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Auditee :	<b>Keya Cosmetics Ltd. (Knit Composite Division)</b>
Audit Date From :	<b>16/10/2018</b>
Audit Date To :	<b>17/10/2018</b>
Expiry Date of the Audit :	<b>Please refer to the producer profile in the amfori BSCI platform</b>
Auditing Company :	<b>Intertek</b>
Auditor's Name(s) :	<b>Md Ataur Rahman(Lead), Sanzida Sultana Rasna, Mohammad Abul Kashem</b>
Auditing Branch (if applicable) :	<b>Intertek Bangladesh</b>

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**Rating Definitions**



Rating	A combination of ratings per Performance Area where:	Consequence
<b>A</b> <b>Very Good</b>	<ul style="list-style-type: none"> <li>• Minimum 7 Performance Areas rated A</li> <li>• No Performance Areas rated C, D or E</li> </ul> These are three examples: A B B B B A A A A A A A A B B B B B B	The auditee has the level of maturity to maintain its improvement process without the need for a follow-up audit.
<b>B</b> <b>Good</b>	<ul style="list-style-type: none"> <li>• Maximum 3 Performance Areas rated C</li> <li>• No Performance Areas rated D or E</li> </ul> These are three examples: A A A A A A B B B B B B B B A A A A A B B B B B B B C B B B B B B B B B B C C C	The auditee has the level of maturity to maintain its improvement process without the need for a follow-up audit.
<b>C</b> <b>Acceptable</b>	<ul style="list-style-type: none"> <li>• Maximum 2 Performance Areas rated D</li> <li>• No Performance Areas rated E</li> </ul> These are three examples: A A A A A A A A C C C C A A A A A B B B C C C D C C C C C C C C C C D D	The auditee needs follow up to support its progress. Following the completion of the audit, the auditee develops a Remediation Plan within 60 days.
<b>D</b> <b>Insufficient</b>	<ul style="list-style-type: none"> <li>• Maximum 6 Performance Areas rated E</li> </ul> These are three examples: A A A A A A A A A D D D A A A B B B C C C D D D E D D D D D D D E E E E E	The auditee needs follow up to support its progress. Following the completion of the audit, the auditee develops a Remediation Plan within 60 days.
<b>E</b> <b>Unacceptable</b>	<ul style="list-style-type: none"> <li>• Minimum 7 Performance Areas rated E</li> </ul> These are three examples: A A A A A A E E E E E E A A B B C D E E E E E E E E E E E E E E E E	amfori BSCI Participants shall closely oversee the auditee's progress as the producer may represent a higher risk than other business partners.
<b>Zero Tolerance</b>	A Zero Tolerance issue was identified (see amfori BSCI System Manual Part V – Annex 5: amfori BSCI Zero Tolerance Protocol)	Immediate actions are required. The amfori BSCI Zero Tolerance Protocol is to be followed.

**Main Auditee Information**



Name of producer :	<b>Keya Cosmetics Ltd. (Knit Composite Division)</b>		
DBID number :	<b>8787</b>		
Audit ID :	<b>135712</b>		
Address :	<b>Jarun, Konabari, Gazipur</b>		
Province :	<b>Dhaka</b>	Country :	<b>Bangladesh</b>
Management Representative :	<b>Md. Harun-Or-Rashid</b>		
Contact person:	<b>Md. Harun-Or- Rashid</b>	Sector :	<b>Non-Food</b>
Industry Type :	<b>Textiles, clothing, leather</b>	Product group :	<b>Apparel</b>
Product Type :	<b>All kinds of knitted items</b>		

**Audit Details**



Audit Range :	<input type="checkbox"/> Full Audit	<input checked="" type="checkbox"/> Follow-up Audit	
Audit Scope :	<input checked="" type="checkbox"/> Main Auditee	<input type="checkbox"/> Main Auditee & Farms	
Audit Environment :	<input checked="" type="checkbox"/> Industrial	<input type="checkbox"/> Agricultural	<input type="checkbox"/> Small Producer
Audit Announcement :	<input checked="" type="checkbox"/> Fully-Announced	<input type="checkbox"/> Fully-Unannounced	<input type="checkbox"/> Semi-Announced
Random Unannounced Check (RUC) :	No		
Audit extent (if applicable) :	none		
Audit interferences or contingencies (if applicable) :	none		
Overall rating :	C		
Need of follow-up :	Yes	If YES, by : 17/10/2019	

**Rating per Performance Area (PA)**

PA 1	PA 2	PA 3	PA 4	PA 5	PA 6	PA 7	PA 8	PA 9	PA 10	PA 11	PA 12	PA 13
C	D	A	B	B	A	A	A	A	B	A	C	A

**Executive summary of audit report**

Keya Cosmetics Ltd. (Knit Composite Division) is a 100% export oriented knitted garments manufacturer located at Jarun, Konabari, Gazipur, Bangladesh. Total land area occupied by the facility is about 6,969,600 square feet, where production area is about 650,000 square feet and 60,000 square feet is used as warehouse area.

This BSCI Follow-up audit was conducted by ITS Labtest Bangladesh Ltd. Three auditors in day one and two auditors in day two (16-17th October 2018) assessed and verified the facility's operations against the BSCI Code of Conduct and local legislation. Facility management was positive towards this audit and provided full access to the auditors.

Note: As per the request of RSP holder, all 13 performance areas of amfori BSCI were covered in this 2nd Follow-up audit along with the status of 1st follow-up non-conformity.

Facility has general working hour for the management which is from 08:00 am to 05:00 pm and 3 shifts for all production workers and security guards (Shift-A, 6:00 am to 2:00 pm, Shift-B, 2:00 pm to 10:00 pm and Shift-C, 10:00 pm to 06:00 am) where working hour is fixed 8 hours including 30 minutes lunch/dinner break by rotation. Facility maintains attendance records through electronic system. Friday is weekly holiday for management and others get weekend by rotation. All employees are recruited permanently and receive wages by monthly basis in local currency within 11th to 14th working day of the following month. During audit day the total workforce strength of the facility was 7186.

Auditors conducted opening meeting and also conducted site observation, workers, worker representatives and management interview, document review and closing meeting. Md. Harun-Or-Rashid - AGM - Compliance was responsible for implementation of social compliance system in the facility. Facility had appointed two medical officers, two nurses and six medical assistants for continuous medical services to the workers.

Main product of the facility is knitted garments and production capacity is Knitting - 60 ton/day, Dyeing - 60 ton/day and finished garments - 300,000 pieces/day. Facility has started its textile division and garments division in 2003. Main production processes are Knitting, Dyeing, Dyeing Finishing, Cutting, Printing, Sewing, Finishing and Packing. Based on management interview, their major clients are from Europe and North America.

The facility has 6 buildings & 5 sheds which descriptions are as follows. Detail description is given below:

Shed-01:

Basement: Gray fabrics area and finished fabrics area.

Ground floor: Knitting section, cutting section, sewing section, finishing section, ironing section, dyeing section & dyeing finishing section.

Mezzanine 1st floor: Printing section. accessories store, sample section, office and dyeing laboratory.

Mezzanine 2nd floor: Officer and inspection room.

Shed 2: Bonded warehouse (finished goods area)

Shed 3: Workers dining hall and canteen

Shed 4: Wastage area.

Shed 5: Chemical store.

Building 1: Boiler

Building 2: Generator

Building 3: Compressor

Building 4: Medical room

Building 5: Child care room

Building 6: Security post  
ETP is in open area.

In opening and closing meeting Md. Harun-Or-Rashid - AGM - Compliance, Md. Altab Hossain - Manager - Admin, Lutfunnaheer Likha - Assistant Manager - HR, Helal Uddin - Member of Participation Committee were present. Auditor described the whole audit process, standards, scope, and explained the BSCI code of conduct and local laws to what extent these are related to this audit in the opening meeting. Meanwhile, management assured the auditors to help throughout the audit. Required documents were provided in time, photocopy of the required documents was also given in time. Facility management provided a separate room for conducting employee's interview. Besides, at the time of facility visit attitude of the facility management was good.

During site tour all areas of the facility such as knitting, dyeing, dyeing finishing, cutting, printing, sewing, finishing, packing etc. were covered during the audit.

Facility has started its textile division and garments division in 2003. All employees are permanent. 39 permanent employees were selected for interviews from different production processes. Among them 21 were female and 18 were male. Three months records are reviewed as sample basis and payroll records and time cards for the month of August 2018 (current paid month), July 2018 (randomly selected month), and May 2018 (randomly selected month), were reviewed. Moreover, attendance register, production records, garments inspection report, broken needle register and many other documents relevant to this audit were reviewed by the auditors.

Improvement areas were identified in Social Management System and Cascade Effect (PA 1), Workers Involvement and Protection (PA 2), No Discrimination (PA 4), Fair Remuneration (PA 5), Occupational Health and Safety (PA 7), No Child Labour (PA 8), No Precarious Employment (PA 10) and Protection of the Environment (PA 12) and Ethical Business Behavior (PA 13). Details of the findings are listed in respective section.

No findings are found in the following section as;

PA 3 (The Rights of Freedom of Association and Collective Bargaining)

Facility has a policy and procedure in The Rights of Freedom of Association and Collective Bargaining. They have an effective Elected Worker's Participating Committee and they sit with the top management in a regular interval in various issues.

PA 6 (Decent Working Hours)

Facility has maintained working hour under legal limit. Daily working hour is 8 hours shift. Facility takes consent from the workers if they need to do overtime and overtime is voluntary.

PA 9 (Special Protection for Young Workers):

Facility has a robust recruitment procedure and polices against Special Protection for Young Workers. However, the production process in the facility allows only adult labours and all the employees recruited here are over 18 years of old.

PA 11 (No Bonded Labour)

Facility has a robust recruitment procedure and polices against No Bonded Labour. Facility did not keep any original documentation from workers and workers were free to leave after their working hours.

A closing meeting was conducted at the end of the audit. All the attendees of opening meeting were also present in closing meeting. Auditors communicated all the findings in detail and discussed on the area of improvements to the auditees. The auditee was positive on the discussion and agreed on the area of improvements.

**Ratings Summary**



Auditee's background information			
Auditee's name :	Keya Cosmetics Ltd. (Knit Composite Division)	Legal status :	Private Limited Company
Local Name :	কেয়া কসমেটিক্স লিঃ (কীট কম্পোজিট ডিভিশন)	Year in which the auditee was founded :	2003
Address :	Jarun, Konabari,	Contact person (please select) :	Md. Harun-Or- Rashid
Province :	Dhaka	Contact's Email :	harun.rashid@keya-bd.com
City :	Gazipur	Auditee's official language(s) for written communications :	Bengali
Region :	South Asia	Other relevant languages for the auditee :	English
Country :	Bangladesh	Website of auditee (if applicable) :	http://www.keya-bd.com
GPS coordinates :	23.9986733, 90.3156028	Total turnover (in Euros) :	11600000.00
Sector :	Non-Food	Of which exports % :	100.00
Industry :	Textiles, clothing, leather	Of which domestic market % :	0.00
If other, please specify :	None	Production volume :	Knitting - 60 ton/day, Dyeing - 60 ton/day and finished garments - 300,000 pieces/day.
Product Group :	Apparel	Production cost calculation :	Yes
If other, please specify :	None	Lost time injury calculation cost :	Yes
Product Type :	All kinds of knitted items		

Auditee's employment structure at the time of the audit		
Total number of workers :	7186	Total number of workers in the production unit to be monitored (if applicable) : 0
	MALE WORKERS	FEMALE WORKERS
Permanent workers	3427	2401
Temporary workers	0	0
In management positions	17	3
Apprentices	0	0
On probation	94	1264
With disabilities	799	66
Migrants (national citizens)	0	0
Migrants (foreign citizens)	0	0
Workers on the permanent payroll	3521	3665
Production based workers	0	0
With shifts at night	1161	1208
Unionised	0	0
Pregnant	-	85
On maternity leave	-	81

**Finding Report**





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

2- Followup Audit [Audit Id - 135712] Audit Date: 16/10/2018 PA Score: C

Deadline date:17/12/2018

**GOOD PRACTICES:**

None observed

**AREAS OF IMPROVEMENT:**

Based on satisfactory evidence it was noted that the main auditee partially respects this principle as-

**1.1 -** Follow-up audit was conducted on 16th -17th October, 2018. Status: Partially Corrected.

In accordance with BSCI Performance Area (Social Management System and Cascade Effect) No. 1.1 (Is there satisfactory evidence that the auditee has set up an effective management system to implement the BSCI Code of Conduct):

Findings: Facility management has not set up a complete long-term goal as per amfori BSCI requirements and the established management system of the facility still needs some improvement in implementing amfori BSCI Code of Conduct in their business practice in few performance areas. Facility needs to implement the amfori BSCI system manual for producers properly where improvement areas are identified.

