




# Sedex Members Ethical Trade Audit Report

Version 6.0



Audit Details			
Sedex Company Reference: <i>(only available on Sedex System)</i>	ZC: 1060381	Sedex Site Reference: <i>(only available on Sedex System)</i>	ZS: 1053212
Business name (Company name):	TM Fashions Limited		
Site name:	TM Fashions Limited		
Site address: <i>(Please include full address)</i>	Hazi Ismail Chowdhury Bhaban (1st floor), Jobeda Tower, Chandona, Gazipur Sadar, Gazipur.	Country:	Bangladesh
Site contact and job title:	Mr. Rahel Sardar Dipu – Deputy General Manager (Admin, HR & Compliance)		
Site phone:	+88 02-9261158 Cell no: +8801730996876	Site e-mail:	dipu@tmdbd.com
SMETA Audit Type:	<input checked="" type="checkbox"/> Labour Standards	<input checked="" type="checkbox"/> Health & Safety	<input type="checkbox"/> Environment <input type="checkbox"/> Business Ethics
Date of Audit:	4 <sup>th</sup> and 5 <sup>th</sup> August 2018		

<b>Audit Company Name &amp; Logo:</b>    <b>SGS Bangladesh Limited</b>	<b>Report Owner (payee):</b> <i>(If paid for by the customer of the site please remove for Sedex upload)</i>  <b>TM Fashions Limited</b>
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Audit Conducted By					
Commercial	<input checked="" type="checkbox"/>	Purchaser	<input type="checkbox"/>	Retailer	<input type="checkbox"/>
Brand owner	<input type="checkbox"/>	NGO	<input type="checkbox"/>	Trade Union	<input type="checkbox"/>
Multi-stakeholder	<input type="checkbox"/>	Combined Audit (select all that apply)			



## Audit Content:

(1) A SMETA audit was conducted which included some or all of Labour Standards, Health & Safety, Environment and Business Ethics. The SMETA Best Practice Version 6.0 April 2017 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): None

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

Lead auditor: Nasim Banu

Team auditor: Md. Mostafizur Rahman Shah, Md. Kamruzzaman Sarker and Md. Syeed Hassan (Observer).

Interviewers: Nasim Banu, Md. Mostafizur Rahman Shah & Md. Kamruzzaman Sarker.

**Report writer:** Md. Syeed Hassan

**Report reviewer:** Ananya Mallick

**Date of declaration:** 9<sup>th</sup> August 2018.

*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.*



## Non-Compliance Table

Issue  (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.		Area of Non-Conformity (Only check box when there is a non-conformity, and only in the box/es where the non-conformity can be found)				Record the number of issues by line*:			NC Findings Only (note to auditor, summarise in as few words as possible NC's only)
		ETI Base Code	Local Law	Additional Elements	Customer Code	NC	Obs	GE	
0A	<a href="#">Universal Rights covering UNGP</a>			<input type="checkbox"/>	<input type="checkbox"/>				None observed.
0B	<a href="#">Management systems and code implementation</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				None observed.
1.	Freely chosen Employment	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>				None observed.
2	<a href="#">Freedom of Association</a>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>				None observed.
3	<a href="#">Safety and Hygienic Conditions</a>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>	7			<b>NC:</b> 1. Workers were not using PPE. 2. Insufficient machine safety. 3. Aisle found partially blockage condition. 4. Fire pump room and Jhute boiler room were not included in approved floor lay out plan. 5. Minor injury not recorded properly. 6. No certificate for Jhute Boiler. 7. Fire license was expired.
4	<a href="#">Child Labour</a>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>				None observed



5	<u>Living Wages and Benefits</u>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>			1	<b>GE-1:</b> Factory management provides monthly attendance bonus BDT. 250 for Asst. Operator and BDT. 400 for operator, Q.I. & Iron man.
6	<u>Working Hours</u>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>				None observed.
7	<u>Discrimination</u>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>				None observed.
8	<u>Regular Employment</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				None observed.
8A	<u>Sub-Contracting and Homeworking</u>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				None observed.
9	<u>Harsh or Inhumane Treatment</u>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>				None observed.
10A	<u>Entitlement to Work</u>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				None observed.
10B2	Environment 2-Pillar		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				None observed.
10B4	<u>Environment 4-Pillar</u>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				Not applicable
10C	<u>Business Ethics</u>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				Not applicable
General observations and summary of the site:									
<p>1.The factory produces woven (Bottom) garments. In total 2700 employees work at the site including 350 non-production employees.</p> <p>2. Facility does not engage any forced or bonded labour. Factory does not keep any original documents from the workers, noted by the interviewed workers. Workers are free to leave their employer at any time giving required notices.</p> <p>3. Factory treats their workers with respect and dignity; no corporal punishment, threats of violence or other forms of physical, mental, sexual, verbal harassment and abuse is practised.</p>									

