



Sedex Members Ethical Trade Audit Report

Version 6.1



Audit Details				
Sedex Company Reference: <i>(only available on Sedex System)</i>	ZC: 402966124	Sedex Site Reference: <i>(only available on Sedex System)</i>	ZS: 403141009	
Business name (Company name):	SRP Sweaters Ltd.			
Site name:	SRP Sweaters Ltd.			
Site address: <i>(Please include full address)</i>	73/1, North Kha para Road, Awochpara, Tongi, Gazipur- 1230	Country:	Bangladesh	
Site contact and job title:	Md. Almas Uddin- Admin & Accounts Manager			
Site phone:	+8801741729050	Site e-mail:	almas@srpsweaters.com	
SMETA Audit Pillars:	<input checked="" type="checkbox"/> Labour Standards	<input checked="" type="checkbox"/> Health & Safety (plus Environment 2-Pillar)	<input type="checkbox"/> Environment 4-pillar	<input type="checkbox"/> Business Ethics
Date of Audit:	08 December 2022			

<p>Audit Company Name & Logo: URS Verification</p>	<p>Report Owner (payer): <i>(If paid for by the customer of the site please remove for Sedex upload)</i></p> <p>SRP Sweaters Ltd.</p>
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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)			

If you have any concerns or queries about this SMETA report or the associated SMETA audit, please contact grievance@sedex.com.

To confirm the validity of this report, please visit

<https://www.sedex.com/audit-verifier/>

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 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.

Any exceptions to this must be recorded here (e.g. different sample size):

Auditor Team (s) (please list all including all interviewers):

Lead auditor: ATM Anisuzzaman APSCA number: RA 21703461

Lead auditor APSCA status: In good standing

Team auditor: N/A,

Observer: Md. Mamunur Rashid

Interviewers: ATM Anisuzzaman

APSCA number: RA 21703461

Report writer: ATM Anisuzzaman

APSCA number: RA 21703461

Report reviewer: Sujata

Date of declaration: 08 December 2022

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.

This report provides a summary of the findings and other applicable information found/gathered during the social audit conducted on the above date only and does not officially confirm or certify compliance with any legal regulations or industry standards. The social audit process requires that information be gathered and considered from records review, worker interviews, management interviews and visual observation. More information is gathered during the social audit process than is provided here. The audit process is a sampling exercise only and does not guarantee that the audited site prior, during or post-audit, are in full compliance with the Code being audited against. The provisions of this Code constitute minimum and not maximum standards and this Code should not be used to prevent companies from exceeding these standards. Companies applying this Code are expected to comply with national and other applicable laws and where the provisions of law and this Code address the same subject, to apply that provision which affords the greater protection. The ownership of this report remains with the party who has paid for the audit. Release permission must be provided by the owner prior to release to any third parties.

Summary of Findings

Issue <i>(please click on the issue title to go direct to the appropriate audit results by clause) Note to auditor, please ensure that when issuing the audit report, hyperlinks are retained.</i>	Area of Non-Conformity <i>(Only check box when there is a non-conformity, and only in the box/es where the non-conformity can be found)</i>				Record the number of issues by line*:			Findings <i>(note to auditor, summarise in as few words as possible NCs, Obs and GE)</i>
	ETI Base Code	Local Law	Additional Elements	Customer Code	NC	Obs	GE	
0A Universal Rights covering UNGP			<input type="checkbox"/>	<input type="checkbox"/>		Nil	Nil	No non-compliance has been identified
0B Management systems and code implementation		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	01	01	Nil	<p>List of Non Compliance NC 01 The approved generators license date has been expired on 30 July 2021.</p> <p>Observation It was noted through management interview that factory management did not completed of SAQ during the audit.</p>
1. Freely chosen Employment	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	Nil	Nil	Nil	No non-compliance has been identified
2 Freedom of Association	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>	01	Nil	Nil	<p>List of Non Compliance NC 01 Through documents review and management interview, it was noted that there was a worker participation committee that was formed through selection process instead of election on 20 Aug 2022 and factory has not sent the meeting minute's record of WPC that was held on 23 Nov 2022 to the director of Labour and the conciliator within seven days of meeting.</p>

3	<u>Safety and Hygienic Conditions</u>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>	03	Nil	Nil	<p>List of Non Compliance</p> <p>NC 01 1) No Fire Fighter trained from concern authority was found as 18% workers to be trained as per the law. However, the facility has applied to the concerned authority and trained their fire fighter through internal training system.</p> <p>2) The authority of the facility has conducted the evacuation drill internally on 15 Nov 2022 but the factory did not notice local fire service and civil defence about the internal fire drill.</p> <p>NC 02 a) The facility has installed manual smoke detectors at production floor but smoke detectors did not install at yarn store & finished carton store at ground floor and wastage room at 4th floor. b) 01 out 03 hose reel water pressure found low at 3rd floor during site visit.</p> <p>NC 03 a) 50% pulley cover found was not covered with linking machines and 60% eye guard and 50% needle guard found missing with bartek and sewing machines. b) 40% jacquard machine operators and 50% of washing machine operators did not use PPE during operations .</p>
4	<u>Child Labour</u>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	Nil	Nil	Nil	No non-compliance has been identified
5	<u>Living Wages and Benefits</u>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	Nil	Nil	01	<p>GE The facility pay 300 Taka to all asst. operators and 500 taka to all operators as per factory policy.</p>

6	<u>Working Hours</u>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	Nil	Nil	Nil	No non-compliance has been identified
7	<u>Discrimination</u>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	Nil	Nil	Nil	No non-compliance has been identified
8	<u>Regular Employment</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	01	Nil	Nil	List of Non Compliance NC 01 a) 06 out of 10 new recruited worker did not get employment agreement, ID Card and service book from authority after joining the facility.
8A	<u>Sub-Contracting and Homeworking</u>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Nil	Nil	Nil	No non-compliance has been identified
9	<u>Harsh or Inhumane Treatment</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Nil	Nil	Nil	No non-compliance has been identified
10A	<u>Entitlement to Work</u>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Nil	Nil	Nil	No non-compliance has been identified
10B2	<u>Environment 2-Pillar</u>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Nil	Nil	Nil	No non-compliance has been identified
10B4	<u>Environment 4-Pillar</u>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A	N/A	N/A	Not Applicable. It is 2 pillar audit
10C	<u>Business Ethics</u>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A	N/A	N/A	Not Applicable. It is 2 pillar audit

General observations and summary of the site:

- The factory has incorporated and started its' operation from the year 2017 in the current location.
- Location of the factory is 73/1, North Kha para Road, Awochpara, Tongi, Gazipur- 1230.
- Peck Season of the factory is February – October, Off-peck season is November – January.
- Total floor area occupied facility is about 36500 square feet for production, ware house and office area
- Major Customer and Production Of the factory is AM (London), PROXMA, OVER ID, BEFREE, BIG STAR, NOI INTERNATIONAL.
- The products manufactured are all kinds of Sweaters items.
- Facility's production capacity: 130000 pcs/month and 1560000 pcs/year.
- This Initial audit was conducted by One (01) auditor and 1 Observer, assessed the factory operation against ETI base code and Local law

requirements on a sampling basis in 01 Auditor days (01 Auditor x 01 Day). The scope of this audit was based on 2-Pillar SMETA systems.

- Overall responsibility for meeting the standards is taken by Md. Almas Uddin- Admin & Accounts Manager
- Facility has total 90 employees (male-50, female-40) including management, process workers and service workers who are working in the factory.
- All employees were recruited for permanent position and all were fixed salaried; no piece rated employees were available.
- The management would communicate the outcome of the audit to the workers through workers' representative and would discuss at next worker committee meeting.
- The normal working hour is 8:00 am to 5:00 pm including one-hour lunch break from 1:00 pm to 2:00 pm.
- The Factory has weekly holiday on Friday.
- In view of facilities, the factory is located in only one 4 storied Building.
- All employees are Fixed Salaries are paid through hand Cash. Last salary payment date was 07 December 2022 for the month of November 2022.
- Factory maintains worker's attendance by manual time keeping system.
- The factory's wage period is considered as English calendar month.
- Facility has functional canteen with seating arrangement for workers. In addition, facility arrange dining facility for management.
- The factory floor was found organised during the audit and workers are maintaining health & hygiene practice.
- Factory is paying to the workers on time and ensuring the minimum wages.
- Workers are allowed to take leave whenever necessary.
- The distribution of the gender ratio for the worker level is male 60% and female 40%.
- 10 workers were selected for interview. They were interviewed as 1 group of 4 workers some single, and the of 06 workers were interviewed individually.
- All workers said they were satisfied with the policy, system and factory procedures which are followed by the factory, even they also confirmed that Factory environment is favourable for them.
- 10 Records were reviewed for wages and hours which were taken sample of 3 months from the period March 2022, May 2022, and November 2022.
- Legal minimum wage was paid to all workers, 40% of workers earning minimum wage and rest 60% of workers earning above the minimum wage.

Audit Process:

This Full Initial audit conducted in 01 day on 08 December 2022 by one (01) auditor and 01 observer based on ETI Base Code and local law on announced basis. An opening meeting was held immediately after the introduction with factory management and in front of worker's representatives.

Opening Meeting:

During the opening meeting, auditors explained about the audit scope and process and a detail description on ETI Base Code of conduct requirement and approach. Immediate after the opening meeting, a site visit was conducted with the factory management. For worker's interview, the auditors selected workers randomly from different production processes and different age groups & gender. Workers were comfortable with the management and with the working environment. A general document checklist was provided to the management and supplied documents were reviewed.

Closing Meeting:

During closing meeting, auditors thanks to the facility management for allow access in the factory for audit and cooperated for the audit like Onsite visit, worker Interview & documentation review. Auditors were also explained about the audit scope and process and a detail description on ETI Base Code of

conduct, requirement and approach again. However, the auditors discussed all the areas of improvement in the findings report with **Md. Almas Uddin-Admin & Accounts Manager**.

Facility management agreed on all finding and signed on CAPR findings report. Auditor informed the management regarding the closed the findings through Sedex platform against the findings raised on the audit within timeline.

Non-Compliance:

one (01) non-compliances were found in the areas of "Management System & Code Implementation", Three (03) non-compliances were found in the areas of "Safety and Hygienic Conditions" One (01) non-compliances were found in the areas of Freedom of Association, and One (01) non-compliances were found in the areas of Regular Employment .

Observation:

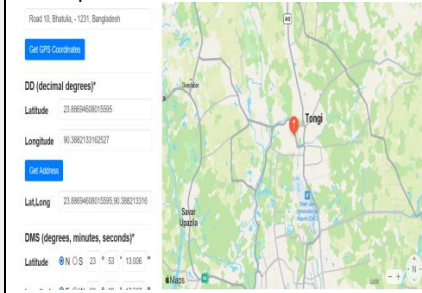
One (01) observation was found in the areas of "Management System & Code Implementation.

Good Example:

One (01) good examples were found in the areas of "Living Wages & Benefits".