Note: The facility has other effective system, policies and procedures in place to implement the amfori BSCI COC in their business practice, so partial rating is given in this section.

কয়েকটি পারফরম্যান্স এলাকায় সুনির্দিষ্ট ব্যবস্থাপনার পদ্ধতি তাদের ব্যবসা অনুশীলনে বিএসসিআই কোড অফ কন্ডাক্ট বাস্তবায়নের কিছু উন্নতি প্রয়োজন। বিএসসিআই সিস্টেমে ম্যানুয়াল আরো ভালভাবে বাস্তবায়নের প্রয়োজন রয়েছে কিছু পারফরমেন্স এরিয়াম।

**1.2 -** Follow-up audit was conducted on 16th -17th October, 2018. Status: Corrected. It was noted through management interview that the responsible person have adequate knowledge on the requirement of amfori BSCI.

দায়িত্বপ্রাপ্ত ব্যক্তির অ্যামফরি বিএসসিআই সম্পর্কে পর্যাপ্ত অবগত।

**1.3 -** Follow-up audit was conducted on 16th -17th October, 2018. Status: Partially Corrected. In accordance with BSCI Performance Area (Social Management System) No. 1.3: "Is there satisfactory evidence that the auditee has a good overview of the significant business partners and their level of alignment with BSCI Code of conduct?": Findings: Facility has completed mapping and shared amfori BSCI CoC and TOI with the significant business partner but did not monitored them properly. Note: The facility has policy and procedure for selecting its suppliers, so the marking given the question as partially.

কারখানার ব্যবসায়িক অংশীদার হিসেবে তার নিজের গুরুত্বপূর্ণ কোন আনুষঙ্গিক সরবরাহকারীর পর্যবেক্ষণ সিস্টেম সঠিক নাই।

**Remarks from Auditee:**

None

1- Followup Audit [Audit Id - 120880] Audit Date: 10/04/2018 PA Score: D

Deadline date:09/04/2019

**Good practices**

Nil

**Areas of improvement**

The overall observation shows that the factory has set a partial system to implement & monitor the social management system, appointed a Senior Management Representative to implement and maintain company's Social Management System. Factory also has a system to select business partners as per their company policy. Further, the factory has a production plan as well as lost time reporting system implementing monthly/daily basis. However, issues identified in this section are described in below performance areas: 1.1, 1.3 & 1.4

সামগ্রিক পর্যবেক্ষণ দেখায় যে, কারখানায় সামাজিক কর্মক্ষমতা নিরীক্ষণ একটি সিস্টেম আছে, বিএসসিআই নিয়ম ও প্রবিধান অনুযায়ী কোম্পানির সামাজিক ম্যানেজমেন্ট সিস্টেম বজায় রাখার জন্য একজন সিনিয়র ব্যবস্থাপনা প্রতিনিধি নিযুক্ত করেছেন। এছাড়াও কারখানায় ব্যবসায়িক অংশীদার এবং উৎপাদন পরিকল্পনা আছে।

**1.1 - Current follow up audit conducted on: 10 April 2018**

**Not Corrected :** Though the factory tried to adopt new requirement of BSCI COC, still they have lacking commitment towards integrating the BSCI Code into the auditee business culture, understand the content of the BSCI Code and Terms of Implementation for business partners to be involved in the BSCI monitoring process, understand the need to develop the internal procedures to integrate the BSCI Code into day-to-day business practices.

কারখানার ব্যবসায়িক সংস্কৃতির মধ্যে বিএসসিআই কোড এর প্রতি পূর্ণ অঙ্গীকার প্রদর্শন করা হয়নি।

**1.2 - Current follow up audit conducted on: 10 April 2018**

**New issue:** Through management interview it was found that the responsible person does not have adequate knowledge on amfori BSCI.

ব্যবস্থাপনা ইন্টারভিউ এর মাধ্যমে এটি পাওয়া যায় যে দায়িত্বপ্রাপ্ত ব্যক্তির অ্যামফরি বিএসসিআই সম্পর্কে পর্যাপ্ত জ্ঞান নেই।

**1.3 - Current follow up audit conducted on: 10 April 2018**

**Not Corrected:** The factory did not have proper system to select its subcontractor & Suppliers, did not train related staff those who will enforce BSCI requirements to suppliers and subcontractors and did not monitor their social performance as per BSCI requirements.



<p>বিএসসিআই এর চাহিদা অনুযায়ী সব কন্ট্রাকটরের ও সরবরাহকারীর সামাজিক কর্মকাণ্ডগুলো নিরীক্ষণ করে না।</p> <p><b>1.4 - Current follow up audit conducted on: 10 April 2018:</b></p> <p><b>Corrected:</b> The production capacity planning provided by the auditee was proper. Contingency plan has been developed in case something slows down or interrupts production.</p> <p>উৎপাদন ক্ষমতা পরিকল্পনা সঠিক ছিল।</p>
<p><b>Remarks from Auditee</b></p>
<p>Full Audit [Audit Id - 77149] Audit Date: 12/04/2017 PA Score: D <span style="float: right;">Deadline date:31/03/2018</span></p> <p><b>Good practices</b></p> <p>Nil</p> <p><b>Areas of improvement</b></p> <p>The overall observation shows that the factory has set a partial system to implement &amp; monitor the social management system, appointed a Senior Management Representative to implement and maintain company's Social Management System. Factory also has a system to select business partners as per their company policy.</p> <p>সামগ্রিক পর্যালোচনা দেখা যায় যে, কারখানায় সামাজিক কর্মক্ষমতা নিরীক্ষণ একটি আংশিক সিস্টেম আছে, বিএসসিআই নিয়ম ও প্রবিধান অনুযায়ী কোম্পানির সামাজিক ম্যানেজমেন্ট সিস্টেম বজায় রাখার জন্য একজন সিনিয়র ব্যবস্থাপনা প্রতিনিধি নিযুক্ত করেছেন। এছাড়াও কারখানার ব্যবসায়িক অংশীদার নির্বাচন করার সিস্টেম আছে।</p> <p><b>1.1 -</b> Though the factory tried to adopt new requirement of BSCI COC, still they have lacking commitment towards integrating the BSCI Code into the auditee business culture, understand the content of the BSCI Code and Terms of Implementation for business partners to be involved in the BSCI monitoring process, understand the need to develop the internal procedures to integrate the BSCI Code into day-to-day business practices.</p> <p>কারখানার ব্যবসায়িক সংস্কৃতির মধ্যে বিএসসিআই কোড এর প্রতি পূর্ণ অঙ্গীকার প্রদর্শন করা হয়নি।</p> <p><b>1.3 -</b> The factory did not have proper system to select its subcontractor &amp; Suppliers, did not train related staff those who will enforce BSCI requirements to suppliers and subcontractors and did not monitor their social performance as per BSCI requirements.</p> <p>বিএসসিআই এর চাহিদা অনুযায়ী সব কন্ট্রাকটরের ও সরবরাহকারীর সামাজিক কর্মকাণ্ডগুলো নিরীক্ষণ করে না।</p> <p><b>1.4 -</b> The production capacity planning provided by the auditee was not proper since no manpower utilization or hours of work was defined in the production planning report. Moreover, no contingency plan has been developed in case something slows down or interrupts production.</p> <p>উৎপাদন ক্ষমতা পরিকল্পনা সঠিক ছিল না।</p>
<p><b>Remarks from Auditee</b></p> <p>None</p>

<b>Performance Area 2 : Workers Involvement and Protection</b>	
2- Followup Audit [Audit Id - 135712] Audit Date: 16/10/2018 PA Score: D	Deadline date:17/12/2018
<b>GOOD PRACTICES:</b> None observed	
<b>AREAS OF IMPROVEMENT:</b> Based on satisfactory evidence it was noted that the main auditee partially respects this principle as-	
<p><b>2.1 -</b> Follow-up audit was conducted on 16th -17th October, 2018. Status: Not Corrected. In accordance with BSCI Performance Area (The rights of Freedom of Association and Collective Bargaining) No. 2.1 (Is there satisfactory evidence that the auditee has established good management practices that involve workers and their representatives in sound information exchange on workplace issues?) Findings: Still 25 out of sampled 39 workers along with PC members were found not properly aware about the PC activities and its roles &amp; responsibilities in the premises. Furthermore, workers could not recognize the PC members in their department/floor and were found mostly unaware about the PC election and the objective of making them Note: 09 workers were found aware about PC members, so the marking given the question as partially. সাধারণ শ্রমিকরা বর্তমান অংশগ্রহণকারী কমিটি সম্পর্কে যথাযথ অবগত ছিলনা, পাশাপাশি অংশগ্রহণকারী কমিটির সদস্যগণ অংশগ্রহণকারী কমিটির ভূমিকা ও তাদের দায়-দায়িত্ব সম্পর্কে পর্যাপ্ত অবগত নয় এবং সাধারণ শ্রমিকগণ অংশগ্রহণকারী কমিটির সদস্যদের চিহ্নিত করতে পারেনি।</p> <p><b>2.2 -</b> Follow-up audit was conducted on 16th -17th October, 2018. Status: New findings. In accordance with BSCI Performance Area (Workers Involvement and Protection) No. 2.2: (Is there satisfactory evidence that the auditee defines long-term goals for protecting workers in line with the aspirations of the BSCI Code of Conduct?) Findings: It was noted that there is no long-term goal of the factory by which will reflect a step-by-step approach toward sustainable improvement according to BSCI code of conduct. Besides there is no vision, mission and objectives of the company in line with the BSCI Code of Conduct. Note: The facility has own vision, mission and long-term goal, so the answer of this question has been given as partially. কারখানা কর্তৃপক্ষ বিএস সি আই কোড অফ কন্ডাক্ট এর উপর ভিত্তি করে কোনো ভিশন, মিশন এবং দীর্ঘ মেয়াদি পরিকল্পনা করে নি।</p> <p><b>2.3 -</b> Follow-up audit was conducted on 16th -17th October, 2018. Status: Not Corrected. In accordance with BSCI Performance Area (Worker's Involvement &amp; Protection) No: 2.3 Is there satisfactory evidence that the auditee takes specific steps to make workers aware of their rights and responsibilities? Finding: It was noted that 25 out of 39 workers were found not aware of their legal rights (e.g. long term service benefit after resignation, leave benefits, OT Rate etc.) and also on their rights and obligations in coherence with the BSCI values and principles. However, interviewed 8 employees were able to share about the rights regarding the health and safety issues that's why this point has been rated as partial. শ্রমিকরা তাদের আইনগত অধিকার, দায়িত্ব এবং সুবিধা ইত্যাদি সম্পর্কে ভাল অবগত না।</p>	
<b>Remarks from Auditee:</b> None	
1- Followup Audit [Audit Id - 120880] Audit Date: 10/04/2018 PA Score: C	Deadline date:09/04/2019
<b>Good practices</b> Nil	
<b>Areas of improvement</b> The overall observation shows that the factory has formed different committees among the workers representatives and management staff including Participation Committee, Welfare Committee, Safety Committee and Grievance Handling Committee. Management system shows that they are trying to make a bridge between workers and management on labor practices, monitoring factory work place conditions, grievance mechanism etc. সামগ্রিক পর্যালোচনা দেখায় যে, কারখানা শ্রমিক প্রতিনিধি, অংশগ্রহণ কমিটি, কল্যাণ কমিটি, নিরাপত্তা কমিটি ও শ্রমিক অংশগ্রহণকারী কমিটি সহ ব্যবস্থাপনা কর্মীদের মধ্যে বিভিন্ন কমিটি গঠন করা হয়েছে।	
<p><b>2.1 - Current follow up audit conducted on: 10 April 2018</b> <b>Not Corrected .:</b> General workers as well as PC members were not properly aware about the PC activities and its roles &amp; responsibilities in the premises. Furthermore, workers could not recognize the PC members in their department/floor and were found mostly unaware about the PC formation and its objectives সাধারণ শ্রমিকরা বর্তমান অংশগ্রহণকারী কমিটি সম্পর্কে যথাযথ অবগত ছিলনা, পাশাপাশি অংশগ্রহণকারী কমিটির সদস্যগণ অংশগ্রহণকারী কমিটির ভূমিকা ও তাদের দায়-দায়িত্ব সম্পর্কে পর্যাপ্ত অবগত নয় এবং সাধারণ শ্রমিকগণ অংশগ্রহণকারী কমিটির সদস্যদের চিহ্নিত করতে পারেনি।</p> <p><b>2.3 - Current follow up audit conducted on: 10 April 201</b> <b>New Findings .:</b> Workers are not well aware regarding their legal rights, responsibilities. Noted that, the factory did not provide complete job description to the workers for informing them about their responsibility. Workers also do not have any idea about their entitlement of leave in a year, gratuity/service benefit and annual leave settlement during completion of job. শ্রমিকরা তাদের আইনগত অধিকার, দায়িত্ব এবং সুবিধা ইত্যাদি সম্পর্কে ভাল অবগত না।</p> <p><b>2.4 - Current follow up audit conducted on: 10 April 201</b> <b>Corrected :</b> Management, worker representative and workers got training on BSCI COC.</p>	