4. Facility did not discriminate between workers in any manner while selection, pay, promotion and termination. Nothing identified by the documents verification and also nothing reported by the interviewed workers regarding discrimination. The payment and overtime record did not show any discriminatory incidents.
5. Through plant tour, workers interview and documents review, physical verification/appearance of workers; no evidence of the use of child labour was observed. Factory checks the age before recruitment by the doctor and maintains age related documents in the workers' personnel files.
6. First aid facility and toilet facilities have been found as per legal requirement. First aider's were well known about the first aid issues and fire fighters are well known about the operation of all fire fighting equipments and regular training is provided to them regarding this.
7. Standard working hours found 48 hours in the factory. Through employees' interview it was noted that they were aware about voluntary overtime policy. As per the company policy all overtime will be compensated at a premium rate (200%).
8. All workers were provided with pay slips for each pay period which is in easily understandable language to all workers.
9. No trade union has been formed by the workers of the factory. Workers are free to join or form the trade, no restriction has been imposed to the workers from the management. Nothing identified through policy verification. Moreover, factory has formed a Participation Committee (PC) as parallel means. The factory has provided suggestion & complaint box in the toilet area through which workers can give their suggestion / complaints if any.
10. All workers are getting ID card during their recruitment. Factory maintains service books for all workers. All the workers are receiving contract letter. It was verified through document review, factory tour, management interview and employee interview that no Home-working was used by this factory.
11. The factory established anti-harsh or inhumane treatment policy. The policy states that physical abuse or discipline, the threat of physical abuse, sexual or other harassment and verbal abuse or other forms of intimidation shall be prohibited. Through the factory management and workers' interview, it was noted that no physical abuse or discipline happened in the factory. Factory has installed complaint box in workers toilet area. No complaint records found regarding physical abuse or harassment.
12. First aid facility and toilet facilities have been found as per legal requirement. First aider's were well known about the first aid issues and fire fighters are well known about the operation of all fire fighting equipments and regular training is provided to them regarding this.
13. Factory has waste management policy regarding solid as well as hard waste.
14. Factory surrounding environment found acceptable.

*\*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:	TM Fashions Limited																									
B: Site name:	TM Fashions Limited																									
C: Applicable business and other legally required licence numbers and documents for example, business license no, liability insurance, any other required government inspections	<p><b>Trade License No:</b> 69, issued by Gazipur City corporation and valid till 30<sup>th</sup> June 2019.</p> <p><b>Factory license no:</b> 14897/ Gazipur, issued by Department of Inspector of Factories and Institutes, Gazipur and valid till 30<sup>th</sup> June 2019.</p> <p><b>Fire License No:</b> DD/Dhaka/ 22368/2010, issued by Bangladesh Fire Service &amp; Civil Defence Authority which was valid till 30<sup>th</sup> June, 2018.</p>																									
D: Products/Activities at site, for example, garment manufacture, electricals, toys, grower	Garments Manufacturer (woven Bottom)																									
E: Site description: (Include size, location, and age of site. Also, include structure and number of buildings)	<p>Facility has one 6 storied building and 05 sheds. Description of the building is as follows. The facility Established on 18<sup>th</sup> May 2010 (As per Incorporation) and started operation on Oct 2010.</p> <p>Details floor descriptions are given below:</p> <table border="1"> <thead> <tr> <th>Factory Building # 1</th> <th>Description (6 storied)</th> <th>Remark, if any</th> </tr> </thead> <tbody> <tr> <td>Ground floor</td> <td>Bonded Warehouse, Child care, Security Post, Fire control room, Sample section, Office.</td> <td>NA</td> </tr> <tr> <td>1<sup>st</sup> floor</td> <td>Finishing Section, Iron section, Packing section, Accessories store, Office.</td> <td>NA</td> </tr> <tr> <td>2<sup>nd</sup> floor</td> <td>Sewing section, Medical centre, Sub store, Maintenance room, Inspection room.</td> <td>NA</td> </tr> <tr> <td>3<sup>rd</sup> floor</td> <td>Sewing section, Sub store, Maintenance room, Inspection room.</td> <td>NA</td> </tr> <tr> <td>4<sup>th</sup> floor</td> <td>Finishing section, Iron section, packing section, Finished goods area, Maintenance room, Carton store, Inspection room.</td> <td>NA</td> </tr> <tr> <td>5<sup>th</sup> floor</td> <td>Sewing section, Cutting section, Inspection room.</td> <td>NA</td> </tr> <tr> <td>Is this a shared building?</td> <td>No</td> <td>N/A</td> </tr> </tbody> </table> <p><b>Shed-1:</b> Substation room, compressor room and generator room.</p>		Factory Building # 1	Description (6 storied)	Remark, if any	Ground floor	Bonded Warehouse, Child care, Security Post, Fire control room, Sample section, Office.	NA	1 <sup>st</sup> floor	Finishing Section, Iron section, Packing section, Accessories store, Office.	NA	2 <sup>nd</sup> floor	Sewing section, Medical centre, Sub store, Maintenance room, Inspection room.	NA	3 <sup>rd</sup> floor	Sewing section, Sub store, Maintenance room, Inspection room.	NA	4 <sup>th</sup> floor	Finishing section, Iron section, packing section, Finished goods area, Maintenance room, Carton store, Inspection room.	NA	5 <sup>th</sup> floor	Sewing section, Cutting section, Inspection room.	NA	Is this a shared building?	No	N/A
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5 <sup>th</sup> floor	Sewing section, Cutting section, Inspection room.	NA																								
Is this a shared building?	No	N/A																								