**Please note the table above records the total number of Non-compliances (NC), Observations (Obs) and Good Examples (GE). This gives the reviewer an indication of problem areas but does not detail severities of each issue – Reviewers need to check audit results by clause.*

Site Details

Site Details	
A: Company Name:	SRP Sweaters Ltd.
B: Site name:	SRP Sweaters Ltd.
C: GPS location: (If available)	<p>GPS Address: 73/1, North Kha para Road, Awochpara, Tongi, Gazipur- 1230</p>  <p>Latitude: 23°55'19.875"N Longitude:90°23'15.179"E</p>
D: Applicable business and other legally required licence numbers and documents, for example, business license number, liability insurance, any other required government inspections	<p>List of applicable License/Permit and validity status:</p> <p>Certificate of Incorporation : C-136383/2017, issued by Government of Bangladesh</p> <p>Factory License No: 18016/Gazipur Class "G" Category issued by Department of Inspector General of Industries (Govt. of the People's Republic of Bangladesh), which is valid till 30 June 2023.</p> <p>Fire License No: DD/Dhaka/26286/2016 issued by Bangladesh Fire Service & Civil Defence Authority, which is valid till 30 June 2023.</p> <p>Trade License: Number 54/279 issues by Gazipur City Corporation which is valid up to 30 June 2023.</p> <p>TIN Registration Certificate: 630174389877 issued by National Board of Revenue .</p>
E: Products/Activities at site, for example, garment manufacture, electricals, toys, grower, cutting, sewing, packing etc	<p>Product: All types Sweater items.</p> <p>Process Raw Material Store> Winding> Knitting> Linking> Washing> Sewing> Mending> Trimming> Finishing> Packing > Export.</p>
F: Site description: (Include size, location, and age of site. Also, include structure and number of buildings)	<p>The factory has incorporated and started its' operation from the year 2017 in the current location.</p> <p>Total floor area occupied facility is about 36500 square feet for production, ware house and office area. Location of the factory is 73/1, North Kha para Road, Awochpara, Tongi, Gazipur- 1230. In view of facilities, there are 4 stored building.</p> <p>The main product manufactured by the factory was Sweaters items. Production processes included winding, knitting, linking, trimming, mending, washing, PQC, and sampling etc</p> <p>For below, please add any extra rows if appropriate.</p> <p>F1: Visible structural integrity issues (large cracks) observed? <input type="checkbox"/> Yes</p>

	<input checked="" type="checkbox"/> No F2: Please give details: Through plant tour and management interview it was observing that there are no visible structural integrity issues. F3: Does the site have a structural engineer evaluation? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No F4: Please give details: The structural engineer evaluated by local authority																							
	<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:20%;">Production Building no</th> <th style="width:50%;">Description</th> <th style="width:30%;">Remark, if any</th> </tr> </thead> <tbody> <tr> <td>Ground Floor</td> <td>Ware House, Godown , Admin section , Child care Room , Medical Room , Generator Room, Security point , Wash section , Substation Room , Gass Room , Yarn controller Room, Maintainer Room</td> <td>On site visit</td> </tr> <tr> <td>Floor 1</td> <td>Inspection two Room, All Finishing section.</td> <td>On site visit</td> </tr> <tr> <td>Floor 2</td> <td>Sample Room, Attached Section, Trimming Section, Mending Section, Light check, Linking Section, Linking Destitution Room .</td> <td>On site visit</td> </tr> <tr> <td>Floor 3</td> <td>Office Section, Jacquard Section</td> <td>On site visit</td> </tr> <tr> <td>Floor 4</td> <td>Wending Section, canting, Dining Room , prayer please , Wastage GodownRoom, Composer Room</td> <td>On site visit</td> </tr> <tr> <td>Is this a shared building?</td> <td style="text-align: center;">NO</td> <td></td> </tr> </tbody> </table>			Production Building no	Description	Remark, if any	Ground Floor	Ware House, Godown , Admin section , Child care Room , Medical Room , Generator Room, Security point , Wash section , Substation Room , Gass Room , Yarn controller Room, Maintainer Room	On site visit	Floor 1	Inspection two Room, All Finishing section.	On site visit	Floor 2	Sample Room, Attached Section, Trimming Section, Mending Section, Light check, Linking Section, Linking Destitution Room .	On site visit	Floor 3	Office Section, Jacquard Section	On site visit	Floor 4	Wending Section, canting, Dining Room , prayer please , Wastage GodownRoom, Composer Room	On site visit	Is this a shared building?	NO	
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G: 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																																																															
H: Month(s) of peak season: (if applicable)	February -October																																																															
I: Process overview: (Include products being produced, main operations, number of production lines, main equipment used)	<p>The main product manufactured by the factory was Sweaters items. Production processes included winding, knitting, linking, trimming, mending, washing, PQC, and sampling etc. The production capacity were 130000 pieces monthly.</p> <table border="1" data-bbox="624 674 1449 1787"> <thead> <tr> <th>Sl. No.</th> <th>Machine Name</th> <th>Quantity</th> </tr> </thead> <tbody> <tr><td>1</td><td>Jacquard Machin (12GG</td><td>50 pcs</td></tr> <tr><td>2</td><td>Jacquard Machin (7GG) 50</td><td>50 pcs</td></tr> <tr><td>3</td><td>Winding Machine</td><td>5 Sets (50Spindle)</td></tr> <tr><td>4</td><td>Dial Linking Machine (14GG)</td><td>98 Mc</td></tr> <tr><td>5</td><td>Dial Linking Machine (8GG)</td><td>27 Mc</td></tr> <tr><td>6</td><td>6 Linking Machine (16GG)</td><td>03 Set</td></tr> <tr><td>7</td><td>Dial Linking Machine (6GG)</td><td>12 Mc</td></tr> <tr><td>8</td><td>Light Check</td><td>03 Set</td></tr> <tr><td>9</td><td>Overlock M/C 03 Set</td><td>9pcs</td></tr> <tr><td>10</td><td>Sewing M/C (Plain)</td><td>20 Set</td></tr> <tr><td>11</td><td>10 Button Hole</td><td>01 Set</td></tr> <tr><td>12</td><td>Button Stitch 01 Set</td><td>01 Set</td></tr> <tr><td>13</td><td>Flat Lock 02 Set</td><td>02 Set</td></tr> <tr><td>14</td><td>Snap Button</td><td>02 Set</td></tr> <tr><td>15</td><td>Bartech</td><td>02 Set</td></tr> <tr><td>16</td><td>Industrial Washing MC(200Kg) 01 Set</td><td>01 Set</td></tr> <tr><td>17</td><td>Hydro Extractor(200kg)</td><td>01 Set</td></tr> <tr><td>18</td><td>Stream Dryer(200kg)</td><td>02 Set</td></tr> <tr><td>19</td><td>Generator 500kvs (250kv,60kv) 02</td><td>02</td></tr> <tr><td>20</td><td>Industrial Iron Table 20 Set</td><td>20 Set</td></tr> </tbody> </table>	Sl. No.	Machine Name	Quantity	1	Jacquard Machin (12GG	50 pcs	2	Jacquard Machin (7GG) 50	50 pcs	3	Winding Machine	5 Sets (50Spindle)	4	Dial Linking Machine (14GG)	98 Mc	5	Dial Linking Machine (8GG)	27 Mc	6	6 Linking Machine (16GG)	03 Set	7	Dial Linking Machine (6GG)	12 Mc	8	Light Check	03 Set	9	Overlock M/C 03 Set	9pcs	10	Sewing M/C (Plain)	20 Set	11	10 Button Hole	01 Set	12	Button Stitch 01 Set	01 Set	13	Flat Lock 02 Set	02 Set	14	Snap Button	02 Set	15	Bartech	02 Set	16	Industrial Washing MC(200Kg) 01 Set	01 Set	17	Hydro Extractor(200kg)	01 Set	18	Stream Dryer(200kg)	02 Set	19	Generator 500kvs (250kv,60kv) 02	02	20	Industrial Iron Table 20 Set	20 Set
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J: What form of worker representation / union is there on site?	<input type="checkbox"/> Union (name) <input checked="" type="checkbox"/> Worker Committee <input type="checkbox"/> Other (specify) <input type="checkbox"/> None																																																															

<p>K: Is there any night production work at the site?</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>
<p>L: Are there any on site provided worker accommodation buildings e.g. dormitories</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No L1: If yes, approx. % of workers in on site accommodation</p>
<p>M: Are there any off site provided worker accommodation buildings</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No M1: If yes, approx. % of workers</p>
<p>N: Were all site-provided accommodation buildings included in this audit</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No N1: If no, please give details: There is no accommodation facility provided by the facility.</p>

Audit Parameters

A: Time in and time out	Day 1 Time in: 09.15 am Day 1 Time out: 06.25pm	A3: Day 2 Time in: A4: Day 2 Time out:	A5: Day 3 Time in: A6: Day 3 Time out:
B: Number of auditor days used:	01 auditor & 01 observer in 01 day (01 auditor day)		
C: Audit type:	<input checked="" type="checkbox"/> Full Initial <input type="checkbox"/> Periodic <input type="checkbox"/> Full Follow-up <input type="checkbox"/> Partial Follow-Up <input type="checkbox"/> Partial Other If other, please define		
D: Was the audit announced?	<input checked="" type="checkbox"/> Announced <input type="checkbox"/> Semi – announced: Window detail: weeks <input type="checkbox"/> Unannounced		
E: Was the Sedex SAQ available for review?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If No, why not: The facility did not aware of SAQ.		
F: Any conflicting information SAQ/Pre-Audit Info to Audit findings?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes , please capture detail in appropriate audit by clause		
G: Who signed and agreed CAPR (Name and job title)	Md. Almas Uddin- Admin & Accounts Manager		
H: Is further information available (If yes, please contact audit company for details)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
I: Previous audit date:	N/A		
J: Previous audit type:	N/A		
K: Were any previous audits reviewed for this audit	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A		

Audit attendance	Management	Worker Representatives	
	Senior management	Worker Committee representatives	Union representatives

A: Present at the opening meeting?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
B: Present at the audit?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
C: Present at the closing meeting?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
D: If Worker Representatives were not present please explain reasons why <i>(only complete if no worker reps present)</i>	N/A		
E: If Union Representatives were not present please explain reasons why: <i>(only complete if no union reps present)</i>	Not Applicable- This is a non-unionized factory and there is no obligation to form / join Trade Union and Freedom of Association and Collective Bargaining in Bangladesh.		

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*				Total
	Permanent	Temporary	Agency	Permanent	Temporary	Agency	Home workers	
Worker numbers – Male	50	0	0	0	0	0	0	50
Worker numbers – female	40	0	0	0	0	0	0	40
Total	90	0	0	0	0	0	0	90
Number of Workers interviewed – male	06	0	0	0	0	0	0	06
Number of Workers interviewed – female	04	0	0	0	0	0	0	04
Total – interviewed sample size	10	0	0	0	0	0	0	10



A: Nationality of Management	Bangladeshi	
<p>B: Please list the nationalities of all workers, with the three most common nationalities listed first.</p> <p><i>Please add more nationalities as applicable to site. Add more rows if required.</i></p>	<p>Nationalities:</p> <p>B1: Nationality 1: __ Bangladeshi ____</p> <p>B2: Nationality 2: _____</p> <p>B3: Nationality 3: _____</p>	<p>Was the list completed during peak season?</p> <p><input checked="" type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p>If no, please describe</p>
C: Please provide more information for the three most common nationalities.	<p>C C approx 100% total workforce: Nationality _ 100%</p> <p>C1: approx % total workforce: Nationality 2 _____</p> <p>C2: approx % total workforce: Nationality 3 _____</p>	
D: Worker remuneration (management information)	<p>D: __0__% workers on piece rate</p> <p>D1: __0__% hourly paid workers</p> <p>D2: __100__% salaried workers</p> <p>Payment cycle:</p> <p>D3: __0__% daily paid</p> <p>D4: __0__% weekly paid</p> <p>D5: __100__% monthly paid</p> <p>D6: __0__% other</p> <p>D7: If other, please give details</p>	