<p>ম্যানেজমেন্ট, শ্রমিক প্রতিনিধি এবং শ্রমিকরা বি এস সি আই কোড অফ কন্ডাক্ট এর উপর প্রশিক্ষণ পায়</p>	
<b>2.5 -</b>	<p><b>Current follow up audit conducted on: 10 April 2018</b></p> <p><b>Corrected:</b> Workers are not well aware about the grievance resolution process &amp; the process of appealing against any disciplinary action. Also there was no practice of regular survey on the grievance procedure.</p>
<p>অভিযোগ সমাধান প্রক্রিয়া এবং কোনো শাস্তিমূলক ব্যবস্থার বিরুদ্ধে আবেদন প্রক্রিয়া সম্পর্কে ভাল সচেতন নয়। তাছাড়া অভিযোগ পদ্ধতির উপর নিয়মিত জরিপের কোন অনুশীলন নাই।</p>	
<p>Remarks from Auditee</p>	
<p>Full Audit [Audit Id - 77149] Audit Date: 12/04/2017 PA Score: C Deadline date:31/03/2018</p>	
<p>Good practices</p>	
<p>Nil</p>	
<p>Areas of improvement</p>	
<p>The overall observation shows that the factory has formed different committees among the workers representatives and management staff including Participation Committee, Welfare Committee, Safety Committee and Grievance Handling Committee. Management system shows that they are trying to make a bridge between workers and management on labor practices, monitoring factory work place conditions, grievance mechanism etc.</p>	
<p>সামগ্রিক পর্যালোচনা দেখায় যে, কারখানা শ্রমিক প্রতিনিধি, অংশগ্রহণ কমিটি, কল্যাণ কমিটি, নিরাপত্তা কমিটি ও শ্রমিক অংশগ্রহণকারী কমিটি সহ ব্যবস্থাপনা কর্মীদের মধ্যে বিভিন্ন কমিটি গঠন করা হয়েছে।</p>	
<b>2.1 -</b>	<p>General workers as well as PC members were not properly aware about the PC activities and its roles &amp; responsibilities in the premises. Furthermore, workers could not recognize the PC members in their department/floor and were found mostly unaware about the PC formation and its objectives.</p>
<p>সাধারণ শ্রমিকরা বর্তমান অংশগ্রহণকারী কমিটি সম্পর্কে যথাযথ অবগত ছিলনা, পাশাপাশি অংশগ্রহণকারী কমিটির সদস্যগণ অংশগ্রহণকারী কমিটির ভূমিকা ও তাদের দায়-দায়িত্ব সম্পর্কে পর্যাপ্ত অবগত নয় এবং সাধারণ শ্রমিকগণ অংশগ্রহণকারী কমিটির সদস্যদের চিহ্নিত করতে পারেনি।</p>	
<b>2.4 -</b>	<p>Management, worker representative and workers did not get any training on BSCI COC.</p>
<p>ম্যানেজমেন্ট, শ্রমিক প্রতিনিধি এবং শ্রমিকরা বি এস সি আই কোড অফ কন্ডাক্ট এর উপর কোনো প্রশিক্ষণ পায় না।</p>	
<b>2.5 -</b>	<p>Workers are not well aware about the grievance resolution process &amp; the process of appealing against any disciplinary action. Also there was no practice of regular survey on the grievance procedure.</p>
<p>অভিযোগ সমাধান প্রক্রিয়া এবং কোনো শাস্তিমূলক ব্যবস্থার বিরুদ্ধে আবেদন প্রক্রিয়া সম্পর্কে ভাল সচেতন নয়। তাছাড়া অভিযোগ পদ্ধতির উপর নিয়মিত জরিপের কোন অনুশীলন নাই।</p>	
<p>Remarks from Auditee</p>	
<p>None</p>	

<b>Performance Area 3 : The rights of Freedom of Association and Collective Bargaining</b>	
2- Followup Audit [Audit Id - 135712] Audit Date: 16/10/2018 PA Score: A	Deadline date:
<b>GOOD PRACTICES:</b> None	
<b>AREAS OF IMPROVEMENT:</b> No findings observed in this area.	
<b>Remarks from Auditee:</b>	
1- Followup Audit [Audit Id - 120880] Audit Date: 10/04/2018 PA Score: A	Deadline date:09/04/2019
<u>Good practices</u>	
<u>Areas of improvement</u>	
<u>Remarks from Auditee</u>	
Full Audit [Audit Id - 77149] Audit Date: 12/04/2017 PA Score: A	Deadline date:
<u>Good practices</u>	
Nil	
<u>Areas of improvement</u>	
<p>The overall observations shows that the factory has established a complete 'Freedom of Association and Collective Bargaining' policy and procedures in place to ensure workers right to associate &amp; organize collectively. Though there is no formal collective bargaining system in place but the factory has formed a 'Participation Committee; parallel means of workers union among the workers and management staff.</p> <p>3.3 was marked as N/A since no worker was found who is directly involved with any trade union.</p> <p>সামগ্রিক পর্যালোচনা দেখায় যে, কারখানায় শ্রমিকদের সম্বন্ধভাবে মেলামেশা ও সম্মিলিতভাবে সংগঠিত করার জন্য একটি সম্পূর্ণ 'সংগঠনের স্বাধীনতা' নীতি ও পদ্ধতি প্রতিষ্ঠিত হয়েছে।</p>	
<u>Remarks from Auditee</u>	

<b>Performance Area 4 : No Discrimination</b>	
2- Followup Audit [Audit Id - 135712] Audit Date: 16/10/2018 PA Score: B	Deadline date:17/12/2018
<b>GOOD PRACTICES:</b> None observed	
<b>AREAS OF IMPROVEMENT:</b> Based on satisfactory evidence it was noted that the main auditee partially respects this principle as- <b>4.2 -</b> Follow-up audit was conducted on 16th -17th October, 2018. Status: New findings In accordance with BSCI Performance Area (No Discrimination) No: 4.2 (Is there satisfactory evidence that the auditee takes the necessary preventative and/or remedial measures to ensure workers are not disciplined, dismissed or otherwise discriminated against because of their complaints against infringements of their rights?) Findings: Facility management has conducted survey on the grievance mechanism only on 18 persons where the total strength of Keya Cosmetics Ltd (Knit Composite Division) was found about 7186, moreover, other terms such as harassment, discrimination etc. were not included in the survey. Note: Facility management has policy, procedure on grievance, harassment, discrimination and also done some surveys on grievance, so partial rating has given in this questionnaire. কারখানা কর্তৃপক্ষ শুধুমাত্র ১৮ জন শ্রমিকদের উপর অভিযোগ পদ্ধতির উপর জরিপ করেছে এবং বৈষম্য ও হয়রানি বন্ধের পদ্ধতির উপর শ্রমিকরা সন্তুষ্ট কি না, তা জরিপ এ অন্তর্ভুক্ত করা হয় নাই।	
<b>Remarks from Auditee:</b> None	
1- Followup Audit [Audit Id - 120880] Audit Date: 10/04/2018 PA Score: A	Deadline date:
<b>Good practices</b> Nil	
<b>Areas of improvement</b> The overall observation shows that the factory has formed and practices a non-discrimination policy and procedures in place. During closed door interview, none of the workers complained of any form of discrimination. All workers are equal as per factory policy and practices সামগ্রিক পর্যবেক্ষণ দেখায় যে কারখানায় বৈষম্যহীনতা নীতি ও পদ্ধতি আছে। রুদ্ধদ্বার সাক্ষাতকারে শ্রমিকদের কেউ বৈষম্যের কোনো অভিযোগ করেনি। সকল শ্রমিকদের কারখানায় সমানভাবে গণ্য করা হয়। <b>4.2 - Current follow up audit conducted on: 10 April 2018</b> <b>Corrected :</b> Factory conducted satisfaction survey on the grievance mechanism. training has been provided to management on measure to avoid discipline, dismissal or discrimination. কারখানা কর্তৃপক্ষ দ্বারা অভিযোগ পদ্ধতির উপর জরিপ করা হয়	
<b>Remarks from Auditee</b>	
Full Audit [Audit Id - 77149] Audit Date: 12/04/2017 PA Score: B	Deadline date:31/03/2018
<b>Good practices</b> Nil	
<b>Areas of improvement</b> The overall observation shows that the factory has formed and practices a non-discrimination policy and procedures in place. During closed door interview, none of the workers complained of any form of discrimination. All workers are equal as per factory policy and practices. সামগ্রিক পর্যবেক্ষণ দেখায় যে কারখানায় বৈষম্যহীনতা নীতি ও পদ্ধতি আছে। রুদ্ধদ্বার সাক্ষাতকারে শ্রমিকদের কেউ বৈষম্যের কোনো অভিযোগ করেনি। সকল শ্রমিকদের কারখানায় সমানভাবে গণ্য করা হয়। <b>4.2 -</b> Factory did not conduct satisfaction survey on the grievance mechanism. No training has been provided to management on measure to avoid discipline, dismissal or discrimination. কারখানা কর্তৃপক্ষ দ্বারা অভিযোগ পদ্ধতির উপর কোন জরিপ করা হয়নি।	
<b>Remarks from Auditee</b> None	