	<p><b>Shed-2:</b> Canteen- Dining room, and Boiler room.  <b>Shed-3:</b> Wastage room.  <b>Shed-4:</b> Jhute Boiler (Under renovation).  <b>Shed-5:</b> Fire pump room.</p> <p>Total production capacity is 4, 50,000 pieces per month. Currently 2700 employees are working in the facility. Out of 2700 employees; 810 (30%) are male and 1890 (70%) are female. In general, the employees work for 6 days in a week (Saturday to Thursday) and Friday is weekly holiday for all sections. Regular working hour is 8.00 am to 5.00 pm including 1 hour lunch break from 12:30 pm to 1:30 pm, 1:00 pm to 2:00 pm and 1:30 pm to 2:30 pm. Facility is paying monthly salary through bank transfer (100% of Management) and cash (100% of workers) to the employees. The facility's wage period is 1st – 30th /31st of the month within 07 working days.</p> <p>For below, please add any extra rows if appropriate.</p> <p>Visible structural integrity issues (large cracks) observed and without structural engineer evaluation</p> <p><input type="checkbox"/> Yes</p> <p><input checked="" type="checkbox"/> No</p> <p>Details: This audit has been undertaken by a qualified social auditor and not a structural engineer. As such SGS can only report on any evidence of structural defects or maintenance requirements based on external reports undertaken by local authorities or other licensed bodies. Equally SGS cannot accept any liability for subsequent failures not noted or reported as a result of their visual checks. The rating above is based on the auditor's opinion of general maintenance and cosmetic soundness of the building based on purely visual checks.</p>
F: Site function:	<p><input type="checkbox"/> Agent  <input checked="" type="checkbox"/> Factory Processing/Manufacturer  <input type="checkbox"/> Finished Product Supplier  <input type="checkbox"/> Grower  <input type="checkbox"/> Home worker  <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</p>
G: Month(s) of peak season: (if applicable)	April to May and August to January.
H: Process overview: (Include products being produced, main operations, number of production lines, main equipment used)	<p><b>Product:</b> Woven Bottoms</p> <p><b>Process:</b> Sample → Cutting → Sewing→ Finishing→ Packing.</p> <p><b>Line:</b> 17 sewing line</p>



	<b>Equipment:</b> Number of total machine found 1200. The machines are Plain sewing machine, Sewing machine-2 needle, Sewing machine -3 needle, Sewing machine – 4 needle, Over lock machine, feed of the arm, Chain stitch, Vertical stitch, Cutter machine, Iron machine, Metal detector, Single needle machine (auto), double needle (chain stitch) machine, over lock machine, flat lock machine, button Stitch, Kansai machines, Fusing machines, Iron Table, Bartack machines, button-hole machines, Eyelet hole, Loop making, Snap Button, Plastic Staple, Velcro cutting machine, Thread sucker, Lay Cutting, BAS, Grinding, Heat seal, Air compressor, Generator, Boiler etc.etc.
I: 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
J: Is there any night production work at the site?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
K: Are there any on site provided worker accommodation buildings e.g. dormitories	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes approx. % of workers in on site accommodation : NA Factory does not provide any living accommodation for the workers as all workers live in nearby areas and there is no legal requirement as well.
L: Are there any off site provided worker accommodation buildings	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes approx. % of workers : NA, Factory does not provide any living accommodation for the workers as all workers live in nearby areas and there is no legal requirement as well.
M: Were the site provided accommodation buildings included in this audit	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If No, please give details NA, Factory does not provide any living accommodation for the workers as all workers live in nearby areas and there is no legal requirement as well.