Worker Interview Summary	
A: Were workers aware of the audit?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
B: Were workers aware of the code?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
C: Number of group interviews: <i>(Please specify number and size of groups. Please see SMETA Best Practice Guidance and Measurement Criteria. If the auditor was not able to follow the BPG, please state within the declaration)</i>	01 group of 04 workers (total 04 workers)
D: Number of individual interviews <i>(Please see SMETA Best Practice Guidance and Measurement Criteria)</i>	D1: Male: 04 D2: Female:02
E: 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. <i>Note to auditor: please record details of migrant /agency/contractor workers in section 8 – Regular Employment, under Responsible Recruitment</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If no, please give details
F: 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
G: In general, what was the attitude of the workers towards their workplace?	<input checked="" type="checkbox"/> Favourable <input type="checkbox"/> Non-favourable <input type="checkbox"/> Indifferent
H: What was the most common worker complaint?	No complaint raised by the worker in the interview process.
I: 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, paid leave 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.
J: Any additional comment(s) regarding interviews:	They are happy with the good working environment and cooperative management
K: 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

	<p>overtime is voluntary, no discrimination or inhumane treatment done or supported by the management. They have a good communication between workers and management.</p>
<p>L. Is there any worker survey information available?</p>	
<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No L1: If yes, please give details:</p>	
<p>M: Attitude of workers: <i>(Include their attitude to management, workplace, and the interview process. Both positive and negative information should be included) Note: Do not document any information that could put workers at risk</i></p>	
<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.</p> <p>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.</p> <p>Following information and evidence were collected from the worker's interview:</p> <ol style="list-style-type: none"> 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 18 years 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. Monday is the holiday. 9. They were recruited based on their working experiences and abilities. 	
<p>N: Attitude of worker's committee/union reps: <i>(Include their attitude to management, workplace, and the interview process. Both positive and negative information should be included) Note: Do not document any information that could put workers at risk</i></p>	
<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>	
<p>O: Attitude of managers: <i>(Include attitude to audit, and audit process. Both positive and negative information should be included)</i></p>	
<p>Management of the factory was positive and supportive during the whole audit. Md. Almas Uddin - Admin & Accounts Manager was the key person of the compliance team and he was responsible for compliance with the Code, legal requirements, development of policies its implementation, monitoring & control. In this backdrop, management had comprehensive knowledge, as assumed, about audit requirements and scope; e.g. The factory management was found to be cooperative throughout the audit</p>	

Audit Results by Clause

0A: Universal Rights covering UNGP

[\(Click here to return to summary of findings\)](#)

0.A. Guidance for Observations

- 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' Auditor 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 **Md. Almas Uddin- Admin & Accounts Manager.**
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 – to support system description (Documents examined & relevant comments. Include renewal/expiry date where appropriate):

Details:

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

<p>A: Policy statement that expresses commitment to respect human rights?</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No A1: 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.:</p>
<p>B: Does the business have a designated person responsible for implementing standards concerning Human Rights?</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please give details: Name: Md. Almas Uddin Job title : Admin & Accounts Manager</p>
<p>C: 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?</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No C1: 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.</p>
<p>D: Does the grievance mechanism meet UNGP expectations? (Legitimate, Accessible, Predictable, Equitable, Transparent, Rights-compatible, a source of continuous learning and based on stakeholder engagement)</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No D1: If no, please give details</p>
<p>E: Does the business demonstrate effective data privacy procedures for workers' information, which is implemented?</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No E1: 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.</p>

Findings

<p>Finding: Observation <input type="checkbox"/> Company NC <input type="checkbox"/></p> <p>Description of observation: None Observed</p> <p>Local law or ETI/Additional elements / customer specific requirement: Not Applicable</p>	<p>Objective evidence observed: Not Applicable</p>
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Comments: None observed	
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Good examples observed:	
Description of Good Example (GE): None observed	Objective Evidence Observed: Not Applicable

Measuring Workplace Impact

Workplace Impact		
A: 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)	A1: Last year: 2021 2.5 %	A2: This year: 2022 3%
B: Current % quarterly (90 days) turnover: Number of workers leaving from the first day of the 90 days period through to the last day of the 90 day period / [(number of employees on the 1 st day of 90 day period + number of employees on the last day of the 90 day period) / 2]	2.5 %	
C: Annual % absenteeism: Number of days lost through job absence in the year / [(number of employees on 1 st day of the year + number employees on the last day of the year) / 2] * number available workdays in the year	C1: Last year: _____ 2.5 %	C2: This year _____ 1.5 %
D: Quarterly (90 days) % absenteeism: Number of days lost through job absence in the period / [(Number of employees on 1 st of the period + Number of employees on the last day of the period) / 2] * Number of available workdays in the month	3%	
E: Are accidents recorded?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No E1: Please describe: 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.	
F: Annual Number of work related accidents and injuries per 100 workers: [(Number of work related accidents and injuries * 100) / Number of total workers]	F1: Last year:2021 Number: 10 Person	F1: Last year:2022 Number: 12 Person Last injury recorded: 29/11/2022: 02 Person
G: 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]	3	
H: Lost day work cases per 100 workers: [(Number of lost days due to work accidents and work related injuries * 100) / Number of total workers]	H1: Last year: 0	H2: This year: 0
I: % of workers that work on average more than 48 standard hours / week in the last 6 / 12 months:	I1: 6 months _____ 45 _____ % workers	I2: 12 months _____ 65 _____ % workers

J: % of workers that work on average more than 60 total hours / week in the last 6 / 12 months:	J1: 6 months ___0___% workers	J2: 12 months ___0___% workers
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0B: Management system and Code Implementation (Click here to return to summary of findings)
<p>0.B.1 Suppliers are expected to implement and maintain systems for delivering compliance to this Code.</p> <p>0.B.2 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</p> <p>0.B.3 Suppliers shall appoint a senior member of management who shall be responsible for compliance with the Code.</p> <p>0.B.4 Suppliers are expected to communicate this Code to all employees.</p> <p>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.</p>

Current Systems and Evidence Examined <i>To complete 'current systems' Auditorsexaminepoliciesandwrittenproceduresinconjunction withrelevantmanagers, 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.</i>
<p>Current systems:</p> <p>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 butThe approved generators license date has been expired on 30 July 2021.</p> <p>2Md. Almas Uddin- Admin & Accounts Managerwasa senior member of management who shall be responsible for compliance with the Code.</p> <p>3. Factory management has policy to practice the code through their supply chain and communicating the code through Supplier training.</p> <p>4. Factory management has policy to practice the code through their supply chain and communicating the code through Supplier training.</p> <p>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.</p> <p>Evidence examined – to support system description (Documents examined & relevant comments. Include renewal/expiry date where appropriate):</p> <p>Details: 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.</p> <p>Any other comments: None</p>

Management Systems:	
A: 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 A1: Please give details: No such fines/prosecutions for non-compliance found.
B: Do policies and/or procedures exist that reduce the risk of forced labour, child labour, discrimination,	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

<p>harassment & abuse?</p>	<p>B1: 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.</p>
<p>C: If Yes, is there evidence (an indication) of effective implementation? Please give details.</p>	<p>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.</p>
<p>D: Have managers and workers received training in the standards for forced labour, child labour, discrimination, harassment & abuse?</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No D1: 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</p>
<p>E: If Yes, is there evidence (an indication) that training has been effective e.g. training records etc.? Please give details</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No E1: Please give details: Latest training date: 12 November 2022, participants: 24 Based on Injury Analysis training. Interviewed employee/worker are properly aware of the issues.</p>
<p>F: Does the site have any internationally recognised system certifications e.g. ISO 9000, 14000, OHSAS 18000, SA8000 (or other social audits). Please detail (Number and date).</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No F1: Please give details: BSCI : ID : 050-002144-000; Rating : C Date : 17-10-2022; Expire date : 17-10-2023</p>
<p>G: Is there a Human Resources manager/department? If Yes, please detail.</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No G1: Please give details: Human Resources department which is headed by–Md. Almas Uddin- Admin & Accounts Manager, Shariful –Asst. manager .</p>
<p>H: Is there a senior person /manager responsible for implementation of the code</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No H1: Please give details: Name: Md. Almas Uddin Job title: Admin & Accounts Manager</p>
<p>I: Is there a policy to ensure all worker information is confidential?</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No I1: Please give details: Factory has written policy to ensure that all workers information is confidential.</p>
<p>J: Is there an effective procedure to ensure</p>	<p><input checked="" type="checkbox"/> Yes</p>

confidential information is kept confidential?	<input type="checkbox"/> No J1: Please give details There is effective policy and procedures found to ensure confidential information is kept confidential.
K: Are risk assessments conducted to evaluate policy and procedure effectiveness?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No K1: Please give details: Factory is conducting risk assessment for each process and to evaluate the effectiveness of the policy and procedure.
L: 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 L1: Please give details: Process of addressing issues while implementation of controls found for conducting risk assessments.
M: Does the facility have a policy/code which require labour standards of its own suppliers?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No M1: Please give details: The facility has developed policy for monitoring & control Suppliers. Supplier control policy was verified during the audit
Land rights	
N: Does the site have all required land rights licenses and permissions (see SMETA Measurement Criteria)?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No N1: Please give details: 1. The site had all required land rights licenses and permissions like Building Approval plan from concern authority. 2. Facility has approved lay-out plan from Department of Industry & Factory Establishments.
O: 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 O1: 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
P: Does the site have a written policy and procedures specific to land rights. If yes, does it include any due diligence the company will undertake to obtain free, prior and informed consent, (FPIC) even if national/local law does not require it	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No P1: If yes, how does the company obtain FPIC: Not Applicable
Q: 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 Q1: 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.
R. 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 R1: Please give details: This area was provided by local government as Commercial/ industry area.
S: 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 S1: 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:

<p>1. Description of non-compliance: The approved generators license date has been expired on 30 July 2021.</p> <p><input checked="" type="checkbox"/> NC against ETI/Additional Elements <input checked="" type="checkbox"/> NC against Local Law</p> <p><input type="checkbox"/> NC against customer code:</p> <p>Local law and/or ETI requirement: In accordance with Bangladesh Energy Regulatory Commission Act, 2003; section 27 & 28 and ETI base code -0.B.2</p> <p>Recommended corrective action: It is recommended that factory management should get the generator operating permission from concern authority.</p>	<p>Objective evidence observed: (where relevant please add photo numbers)</p> <p>1. Through onsite visit and Management interview</p>
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Observation:

<p>Description of observation: It was noted through management interview that factory management did not completed of SAQ during the audit.</p> <p>Local law or ETI requirement: In accordance with ETI Base Code 0A-06 of version 6.1.</p> <p>Comments: Company Management should complete the SAQ and take necessary actions accordingly</p>	<p>Objective evidence observed:</p> <p>1. Management interview</p>
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Good Examples observed:

<p>Description of Good Example (GE): None Observed</p>	<p>Objective evidence observed:</p> <p>Not applicable</p>
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1: Freely Chosen Employment

[\(Click here to return to summary of findings\)](#)

ETI

- 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' Auditorsexaminepoliciesandwrittenproceduresinconjunction withrelevantmanagers, to understand, and record what controls and processes are currently in place e.g. record what policies are in place, what relevant procedures are carried out, who is/are responsible for the management of this item of the code. Evidence checked should detail any documentary or verbal evidence shown to support the systems.

Current systems:

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

Details: 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

<p>A: Is there any evidence of retention of original documents, e.g. passports/ID's</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No A1: If yes, please give details and category of workers affected:</p>
<p>B: Is there any evidence of a loan scheme in operation</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No B1: If yes, please give details and category of worker affected:</p>

C: Is there any evidence of retention of wages /deposits	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No C1: If yes, please give details and category of worker affected:
D: Are there any restrictions on workers' freedom to terminate employment?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No D1: Please describe finding:
E: If any part of the business is UK based or registered there & has a turnover over £36m, is there a published a 'modern day slavery statement'?	<input type="checkbox"/> No <input checked="" type="checkbox"/> Not applicable E1: Please describe finding
F: Is there evidence of any restrictions on workers' freedoms to leave the site at the end of the work day?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No F1: Please describe finding:
G: Does the site understand the risks of forced / trafficked / bonded labour in its supply chain	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Not applicable G1: If yes, please give details and category of workers affected
H: Is the site taking any steps taking to reduce the risk of forced / trafficked labour?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No H1: Please describe finding: The facility has policy on forced/trafficked labor. The facility maintains it through notice board on production floor. Overtime is total voluntary. Employees can leave their workplace freely after their respective jobs.