<b>Performance Area 5 : Fair Remuneration</b>	
2- Followup Audit [Audit Id - 135712] Audit Date: 16/10/2018 PA Score: B	Deadline date:17/12/2018
<b>GOOD PRACTICES:</b> None observed	
<b>AREAS OF IMPROVEMENT:</b> Based on satisfactory evidence it was noted that the main auditee partially respects this principle as- <b>5.2 -</b> Follow-up audit was conducted on 16th -17th October, 2018. Status: Not Corrected In accordance with BSCI Performance Area (Fair Remuneration) No. 5.2: (Is there satisfactory evidence that wages are paid in a timely manner; regularly and fully in legal tender?) and Bangladesh Labour Law-2006, Section-123: (1) The wages of every worker shall be paid before the expiry of the seventh day after the last day of the wage period in respect of which the wages are payable. Findings: Still facility management did not ensure monthly wage to the workers within 7 working days of following month. Noted: They have started paying salary from 11th working day and finished at 14th working day. Note: As facility is paying the wages of the workers regularly as per their earning, So partial rating has given in this questionnaire. ৭ কর্ম দিবসের মধ্যে শ্রমিকদের মজুরি পরিশোধ করে না। <b>5.4 -</b> Follow-up audit was conducted on 16th -17th October, 2018. Status: Not Corrected In accordance with BSCI Performance Area (Fair Remuneration) No. 5.4: (Is there satisfactory evidence that the auditee provides sufficient remuneration that allows workers to meet a decent standard of living?): Findings: The facility management did not take initiative to calculate and also achieve living wages of the worker in this area. However, they are ensuring minimum wage as per law. Noted that living wages of the region is BDT 111220 (approx) and minimum wages for the industry is BDT 5300. Note: As 30% workforces of the facility were getting decent wages to meet standard of living, so the marking given the question as partially. কারখানার অঞ্চলের জন্য জীবন ধারণের মজুরি কারখানা ব্যবস্থাপক দ্বারা নির্ণিত না এবং ন্যূনতম মজুরি ও জীবন ধারণের মজুরির মধ্যে পার্থক্য কমানো নিয়ে কোন উদ্যোগ নেই।	
<b>Remarks from Auditee:</b> None	
1- Followup Audit [Audit Id - 120880] Audit Date: 10/04/2018 PA Score: B	Deadline date:09/04/2019
<b>Good practices</b>	
<b>Areas of improvement</b>	
The overall observations shows that the factory has ensure and pay all kinds remuneration to the workers as per law. All workers were provided with written and understandable information about their employment conditions with respect to wages before they enter employment and about the particulars of their wages for each pay period. Moreover, the overall compliance level of the factory was found complete and consistent except some deviation.  সামগ্রিক পর্যালোচনা দেখা যে, কারখানা আইন অনুযায়ী শ্রমিকদের পারিশ্রমিক পরিশোধ করেছে। সকল শ্রমিকদের তাদের কর্মসংস্থানের অবস্থা সম্পর্কে লিখিত ও বোধগম্য তথ্য প্রদান করা হয়েছে। কারখানা জীবন ধারণের মজুরি প্রদানের কোন উদ্যোগ নেয় নাই।	
<b>5.1 - Current follow up audit conducted on: 10 April 2018</b>	<b>Corrected:</b> The facility was found officially closed from 15th to 31st March 2017 because of the workers unrest due to the notice of management to keep In/Out record of lunch time of the workers. So, workers stop working from 13th March and sit for the strike, while the situation goes on worst the chairman of the facility closed the facility from 15th March 2017 for unspecified days given notice to all parties. So, when the facility opens again on 1st April, 2017; workers got paid for 12 days works of March 2017, where, as per local law workers should get paid for first 3 days of strike if the factory remain closed for 3 or more days for unrest. Noted that facility published a notice that they would pay 3 days salary more to workers for that unrest time, but they had got their payment  শ্রমিকদের লাঞ্চার সময় ইন-আউট রেকর্ড রাখার ব্যবস্থাপনার কারণে কর্মীদের অস্থিরতার কারণে এই সুযোগটি আনুষ্ঠানিকভাবে 15 থেকে 31 মার্চ ২০১৭ তারিখে বন্ধ হয়ে যায়। তাই শ্রমিকরা 13 ই মার্চ থেকে কাজ বন্ধ করে হরতালের জন্য বসতে থাকে এবং পরিস্থিতি খারাপ অবস্থায় পড়ে গেলে 15 ই মার্চের 2017 সালের সুবিধার জন্য চেয়ারম্যান সব দলকে নোটিস দেওয়া হয়। সুতরাং, যখন 1 এপ্রিল, ২০১৭ তারিখে এই সুযোগটি আবার খোলা হয়; শ্রমিকরা মার্চ 2017 এর 12 দিনের কাজের জন্য অর্থ পাচ্ছেন, যেখানে স্থানীয় আইন-শৃঙ্খলা রক্ষাকারী বাহিনীর 3 দিনের হরতালের জন্য বেতন দেওয়া উচিত যদি কারখানার অস্থিরতার জন্য তিন বা ততোধিক দিন বন্ধ থাকে। উল্লেখ্য, এই সুবিধাটি একটি নোটিশ প্রকাশ করেছে যে তারা অস্থিরতার জন্য শ্রমিকদের 3 দিনের বেতন দেবে, কিন্তু অডিটের দিন পর্যন্ত তারা তা পরিশোধ করেনি। পরবর্তীতে শ্রমিক রা তাদের তিনদিনের বেতন পেয়েছে।
<b>5.2 - Current follow up audit conducted on: 10 April 2018</b>	<b>Corrected :</b> a. Factory management provide pay slip to workers prior to the wage payment. <b>Not corrected :</b> b. The factory did not ensure monthly wage to the workers within 7 working days of following month  ক. শ্রমিকদের মজুরি স্লিপ দেওয়া হয় খ. ৭ কর্ম দিবসের মধ্যে শ্রমিকদের মজুরি পরিশোধ করে না।
<b>5.4 - Current follow up audit conducted on: 10 April 2018</b>	<b>Not Corrected:</b> The factory management did not take initiative to achieve living wages through they are ensuring minimum wage as per law. Noted that living wages of the region is BDT 11,220 (approx) and minimum wages for the industry is BDT 5300.

কারখানার অঞ্চলের জন্য জীবন ধারণের মজুরি কারখানা ব্যবস্থাপক দ্বারা নির্গিত না এবং ন্যূনতম মজুরি ও জীবন ধারণের মজুরির মধ্যে পার্থক্য কমানো নিয়ে কোন উদ্যোগ নেই।

Remarks from Auditee

Full Audit [Audit Id - 77149] Audit Date: 12/04/2017 PA Score: C

Deadline date:31/03/2018

Good practices

Factory management has provide attendance bonus to all workers.

Areas of improvement

The overall observations shows that the factory has ensure and pay all kinds remuneration to the workers as per law. All workers were provided with written and understandable information about their employment conditions with respect to wages before they enter employment and about the particulars of their wages for each pay period. Moreover, the overall compliance level of the factory was found complete and consistent except some deviation.

সামগ্রিক পর্যবেক্ষণ দেখা যে, কারখানা আইন অনুযায়ী শ্রমিকদের পারিশ্রমিক পরিশোধ করেছে। সকল শ্রমিকদের তাদের কর্মসংস্থানের অবস্থা সম্পর্কে লিখিত ও বোধগম্য তথ্য প্রদান করা হয়েছে। কারখানা জীবন ধারণের মজুরী প্রদানের কোন উদ্যোগ নেয় নাই।

5.1 - The facility was found officially closed from 15th to 31st March 2017 because of the workers unrest due to the notice of management to keep In/Out record of lunch time of the workers. So, workers stop working from 13th March and sit for the strike, while the situation goes on worst the chairman of the facility closed the facility from 15th March 2017 for unspecified days given notice to all parties. So, when the facility opens again on 1st April, 2017; workers got paid for 12 days works of March 2017, where, as per local law workers should get paid for first 3 days of strike if the factory remain closed for 3 or more days for unrest. Noted that facility published a notice that they would pay 3 days salary more to workers for that unrest time, but they did not pay till the audit day.

ধর্মঘট এর কারণে আইন অনুসারে শ্রমিকরা ৩ দিনের মজুরী পায়নি।

5.2 - a. Factory management did not provide pay slip to workers prior to the wage payment.  
b. The factory did not ensure monthly wage to the workers within 7 working days of following month.

ক. শ্রমিকদের মজুরি স্লিপ দেওয়া হয় না।

খ. ৭ কর্ম দিবসের মধ্যে শ্রমিকদের মজুরি পরিশোধ করে না।

5.4 - The factory management did not take initiative to achieve living wages through they are ensuring minimum wage as per law. Noted that living wages of the region is BDT 11,220 (approx) and minimum wages for the industry is BDT 5300.

কারখানার অঞ্চলের জন্য জীবন ধারণের মজুরি কারখানা ব্যবস্থাপক দ্বারা নির্গিত না এবং ন্যূনতম মজুরি ও জীবন ধারণের মজুরির মধ্যে পার্থক্য কমানো নিয়ে কোন উদ্যোগ নেই।

Remarks from Auditee

None



<b>Performance Area 6 : Decent Working Hours</b>	
2- Followup Audit [Audit Id - 135712] Audit Date: 16/10/2018 PA Score: A	Deadline date:
<b>GOOD PRACTICES:</b> None	
<b>AREAS OF IMPROVEMENT:</b> No findings observed in this area.	
<p><b>6.4 -</b> Follow-up audit was conducted on 16th -17th October, 2018. Status: Corrected Facility management is ensuring one day off after six consecutive days of work for each worker and also no weekend work was found in the time record of the sample workers. সাপ্তাহিক ছুটির দিনে কাজ করা হয় না।</p>	
<b>Remarks from Auditee:</b>	
1- Followup Audit [Audit Id - 120880] Audit Date: 10/04/2018 PA Score: C	Deadline date:09/04/2019
<u>Good practices</u>	
Nil	
<u>Areas of improvement</u>	
<p>The overall observation shows that the factory has a working hour policy posted in all prominent places in the premises. As per records provided by the factory, the factory uses electronic system to track the workers daily in and out time. As per provided records, the highest general working hour is 08 hours/day and 48 hours/week and highest overtime hour is 8 hours/day and 36 hours/week, which exceed the legal limit of working hours. The maximum consecutive working days were noted to be 16 days</p> <p>সামগ্রিক পর্যালোচনা দেখায় যে কারখানা একটি কাজের ঘন্টা নীতি চহুরে সব স্থানে পোস্ট হয়েছে। কারখানা ইন এবং আউট সময় নির্ধারণের জন্য ইলেকট্রনিক সিস্টেম ব্যবহার করে। প্রদত্ত রেকর্ড অনুযায়ী, সর্বোচ্চ সাধারণ কর্মঘন্টা 08 ঘন্টা/দিন এবং 48 ঘন্টা/সপ্তাহে এবং সর্বোচ্চ অতিরিক্ত কাজ 08 ঘন্টা/দিন এবং 36 ঘন্টা/সপ্তাহে হয়েছে যা কাজ করার আইনি সীমা অতিক্রম করেছে। সর্বাধিক একটানা 16 দিন কাজের রেকর্ড পাওয়া গেছে।</p> <p><b>6.2 -</b> <b>Current follow up audit conducted on: 10 April 2018</b> <b>Corrected :</b> There were no working hour violation in the month of April 2017 to February 2018.</p> <p>এপ্রিল 2017 থেকে ফেব্রুয়ারি 2018 মাসের মধ্যে কোনও কর্মঘন্টা লঙ্ঘন হয়নি।</p> <p><b>6.4 -</b> <b>Current follow up audit conducted on: 10 April 2018</b> <b>Not Corrected:</b> In the month of December 2017, workers were worked on weekly holidays which were considered as overtime hour.</p> <p>সাপ্তাহিক ছুটির দিনে কাজ করান হয়।</p>	
<b>Remarks from Auditee</b>	
Full Audit [Audit Id - 77149] Audit Date: 12/04/2017 PA Score: D	Deadline date:31/03/2018
<u>Good practices</u>	
Nil	
<u>Areas of improvement</u>	
<p>The overall observation shows that the factory has a working hour policy posted in all prominent places in the premises. As per records provided by the factory, the factory uses electronic system to track the workers daily in and out time. As per provided records, the highest general working hour is 08 hours/day and 48 hours/week and highest overtime hour is 7 hours/day and 36 hours/week, which exceed the legal limit of working hours. The maximum consecutive working days were noted to be 16 days.</p> <p>সামগ্রিক পর্যালোচনা দেখায় যে কারখানা একটি কাজের ঘন্টা নীতি চহুরে সব স্থানে পোস্ট হয়েছে। কারখানা ইন এবং আউট সময় নির্ধারণের জন্য ইলেকট্রনিক সিস্টেম ব্যবহার করে। প্রদত্ত রেকর্ড অনুযায়ী, সর্বোচ্চ সাধারণ কর্মঘন্টা ৮ ঘন্টা/দিন এবং ৪৮ ঘন্টা/সপ্তাহে এবং সর্বোচ্চ অতিরিক্ত কাজ ৭ ঘন্টা/দিন এবং ৩৬ ঘন্টা/সপ্তাহে হয়েছে যা কাজ করার আইনি সীমা অতিক্রম করেছে। সর্বাধিক একটানা ৩০ দিন কাজের রেকর্ড পাওয়া গেছে।</p> <p><b>6.2 -</b> Among three sampled months (April 2016, October 2016 and March 2017), in the month of March 2017 worker were found worked extra overtime. In the month of March 2017, daily overtime was found maximum 7 hours instead of 4 hours and weekly overtime was found maximum 36 hours instead of 24 hours which is violation of legal limits . There were no working hour violation in the month of April 2016 and October 2016.</p> <p>অতিরিক্ত ওভার টাইম করান হয়।</p> <p><b>6.4 -</b> Among three sampled months (April 2016, October 2016 and March 2017), in the months of March 2017 worker were found worked on weekly holiday. In the month of March 2017, workers were worked on 2 weekly holidays which were considered as overtime hour. Noted that there were no holiday work in the month of April 2016 &amp; October 2016.</p> <p>সাপ্তাহিক ছুটির দিনে কাজ করান হয়।</p>	