Audit Parameters			
A: Time in and time out	Day 1 Time in: 9:15 am Day 1 Time out: 04:30 pm	Day 2 Time in: 08:45 am Day 2 Time out: 04:30 pm	Day 3 Time in: NA Day 3 Time out: NA
B: Number of Auditor Days Used:	5 Auditor used in 2 days (3 Auditors used in 1 <sup>st</sup> day and 2 Auditors used in 2 <sup>nd</sup> day)		
C: Audit type:	<input type="checkbox"/> Full Initial <input checked="" type="checkbox"/> Periodic <input type="checkbox"/> Full Follow-up <input type="checkbox"/> Partial Follow-Up <input type="checkbox"/> Partial Other – Define		



D: Was the audit announced?	<input type="checkbox"/> Announced <input checked="" type="checkbox"/> Semi – announced: Window detail: 02 weeks <input type="checkbox"/> Unannounced
E: Was the Sedex SAQ available for review?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If No, why not-NA
F: Any conflicting information SAQ/Pre-Audit Info to Audit findings?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If <b>Yes</b> , please capture detail in appropriate audit by clause-NA.
G: Who signed and agreed CAPR (Name and job title)	Mr. Rahel Sardar Dipu – Deputy General Manager (Admin, HR & Compliance)
H: Is further information available (if Y please contact audit company for details)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
I: Previous audit date:	21 <sup>st</sup> & 22 <sup>nd</sup> August 2017
J: Previous audit type:	Periodic audit (2 pillar)
K: Was any previous audit reviewed during this audit	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input 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 (only complete if no worker reps present)	Not applicable		
E: If Union Representatives were not present please explain reasons why: (only complete if no union reps present)	In Bangladesh, there is no obligation to join trade union and freedom of association and collective bargaining. For an establishment where there is no trade union, until a trade union is formed, the workers 'representatives to the Participation Committee shall run activities related to workers' interests in the establishment concerned and workers representative should be elected by direct vote of workers (amendment 22nd of July 2013, Labour Law 2006)		



## 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 and where they do not intend to remain permanently 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	810 (including management)	0	0	0	0	0	0	810 (including management)
Worker numbers – female	1890 (including management)	0	0	0	0	0	0	1890 (including management)
Total	2700 employees (including management)	0	0	0	0	0	0	2700 employees (including management)
Number of Workers interviewed – male	20	0	0	0	0	0	0	20
Number of Workers interviewed – female	42	0	0	0	0	0	0	42
Total – interviewed sample size	62	0	0	0	0	0	0	62

A: Nationality of Management	Bangladeshi
B: Majority nationality of workers	Main countries: Bangladesh.  Country 1: Bangladesh      approx 100 % total workforce. Country 2:Nil                  approx 0% total workforce Country 3:Nil                  approx 0% total workforce



C: Worker remuneration (management information)	0% workers on piece rate 0% hourly paid workers 100 % salaried workers  Payment cycle: 0 % daily paid 0 % weekly paid 100 % monthly paid. 0 % other – please give details
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## Worker Interview Summary

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: (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)	40 employees in 8 groups (5 in each group)
D: Number of individual interviews (Please see SMETA Best Practice Guidance and Measurement Criteria)	Male: 05      Female: 17
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 N, please give details-NA
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 issue was identified during worker interview.
I: What did the workers like the most about working at this site?	Wages are always paid on time, Workers are getting festival bonus, Annual leave encashment, Good H&S training and Factory working environment is good.
J: Any additional comment(s) regarding interviews:	Nil





K: Attitude of workers to hours worked:	Comfortable
L: Is there any worker survey information available?	
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, please give details:	
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>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 work place environment. Individual and group interview were conducted in a private place without the presence of any representative from the management.</p> <p>Total 62 employees selected for interview. Among them 22 employees were selected for individual interview and total 40 employees in 8 groups of 5 were selected for the group interview, all the interviewees were favourable with the management.</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>Workers committee representatives were comfortable with management, workplace and interview process. During opening meeting committee representatives were present and auditors clearly explained them about the audit, audit process, necessity of audit and audit criteria in local language. In the period of interview with workers committee representatives discussed their feelings to the auditors without any hesitation and confusion.</p>	
O: Attitude of managers: <i>(Include attitude to audit, and audit process. Both positive and negative information should be included)</i>	
<p>Management of the factory was positive and supportive during the whole audit Mr. Rahel Sardar Dipu – Deputy General Manager (Admin, HR &amp; Compliance) was the key person of the compliance team and he was responsible for compliance with the Code, legal requirements, development of policies and its implementation, monitoring &amp; control. In this backdrop, management had comprehensive knowledge, as assumed, about audit requirements and scope; e.g. ETI base code, local laws etc. The factory management was found to be cooperative throughout the audit.</p>	



## Audit Results by Clause

### 0A: Universal Rights covering UNGP

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

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

#### Current systems:

1. The factory implements and maintains systems for delivering compliance to this Code.
2. Mr. Rahel Sardar Dipu – Deputy General Manager (Admin, HR & Compliance) is responsible for compliance with the Code.

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

Details:

1. Facility Management Interview.
2. Document review (Policy record review and training register review).
3. Workers Interview.