Non-compliance:

<p>1. Description of non-compliance: None Observed</p> <p><input type="checkbox"/> NC against ETI <input type="checkbox"/> NC against Local Law: <input type="checkbox"/> NC against customer code:</p> <p>Local law and/or ETI requirement: Not applicable</p> <p>Recommended corrective action: Not applicable</p>	<p>Objective evidence observed: (where relevant please add photo numbers)</p> <p>Not applicable</p>
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Observation:

<p>Description of observation: None Observed</p> <p>Local law or ETI requirement: Not applicable</p> <p>Comments: Not applicable</p>	<p>Objective evidence observed:</p> <p>Not applicable</p>
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Good Examples observed:

Description of Good Example (GE): None Observed	Objective evidence observed: Not applicable
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2: Freedom of Association and Right to Collective Bargaining are Respected

[\(Click here to return to summary of findings\)](#)

[\(Click here to return to Key Information\)](#)

ETI

- 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' Auditor 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 election. Participation committee was formed by selection process on 20 August 2022. Regular Participation committee meeting was last held on 23 November 2022. There were 4 members from worker's side and 4 from management side with 08 members.

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 favourably 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 23 November 2022.

Evidence examined – to support system description (Documents examined & relevant comments. Include renewal/expiry date where appropriate):

Details:

- 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: None

A: What form of worker representation/union is there on site?	<input type="checkbox"/> Union (name) <input checked="" type="checkbox"/> Worker Committee <input type="checkbox"/> Other (specify) <input type="checkbox"/> None	
B: Is it a legal requirement to have a union?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
C: Is it a legal requirement to have a worker's committee?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
D: Is there any other form of effective worker/management communication channel? <i>(Other than union/worker committee e.g. H&S, sexual harassment)</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No D1: Please give details: 1. WPC 2. suggestion & complaint box in the toilet area 3. Grievance box out side 4. Emergency number 5. Direct management call 6. Anti-Harassment Committee 7. Health & Safety Committee D2: Is there evidence of free elections? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
E: Does the supplier provide adequate facilities to allow the Union or committee to conduct related business?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No E1: Please give details:Factory had facilitated and formed participation committee by selection process for the workers.	
F: Name of union and union representative, if applicable:	N/A	F1: Is there evidence of free elections? <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A
G: If there is no union, is there a parallel means of consultation with workers e.g. worker committees?	Worker Participation Committees	G1: Is there evidence of free elections? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A
H: Are all workers aware of who their representatives are?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
I: Were worker representatives freely elected?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	I1: Date of last election:N/A
J: Do workers know what topics can be raised with their representatives?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
K: Were worker representatives/union representatives interviewed?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If Yes , please state how many: 3 Worker Representatives interviewed .	
L: Please describe any evidence	Facility has conducted last worker committee meeting on	

<p>that union/worker's committee is effective? Specify date of last meeting; topics covered; how minutes were communicated etc.</p>	<p>23 November 2022. Topics discussed during the committee meeting agenda given below: Discussion about PC committee activities. 1. Minutes were communicated through notice board & PA system. 2. Discussion about provide ID card for new workers and apron 3. Discussion about hygienic the canteen room and provide the quality full food</p> <p>The facility management ensured them to solve the raise problem which were discuss in the meeting.</p>	
<p>M: Are any workers covered by Collective Bargaining Agreement (CBA)?</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	
<p>If Yes, what percentage by trade Union/worker representation</p>	<p>M1: ___0 % workers covered by Union CBA</p>	<p>M2: ___0 % workers covered by worker rep CBA</p>
<p>M3: If Yes, does the Collective Bargaining Agreement (CBA) include rates of pay?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No Not Applicable</p>	

Non-compliance:

<p>1. Description of non-compliance: Through documents review and management interview, it was noted that there was a worker participation committee that was formed through selection process instead of election on 20 Aug 2022 and factory has not sent the meeting minute's record of WPC that was held on 23 Nov 2022 to the director of Labour and the conciliator within seven days of meeting.</p> <p><input checked="" type="checkbox"/> NC against ETI <input checked="" type="checkbox"/> NC against Local Law <input type="checkbox"/> NC against customer code:</p> <p>Local law and/or ETI requirement: In accordance with Bangladesh Labour (amendment) Law 2013, section-205(6) & Bangladesh Labour Law 2006 Section- 207 (2); Bangladesh labour Rules 2015, Section 187 and ETI Base Code 2.1</p> <p>Recommended corrective action: It is recommended that factory management should ensure an election process to choose the members of workers' participation committee and arrange the first meeting for distributing roles and responsibilities to WPC members.</p>	<p>Objective evidence observed: <i>(where relevant please add photo numbers)</i></p> <p>1. Through workers interview and documents review.</p>
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Observation:

<p>Description of observation: None Observed</p> <p>Local law or ETI requirement: Not applicable</p> <p>Comments: Not applicable</p>	<p>Objective evidence observed:</p> <p>Not applicable</p>
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Good Examples observed:	
Description of Good Example (GE): None Observed	Objective evidence observed: Not applicable

3: Working Conditions are Safe and Hygienic

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ETI

- 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' Auditorsexaminepoliciesandwrittenproceduresin 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:

General Health and Safety management

1. 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 28 November 2022.
2. 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.
3. PPE such as masks and gloves were provided to relevant workers and PPE usage instruction posted each production floor
4. The facility has enough number of washroom for male/female toilets in whole premises with good washing installations, which were clean and safe. Male washroom has 04, Female washroom has 03.
5. The facility has installed complain boxes at every washing facility and every entrance for the ensuring/establishing grievance procedure
6. The authority of the facility has conducted the Fire drill internally on 15 November 2022 at day where 79 manpower were present on that drill time. Night Fire drill has conducted on 21 November 2022.
7. 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, Tongji Branch on the date of 13 November 2022.
8. Lighting was adequate for the production processes.
9. Health and safety training including personal protective equipment training conducted.
10. It was noted that factory management send the Accident Return to the labor inspector within 10 working days after expiry of 6 months over the records.
11. All the other required safety trainings like first chemical handling training was conducted.
12. Health and safety risk assessment conducted on for the site last risk assessment periodically.
13. General Housekeeping & cleanliness in the factory was excellent.
14. All the other required safety trainings like first chemical handling training was conducted.
15. Health and safety risk assessment conducted on for the site last risk assessment periodically.
16. Safety instruction was available in the production area.
17. Emergency lights were available in the production floor

Sl No	Last Meeting Date	Name of Training	Name of Trainer	Designation	Participant
1	18.11.22	P.P.E	Mst.Halimatus Sadia	Nurse	8 Person
3	13.10.22	Health & Safety	Md. Almas Uddin	Admin & Accounts Manager	8 Person
4	5.11.22	Grievance Awareness	Md. Almas Uddin	Admin & Accounts Manager	11 Person
5	28.11.22	ETL base code	Md. Almas Uddin	Admin & Accounts Manager	22 Person
6	06.11.22	Disciplinary Action	Md. Almas Uddin	Admin & Accounts Manager	10 Person
7	12.11.22	Wastage Disposal	Md. Almas Uddin	Admin & Accounts Manager	13 Person
8	16.11.22	Mid -Label Top label	Md. Almas Uddin	Admin & Accounts Manager	8 Person
9	03.11.22	Anti-Corruption Anti bribery	Md. Almas Uddin	Admin & Accounts Manager	7 Person
10	19.11.22	Risk Assessment	Md. Almas Uddin	Admin & Accounts Manager	11 Person
11	12.11.22	Chemical	Md. Almas Uddin	Admin & Accounts Manager	1 Person
13	12.11.11	Corona Awareness	Dr.NazrulSakib	Doctor	8 Person
14	13.11.22	Injury & sickness analyse	Dr.NazrulSakib	Doctor	22 Person
15	05.12.22	Fire turning	Md. Almas Uddin	Admin & Accounts Manager	5 Person
16	11.11.22	Generator, boiler & Elec.	Md. Almas Uddin	Admin & Accounts Manager	1 Person
17	21.11.22	Sewing Machine operating	Md. Almas Uddin	T Admin & Accounts Manager	7 Person
18	10.11.22	Discrimination	Md. Almas Uddin	Admin & Accounts Manager)	9 Person
19	01/12/2022	BSCI COC	Md. Almas Uddin	Admin & Accounts Manager	10 Person
20	11/11/2022	Security Awareness	Md. Almas Uddin	Manager (HR & Compliance)	10 Person
21	17.11.22	New worker Orientation	Md. Almas Uddin	Admin & Accounts Manager	9 Person

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 area.

- Available firefighting equipment found on the floor.
- The facility has sufficient number of firefighting equipment at every floors
- Fire hose reel was available in the facility. Hose reel water pressure checked at 3 place (1 rooftop, 1st floor and ground floor). 01 out 03 hose reel water pressure found low at 3rd floor during site visit.
- Fire evacuation plan was available in their production floor
- Fire equipment is available in their production floor
- Emergency walkway is available in extended 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.
- The facility has installed manual smoke detectors at production floor but smoke detectors did not install at yarn store & finished carton store at ground floor and wastage room at 4th floor.

Electrical, Machine safety

- All electrical equipment was maintained in good condition such as sockets, plugs, switches and main fuse boards.
- Company check all electric channels, distribution board and electric connection daily and monthly basis.
- Company maintains a scheduled maintenance plan for doing maintenance of all machines.