Remarks from Auditee

None

**Performance Area 7 : Occupational Health and Safety**

2- Followup Audit [Audit Id - 135712] Audit Date: 16/10/2018 PA Score: A

Deadline date:17/12/2018

**GOOD PRACTICES:**

None observed

**AREAS OF IMPROVEMENT:**

Based on satisfactory evidence it was noted that the main auditee partially respects this principle as-

- 7.1 -** Follow-up audit was conducted on 16th -17th October, 2018. Status: Partially Corrected. In accordance with BSCI Performance Area (Occupational Health and Safety) No. 7.1 Is there satisfactory evidence that the auditee is in observance of the occupational health and safety regulations applicable for its activities?): Corrected: b) Child care room of the factory was found well equipped. Finding: a) During this follow up audit it was found that, workers and workers representatives were not involved by factory management in drafting and enforcement of the internal procedure on occupational health and safety yet. Note: As facility management has maintained policy and procedure of Occupational Health and safety, so partial rating has given in this questionnaire.  
ক) শিশু যন্ত্র রক্ষা সঠিকভাবে সক্ষিত পাওয়া যায়। খ) স্বাস্থ্য ও নিরাপত্তা বিষয়ে অভ্যন্তরীণ ব্যবস্থাপনা বিষয়ক খসড়া প্রণয়ন এবং কার্যকরকরণে শ্রমিক ও শ্রমিক প্রতিনিধিদের সম্পৃক্ত করা হয় নাই। [আমফরি বিএসসিআই আচরণ বিধি অনুযায়ী]
- 7.3 -** Follow-up audit was conducted on 16th -17th October, 2018. Status: Corrected. During this follow up audit it was found that, facility has conducted risk assessment form all mentioned areas.  
উল্লিখিত এড়িমার জন্য ঝুঁকি নিরূপন করা হয়েছে।
- 7.6 -** Follow-up audit was conducted on 16th -17th October, 2018. Status: Corrected. During this follow up audit it was found that, a) Randomly checked over-lock operators were using face mask during work. b) Randomly checked employees at dyeing section was found using PPE. c) Randomly checked standing employees were using rubber mat.  
কারখানার কর্মীরা যথাযথ পিপিএ ব্যবহার করা অবস্থায় পাওয়া গেছে।
- 7.7 -** Follow-up audit was conducted on 16th -17th October, 2018. Status: Not Corrected. In accordance with BSCI Performance Area (Occupational Health and Safety) No. 7.7: (Is there satisfactory evidence that the auditee implements engineering and administrative control measures to avoid or minimize the release of hazardous substances into the work environment, keeping the level of exposure below internationally established or recognized limits?) and In accordance with Bangladesh Labor Rules 2015, rule 68- 10 (The owner shall place Material Safety Data Sheet (MSDS) of dangerous materials in an easily noticeable place so that the employed worker can be well informed about the possible hazards.): Findings: During this follow up audit it was found that, still chemicals were not stored properly (no MSDS, no secondary containment, labeling etc.) at diffident areas like, store, dyeing section, beside boiler and generator room, yarn dyeing section etc. Note: Facility management has trained person to handle the chemical, so partial rating has given in this questionnaire.  
কারখানার বিভিন্ন স্থানে যেমন, বয়লার ও জেনারেটর রুমের পাশে, ইয়েন ডাইং সেকশনের পাশে দোকান, ডাইং সেকশন সহ বিভিন্ন এলাকায় কেমিক্যাল সঠিকভাবে সংরক্ষণ করা হয় না।
- 7.9 -** Follow-up audit was conducted on 16th -17th October, 2018. Status: Corrected During this follow up audit it was found that, potential hazards of the factory were identified. Besides, factory has posted safety sign in constructed areas.  
কারখানা সম্ভাব্য হাজার্ড চিহ্নিত করে। কারখানা পুনর্নির্মাণের কাজ স্থানে সেফটি সাইন পোস্ট করা হয়।
- 7.11 -** Follow-up audit was conducted on 16th -17th October, 2018. Status: New findings In accordance with BSCI Performance Area (Occupational Health and Safety) No. 7.11 (Is there satisfactory evidence that the auditee confirms that the equipment and buildings used for production are stable and safe?) and with Bangladesh Labour Rules 2015, section- 353(1) (1) (Before use, change or expansion of any houses, building or premises as factory, approval in writing of the inspector general or any officer empowered by him shall be taken.): Findings: Current floor layouts found mismatches with the approved floor layout plan e.g. approved layout plan not included the printing section (1st Mezzanine floor), childcare & Medical (shed-3), Generator room (shed-4). Note: As other places layout found appropriate, so partial rating is given in this section.  
কারখানার লেআউট পরিকল্পনা বর্তমান উৎপাদন ফ্লোরের সাথে মেলে না।
- 7.13 -** Follow-up audit was conducted on 16th -17th October, 2018. Status: Corrected. Facility take corrective action at shed 01 sewing section, finishing section and cutting section areas and no loose electrical wiring was found in the factory premises.  
কারখানায় আলগা তার পাওয়া যায় নি।
- 7.15 -** Follow-up audit was conducted on 16th -17th October, 2018. Status: Corrected. During this follow up audit it was found that, all aisles in the production areas were free of obstacle and facility has install hand rail in the staircases.  
আইলস পরিষ্কার ছিল এবং কারখানাটির সিঁড়ির হ্যান্ড রেইল পাওয়া গেছে।
- 7.16 -** Follow-up audit was conducted on 16th -17th October, 2018. Status: Corrected. During this follow up audit, all evacuation plans found matched with current layout properly.  
জরুরী বহিগমন পরিকল্পনা সঠিক পাওয়া যায়।
- 7.17 -** Follow-up audit was conducted on 16th -17th October, 2018. Status: Partially Corrected. In accordance with BSCI Performance Area (Occupational Health and Safety) No. 7.17: "(Is there satisfactory evidence that the auditee ensures adequate safeguards for any machine part, function, or process which may cause injury to workers") and in accordance with Bangladesh Labour Rules 2015, section 64(2) "(Effective machine guard or eye safety goggles must be installed/used in all cases where the possibility of having injuries in the eye is high): Findings: During the current assessment, needle guard were found properly placed but still approximately 20% eye guard of overlock machines were found displaced form its position. Note: As other machine safety found appropriate, so partial rating is given in this section.  
বর্তমান মূল্যায়নের সময়, নিডিল গার্ড সঠিক স্থানে পাওয়া যায় কিন্তু এখানো প্রায় ২০% মেশিন চোখের সুরক্ষার গার্ড ছাড়া পাওয়া যায়।
- 7.21 -** Follow-up audit was conducted on 16th -17th October, 2018. Status: Corrected. During this follow up audit it was found that, facility management has arranged a dining area for the employees of the factory with adequate seating arrangement as per local law.  
কারখানাটিতে কোন কার্যক্রমী ডাইনিং পাওয়া গেছে।
- 7.22 -** Follow-up audit was conducted on 16th -17th October, 2018. Status: Corrected. During this follow up audit, all toilet and washing areas were found properly cleaned.  
টয়লেট এবং ওয়াশিং এলাকায় সঠিকভাবে পরিষ্কার পাওয়া গেছে।

**Remarks from Auditee:**

None

1- Followup Audit [Audit Id - 120880] Audit Date: 10/04/2018 PA Score: E

Deadline date:09/04/2019

Good practices

Areas of improvement

The overall observation shows that the factory has established a complete 'health & safety' policy & procedures. The production floor was quite clean & spacious. Evacuation maps were available in all areas. Sufficient drinking water was provided in the production floors. Fire extinguishers were also properly charged and ready for use. However, the overall health & safety condition of the factory was found to be satisfactory and the issues identified during the visit which are detailed in the below point.

সামগ্রিক পর্যবেক্ষণ দেখায় যে কারখানা একটি সম্পূর্ণ স্বাস্থ্য ও নিরাপত্তা নীতি ও পদ্ধতি প্রতিষ্ঠা করেছে। উৎপাদন স্থান বেশ পরিষ্কার ছিল। বহির্গমন পরিকল্পনা সব অঞ্চলে পাওয়া যায়। পানীয় জল সকল উৎপাদন মেঝেতে ছিল। অগ্নি নির্বাপক যন্ত্র সঠিকভাবে চার্জ এবং ব্যবহারের জন্য প্রস্তুত করা ছিল। কারখানার সামগ্রিক স্বাস্থ্য ও নিরাপত্তা শর্ত ভাল পাওয়া গেছে।

**7.1 - Current follow up audit conducted on: 10 April 2018**

**Not corrected:** a) Workers and workers representatives were not involved by factory management in drafting and enforcement of the internal procedure on occupational health and safety. [As per amfori BSCI CoC]

b) Child care room of the factory was found not well equipped.

ক) স্বাস্থ্য ও নিরাপত্তা বিষয়ে অভ্যন্তরীণ ব্যবস্থাপনা বিষয়ক খসড়া প্রণয়ন এবং কার্যকরকরণে শ্রমিক ও শ্রমিক প্রতিনিধিদের সম্পৃক্ত করা হয় নাই। [আমফরি বিএসসিআই আচরণ বিধি অনুযায়ী]

খ) শিশু রুম রুম সঠিকভাবে সজ্জিত না।

**7.3 - Current follow up audit conducted on: 10 April 2018**

**Not corrected:** Some areas were not taken into consideration for risk assessment like ETP area, store area, day care, medical, electrical substation, kitchen. [As per Bangladesh Labour Rules, 2015, Schedule-4, Matters relating to safety committee (1) and amfori BSCI CoC]

কারখানার স্টোরেজ, বৈদ্যুতিক সাবস্টেশন, মেডিকেল রুম, চাইল্ড কেয়ার রুম এর ঝুঁকি নিরূপণ করা হয়নি। [বাংলাদেশ শ্রম বিধিমালা, ২০১৫, সূচী -৪, নিরাপত্তা কমিটির সম্পর্কিত বিষয়গুলি (১) এবং আমফরি বিএসসিআই আচরণ বিধি অনুযায়ী]

**7.4 - Current follow up audit conducted on: 10 April 2018**

**Corrected:** The safety committee had distributed the responsibility related with occupational health and safety upon its members. In addition, during risk assessment workers representation were involved. [As per AMFORI BSCI COC and As per rule 81 (5) of Bangladesh Labour Rules 2015].

সেফটি কমিটির সদস্যদের মাঝে দায়িত্ব বন্টন করা হয়, উপরন্তু, ঝুঁকি মূল্যায়ন কর্মীদের প্রতিনিধিত্ব জড়িত ছিল [আমফোরি বি এস সি আই সি ও সিঅনুযায়ী এবং বাংলাদেশ শ্রম বিধি, ২০১৫ এর বিধিমালা ৮১ (৫)অনুযায়ী]

**7.5 - Current follow up audit conducted on: 10 April 2018**

**Corrected:** The mentioned issue found corrected.

**7.6 - Current follow up audit conducted on: 10 April 2018**

**Not corrected:** a) Around 60% over-lock operators were not using face mask during work.

b) None of the employees at dyeing section was found using PPE.c) Around 50% standing employees were not provided cushion or rubber mat.

ক) ৫০ ভাগ ওভার লক শ্রমিকরা মুখোশ ব্যবহার করে না।

খ) ডাইং সেকশনে পি.পি.ই. এর ব্যবহার পাওয়া যায়নি।

সি) প্রায় ৫০% দাঁড়িয়ে কাজ করা শ্রমিকদের কুশন বা রাবার ম্যাট প্রদান করা হয় নি।

**7.7 - Current follow up audit conducted on: 10 April 2018**

**Not Corrected:** Chemicals were not stored properly at diffident areas like, store, dyeing section, beside boiler and generator room, yarn dyeing section etc.

কারখানার বিভিন্ন স্থানে যেমন, বয়লার ও জেনারেটর রুমের পাশে, ইয়েন ডাইং সেকশনের পাশে দোকান, ডাইং সেকশন সহ বিভিন্ন এলাকায় কেমিক্যাল সঠিকভাবে সংরক্ষণ করা হয় না।

**7.9 - Current follow up audit conducted on: 10 April 2018**

**Not Corrected:** Potential hazards of the factory are not identified and no initiative has taken to identify. Renovation work found ongoing in several areas of the factory but no sign was posted.