Any other comments: Nil.

A: Policy statement that expresses commitment to respect human rights?

☒ Yes

☐ No

Please give details:

Factory has policy which authorized at the highest level human rights impacts and issues, and ensures it is communicated to all workers.



B: Does the business have a designated person responsible for implementing standards concerning Human Rights?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  Please give details: Name: Mr. Rahel Sardar Dipu – Deputy General Manager (Admin, HR & Compliance).
C: Does the businesses have a transparent system in place for confidentially reporting, and dealing with human rights impacts without fear of reprisals towards the reporter?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  Please give details: The factory management has provided complaint box in worker's toilet area. Through the complaint box workers can raise their suggestion and complaints. Workers can also approach the management directly for any grievances which confirmed the interviewed workers.
D: Does the business demonstrate effective data privacy procedures for workers' information, which is implemented?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  Please give details: All employee information and personnel files are kept locked away in the human resources department and only viewed by the HR manager and his team.

Findings	
<b>Finding: Observation</b> <input type="checkbox"/> <b>Company NC</b> <input type="checkbox"/> <b>Description of observation:</b> None Observed  <b>Local law or ETI/Additional elements / customer specific requirement:</b> Not applicable  <b>Comments:</b> Not applicable	<b>Objective evidence observed:</b> Not applicable

Good examples observed:	
Description of Good Example (GE): Nil	<b>Objective Evidence Observed:</b> 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)	Last year: 5 %	This year: 3%
B: Current % quarterly (90 days) turnover: Number of workers leaving from the first of the 90 day period through to the last day of the 90 day period / [(number of employees on the 1 <sup>st</sup> day of 90 day period + number of employees on the last day of the 90 day period) / 2]	3 %	
C: Annual % absenteeism: Number of days lost through job absence in the year / [(number of employees on 1 <sup>st</sup> day of the year + number employees on the last day of the year / 2] * number available workdays in the year	Last year: 2017 6 %	This year: 2018 4 %
D: Quarterly (90 days) % absenteeism: Number of days lost through job absence in the period / [(Number of employees on 1 <sup>st</sup> of the period + Number of employees on the last day of the period / 2] * Number of available workdays in the month	Last year: 2017 3 %	This year: 2018 5 %
E: Are accidents recorded?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Please describe: It was noted through plant tour and first aider interview that factory has no system for tracking minor injury occurred in the production floor to take corrective/ preventive action by analyzing root cause to avoid re occurrence.	
F: Annual Number of work related accidents and injuries per 100 workers: [Number of work related accidents and injuries * 100] / Number of total workers]	Last year: 2017 Number: 1.74%	This year: 2018 Number: 1.21%
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]	0.45%	0.35%
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]	Last year: 2017 0.22%	This year: 2018 0%
I: % of workers that work on average more than 48 standard hours / week in the last 6 / 12 months:	6 months: 0 % workers	12 months: 0 % workers



J: % of workers that work on average more than 60 total hours / week in the last 6 / 12 months:	6 months: 0% 0 % workers	12 months: 0% 0 % workers
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## 0: Management systems and Code Implementation

### 0B: Management system and Code Implementation

[\(click here to return to NC Table\)](#)

- 0.B.1 Suppliers are expected to implement and maintain systems for delivering compliance to this Code.  
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  
0.B.3 Suppliers shall appoint a senior member of management who shall be responsible for compliance with the Code.  
0.B.4 Suppliers are expected to communicate this Code to all employees.  
0.B.5 Suppliers should communicate this code to their own suppliers and, where reasonably practicable, extend the principles of this Ethical Code through their supply chain.

### Current Systems and Evidence Examined

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

#### Current systems:

1. The factory communicates their code of conduct through training program and notice board regularly including company's own COC.
2. Mr. Rahel Sardar Dipu – Deputy General Manager (Admin, HR & Compliance) is responsible for compliance with the Code.

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

##### Details:

1. Document review (Policy record review and training register review).
2. Facility Management Interview.
3. Workers Interview.
4. Plant tour

Any other comments: Nil

### Management Systems:

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

☐ Yes

☒ No

Please describe:

There is no fines / prosecutions from employees has been identified through document reviewed and confirmed workers during the interview.