Medical services

- First aid boxes were found available in the floor
- First Aid training conducted on the site periodically.
- Management has appointed full time Registered Doctor, full time medical assistant

Evidence examined – to support system description (Documents examined & relevant comments. Include renewal/expiry date where appropriate):

Details:

- 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>A: 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 A1: Please give details: Facility has established Health & Safety policies and procedures that are fit for purpose and these are communicated to workers through training:</p>
<p>B: Are the policies included in workers' manuals?</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No B1: Please give details: Facility has included Health & Safety policy in worker's manual.</p>
<p>C: Are there any structural additions without required permits/inspections (e.g. floors added)?</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No C1: Please give details: No floors were added.</p>

<p>D: 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 D1: Please give details: Visitors are informed on H&S policies and provided with personal protective equipment.</p>
<p>E: Is a medical room or medical facility provided for workers? If yes, do the room(s) meet legal requirements and is the size/number of rooms suitable for the number of workers.</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No E1: Please give details: The medical room complies legal requirements. The facility has one full-time registered doctor and one nurse. Furthermore, the facility had an agreement with a local hospital named Tainunasa Memorial Medical college and hospital and the hospital is situated at Tongi,Gazipur, Bangladesh. The hospital is approximately 2 kilometers away from the factory. The factory was using of their services, which included ambulance dispatch and waste disposal.</p>
<p>F: Is there a doctor or nurse on site or there is easy access to first aider/ trained medical aid?</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No F1: Please give details: 1. Dr. NazrulSakib BMDC#: 87441 Certificate issued by Bangladesh Dental and Medical Council Designation: Medical Officer 2. Mst.Halimatus Sadia Designation: Medical Assistant</p>
<p>G: 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 G1: Please give details: Not applicable</p>
<p>H: 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 H1: Please give details: Not applicable as the factory did not provide any living space to the workers.</p>
<p>I: 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 I1: Please give details: Factory management periodically conduct the risk assessment and ensure preventive actions to reduce the identified risk.</p>
<p>J: 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 J1: Please give details:The facility meets all legal obligations on environmental requirements including required permits for use and disposal of natural resources like gas, water etc.</p>
<p>K: Is the site meeting its customer requirements on environmental standards, including the use of banned chemicals?</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No K1: Please give details:The facility does not use banned chemicals and follows the entire customer requirement on environmental standard.</p>

Non-compliance:

<p>1. Description of non-compliance: 1) No Fire Fighter trained from concern authority was found as 18% workers to be trained as per the law. However, the facility has applied to the concerned authority and trained their fire fighter through internal training system. 2) The authority of the facility has conducted the evacuation drill internally on 15 Nov 2022 but the factory did not notice local fire service and civil defence about the internal fire drill.</p> <p><input checked="" type="checkbox"/> NC against ETI <input checked="" type="checkbox"/> NC against Local Law <input type="checkbox"/> NC against customer code:</p>	<p>Objective evidence observed: (where relevant please add photo numbers)</p> <p>1. Management and worker's interview</p>
<p>Local law and/or ETI requirement:In Accordance with Bangladesh Labour Rules 2015, Section 55. Fire Extinguishing & Water Supply, Seb-Section (10) and ETI Base Code 3.2</p> <p>Recommended corrective action: It is recommended that factory management should arrange proper fire trainings for their employees from concern authority</p>	
<p>2.Description of non-compliance:a) The facility has installed manual smoke detectors at production floor but smoke detectors did not install at yarn store & finished carton store at ground floor and wastage room at 4th floor. b) 01 out 03 hose reel water pressure found low at 3rd floor during site visit.</p> <p><input checked="" type="checkbox"/> NC against ETI <input checked="" type="checkbox"/> NC against Local Law <input type="checkbox"/> NC against customer code:</p>	<p>2.Through site visit.</p>
<p>Local law and/or ETI requirement: In Accordance with Bangladesh Labour Law 2006, Section 62 and Bangladesh Labour Rules 2015, Section 55 and ETI Base Code 3.1</p> <p>Recommended corrective action: It is recommended that factory management should installed sufficient smoke detectors at require area and ensure the water pressure at 3rd floor</p>	
<p>3. Description of non-compliance: a) 50% pulley cover found was not covered with linking machines and 60% eye guard and 50% needle guard found missing with barter and sewing machines. b)40% jacquard machine operators and 50% of washing machine operators did not use PPE during operations.</p> <p><input checked="" type="checkbox"/> NC against ETI <input checked="" type="checkbox"/> NC against Local Law <input type="checkbox"/> NC against customer code:</p>	<p>3.Through site visit and management interview</p>
<p>Local law and/or ETI requirement:In Accordance with Sections 63, 67, 70(3), BLA; Rules 61, 62 (1-d), 64, BLR and ETI Base CoC 3.1.</p> <p>Recommended corrective action: Factory management should ensure availability and use of machine guards and PPE's for workers safety.</p>	

Observation:	
<p>Description of observation: None Observed</p>	<p>Objective evidence observed:</p>
<p>Local law or ETI requirement: Not applicable</p>	

Comments: Not applicable	Not applicable
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Good Examples observed:	
Description of Good Example (GE): None Observed	Objective evidence observed: Not applicable

4: Child Labour Shall Not Be Used

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ETI

- 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' Auditorsexaminepoliciesandwrittenproceduresin conjunction withrelevantmanagers, 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.
- All workers were hired by the Human Resource Department only.
- 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.
- The factory maintains photocopies of age certificate, school leaving certificates, fitness certificate by registered doctor for better verification of age of the workers.
- The factory has established a policy on prohibition of child labour which stated that the factory does not permit child labour.
- Minimum hiring age of the factory is 18-year-old.

Evidence examined – to support system description (Documents examined & relevant comments. Include renewal/expiry date where appropriate):

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

Any other comments: Nil

A: Legal age of employment:	14+ years with significant restriction.
B: Age of youngest worker found:	19 Years
C: 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
D: % of under 18's at this site (of total workers)	0 %
E: Are workers under 18 subject to hazardous work assignments? (Go to clause 3 – Health and Safety)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No E1: If yes, give details

Non-compliance:

1. Description of non-compliance: None Observed

NC against ETI NC against Local Law NC against customer code:

Local law and/or ETI requirement: Not Applicable

Recommended corrective action: Not Applicable

Objective evidence observed:
(where relevant please add photo numbers)

Not Applicable

Observation:

Description of observation: None Observed

Local law or ETI requirement: Not Applicable

Comments:
Not Applicable

Objective evidence observed:

Not Applicable

Good Examples observed:

Description of Good Example (GE): None Observed

Objective Evidence Observed:

Not Applicable

5: Living Wages are Paid

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ETI

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' Auditorsexaminepoliciesandwrittenproceduresin conjunction withrelevantmanagers, 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: Company is providing wages and benefits as per the national legal standards. 65% of workers are exceeding minimum legal wage level and rests who are unskilled new workers are also meeting the minimum legal standards. Company is providing Appointment letter with all the particulars of wages in local language. Company is maintaining wage sheet for each pay period. Company has defined Disciplinary action policy and Deduction policy. Both are in line with the national law. Review three months' payroll for 10 randomly selected workers from last 12 months and their attendees and time recording details. The facility is providing extra other payment which mention in good example. The facility has provided earn leave benefits to whom were eligible for this benefits. The facility has provided maternity benefits to whom were eligible for these benefits. 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 wage.

The facility also provided leave to all worker as per law.

Evidence examined – to support system description (Documents examined & relevant comments. Include renewal/expiry date where appropriate):

Details: Compensation policy, Group Insurance Certificate, workers' time cards and payroll records of March-2022, May-2022 and November-2022(Current Month)copy of pay slip March-2022, May-2022 and November-2022(Current Month), maternity leave and benefit providing records, leave records, resign file.

Any other comments: None.

Non-compliance:

1. Description of non-compliance: None Observed

NC against ETI NC against Local Law NC against customer code:

Local law and/or ETI requirement: Not Applicable

Recommended corrective action: Not Applicable

Objective evidence observed:
(where relevant please add photo numbers)

Not Applicable

Observation:

Description of observation: None Observed

Local law or ETI requirement: Not Applicable

Comments:
Not Applicable

Objective evidence observed:

Not Applicable

Good Examples observed:

Description of Good Example (GE): 01The facility pays 300 Taka to all asst. operators and 500 takas to all operators as per factory policy.

Objective evidence observed:

Document review, management and worker interview

Summary Information

Criteria	Local Law (Please state legal requirement)	Actual at the Site (Record site results against the law)	Is this part of a Collective Bargaining Agreement?
A: Standard/Contracted work hours: (Maximum legal and actual required working hours excluding overtime, please state if possible per day, week, and month)	Legal maximum: 08 hours per day 48 hours per week:	A1: 08 hours per day 48 hours per week.	A2: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
B: Overtime hours: (Maximum legal and actual overtime hours, please state if possible per day, week, and month)	Legal maximum:02 hours per day 12 hours per week	B1: 02 hours per day, 12 hours per week. And 02~52 hours monthly.	B2: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
C: Wage for standard/contracted hours: (Minimum legal and actual minimum wage at site, please state if possible per hr, day, week, and month)	Legal minimum: BDT. 8000 per month (Basic BDT 4100, House Rent 50% of the Basic which is BDT.2050,	C1: BDT 8000/month	C2: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

	Medical Allowance BDT. 600, Conveyance Allowance BDT. 350, Food Allowance BDT. 900)		
D: Overtime wage: (Minimum legal and actual minimum overtime wage at site, please state if possible per hr, day, week, and month)	Legal minimum: 200% of Basic Hour	D1: Legal minimum: 200% of Basic Hour	D2: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Wages analysis:
[\(Click here to return to Key Information\)](#)

A: Were accurate records shown at the first request?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No																																																																																																									
A1: If No , why not?	Not applicable																																																																																																									
B: 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 March-2022 10 samples from May -2022 10 samples from November-2022(current Month)																																																																																																									
C: Are there different legal minimum wage grades? If Yes , please specify all.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <p>C1: If Yes, please give details: Monthly- Tafsil "Ka"</p> <table border="1"> <thead> <tr> <th>Grade</th> <th>Monthly Basic Wages</th> <th>House rest 50% of Basic</th> <th>Medical Allowance</th> <th>Conveyance Allowance</th> <th>Food Subsidy</th> <th>Gross Monthly</th> </tr> </thead> <tbody> <tr><td>1</td><td>10938</td><td>5469</td><td>600</td><td>350</td><td>900</td><td>18257</td></tr> <tr><td>2</td><td>9044</td><td>4522</td><td>600</td><td>350</td><td>900</td><td>15416</td></tr> <tr><td>3</td><td>5330</td><td>2665</td><td>600</td><td>350</td><td>900</td><td>9845</td></tr> <tr><td>4</td><td>4998</td><td>2499</td><td>600</td><td>350</td><td>900</td><td>9347</td></tr> <tr><td>5</td><td>4683</td><td>2342</td><td>600</td><td>350</td><td>900</td><td>8875</td></tr> <tr><td>6</td><td>4380</td><td>2190</td><td>600</td><td>350</td><td>900</td><td>8420</td></tr> <tr><td>7</td><td>4100</td><td>2050</td><td>600</td><td>350</td><td>900</td><td>8000</td></tr> <tr><td>Apprentice</td><td>2750</td><td>1375</td><td>600</td><td>350</td><td>900</td><td>5975</td></tr> </tbody> </table> <p>Tafsil "Kha"</p> <table border="1"> <thead> <tr> <th>Grade</th> <th>Monthly Basic Wages</th> <th>House rest 50% of Basic</th> <th>Medical Allowance</th> <th>Conveyance Allowance</th> <th>Food Subsidy</th> <th>Gross Monthly</th> </tr> </thead> <tbody> <tr><td>1</td><td>8150</td><td>4075</td><td>600</td><td>350</td><td>900</td><td>14075</td></tr> <tr><td>2</td><td>6300</td><td>3150</td><td>600</td><td>350</td><td>900</td><td>11300</td></tr> <tr><td>3</td><td>5950</td><td>2975</td><td>600</td><td>350</td><td>900</td><td>10775</td></tr> <tr><td>4</td><td>4350</td><td>2175</td><td>600</td><td>350</td><td>900</td><td>8375</td></tr> <tr><td>Apprentice</td><td>2876</td><td>1438</td><td>600</td><td>350</td><td>900</td><td>6164</td></tr> </tbody> </table> <p>The effective date of the minimum wages is 1st Dec 2018</p>	Grade	Monthly Basic Wages	House rest 50% of Basic	Medical Allowance	Conveyance Allowance	Food Subsidy	Gross Monthly	1	10938	5469	600	350	900	18257	2	9044	4522	600	350	900	15416	3	5330	2665	600	350	900	9845	4	4998	2499	600	350	900	9347	5	4683	2342	600	350	900	8875	6	4380	2190	600	350	900	8420	7	4100	2050	600	350	900	8000	Apprentice	2750	1375	600	350	900	5975	Grade	Monthly Basic Wages	House rest 50% of Basic	Medical Allowance	Conveyance Allowance	Food Subsidy	Gross Monthly	1	8150	4075	600	350	900	14075	2	6300	3150	600	350	900	11300	3	5950	2975	600	350	900	10775	4	4350	2175	600	350	900	8375	Apprentice	2876	1438	600	350	900	6164
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D: 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"/> N/A <p>D1: If No, please give details: E1: Lowest actual wages found: Note: full time employees and please state hour / week / month etc.</p>																																																																																																									