কারখানা সম্ভাব্য হাজারে চিহ্নিত করেন। কারখানাটির বেশ কয়েকটি স্থানে পুনর্নির্মাণের কাজ চলেছে কিন্তু কোনও সেফটি সাইন পোস্ট করা হয়নি।

**7.10 - Current follow up audit conducted on: 10 April 2018**

**Corrected:** Factory is keeping record of injury and analyzing the injury & taking corrective action.

**7.13 - Current follow up audit conducted on: 10 April 2018**

**Not Corrected:** Still loose electrical wiring was found in different places of production area.

কারখানায় বিভিন্ন স্থানে আলগা তার পাওয়া যায়।

**7.15 - Current follow up audit conducted on: 10 April 2018**

**New issue:** a) Aisles were found partially blocked by finished goods carton, iron table & standing workers in sewing & finishing section.  
b.) Factory did not install hand rail for the three staircases of the factory. No hand rail found besides pressing area which is located at a platform.

a.) আইলস অবরুদ্ধ ছিল।

b.) কারখানাটির ৩টি সিঁড়ির হ্যান্ড রেইল পাওয়া যায় নাই।

**7.16 - Current follow up audit conducted on: 10 April 2018**

**Not Corrected:** Still evacuation plan found mismatch in different areas in the factory and missing for some areas.

জরুরী বহির্গমন পরিকল্পনা অমিল পাওয়া যায়।

**7.17 - Current follow up audit conducted on: 10 April 2018**

**Not Corrected:** During the current assessment, around 70% sewing machines found without needle guard, 25% machines found without eye guard. [As per Bangladesh Labor Law 2006, section-63(1)]

বর্তমান মূল্যায়নের সময়, প্রায় ৭০% সেলাই মেশিনে নিডিল গার্ড ছাড়া পাওয়া যায়, প্রায় ২৫% মেশিন চোখের সুরক্ষার গার্ড ছাড়া পাওয়া যায়। [বাংলাদেশ শ্রম আইন ২০০৬, ধারা -৬৩ (১) অনুযায়ী]

**7.19 - Current follow up audit conducted on: 10 April 2018**

**Corrected:** The factory has developed a procedure or system, in writing, to deal with cases of trauma or serious illness.

**7.21 - Current follow up audit conducted on: 10 April 2018**

**Not Corrected:** No functional dining area found at the factory. The furniture was stack in the room and leftover carton found stored in that area.

কারখানাটিতে কোন কার্যকরী ডাইনিং এলাকা নেই। আসবাবপত্রসমূহ এবং লেক্ট ওভার কাপড় সেই এলাকার মধ্যে সংরক্ষিত ছিল।

**7.22 - Current follow up audit conducted on: 10 April 2018**

**New issue:** Toilet and washing areas were not properly cleaned, as a result bad smell was coming from the toilet area.

টয়লেট এবং ওয়াশিং এলাকায় সঠিকভাবে পরিষ্কার করা হয় নি, ফলে টয়লেট এলাকা থেকে খারাপ গন্ধ আসছে।

**Remarks from Auditee**

Full Audit [Audit Id - 77149] Audit Date: 12/04/2017 PA Score: B

Deadline date:31/03/2018

**Good practices**

Nil

**Areas of improvement**

The overall observation shows that the factory has established a complete 'health & safety' policy & procedures. The production floor was quite clean. Evacuation maps were available in all areas. Sufficient drinking water was available in the production floors. Fire extinguishers were also properly charged and ready for use. However, the overall health & safety condition of the factory was found to be good. However, some problems identified which are given below:

সামগ্রিক পরবেক্ষণ দেখায় যে কারখানা একটি সম্পূর্ণ স্বাস্থ্য ও নিরাপত্তা নীতি ও পদ্ধতি প্রতিষ্ঠা করেছে। উৎপাদন স্থান বেশ পরিষ্কার ছিল। উদ্ভাসন পরিকল্পনা সব অঞ্চলে পাওয়া যায়। পানীয়

জল উৎপাদন মেঝেতে ছিল। অগ্নি নির্বাপক যন্ত্র সঠিকভাবে চার্জ এবং ব্যবহারের জন্য প্রস্তুত করা ছিল। কারখানার সামগ্রিক স্বাস্থ্য ও নিরাপত্তা শর্ত ভাল পাওয়া গেছে।

- 7.1 - a. It was noted that there are some lacking on Health and Safety system observed applicable in occupational health and safety regulations in factory activities. Thus relevant issues are noted in each improvement areas.  
b. Child care room of the factory was found not well equipped.  
c. Factory production floor was found congested by production stuff and workers.

ক. কারখানার নিরাপত্তা বিধির কার্যক্রমের মধ্যে কিছু সঙ্কট পরিলক্ষিত হয়।

খ. শিশু যত্ন রুম সঠিকভাবে সজ্জিত না।

গ. কারখানাতে প্রোডাকশন ফ্লোর ঘনবসতিপূর্ণ অবস্থায় পাওয়া যায়।

- 7.3 - Company has kept sickness related record in register but risk assessment on transmittable and non-transmittable diseases was found not proper and workers were not well aware regarding this risk assessment.

কোম্পানির অসুস্থতা সম্পর্কিত রেকর্ড রেজিস্টার এ রাখা হয়েছে কিন্তু ছোঁয়াচে এবং অ-ছোঁয়াচে রোগ এর ঝুঁকি মূল্যায়ন সঠিক পাওয়া যায়নি এবং শ্রমিকরা এই সম্পর্কে ভালোভাবে অবগত নয়।

- 7.4 - The facility formed a Safety Committee but members of the committee were found not aware about their responsibility.

সেফটি কমিটি সদস্যরা তাদের দায়িত্ব সম্পর্কে সচেতন নয়।

- 7.5 - a. 2 diesel drums were found without MSDS and secondary containment.  
b. No MSDS was found for all chemical at mini-store in dyeing section.

ক. 2 ডিজেল ড্রাম এম এস ডি এস ও সেকেন্ডারি কন্টেনমেন্ট পাওয়া যায় নি।

খ. ডাইং সেকশনে কেমিক্যাল এম এস ডি এস পোস্টেড ছিল না।

- 7.6 - a. 50% over-lock operators were not using face mask during work.

৫০ ভাগ ওভার লক শ্রমিকরা মুখোশ ব্যবহার করে না।

- 7.7 - Spot removing room was found open, which is not segregated from others production floor.

স্পট রিমুভিং রুম কক্ষ খোলা জায়গাতে পাওয়া যায়, যা উৎপাদন মেঝে থেকে আলাদা নয়।

- 7.9 - Potential hazards of the factory are not identified and no initiative has taken to identify. However, No warning sign was posted surroundings exhaust fan.

কারখানা সম্ভাব্য হাজার্ড চিহ্নিত করেনা। অধিকন্তু, কোন সতর্কবাণী সাইন নিষ্কাশন পাথার চারপাশে লাগানো ছিল না।

- 7.10 - Factory is keeping record of injury but no effective system in place to analyze the injury & taken corrective action by identifying root cause which will improve the occupational health and safety.

আঘাতের মূল কারণ কার্যকরী তদন্ত হয়না যা পেশাগত স্বাস্থ্য ও নিরাপত্তা উন্নত করবে।

- 7.13 - Loose electrical wiring was found in different places of production area.

কারখানায় বিভিন্ন স্থানে আলগা তার পাওয়া যায়।

- 7.16 - Factory management did not provide any training to workers on evacuation plan. However, evacuation plan was found mismatch at quality section in Mezzanine area of 1st floor of shed 1.

শ্রমিকদের উদ্ভাসন পরিকল্পনার উপর প্রশিক্ষণ দেয়া হয় না। উদ্ভাসন পরিকল্পনা অমিল পাওয়া যায়।

- 7.17 - 90 out of 110 iron workers were not using rubber mat in iron section.

১১০ জন আয়রন শ্রমিকদের মধ্যে ৯০ জন শ্রমিক রাবার মাত ব্যবহার করে না।

- 7.19 - The factory did not have an effective and functioning procedure or system, in writing, to deal with cases of trauma or serious illness.

ট্রমা বা গুরুতর অসুস্থতার ক্ষেত্রে কারখানায় লিখিত আকারে একটি কার্যকর এবং কার্যকরী পদ্ধতি বা ব্যবস্থা ছিল না।

- 7.21 - Workers were found having food outside of the dining hall area on the road.

শ্রমিক ডাইনিং হলের বাহিরে রাস্তায় দুপুরের খাবার খায়।

Remarks from Auditee

None

<b>Performance Area 8 : No Child Labour</b>	
2- Followup Audit [Audit Id - 135712] Audit Date: 16/10/2018 PA Score: A	Deadline date:17/12/2018
<b>GOOD PRACTICES:</b> None observed	
<b>AREAS OF IMPROVEMENT:</b> Based on satisfactory evidence it was noted that the main auditee partially respects this principle as- <b>8.4 -</b> Follow-up audit was conducted on 16th -17th October, 2018. Status: New findings.  In accordance with BSCI Performance Area (No Child Labour) No. 8.4 (Is there satisfactory evidence that the auditee has adequate and remedial policies and procedures to provide for further protection in case children are found to be working?):  Findings: It was noted that facility management has developed child labour policy and child labour remediation policy which is not appropriate as it is conflicting with young worker policy. In the child labour policy and child remediation policy they included the age limit of young worker. As a result, it is confusing whether it was child labour policy, child remediation policy or young worker policy. However, they have a separate young worker policy which was found appropriate.  Note: As the facility has developed and maintains policies and procedures for remediation in case child labour occurs, so partial rating is given in this section.  কারখানা কর্তৃপক্ষ শিশু নীতিমালা কিশোর নীতিমালার সাথে কনফ্লিক্ট করে।	
<b>Remarks from Auditee:</b> None	
1- Followup Audit [Audit Id - 120880] Audit Date: 10/04/2018 PA Score: A	Deadline date:
<u>Good practices</u>	
<u>Areas of improvement</u>	
<u>Remarks from Auditee</u>	
Full Audit [Audit Id - 77149] Audit Date: 12/04/2017 PA Score: A	Deadline date:
<u>Good practices</u>	
Nil	
<u>Areas of improvement</u>  The overall observations shows that the factory has established a complete 'Child Labor Policy' and as per this 'no child labor' notice is posted inside the factory in prominent places. In addition, age verification certificate, national ID card, birth registration certificate or academic certificate (if any) are well maintained in the respective personnel files.  সামগ্রিক পর্যালোচনা দেখা যায় যে, কারখানা একটি সম্পূর্ণ শিশু শ্রম নীতি প্রতিষ্ঠা করেছে এবং কারখানায় কোন শিশুশ্রম নিয়োগ হয় না এই নোটিশ বিভিন্ন স্থানে পোস্ট করা হয়।	
<u>Remarks from Auditee</u>	



<b>Performance Area 9 : Special protection for young workers</b>	
2- Followup Audit [Audit Id - 135712] Audit Date: 16/10/2018 PA Score: A	Deadline date:
<b>GOOD PRACTICES:</b> None	
<b>AREAS OF IMPROVEMENT:</b> No findings observed in this area.	
<b>Remarks from Auditee:</b>	
1- Followup Audit [Audit Id - 120880] Audit Date: 10/04/2018 PA Score: A	Deadline date:
<u>Good practices</u>	
<u>Areas of improvement</u>	
<u>Remarks from Auditee</u>	
Full Audit [Audit Id - 77149] Audit Date: 12/04/2017 PA Score: A	Deadline date:
<u>Good practices</u>	
Nil	
<u>Areas of improvement</u>	
<p>The overall observations shows that the factory has a policy and procedures on young workers which posted in all prominent places in the premises and communicated to the workers through training and awareness program. During the factory tour, no suspected young workers observed and none was noticed by the factory workers. However, as per policy the factory has written standard procedures for special protection of the young workers as per local law and ILO standards.</p> <p>9.1, 9.2, 9.3, 9.4, 9.5 &amp; 9.6 are marked as N/A since the factory did not use any young workers in the premises.</p> <p>সামগ্রিক পর্যবেক্ষণ দেখা যায় যে, কারখানায় তরুণ কর্মীদের উপর একটি নীতি এবং পদ্ধতি আছে। কারখানা সফরে কোন সন্দেহভাজন তরুণ কর্মী পাওয়া যায়নি।</p>	
<u>Remarks from Auditee</u>	

**Performance Area 10 : No Precarious Employment**

2- Followup Audit [Audit Id - 135712] Audit Date: 16/10/2018 PA Score: B

Deadline date:17/12/2018

**GOOD PRACTICES:**

None observed

**AREAS OF IMPROVEMENT:**

Based on satisfactory evidence it was noted that the main auditee partially respects this principle as-

**10.1 -** Follow-up audit was conducted on 16th -17th October, 2018. Status: Not Corrected.

In accordance with the BSCI Questionnaire 10.1: (Is there satisfactory evidence that the auditee's employment relationships are not precarious for the workers?)