<p>B: Do policies and/or procedures exist that reduce the risk of forced labour, child labour, discrimination, harassment &amp; abuse?</p>	<p><input checked="" type="checkbox"/> Yes  <input type="checkbox"/> No  Please describe:  There is effective policy and procedures found to reduce the risk of forced labour, child labour, discrimination and harassment &amp; abuse.</p>
<p>C: If Yes, is there evidence (an indication) of effective implementation? Please give details.</p>	<p>Factory has communicated policy and procedures on risk of forced labour, child labour, discrimination and harassment &amp; abuse with the workers through training program and also posted those policies in the notice board. No complaint found from interviewed workers too.</p>
<p>D: Have managers and workers received training in the standards for forced labour, child labour, discrimination, harassment &amp; abuse?</p>	<p><input checked="" type="checkbox"/> Yes  <input type="checkbox"/> No  Please describe:  Managers and workers have received training on the standards for forced labour, child labour, discrimination, harassment &amp; abuse</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  Please describe: Managers and workers have received training on the standards for forced labour, child labour, discrimination, harassment &amp; abuse and factory preserved training records as evidence. During interview workers were found aware about the policies and procedures.</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 type="checkbox"/> Yes  <input checked="" type="checkbox"/> No  Please describe: NA</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  Please describe: Facility has an independent Human Resources Department and Mr. Rahel Sardar Dipu – Deputy General Manager (Admin, HR &amp; Compliance) is responsible for this department.</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  Please describe: Facility has a senior person and Mr. Rahel Sardar Dipu – Deputy General Manager (Admin, HR &amp; Compliance) is put into action of the Code.</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  Please describe: Factory has the policy to ensure all worker information confidential.</p>





J: Is there an effective procedure to ensure confidential information is kept confidential	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please describe: 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 Details: Facility management assesses risk periodically and includes all machineries and process in it.
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 Details: During document review and management interview it was noted that facility has assessed the risk of all individual section as well as machine related risk.
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 Details: Facility management communicate this code to their own suppliers and, where reasonably practicable, extend the principles of this Ethical Code through their supply chain.
<b>Land rights</b>	
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 Details: The facility have valid land agreement with the owner, Khatian no S.A 670, 432, R.S- 617, 534No 578, Deed of total land (floor space) or 19,500 sqf. The deed will be valid 1 <sup>st</sup> September 2013 to December 2023.
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 Details: Facility have system in place 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 If yes, how does the company obtain FPIC: NA.
Q: Is there evidence that facility site compensated the owner/lessor for the land prior to the facility being built or expanded. Please give details.	<input type="checkbox"/> Yes <input type="checkbox"/> No Details: Not Applicable.



R. Does the Facility demonstrate that alternatives to a specific land acquisition were considered to avoid or minimize adverse impacts Please give details.	<input type="checkbox"/> Yes <input type="checkbox"/> No Details: Not Applicable.
S: Is There any evidence of illegal appropriation of land for facility building or expansion of footprint.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Details: Not Applicable.

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

Observation:	
<b>Description of observation:</b> Nil  <b>Local law or ETI requirement:</b> Not applicable  <b>Comments:</b> Not applicable	<b>Objective evidence observed:</b>  Not applicable

Good Examples observed:	
<b>Description of Good Example (GE):</b>  None observed	<b>Objective evidence observed:</b> Not applicable

1: Freely Chosen Employment <i>(Click here to return to NC-table)</i>
<b>ETI</b>  1.1 There is no forced, bonded or involuntary prison labour. 1.2 Workers are not required to lodge "deposits" or their identity papers with their employer and are free to leave their employer after reasonable notice.



### Current Systems and Evidence Examined

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

#### Current systems:

Written policy and procedure are in place to ensure employment is freely chosen. The policy includes the following clause:

1. The factory does not hold main copy of any legal document of the workers during recruitment. The factory maintains only copies of all hiring documents such application, date of birth certificates, school certificates etc.
2. The workers are free to leave the work place If workers want to leave their job, they are free to do so, as long as they are fulfilled their obligations agreed under their appointment letter/agreement.
3. The facility has displayed overtime policy stating that over time work is voluntary.

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

Details:

1. Facility Management Interview
2. Document review (Recruitment policy, working hour policy, workers' personal file, copy of national ID, date of birth certificates, school certificates, security guard's job description etc.)
3. Workers Interview

Any other comments: NA

A: Is there any evidence of retention of original documents, e.g. passports/ID's	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes please give details and category of workers affected
B: Is there any evidence of a loan scheme in operation	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes please give details and category of worker affected
C: Is there Any evidence of retention of wages /deposits	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No 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 Please describe finding: Nil
E: If any part of the business is UK based / registered & turnover is 36m+ there is a requirement to publish a 'modern day slavery statement. F: Is there a modern day slavery statement published	<input type="checkbox"/> Yes <input type="checkbox"/> No Please describe finding: Nil  <input checked="" type="checkbox"/> Not applicable



G: Is there evidence of any restrictions on workers' freedoms to leave the site at the end of the work day	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Please describe finding: Nil
H: Does the site understand the risks of forced / trafficked / bonded labour in its supply chain	<input type="checkbox"/> Yes <input type="checkbox"/> No  If yes please give details and category of workers affected:  <input checked="" type="checkbox"/> Not applicable
I: Is the site taking any steps taking to reduce the risk of forced / trafficked labour?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  Please describe finding: Facility has a policy against force labour which maintained by them.