		Grade 07: Gross salary - Tk.8000/month.	
E: For the lowest paid production workers, are wages paid for standard/contracted hours (excluding overtime) below or above the legal minimum?	<input type="checkbox"/> Below legal min <input checked="" type="checkbox"/> Meet <input checked="" type="checkbox"/> Above	<p>E1: Lowest actual wages found:<i>Note: full time employees and please state hour / week / month etc.</i></p> <p>The lowest actual wages found: March 2022: BDT 8,000/- May 2022: BDT 8,000/- November: BDT 8,000/</p>	
F: Please indicate the breakdown of workforce per earnings:	F1: <u>0</u> % of workforce earning under minimum wage F2: <u>35</u> % of workforce earning minimum wage F3: <u>65</u> % of workforce earning above minimum wage		
G: Bonus Scheme found: Please specify details:	<p>Bonus Scheme found: <i>Note: type of employee (e.g. full time, temp, etc.) and please state which units e.g. /hour /week/month etc.</i></p> <p>Festival bonus Note: The workers who have completed one year of service/job consecutively has given two festival bonuses in the year and each festival bonus amount is equivalent or not more than the basic wage amount.</p> <p>Attendance bonus: Factory provides attendance bonus 400 taka to all employees as per factory policy.</p>		
H: What deductions are required by law e.g. social insurance? Please state all types:	As per section 125 of the Bangladesh Labour Law-2006, factory may deduct wages for un-authorized absence, for fines, housing facility, advance payments, loans, income tax, provident fund etc. However, factory is deducting only for un-authorized absence		
I: Have these deductions been made?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	I1: Please list all deductions that have been made.	Please describe: 1. Absent Deduction 2. Revenue Stamp Based on document review and worker interview facility management deducts for above issues.
		I2: Please list all deductions that have not been made.	Please describe: The factory did not deduct for group insurance 1. Social group insurance.
J: Were appropriate records available to verify hours of work and wages?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		

<p>K: Were any inconsistencies found? (if yes describe nature)</p>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<p>K1: Type</p> <input type="checkbox"/> Poor record keeping <input type="checkbox"/> Isolated incident <input type="checkbox"/> Repeated occurrence:
<p>L: Do records reflect all time worked? (For instance, are workers asked to attend meetings before or after work but not paid for their time)</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <p>L1: Please give details: Facility maintains Manual system to keep the workers' working time record.</p>	
<p>M: Is there a defined living wage: <i>This is <u>not normally</u> minimum legal wage. If answered yes, please state amount and source of info: Please see SMETA Best Practice Guidance and Measurement Criteria.</i></p>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <p>M1: Please specify amount/time: Facility paid minimum wage for regular work and overtime works as per legal requirement to the workers</p>	
<p>M2: If yes, what was the calculation method used.</p>	<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 <p>Other – please give details: Not Applicable</p>	
<p>N: Are there periodic reviews of wages? If Yes give details (include whether there is consideration to basic needs of workers plus discretionary income).</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <p>N1: 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.</p>	
<p>O: Are workers paid in a timely manner in line with local law?</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <p>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.</p>	
<p>P: Is there evidence that equal rates are being paid for equal work:</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <p>P1: Please give details: Facility paid workers salary according to their grade defined internally which is more than legal requirement. Male and female and different graded worker are getting wages based on skills and experience.</p>	
<p>Q: How are workers paid:</p>	<input checked="" type="checkbox"/> Cash <input type="checkbox"/> Cheque	

	<input type="checkbox"/> Bank Transfer <input type="checkbox"/> Other Q1: If other, please explain:
--	---

6: Working Hours are not Excessive

[\(Click here to return to summary of findings\)](#)

[\(Click here to return to Key Information\)](#)

ETI

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:

- this is allowed by national law;
- this is allowed by a collective agreement freely negotiated with a workers' organisation representing a significant portion of the workforce;
- appropriate safeguards are taken to protect the workers' health and safety; and
- The employer can demonstrate that exceptional circumstances apply such as unexpected production peaks, accidents or emergencies.

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' Auditorsexaminepoliciesandwrittenproceduresin conjunction withrelevantmanagers, 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 it is announced 3 hours before conducting OT by Public Announce System. However, 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.Md. Almas Uddin- Admin & Accounts Manager responsible for compliance with the Code

Evidence examined – to support system description (Documents examined & relevant comments. Include renewal/expiry date where appropriate):

Details: Factory policy, rules and regulations, official notice copies, attendance & payroll records, production records etc.workers' time cards from March-2022, May-2022, November-2022(current month).

Any other comments: Nil

Non-compliance:

1. Description of non-compliance: None observed
 NC against ETI NC against Local Law NC against customer code:

Local law and/or ETI requirement: Not Applicable

Recommended corrective action: Not Applicable

Objective evidence observed:
 (where relevant please add photo numbers)

Not Applicable

Observation:

Description of observation: None observed

Local law or ETI requirement: Not Applicable

Comments: Not Applicable

Objective evidence observed:

Not Applicable

Good Examples observed:

Description of Good Example (GE): None observed

Objective Evidence Observed:

Not Applicable

Working hours' analysis

Please include time e.g. hour/week/month
 ([Go back to Key information](#))

Systems & Processes

A. What timekeeping systems are used: time card etc.

Describe: Manual time keeping system are used for worker working hour calculation .

B: Is sample size same as in wages section?

Yes
 No
 B1: If no, please give details

C: Are

Yes

C1: If NO, please give details including % and which type of

standard/contracted working hours defined in all contracts/employment agreements?	<input type="checkbox"/> No	workers do NOT have standard hours defined in contracts/employment agreements. Please give details:			
D: Are there any other types of contracts/employment agreements used?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	D1: If YES, please complete as appropriate:			
		<input type="checkbox"/> 0 hrs	<input type="checkbox"/> Part time	<input type="checkbox"/> Variable hrs	<input type="checkbox"/> Other
		If "Other", Please define:			
<input type="checkbox"/> 0 hrs					
E. Do any standard/contracted working hours defined in contracts/employment agreements exceed 48 hours per week?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	E1: If yes , please detail hours, %, types of workers affected and frequency Please give details: Working hour as defined in the law, 08 Hours in a day and 48 hours in a week In case of Overtime, 10 Hours in a day and 60 hours in a week			
F: Are workers provided with at least 1 day off in every 7-day-period, or 2 in 14-day-period?	F2: Please select all applicable: <input checked="" type="checkbox"/> 1 in 7 days <input type="checkbox"/> 2 in 14 days <input type="checkbox"/> No If 'No', please explain:	F3: 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):				
	06 Days				
Standard/Contracted Hours worked					
G: Were standard working hours over 48 hours per week found?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	G1: If yes, % of workers & frequency:			
		Not Applicable			
H: Any local waivers/local law or permissions which allow averaging/annualised hours for this site?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	H1: If yes, please give details:			
		No such record found.			
Overtime Hours worked					

<p>I: Actual overtime hours worked in sample (State per day/week/month)</p>	<p>Highest OT hours: Day: 2 hours / March- 2022; 2 hours / May- 2022; 2 hours/November- 2022. Week: 12 hours / March- 2022, 12 hours / May- 2022, 12 hours/ November 2022. Month: 50 hours / March- 2022, 50 hours /May- 2022; 52 hours/November- 2022.</p>	
<p>J: Combined hours (standard or contracted + overtime hours = total) over 60 found? Please give details:</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	
<p>K: Approximate percentage of total workers on highest overtime hours:</p>	<p>_____55%</p>	
<p>L: Is overtime voluntary?</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Conflicting Information</p>	<p><i>L1: Please detail evidence e.g. Wording of contract/employment agreement/handbook/worker interviews/refusal arrangements:</i> Employment Agreement</p>
<p>Overtime Premiums</p>		
<p>M: Are the correct legal overtime premiums paid?</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A – there is no legal requirement to</p>	<p><i>M1: Please give details of normal day overtime premium as a % of standard wages:</i> Overtime is paid 200% of basic wages as per local law.</p>
<p>N: Is overtime paid at a premium?</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p><i>N1: If yes, please describe % of workers & frequency</i> 100% workers are entitled to get a premium rate.</p>
<p>O: 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.</p>	<p><input checked="" type="checkbox"/> No <input type="checkbox"/> Consolidated pay (May be standard wages above minimum legal wage, with no/low overtime premium) <input type="checkbox"/> Collective Bargaining agreements <input type="checkbox"/> Other</p> <p>O1: Please explain any checked boxes above e.g. detail of consolidated pay / CBA or Other</p> <p>Factory pay more than 125% OT premium, so this question is not applicable for this factory. Note factory pay OT premium 200% of the basic pay as per local law.</p>	
<p>P: If more than 60 total hours per week and this is legally allowed, are there</p>	<p><input checked="" type="checkbox"/> Overtime is voluntary <input type="checkbox"/> Onsite Collective bargaining allows 60+ hours/week <input type="checkbox"/> Safeguards are in place to protect worker's health and safety</p>	

<p>other considerations? Please complete the boxes where relevant.</p>	<p><input type="checkbox"/> Site can demonstrate exceptional circumstances <input type="checkbox"/> Other reasons (please specify)</p>
	<p>P1: Please explain any checked boxes above e.g. detail of consolidated pay / CBA or other:</p>
	<p>Factory's total working hours including overtime is not more than 60 hours per week, so this question is not applicable for this factory.</p>
<p>Q: Is there evidence that overtime hours are being used for extended periods to make up for labour shortages or increased order volumes?</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Q1: If yes, please give details:</p>
<p>R: If sufficient workers cannot be hired, are new working time arrangements explored to ensure that overtime is the exception rather than the rule.</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>

7: No Discrimination is Practiced

[\(Click here to return to summary of findings\)](#)

ETI

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' Auditorsexaminepoliciesandwrittenproceduresin conjunction withrelevantmanagers, 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 – to support system description (Documents examined & relevant comments. Include renewal/expiry date where appropriate):

Details: Discrimination policy, recruitment policy, compensation policy, termination policy, promotion records etc.

Any other comments: None

A: Gender breakdown of Management + Supervisors (Include as one combined group)	A1: Male: _60_% A2: Female __40 %
B: Number of women who are in skilled or technical roles e.g. where specific qualifications are needed i.e. machine engineer / laboratory analyst:	03
C: 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"/> Compensation <input type="checkbox"/> Access to training <input type="checkbox"/> Promotion <input type="checkbox"/> Termination or retirement <input type="checkbox"/> No evidence of discrimination found

	C1: 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
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Professional Development

A: What type of training and development are available for workers?	<p>Training was arranged for the professional development of workers. When start any line linesupervisor 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 worker's personal files.</p> <p>Fire training, PPE training, Health and Safety Training, first aid Training, Hazardous materials handling training, social compliance code training and orientation training etc.</p>
---	--

B: Are HR decisions e.g. promotion, training, compensation based on objective, transparent criteria?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If no, please give details
--	--

Non-compliance:	
<p>1. Description of non-compliance: None Observed</p> <p><input type="checkbox"/> NC against ETI <input type="checkbox"/> NC against Local Law <input type="checkbox"/> NC against customer code:</p> <p>Local law and/or ETI requirement: Not applicable</p> <p>Recommended corrective action: Not applicable</p>	<p>Objective evidence observed: (where relevant please add photo numbers)</p> <p>Not applicable</p>

Observation:	
<p>Description of observation: None observed</p> <p>Local law or ETI requirement: Not Applicable</p> <p>Comments: Not Applicable</p>	<p>Objective evidence observed:</p> <p>Not Applicable</p>

Good Examples observed:

Description of Good Example (GE): None observed

Objective Evidence Observed:
Not Applicable

8: Regular Employment Is Provided

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ETI

- 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' Auditorsexaminepoliciesandwrittenproceduresinconjunction withrelevantmanagers, 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 managementit was noted that, factory has not employed any of the workers on temporary basis as well as contractbasis.
- 2. Factory management recruits the workers through advertisement or internal reference. Workers areselected based on the result of the examination taken on working skill of workers during the recruitmentprocess.
- 3. Factory management has provided identity card to the workers immediately after joining
- 4. Factormaintains personal files with details of all employees.
- 5. The factory management provided appointmentletter/ contract letter to all workers including security guards. Service conditions are clearly mentioned inthe contract letter. Moreover, workers are well aware about the workings rules.
- 6. During audit it was notedthat factory management has taken disciplinary action regarding the unauthorized absence of workers formore than 10 days. They have issued letter to the absent workers who were absent for more than 10 daysin 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 7working day of the following pay period. If anyemployees want to leave the job, he/she may leave giving 60 days' notice prior to leave. All employeeswere recruited by the factory directly. Thus, this factory is compliant with this section.