Finding: Facility management still not included workplace disciplinary practices and appealing procedures in the workers appointment letter.

Note: As facility management is ensuring the appointment letter to all employees, so partial rating has given in this questionnaire.

শ্রমিকদের চুক্তিপত্রে এখনো বিভিন্ন তথ্য অন্তর্ভুক্ত করা হয়নি।

**10.2 -** Follow-up audit was conducted on 16th -17th October, 2018. Status: New findings. In accordance with the Bangladesh Labour Rules 2015, Section 19(5), Form- 06 (Page: 1: Identity Card No, Date of Issue, Name of Factory/Establishment, Photo, Name of Worker, Post: Nature of Work, Division/Group, Date of Joining: Ticket/Card No, Signature of the Worker, Signature of Owner/Managing Authority, Page 2: Tenure, Address of Factory/Establishment, Telephone No, Blood Group, Permanent Address, Telephone No. in Case of Emergency, National ID No.) and BSCI Questionnaire 10.2 (Is there satisfactory evidence that the auditee engages workers based on recognized and documented employment relationships?) Findings: Provided Identity (ID) cards to the workers were found in local language, but those ID cards were not maintained as per the legal requirement, some information like blood group, address, validity, emergency contacts number etc. were found missing. Note: As, facility management is ensuring the ID cards for all workers, so partial marking has given for this questionnaire.

শ্রমিকদের আইডি কার্ডে কিছু তথ্য সংযুক্ত ছিল না।

**Remarks from Auditee:**

None

1- Followup Audit [Audit Id - 120880] Audit Date: 10/04/2018 PA Score: A

Deadline date:09/04/2019

Good practices

Nil

Areas of improvement

he overall observation shows that the facility follows all the requirement of local law related to employment. Copy of appointment letter, ID card and service book is given to all the regular workers immediately upon joining. During the employees' interview, all interviewed employees stated that they sign labor contracts with the facility and they have obtained the copies of their labor contracts prior joining. These labor contracts were in the local language.

সামগ্রিক পর্যালোচনা থেকে দেখা যায় যে কারখানা চাকুরির ক্ষেত্রে লোকাল আইন প্রয়োগ করে। নিয়োগপত্র, আইডি কার্ড ও সেবা বইয়ের কপি অবিলম্বে যোগদান উপর সব নিয়মিত শ্রমিকদের দেওয়া হয়।

কর্মীদের সাক্ষাতকারে সব সাক্ষাৎকার কর্মীদের বলেন যে তারা সুবিধা সঙ্গে শ্রম চুক্তি স্বাক্ষর এবং তারা যোগদান পূর্বে তাদের শ্রম চুক্তি কপি লাভ করেছেন। দুপক্ষের এই শ্রম চুক্তি স্থানীয় ভাষায় লেখা ছিল।

**10.1 -** Current follow up audit conducted on: 10 April 2018

**Not Corrected:** Issue found remain same.The factory did not include workplace disciplinary practices and appealing procedures in the workers contract forms.

ইসুটি আগের মতনই আছে। শ্রমিকদের চুক্তি ফর্মে কারখানা কর্মক্ষেত্রে শাস্তিমূলক চর্চা এবং আবেদনময় পদ্ধতি অন্তর্ভুক্ত করা হয়নি।

**10.2 -** Current follow up audit conducted on: 10 April 2018

**Corrected:** a) Provided service book to the workers were found updated. Noted that earned leave and workers behavior status was found not properly updated.

b) The factory provide proper job description to all workers.

c) Factory is following the updated age verification format as per Bangladesh Labor Rules 2015, Section 34.

ক) শ্রমিকের সেবা বইয়ের সঠিকভাবে পূরণকৃত ভাবে পাওয়া গেছে।

খ) কাজের বিবরণ সব শ্রমিকদের দেয়া হয়েছে।

গ) শ্রমিকদের বয়স নির্ধারণের ক্ষেত্রে আপডেট ফরমেট অনুসরণ করা হয়।

Remarks from Auditee

Full Audit [Audit Id - 77149] Audit Date: 12/04/2017 PA Score: B Deadline date:31/03/2018

<u>Good practices</u>
Nil
<u>Areas of improvement</u>
<p>The overall observation shows that the facility follows all the requirement of local law related to employment. Copy of appointment letter, ID card and service book is given to all the regular workers immediately upon joining. During the employees' interview, all interviewed employees stated that they sign labor contracts with the facility and they have obtained the copies of their labor contracts prior joining. These labor contracts were in the local language.</p> <p>সামগ্রিক পর্যালোচনা থেকে দেখা যায় যে কারখানা চাকুরির ক্ষেত্রে লোকাল আইন প্রয়োগ করে। নিয়োগপত্র, আইডি কার্ড ও সেবা বইয়ের কপি অবিলম্বে যোগদান উপর সব নিয়মিত শ্রমিকদের দেওয়া হয়। কর্মীদের সম্মতকারে সব সম্মতকার কর্মীদের বলেন যে তারা সুবিধা সঙ্গে শ্রম চুক্তি স্বাক্ষর এবং তারা যোগদান পূর্বে তাদের শ্রম চুক্তি কপি লাভ করেছেন। দুপক্ষের এই শ্রম চুক্তি স্থানীয় ভাষায় লেখা ছিল।</p> <p><b>10.1 -</b> The factory did not include workplace disciplinary practices and appealing procedures in the workers contract forms. শ্রমিকদের চুক্তি ফর্মে কারখানা কর্মক্ষেত্রে শাস্তিমূলক চর্চা এবং আবেদনময় পদ্ধতি অন্তর্ভুক্ত করা হয়নি।</p> <p><b>10.2 -</b> a) Provided service book to the workers were found not updated. Noted that earned leave and workers behavior status was found not properly updated. b) The factory did not provide proper job description to all workers. c) Factory is not following the updated age verification format as per Bangladesh Labor Rules 2015, Section 34.</p> <p>ক) শ্রমিকের সেবা বইয়ের সঠিকভাবে পূরণকৃত পাওয়া যায়নি। খ) কাজের বিবরণ সব শ্রমিকদের দেয়া হয় নাই। গ) শ্রমিকদের বয়স নির্ধারণের ক্ষেত্রে আপডেট ফরমেট অনুসরণ করা হয় না।</p>
<u>Remarks from Auditee</u>
None

**Performance Area 11 : No Bonded Labour**

2- Followup Audit [Audit Id - 135712] Audit Date: 16/10/2018 PA Score: A

Deadline date:

**GOOD PRACTICES:**

None

**AREAS OF IMPROVEMENT:**

No findings observed in this area.

**Remarks from Auditee:**

1- Followup Audit [Audit Id - 120880] Audit Date: 10/04/2018 PA Score: A

Deadline date:

<u>Good practices</u>
<u>Areas of improvement</u>
<u>Remarks from Auditee</u>

Full Audit [Audit Id - 77149] Audit Date: 12/04/2017 PA Score: A

Deadline date:

<u>Good practices</u>
Nil
<u>Areas of improvement</u>
<p>The overall observation shows that the employees are free to leave the factory when they resign from the services, with payment. There is no restriction on worker's movement within the premises. The workers are not forced to stay back once they get authorized leave from the management.</p> <p>সামগ্রিক পর্যালোচনা দেখা যায় যে, কর্মচারীরা নিজের ইচ্ছায় পদত্যাগ করতে পারে। কারখানার মধ্যে শ্রমিক চলাফেরায় উপর কোনো বাধানিষেধ নেই।</p>
<u>Remarks from Auditee</u>

<b>Performance Area 12 : Protection of the Environment</b>	
2- Followup Audit [Audit Id - 135712] Audit Date: 16/10/2018 PA Score: C	Deadline date:17/12/2018
<b>GOOD PRACTICES:</b> None observed	
<b>AREAS OF IMPROVEMENT:</b> Based on satisfactory evidence it was noted that the main auditee partially respects this principle as-	
<p><b>12.2 -</b> Follow-up audit was conducted on 16th -17th October, 2018. Status: New findings. In accordance with BSCI Questionnaire Point 12.2 (Is there satisfactory evidence that the auditee has procedures in place to ensure integration of local environmental law into the business performance?) and In accordance with The Condition of Environment Clearance Certificate (Inlet/Outlet flow meter should be installed in the ETP) Findings: Facility management has appointed qualified person for maintaining Effluent Treatment Plant (ETP) but did not install flow measurement device in "Inlet" and "outlet" points in ETP as per requirement. Note: Facility management has ETP and designated person to take care of the environment, so partial marking has given in this questionnaire. ইটিপির ইনলেট এবং আউটলেট পয়েন্ট ফ্লো মেজারিং ডিভাইস স্থাপন করা হয় নাই।</p> <p><b>12.3 -</b> Follow-up audit was conducted on 16th -17th October, 2018. Status: New findings. In accordance with BSCI Questionnaire Point 12.3 (Is there satisfactory evidence of the auditee's relevant environmental permits and licences?) and In accordance with The Bangladesh Environment Conservation Act, 1995, Section 12: (No industrial unit or project shall be established or undertaken without obtaining, in the manner prescribed by rules, an Environmental Clearance Certificate from the Director General.): Finding: The Environmental Clearance Certificate of the facility was found expired on 11 July 2018. However, facility has applied for the renewal of the certificate on 27 September 2018 to the concern department but did not get the renewal certificate yet. Note: As, facility has acid using permission and also applied for the renewal of the environmental clearance to the concern department, so partial rating has been given to this questionnaire. পরিবেশ ছাড়পত্রের মেয়াদউত্তীর্ণ হয়ে গেছে।</p> <p><b>12.4 -</b> Follow-up audit was conducted on 16th -17th October, 2018. Status: Not Corrected. In accordance with BSCI code of conduct 12(Protection of environment) no. 12.4(Is there satisfactory evidence that waste is managed in a way that does not lead to the pollution of the environment?) &amp; Bangladesh Labour Rules 2015, no. 47(47): (Removal of wastes: (1) As per the section 54, the arrangements of removing the wastes and liquids should be in accordance with the existing law and direction of the country and the clearance issued by the environment and health authorities concerned on the measures taken should be submitted to the inspector.) Finding: Facility has a separate wastage area but still wastage were found kept in different places along with some open areas without proper segregation as per the types and hazards. As facility has a deed with a 3rd party for disposal the wastages in a correct manner, so partial rating has given for this questionnaire. কারখানা বর্জ্য সঠিক ভাবে সংরক্ষণ করে না।</p> <p><b>12.5 -</b> Follow-up audit was conducted on 16th -17th October, 2018. Status: Not Corrected. In accordance with BSCI Questionnaire Point 12.5: (Is there satisfactory evidence that water is managed in a way that respects the environment, particularly but not limited to preserving local water sources?): Finding: Still facility management did not have any procedure to prevent water lose and have a system to preserve natural water resource (recycling practices, preserve rain water etc.) to ensure better environment in the premises. However, facility management is plan to do so. Note: As facility management has built up awareness training and posted awareness slogan for saving water, so partial rating has given in this questionnaire. কারখানা কর্তৃপক্ষ বৃষ্টির পানি সংরক্ষণের কোনো ব্যবস্থা করে নাই।</p>	
<b>Remarks from Auditee:</b> None	
1- Followup Audit [Audit Id - 120880] Audit Date: 10/04/2018 PA Score: B	Deadline date:09/04/2019
<b>Good practices</b> Nil	
<b>Areas of improvement</b> The overall observation shows that the factory has developed a precise policy and procedure on environment management system. The waste collection and disposal record is properly maintained. সামগ্রিক পর্যালোচনা দেখা যায় যে, কারখানায় পরিবেশ ব্যবস্থাপনার জন্য একটি সুনির্দিষ্ট নীতিমালা ও পদ্ধতি আছে। বর্জ্য সংগ্রহ ও বিক্রয় রেকর্ড যথাযথভাবে রক্ষণাবেক্ষণ করা হয়।	
<p><b>12.1 -</b> Current follow up audit conducted on: 10 April 2018 <b>Corrected:</b> Factory have grievance mechanism to address the environmental concerns of surrounding communities. কারখানাতে পার্শ্ববর্তী সম্প্রদায়ের পরিবেশগত উদ্বেগ মোকাবেলার কোন অভিযোগ প্রক্রিয়া গঠন করা হয়েছে।</p> <p><b>12.4 -</b> <b>Current follow up audit conducted on: 10 April 2018</b> <b>Not Corrected:</b> Issue found remain same.Wastage management system in the factory was not proper, wastages kept in place which was found without segregation by its types and hazard. ইসুটি আগের মতই আছে। কারখানার বর্জ্য ম্যানেজমেন্ট সিস্টেম সঠিক পাওয়া যায়নি।</p> <p><b>12.5 -</b> Current follow up audit conducted on: 10 April 2018 <b>Not Corrected:</b> Issue found remain same .Factory did not have any procedure to prevent water lose and have a system to preserve natural water resource (recycling practices, preserve rain water etc.) to ensure better environment in the premises.</p>	

