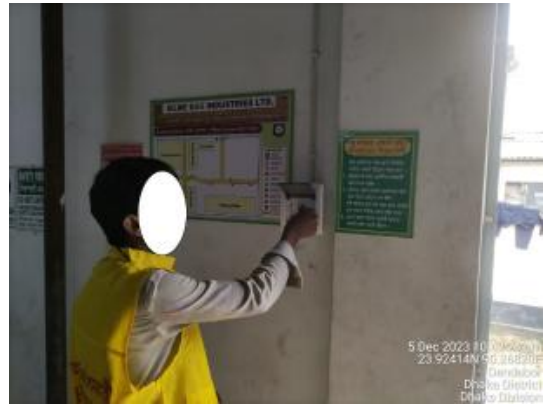
Evacuation Plan.jpg



Female fire fighter.jpg



Fire Call point.jpg



Fire alarm call point check.jpg



Fire hose reel.jpg



Water pressure check.jpg



Portable drinking water section.jpg



First aid box.jpg



First aider.jpg



Risk Assessment on health.jpg



Smoke Detector.jpg



Exit light.jpg



Fire extinguisher.jpg



Washing room.jpg



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