Evidence examined – to support system description (Documents examined & relevant comments. Include renewal/expiry date where appropriate): Documentation Review, Management and worker Interview

Details: Recruitment policy, sub-contracting policy, personnel files etc.
 Any other comments: None

Non-compliance:

1. Description of non-compliance: a) 06 out of 10 new recruited workers did not get employment agreement, ID Card and service book from authority after joining the facility.

NC against ETI NC against Local Law NC against customer code:

Local law and/or ETI requirement: In Accordance with Bangladesh Labour Law 2006, Section 05 and Bangladesh Labour Rules 2015, Section 19(1-5)

Recommended corrective action: It is recommended that factory management should provide employment contract, ID card and service book as per law.

Objective evidence observed:
 (where relevant please add photo numbers)

1. Through site visit.

Observation:

Description of observation: None observed

Local law or ETI requirement: Not Applicable

Comments: Not Applicable

Objective evidence observed:

Not Applicable

Good Examples observed:

Description of Good Example (GE): None observed

Objective Evidence Observed:

Not Applicable

Responsible Recruitment

All Workers

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

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

A1: If any are unchecked, please describe finding and specific category(ies) of workers affected:

B: Did workers' pay any fees, taxes, deposits or bonds for the purpose of recruitment/placement?

- Yes
- No

B1: If yes, please describe details and specific category(ies) of workers affected:

<p>C: If yes, check all that apply:</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Recruitment / hiring fees <input type="checkbox"/> Service fees <input type="checkbox"/> Application costs <input type="checkbox"/> Recommendation fees <input type="checkbox"/> Placement fees <input type="checkbox"/> Administrative, overhead or processing fees <input type="checkbox"/> Skills tests <input type="checkbox"/> Certifications <input type="checkbox"/> Medical screenings <input type="checkbox"/> Passports/ID's <input type="checkbox"/> Work / resident permits <input type="checkbox"/> Birth certificates <input type="checkbox"/> Police clearance fees <input type="checkbox"/> Any transportation and lodging costs after employment offer <input type="checkbox"/> Any transport costs between work place and home <input type="checkbox"/> Any relocation costs after commencement of employment <input type="checkbox"/> New hire training / orientation fees <input type="checkbox"/> Medical exam fees <input type="checkbox"/> Deposit bonds or other deposits <input type="checkbox"/> Any other non-monetary assets <input type="checkbox"/> Other – <p>C1: If other, please give details: Not Applicable. No fees required for recruitment process.</p>
<p>D: If any checked, give details:</p>	<p>Not Applicable</p>

<p>Migrant Workers:</p> <p><i>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</i></p>			
<p>A: Type of work undertaken by migrant workers:</p>	<p>No Migrant worker in the facility</p>		
<p>B: Please give details about recruitment agencies for migrant workers:</p>	<p>B1: Total number of (in country recruitment agencies) used: No Migrant worker in the facility</p> <p>B2: Total number of (outside of local country) recruitment agencies used: No Migrant worker in the facility</p>		
<p>C: 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?</p>	<table border="1" style="width: 100%;"> <tr> <td data-bbox="636 1599 935 1769"> <input type="checkbox"/> Yes <input type="checkbox"/> No C1: Please describe finding: Not Applicable </td> <td data-bbox="941 1599 1511 1769"> C2: Observations: Not Applicable </td> </tr> </table>	<input type="checkbox"/> Yes <input type="checkbox"/> No C1: Please describe finding: Not Applicable	C2: Observations: Not Applicable
<input type="checkbox"/> Yes <input type="checkbox"/> No C1: Please describe finding: Not Applicable	C2: Observations: Not Applicable		
<p>D: Are Any migrant workers in skilled, technical, or management roles</p> <p><i>Migrant Workers (this should include all migrant workers including permanent workers, temporary and/or seasonal</i></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <p>D1: If yes, number and example of roles: Not Applicable, No Migrant worker in the facility</p>		

workers)

NON-EMPLOYEE WORKERS

Recruitment Fees:	
A: Are there any fees?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
B: If yes, check all that apply:	<input type="checkbox"/> Recruitment / hiring fees <input type="checkbox"/> Service fees <input type="checkbox"/> Application costs <input type="checkbox"/> Recommendation fees <input type="checkbox"/> Placement fees <input type="checkbox"/> Administrative, overhead or processing fees <input type="checkbox"/> Skills tests <input type="checkbox"/> Certifications <input type="checkbox"/> Medical screenings <input type="checkbox"/> Passports/ID's <input type="checkbox"/> Work / resident permits <input type="checkbox"/> Birth certificates <input type="checkbox"/> Police clearance fees <input type="checkbox"/> Any transportation and lodging costs after employment offer <input type="checkbox"/> Any transport costs between work place and home <input type="checkbox"/> Any relocation costs after commencement of employment <input type="checkbox"/> New hire training / orientation fees <input type="checkbox"/> Medical exam fees <input type="checkbox"/> Deposit bonds or other deposits <input type="checkbox"/> Any other non-monetary assets <input type="checkbox"/> Other B1- If other, please give details: Not Applicable
C: If any checked, give details:	Not Applicable

Agency Workers (if applicable)	
<i>(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.)</i>	
A: Number of agencies used (average):	A1: Names if available: Not Applicable, No agency worker in the facility
B: Were agency workers' age/pay/hours included within the scope of this audit?	<input type="checkbox"/> Yes <input type="checkbox"/> No Not Applicable, No agency worker in the facility
C: Were sufficient documents for agency workers available for review?	<input type="checkbox"/> Yes <input type="checkbox"/> No Not Applicable, No agency worker in the facility
D: Is there a legal contract /	<input type="checkbox"/> Yes

agreement with all agencies?	<input type="checkbox"/> No D1: Please give details: Not Applicable, No agency worker in the facility
E: Does the site have a system for checking labour standards of agencies? If yes, please give details.	<input type="checkbox"/> Yes <input type="checkbox"/> No E1: Please give details: Not Applicable, No agency worker in the facility

Contractors: <i>Note: 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,</i>	
A: Any contractors on site?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No A1: If yes, how many contractors are present, please give details:
B: If Yes , how many workers supplied by contractors?	Not Applicable
C: Do all contractor workers understand their terms of employment?	<input type="checkbox"/> Yes <input type="checkbox"/> No C1: Please describe finding: Not Applicable
D: If Yes , please give evidence for contractor workers being paid per law:	Not Applicable

8A: Sub-Contracting and Homeworking

[\(Click here to return to summary of findings\)](#)

[\(Click here to return to Key Information\)](#)

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

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

Note to auditor on homeworking:

Report on whether it is direct or via agents. How many workers, relationship with site and what control systems are in place.

Note to auditor on subcontracting: auditor should use this section for subcontractors of part made or wholly made finished goods, this section should not be used for raw material manufacturers unless instructed otherwise by customers

Current Systems and Evidence Examined

To complete 'current systems' Auditorsexaminepoliciesandwrittenproceduresinconjunction withrelevantmanagers, 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 – to support system description (Documents examined & relevant comments. Include renewal/expiry date where appropriate):

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

If any processes are sub-contracted – please populate below boxes

Process Subcontracted	Process 1	Process 2
Name of factory		
Address		

Details: None

Non-compliance:

1. Description of non-compliance: None observed

- NC against ETI/Additional Elements NC against Local Law
 NC against customer code:

Local law and/or ETI /Additional Elements requirement: Not Applicable

Recommended corrective action: Not Applicable

Objective evidence observed:

(where relevant please add photo numbers)

Not Applicable

Observation:	
Description of observation: None observed Local law or ETI/Additional elements requirement: Not Applicable Comments: Not Applicable	Objective evidence observed: Not Applicable

Good Examples observed:	
Description of Good Example (GE): None observed	Objective Evidence Observed: Not Applicable

Summary of sub-contracting – if applicable	
<input checked="" type="checkbox"/> Not Applicable please x	
A: Has the auditor made a simple calculation to compare capacity with workers' work load in order to identify possible unrecorded work or undeclared sub-contracting	<input type="checkbox"/> Yes <input type="checkbox"/> No A1: Please describe: Not Applicable
B: If sub-contractors are used, is there evidence this has been agreed with the main client?	<input type="checkbox"/> Yes <input type="checkbox"/> No B1: If Yes , summarise details: Not Applicable
C: Number of sub-contractors/agents used:	
D: Is there a site policy on sub-contracting?	<input type="checkbox"/> Yes <input type="checkbox"/> No D1: If Yes , summarise details: Not Applicable
E: What checks are in place to ensure no child labour is being used and work is safe?	Not Applicable

Summary of homeworking – if applicable			
<input checked="" type="checkbox"/> Not Applicable please x			
A: If homeworking is being used, is there evidence this has been agreed with the main client?	<input type="checkbox"/> Yes <input type="checkbox"/> No A1: If Yes , summarise details: Not Applicable		
B: Number of homeworkers	B1: Male:	B2: Female:	Total:
C: Are homeworkers employed direct or through agents?	<input type="checkbox"/> Directly <input type="checkbox"/> Through Agents		C1: If through agents, number of agents:

	Not Applicable	
D: Is there a site policy on homeworking?	<input type="checkbox"/> Yes <input type="checkbox"/> No Not Applicable	
E: How does the site ensure worker hours and pay meet local laws for homeworkers?	Not Applicable	
F: What processes are carried out by homeworkers?	Not Applicable	
G: Do any contracts exist for homeworkers?	<input type="checkbox"/> Yes <input type="checkbox"/> No G1: Please give details: Not Applicable	
H: Are full records of homeworkers available at the site?	<input type="checkbox"/> Yes <input type="checkbox"/> No Not Applicable	

9: No Harsh or Inhumane Treatment is Allowed
[\(Click here to return to summary of findings\)](#)

ETI

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.