ইসুটি আগের মতনই আছে। কারখানায় পানি অপচয় প্রতিরোধের কোনো পদ্ধতি ছিল না।	
<b>Remarks from Auditee</b>	
Full Audit [Audit Id - 77149] Audit Date: 12/04/2017 PA Score: C <span style="float: right;">Deadline date:31/03/2018</span>	
<b>Good practices</b>	
Nil	
<b>Areas of improvement</b>	
<p>The overall observation shows that the factory has developed a precise policy and procedure on environment management system. The waste collection and disposal record is properly maintained.</p> <p>সামগ্রিক পর্যবেক্ষণ দেখা যায় যে, কারখানায় পরিবেশ ব্যবস্থাপনার জন্য একটি সুনির্দিষ্ট নীতিমালা ও পদ্ধতি আছে। বর্জ্য সংগ্রহ ও বিক্রয় রেকর্ড যথাযথভাবে রক্ষণাবেক্ষণ করা হয়।</p> <p><b>12.1 -</b> Factory did not have any grievance mechanism in place to address the environmental concerns of surrounding communities.</p> <p>কারখানাতে পার্শ্ববর্তী সম্প্রদায়ের পরিবেশগত উদ্বেগ মোকাবেলার কোন অভিযোগ প্রক্রিয়া গঠন করা হয় নি।</p> <p><b>12.4 -</b> Waste management system in the factory was not proper, wastes kept in place which was found without segregation by its types and hazard.</p> <p>কারখানার বর্জ্য ম্যানেজমেন্ট সিস্টেম সঠিক পাওয়া যায়নি।</p> <p><b>12.5 -</b> Factory did not have any procedure to prevent water lose and have a system to preserve natural water resource (recycling practices, preserve rain water etc.) to ensure better environment in the premises.</p> <p>কারখানায় পানি অপচয় প্রতিরোধের কোনো পদ্ধতি ছিল না।</p>	
<b>Remarks from Auditee</b>	
None	

**Performance Area 13 : Ethical Business Behaviour**

2- Followup Audit [Audit Id - 135712] Audit Date: 16/10/2018 PA Score: A

Deadline date:17/12/2018

**GOOD PRACTICES:**

None observed

**AREAS OF IMPROVEMENT:**

Based on satisfactory evidence it was noted that the main auditee partially respects this principle as-

**13.1 -** Follow-up audit was conducted on 16th -17th October, 2018. Status: Partially Corrected.

In accordance with BSCI Performance Area (Ethical Business Behavior) No. 13.1: (Is there satisfactory evidence that the auditee actively opposes any act of corruption, extortion or embezzlement, or in any form of bribery in its activities as a business enterprise?).

Finding: it was noted that the facility management has shared anti-corruption and bribery policy with their suppliers but did not fulfil the following terms, a) The facility management did not identify the potential areas of corruption and possible solution of mitigate anti-corruption issue. b): It was noted that there was no reward system to maintain ethical behavior in the anti-corruption and bribery policy of the facility.

Note: Facility management has a policy and procedure of anti-corruption also given training on that to some management employees, so, partial marking has given in this questionnaire.

ক) কারখানা পরিচালনার দুর্নীতির সম্ভাব্য এলাকায় চিহ্নিত করা হয় না। খ) নৈতিক আচরণ বজায় রাখার জন্য কোন পুরস্কার ব্যবস্থা নেই।

**Remarks from Auditee:**

None

1- Followup Audit [Audit Id - 120880] Audit Date: 10/04/2018 PA Score: A

Deadline date:09/04/2019

Good practices

Nil

Areas of improvement

The overall observations shows that the factory has maintained a proper record keeping system and was provided all necessary documents to the audit team for review. Factory has all legal licenses and permits to operate facility approved by the concerned authority. Management was transparent during the entire period of audit and they showed a positive attitude and was very supportive to the auditor during the site visit. They were very keen to maintain good business relations with all their business partners and were committed to fulfill their expectations. Currently the management has a policy on 'business ethics and anti-corruptions' which is posted in all prominent places in the premises and was communicated to the employees through awareness program and notice boards. However, problem identified in 13.1

সামগ্রিক পর্যবেক্ষণ দেখায় যে কারখানায় একটি সঠিক রেকর্ড পালন সিস্টেম বজায় রাখা হয়েছে এবং পর্যালোচনার জন্য অডিট টিমকে সব প্রয়োজনীয় কাগজপত্র সরবরাহ করা হয়েছিল। তারপরও, একটি সমস্যা চিহ্নিত হয়েছে।

**13.1 -** Current follow up audit conducted on: 10 April 2018

**Not Corrected:**The factory has an anti-corruption and bribery policy in place and appropriate training organized /provided the management staff regarding the anti-corruption/bribery issues. but, no agreement was signed by their suppliers on the issues as well.

খদিও কারখানায় একটি দুর্নীতি ও ঘুষবিরোধী নীতি আছে, কিন্তু সেখানে শ্রমিক হিসেবে দুর্নীতিবিরোধী/ঘুষ বিষয় সংক্রান্ত ব্যবস্থাপনা কর্মচারীদের প্রদত্ত যথাযথ প্রশিক্ষণের আয়োজন করা হয়েছে। কোন ঘুষ বিরোধী চুক্তি তাদের সরবরাহকারীদের সাথে স্বাক্ষরিত হয়নি।

Remarks from Auditee

Full Audit [Audit Id - 77149] Audit Date: 12/04/2017 PA Score: A

Deadline date:31/03/2018

Good practices

Nil

Areas of improvement

The overall observations shows that the factory has maintained a proper record keeping system and was provided all necessary documents to the audit team for review. Factory has all legal licenses and permits to operate facility approved by the concerned authority. Management was transparent during the entire period of audit and they showed a positive attitude and was very supportive to the auditor during the site visit. They were very keen to maintain good business relations with all their business partners and were committed to fulfill their expectations. Currently the management has a policy on 'business ethics and anti-corruptions' which is posted in all prominent places in the premises and was communicated to the employees through awareness program and notice boards. However, problem identified in 13.1

সামগ্রিক পর্যবেক্ষণ দেখায় যে কারখানায় একটি সঠিক রেকর্ড পালন সিস্টেম বজায় রাখা হয়েছে এবং পর্যালোচনার জন্য অডিট টিমকে সব প্রয়োজনীয় কাগজপত্র সরবরাহ করা হয়েছিল। তারপরও, একটি সমস্যা চিহ্নিত হয়েছে।

**13.1 -** Though the factory has an anti-corruption and bribery policy in place but there is no appropriate training organized /provided the management staff regarding the anti-corruption/bribery issues. Even though, no agreement was signed by their suppliers on the issues as well.

যদিও কারখানায় একটি দুর্নীতি ও ঘুষবিরোধী নীতি আছে, কিন্তু সেখানে শ্রমিক হিসেবে দুর্নীতিবিরোধী/ঘুষ বিষয় সংক্রান্ত ব্যবস্থাপনা কর্মচারীদের প্রদত্ত যথাযথ প্রশিক্ষণের আয়োজন হয়নি। কোল ঘুষ বিরোধী চুক্তি তাদের সরবরাহকারীদের সাথে স্বাক্ষরিত হয়নি।

**Remarks from Auditee**

None

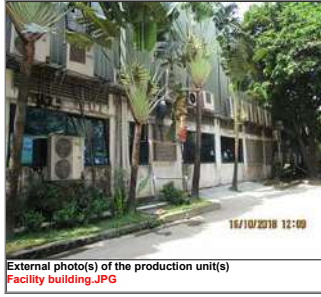


**Summary**



Audit Type	Date	Audit Id	PA1	PA2	PA3	PA4	PA5	PA6	PA7	PA8	PA9	PA10	PA11	PA12	PA13	Overall Rating
Follow-up Audit	16/10/2018	135712	C	D	A	B	B	A	A	A	A	B	A	C	A	C
Follow-up Audit	10/04/2018	120880	D	C	A	A	B	C	E	A	A	A	A	B	A	D
Full Audit	12/04/2017	77149	D	C	A	B	C	D	B	A	A	B	A	C	A	C

**Producer Photos**



External photo(s) of the production unit(s)  
Facility building.JPG



Photo of fire safety equipment  
Hose reel demonstration.JPG



Photo of the inside of the main production hall  
Knitting section.JPG



External photo(s) of the production unit(s)  
Facility main gate.JPG



Photo of fire safety equipment  
Public addressable system.JPG



Photo of the inside of the main production hall  
Packing area.JPG



External photo(s) of the production unit(s)  
Facility name.JPG



Photo of fire safety equipment  
Smoke detector.JPG



Photo of the inside of the main production hall  
Printing section.JPG



External photo(s) of the production unit(s)  
Security post.JPG



Photo of the canteen (if applicable)  
Canteen area.JPG



Photo of the inside of the main production hall  
Risk assessment posted.JPG



Photo first aid facilities  
First aid box.JPG



Photo of the canteen (if applicable)  
Dining area.JPG



Photo of the inside of the main production hall  
Sewing section.JPG







Photo of fire safety equipment  
Emergency telephone number posted.JPG



Photo of the inside of the main production hall  
Drinking water point.JPG



Photo of non-conformity  
Chemicals were not stored properly.JPG



Photo of fire safety equipment  
Evacuation plan.JPG



Photo of the inside of the main production hall  
Dyeing section.JPG



Photo of non-conformity  
Dining area for the employees\_corrected.JPG



Photo of fire safety equipment  
Exit sign.JPG



Photo of the inside of the main production hall  
Effluent Treatment Plant.JPG



Photo of non-conformity  
Electrical wiring concealed\_corrected.jpg



Photo of fire safety equipment  
Fire alarm switch.JPG



Photo of the inside of the main production hall  
Electrical distribution board.JPG



Photo of non-conformity  
Eye guard found displaced.JPG



Photo of fire safety equipment  
Fire alarm.JPG



Photo of the inside of the main production hall  
Exhaust fan.JPG



Photo of non-conformity  
Functional Child care room-corrected.JPG



Photo of fire safety equipment  
Fire equipment.JPG



Photo of the inside of the main production hall  
Eye wash point.JPG



Photo of non-conformity  
Hand rail at stair\_corrected.jpg



Photo of fire safety equipment  
Fire extinguisher.JPG



Photo of the inside of the main production hall  
Finished goods store.JPG



Photo of non-conformity  
Improper wastage keeping .JPG



Photo of fire safety equipment  
Fire Hose cabinet.JPG



Photo of the inside of the main production hall  
Finishing section.jpg



Photo of non-conformity  
Obstacle free aisle\_corrected.jpg



Photo of fire safety equipment  
Fire hydrant pump.JPG



Photo of the inside of the main production hall  
Generator room.JPG



Photo of non-conformity  
Standing employees were using rubber mat\_corrected.JPG



Photo of fire safety equipment  
Fire rated door.JPG



Photo of the inside of the main production hall  
Gray Fabric Warehouse .JPG



Photo of non-conformity  
Toilet found properly cleaned\_corrected.JPG