Additional elements:

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

<p>A: 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 A1: Please give details: 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>B: 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>C: 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>D: Which of the following groups is there a grievance mechanism in place for?</p>	<p><input checked="" type="checkbox"/> Workers <input checked="" type="checkbox"/> Communities <input checked="" type="checkbox"/> Suppliers <input type="checkbox"/> Other</p> <p>D1: Please give details: All workers were aware of these processes; suggestion box was known by the workers. Alsoworkers can share their problem with drop their complaints intosuggestion box and even go to the top management. Moreover, factory has a system to open suggestion box inevery week.</p> <p>2. For community: The facility has installed outside suggestion box, where any one from the community can share their problem with drop their complaints intosuggestion box and even go to the top management.</p> <p>3. Suppliers: Suppliers can also share their problem via emails, SMS, Call, waiting room suggestion box or grievance box, etc</p>
<p>E: Are there any open disputes?</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>E1: If yes, please give details</p>

<p>F: 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</p> <p>F1: If no, please give details</p>
<p>G: Is there a published and transparent disciplinary procedure?</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>G1: If no, please explain</p>
<p>H: If yes, are workers aware of these the disciplinary procedure?</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>H1: If no, please give details</p>
<p>I: Does the disciplinary procedure allow for deductions from wages (fines) for disciplinary purposes (see wages section)?</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>H1: If no, please give details</p>

Current Systems and Evidence Examined

To complete 'current systems' Auditorsexaminepoliciesandwrittenproceduresin conjunction withrelevantmanagers, 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 March-2022, May-2022 and November-2022no 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 – to support system description (Documents examined & relevant comments. Include renewal/expiry date where appropriate):

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

Any other comments: None

Non-compliance:

1. Description of non-compliance: None observed

NC against ETI NC against Local Law NC against customer code:

Local law and/or ETI requirement: Not Applicable

Recommended corrective action: Not Applicable

Objective evidence observed:
(where relevant please add photo numbers)

Not Applicable

Observation:

Description of observation: None observed

Local law or ETI requirement: Not Applicable

Comments: Not Applicable

Objective evidence observed:

Not Applicable

Good Examples observed:

Description of Good Example (GE): None observed

Objective Evidence Observed:

Not Applicable

10. Other Issue areas: 10A: Entitlement to Work and Immigration

[\(Click here to return to NC-table\)](#)

Additional Elements

10A.1 Only workers with a legal right to work shall be employed or used by the supplier.
 10A.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' Auditorsexaminepoliciesandwrittenproceduresin conjunction withrelevantmanagers, 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. It was noted through review of documents, interview with the workers and interaction with the factory management that, all employees are local.
2. The factory does not employ any employee through agent/broker previously known to source involuntary or bonded labour.
3. 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.
4. No evidence of prison labour was observed & reported.

Evidence examined – to support system description (Documents examined & relevant comments. Include renewal/expiry date where appropriate):

Details: Recruitment and hiring policy, worker's recruitment list from March-2022, May-2022, November-2022(current month) worker's personal files and Pay slip month of March-2022, May-2022, November-2022(current month).
 Any other comments: None

Non-compliance:

1. Description of non-compliance:None observed

- NC against ETI/Additional Elements NC against Local Law
 NC against customer code:

Local law and/or ETI /Additional Elements requirement: Not Applicable

Recommended corrective action: Not Applicable

Objective evidence observed:

(where relevant please add photo numbers)

Not Applicable

Observation:

<p>Description of observation: None observed</p> <p>Local law or ETI/Additional Elements requirement: Not Applicable</p> <p>Comments: Not Applicable</p>	<p>Objective evidence observed:</p> <p>Not Applicable</p>
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<p style="text-align: center;">Good examples observed:</p>	
<p>Description of Good Example (GE): None observed</p>	<p>Objective Evidence Observed:</p> <p>Not Applicable</p>

10. Other issue areas 10B2: Environment 2–Pillar

[\(Click here to return to summary of findings\)](#)

To be completed for a 2–Pillar SMETA Audit, and remove the following page which is 10B4 environment 4 pillar

10B2.1 Suppliers must comply with the requirements of local and international laws and regulations including having necessary permits.

10B2.2 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' Auditorsexaminepoliciesandwrittenproceduresin conjunction withrelevantmanagers, 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 wastages 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 by Compliance Environmental Services.
- ❖ The facility has tested their drinking water test by Department of Public Health Engineering, Tongji Branch on 03 -11- 2022 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.

Evidence examined – to support system description (Documents examined & relevant comments. Include renewal/expiry date where appropriate):

Details:

Document review - Various authorizations & permissions review.

Environment policy

Wastage management policy

Factory tour

Management interview

Wastage agreement

Any other comments: none

Non-compliance:

1. Description of non-compliance: None observed

- NC against ETI/Additional Elements NC against Local Law
 NC against customer code:

Local law and/or ETI /Additional Elements requirement: Not Applicable

Recommended corrective action: Not Applicable

Objective evidence observed:
(where relevant please add photo numbers)

Not Applicable

Observation:

Description of observation:
None observed

Local law or ETI/Additional elements requirement:
Not Applicable

Comments: None Observed

Objective evidence observed:

Not Applicable

Good examples observed:

Description of Good Example (GE):
None observed

Objective Evidence Observed:
Not Applicable













Appendix 1













Comparison between ETI code and Customer's Supplier's Code. Any areas where a site complies with the Customer's Supplier Code, but not with the ETI code are discussed at the audit close out meeting and recorded on the CAPR. Note to supplier "for this customer it may not be necessary to complete corrective actions where NC's DO NOT meet the ETI code, but DO meet your customer's code. If the audit is shared with other customers who work to the ETI code or an equivalent international standard, corrective actions will be necessary."

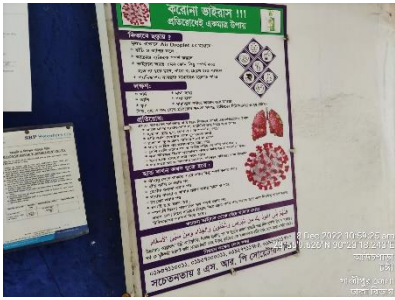











Not Applicable please x

Photo Form

<p>1. GPS Location</p>	<p>2. GPS Map</p>	<p>3. Auditor arrival photo</p>
<p>4. Front View of Factory</p>	<p>5. Site View of Factory</p>	<p>6. Yarn Store</p>
<p>7. Accessories Store</p>	<p>8. Winding Section</p>	<p>9. Auto Knitting Section</p>
<p>10. Linking Section</p>	<p>11. Trimming Section</p>	<p>12. Mending Section</p>

 <p>8 Dec 2022 11:00:30 am 23°53'29"N 90°23'13.896"E Gazipur District Dhaka Division</p>	 <p>8 Dec 2022 11:00:58 am 23°53'812"N 90°23'18.860"E Gazipur District Dhaka Division</p>	 <p>8 Dec 2022 11:01:56 am 23°53'287"N 90°23'18.810"E Gazipur District Dhaka Division</p>
<p>13. Sewing Section</p>	<p>14. Ironing Section</p>	<p>15. Washing Section</p>
 <p>8 Dec 2022 11:10:41 am 23°53'9.858"N 90°23'17.766"E Gazipur District Dhaka Division</p>	 <p>8 Dec 2022 10:47:21 am 23°53'9.859"N 90°23'17.036"E Gazipur District Dhaka Division</p>	 <p>8 Dec 2022 10:49:28 am 23°53'9.508"N 90°23'17.912"E Gazipur District Dhaka Division</p>
<p>16. Finished Goods Keeping Area</p>	<p>17. Roof top</p>	<p>18. Compressor</p>
 <p>8 Dec 2022 10:53:30 am 23°53'271"N 90°23'18.432"E Gazipur District Dhaka Division</p>	 <p>8 Dec 2022 10:59:02 am 23°53'075"N 90°23'17.819"E Gazipur District Dhaka Division</p>	 <p>8 Dec 2022 10:50:18 am 23°53'10.411"N 90°23'18.232"E Gazipur District Dhaka Division</p>
<p>19. Stairs</p>	<p>20. Fire Extinguisher</p>	<p>21. Evacuation Plan</p>
 <p>8 Dec 2022 10:53:22 am 23°53'504"N 90°23'18.278"E Gazipur District Dhaka Division</p>	 <p>8 Dec 2022 10:59:09 am 23°53'075"N 90°23'17.819"E Gazipur District Dhaka Division</p>	 <p>8 Dec 2022 10:55:59 am 23°53'10.411"N 90°23'17.429"E Gazipur District Dhaka Division</p>
<p>22. Fire Equipment</p>	<p>23. Fog Light</p>	<p>24. Emergence Light</p>

		
<p>25. Fire Call Point</p>	<p>26. PA System</p>	<p>27. Hose Reel point</p>
		
<p>28. Fire Door</p>	<p>29. Water Reserve Tank</p>	<p>30. Dining Facility</p>
		
<p>31. Canteen</p>	<p>32. Electric Distribution box</p>	<p>33. Exit Light</p>
		
<p>34. Risk Assessment</p>	<p>35. Drinking Water</p>	<p>36. First Aids Box</p>

		
<p>37. Awareness Poster</p>	<p>38. Smoke Detector</p>	<p>39. Notice Board</p>
		
<p>40. Hose reel Presser check 01</p>	<p>41. Hose reel Presser check 02</p>	<p>42. ETI Base code</p>
		
<p>43. Generator</p>	<p>44. Boiler</p>	<p>45. Medical bed</p>
		
<p>46. In front of Toilet</p>	<p>47. Grievance Box</p>	<p>48. Electric Boiler</p>

<p>49. Doctor Room</p>	<p>50. Medical Room Equipment</p>	<p>51. Child care room</p>



<p>52. Machin Lay out plan</p>	<p>53. Salary sheet</p>	<p>54. Job Card</p>

<p>55. Certificate Of Incorporation</p>	<p>56. Group Insurance</p>	<p>57. Factory License</p>

<p align="center">58.Fire License</p>	<p align="center">59.TIN Certificate</p>	<p align="center">60.Membership Certificate</p>
<p align="center">61.Trade License</p>	<p align="center">62.EPB Certificate</p>	<p align="center">63.Water test</p>

Non-Compliance Picture

<p>OBNC01: Approved generators license date has been expired on 30 July 2021.</p>	<p>03NC02: Smoke detectors did not install at yarn store & finished carton store</p>	<p>03NC 02(b).01 out of 03 hose reel water pressure found low at 3rd floor during site visit.</p>
<p>03 NC 03(a):50% pulley cover found was not covered with linking machines</p>	<p>03 NC 03(a):60% eye guard at sewing machine</p>	<p>03 NC 03(a):50% needle guard found missing with barter and sewing machines</p>

 <p>8 Dec 2022 10:58:58 am 23°33'10"PN 90°23'18.35"E Gazipur Fazil Gazipur District Tarakali, Dhanmondi</p>	 <p>8 Dec 2022 11:18:52 am 23°35'42"N 90°23'18.70"E Gazipur Fazil Gazipur District Tarakali, Dhanmondi</p>
<p>03 NC 03(b): 40% jacquard machine operators</p>	<p>03 NC 03(b) :50% of washing machine operators did not use PPE during operations.</p>



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Your feedback on your experience of the SMETA audit you have observed is extremely valuable. It will help to make improvements to future versions.

You can leave feedback by following the appropriate link to our questionnaire:

[Click here for Buyer \(A\) & Buyer/Supplier \(A/B\) members:](https://www.surveymonkey.com/s.aspx?sm=riPsbE0PQ52ehCo3lnq5lw_3d_3d)

[http://www.surveymonkey.com/s.aspx?sm=riPsbE0PQ52ehCo3lnq5lw_3d_3d](https://www.surveymonkey.com/s.aspx?sm=riPsbE0PQ52ehCo3lnq5lw_3d_3d)

[Click here for Supplier \(B\) members:](https://www.surveymonkey.com/s.aspx?sm=d3vYsCe48fre69DRgIY_2brg_3d_3d)

[http://www.surveymonkey.com/s.aspx?sm=d3vYsCe48fre69DRgIY_2brg_3d_3d](https://www.surveymonkey.com/s.aspx?sm=d3vYsCe48fre69DRgIY_2brg_3d_3d)

[Click here for Auditors:](https://www.surveymonkey.co.uk/r/BRTVCKP)

<https://www.surveymonkey.co.uk/r/BRTVCKP>