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

Observation:	
<b>Description of observation:</b> Nil  <b>Local law or ETI requirement:</b> Not applicable  <b>Comments:</b> Not applicable	<b>Objective evidence observed:</b>  Not applicable

Good Examples observed:	
Description of Good Example (GE): Not applicable	<b>Objective evidence observed:</b>



Not applicable

## 2: Freedom of Association and Right to Collective Bargaining are Respected

### 2: Freedom of Association and Right to Collective Bargaining are Respected

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

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

#### Current systems:

- Workers can raise their concerns through workers' representatives, telephone, complaint box, meeting and their team leader or above.
- There is Participation Committee (PC) as parallel means for trade union. Last election was held on 10th May, 2018.
- Verified and confirmed through records review and interview process that the facility does not discriminate any of the workers such as workers representatives also.
- Factory has a policy where is no restriction imposed to the workers formation of trade union.

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

##### Details:

- Facility management interview.
- Worker interview.
- Complaint box register (Suggestions from the complaint box and actions taken).
- Participation Committee formation record review and PC meeting records review.
- Grievance handling policy & procedure

Any other comments: Nil

A: What form of worker representation/union is there on site?

- ☐ Union (name)
- ☒ Worker Committee (Participation Committee)
- ☐ Other (specify)
- ☐ None

B: Is it a legal requirement to have a union?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No NA, as there is no trade union in the factory.	
C: Is it a legal requirement to have a worker's committee?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  In Bangladesh there is no obligation to join trade union and freedom of association and collective bargaining. For an establishment where there is no trade union, until a trade union is formed, the workers 'representatives to the Participation Committee shall run activities related to workers' interests in the establishment concerned and workers representative should be elected by direct vote of workers (amendment 22nd of July 2013, Labor Law 2006)	
D: Is there any other form of effective worker/management communication channel? (Other than union/worker committee) e.g. H&S, sexual harassment	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Describe: The factory management has provided complaint box in the toilet area through which workers can raise their suggestions / complaints. Workers can also approach the management directly for any grievances which confirmed the interviewed workers.  Is there evidence of free elections? <input type="checkbox"/> Yes <input type="checkbox"/> No Not applicable	
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 Details: Participation committee elected by the workers. Participation committee (PC) meeting held on regular basis. Last PC meeting held on 5 <sup>th</sup> July 2018. PC meeting minutes recorded and action taken.	
F: Name of union and union representative, if applicable:	NA; This is a non-unionized factory.	Is there evidence of free elections? <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A
G: If no union what is parallel means of consultation with workers e.g. worker committees?	Participation Committee (PC) has formed as a parallel means.	Is there evidence of free elections? <input checked="" type="checkbox"/> Yes <input 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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Date of last election: Last election was held on 10 <sup>th</sup> May, 2018.
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 <b>Yes</b> , please state how many: Two  Tanzila Begum- Vice President (PC) Mr. Julmat Ali - Member (PC)	
L: State any evidence that union/worker's committee is effective? <i>Specify date of last meeting; topics covered; how minutes were communicated etc.</i>	As per interview with the Participation Committee members & document review it was noted that the meeting is held regularly. Last meeting held on 05/07/18. Topics of last meeting are as follows: <ol style="list-style-type: none"> <li>1. Inspired workers to increase production.</li> <li>2. Resolve the worker's grievance.</li> <li>3. Ensure worker participation in different training.</li> <li>4. Discuss about ACCORD report.</li> <li>5. Non-functional sound system on 5<sup>th</sup> floor.</li> </ol>	
M: Are any workers covered by Collective Bargaining Agreement (CBA)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
N: If <b>Yes</b> what percentage by trade Union/worker representation	__0__% workers covered by Union CBA	__0__% workers covered by worker rep CBA
O: If <b>Yes</b> , does the Collective Bargaining Agreement (CBA) include rates of pay	<input type="checkbox"/> Yes <input type="checkbox"/> No Not Applicable	

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

Observation:	
<b>Description of observation:</b> Nil  <b>Local law or ETI requirement:</b> Not applicable  <b>Comments:</b> Not applicable	<b>Objective evidence observed:</b>  Not applicable



### Good Examples observed:

Description of Good Example (GE): Not applicable

**Objective evidence observed:**

Not applicable

### 3: Working Conditions are Safe and Hygienic

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

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

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

#### Current systems:

Through factory tour, it was noted that:

1. Facility maintained a comfortable temperature throughout work floors.
2. The facility posted the evacuation plans on work floors, which indicated escape routes and the location of the fire extinguishers.
3. Exit signs were found illuminated and emergency lights were installed with IPS back up.
4. Sufficient first aid kits stocked are provided in workshops. Total no. of first aid box – 22 & first aider was found -44 persons.
5. Workers receive regular and recorded health & safety training. Last Health & Safety training was provided on 07/07/2018 to 26 participants.
6. Fire fighting training provided as per law. Last fire fighting training provided on 19/07/2018 to 23 participants.
7. First aid, PPE training provides regularly. Last first aid & PPE training provided on 10/07/2018 & 02/08/2018 to 26 participants.
8. Medical and child care facility available in the factory.
9. Workers toilet segregated male and female, adequate number as per law, wash facility provided. Total no. of male toilets -61 and female toilets- 68.
10. The facility has done maintenance of the machines on regular monthly basis confirmed through the documents reviewed. All switches in the electrical control panels have been labelled.
11. Factory has regular fire equipment maintenance system.



12. Factory assigned responsible person to look after the health and safety issues.

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

Details:

1. Plant tour.
2. Document review (Training record review, daily machine maintenance register, electrical installation checking register, injury register, fire drill register, fire equipments checking register).
3. Facility management interview.
4. Worker interview.

Any other comments: Nil.

<p>A: Does the facility have general Health &amp; Safety and occupational Health &amp; Safety policies and procedures that are fit for purpose and are these communicated to workers?</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Details: There is an open channel for all at the facility which anybody can report to management about any act properly or corruptly and health &amp; safety issues. Facility has communicated this procedure through orientation training confirmed from worker interview. Last Orientation training held on 26/07/2018 to 178 participants.</p>
<p>B: Are the policies included in worker's manual?</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Details: Policies are included in the workers' handbook.</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</p> <p>Details: No additional structure done without permits.</p>
<p>D: Are visitors to the site informed on H&amp;S and provided with personal protective equipment</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Details: Visitors are provided PPE if required and informed on H&amp;S.</p>
<p>E: Is a medical room or medical facility provided for workers?</p> <p>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</p> <p>Details:</p> <ol style="list-style-type: none"> <li>1. Factory has medical facility available with fulltime Doctor &amp; Nurse (Dr. Apurba Lal Barai, &amp; Nurse Ms. Snigdha Ray)</li> <li>2. Medical room was fully equipped.</li> </ol>



F: Is there a doctor or nurse on site or there is easy access to first aider/ trained medical aid	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Details: Sufficient first aid kits stocked are provided in workshops. Total no. of first aid box –22 & first aider was found - 44 persons.
G: Where facility provides worker transport - it is fit for purpose, safe and maintained and operated by competent persons e.g. buses and other vehicles	<input type="checkbox"/> Yes <input type="checkbox"/> No N/A Details: Transport is not provided to the workers and there is no legal requirement.
H: Secure personal storage space is provided for workers in their living space and is fit for purpose	<input type="checkbox"/> Yes <input type="checkbox"/> No N/A Details: Dormitory is not provided to the workers and there is no legal requirement.
I: H&S Risk assessments are conducted (including evaluating the arrangements for workers doing overtime e.g. driving after a long shift) and there are controls to reduce identified risk	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Details: Facility conduct risk assessment on regular basis. Management has assigned Ms. Masuma Akter and Jesmin Sultana (Welfare officer) to conduct all the section's risk assessment periodically to identify potential risk so that the risks can be reduced.
J: Is the site meeting its legal obligations on environmental requirements including required permits for use and disposal of natural resources	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please describe: Production process is cut to pack. So no hazardous waste is produced in the facility. Fabric wastes are disposed through a licensed vendor.
K: Is the site meeting its customer requirements on environmental standards, including the use of banned chemicals	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please describe Facility does not use any banned chemicals.

### Non-compliance:



### 1. Issue title: Workers were not using PPE.

#### Description of non-compliance:

☒ NC against ETI ☒ NC against Local Law ☐ NC against customer code

It was noted through plant tour that

- Around 20% over lock machine operators were not using face mask while working at sewing section on 2<sup>nd</sup> and 3<sup>rd</sup> floor of the factory building.
- 05 out of 20 workers of pressing section working in front of exhaust fan without using face mask on 1<sup>st</sup> and 4<sup>th</sup> floor of the factory building.
- No rubber mat found in snap button machine area where sharp tool found in floor which can cause the foot injury at finishing section 1<sup>st</sup> and 2<sup>nd</sup> floor.

#### Local law and/or ETI requirement:

**In accordance section 78 (a-1) of Bangladesh Labour (amendment) Law, 2013 and ETI Base Code 3.1:**

*"In an applicable case, an employer shall not engage any workers in work without providing and ensuring use of personal safety equipment, and in doing so, a record book shall be maintained as designated by the owner"*

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

#### Recommended corrective action:

It is recommended that factory management should ensure the use of appropriate PPE at all required areas.

**Action By:** Mr. Rahel Sardar Dipu – Deputy General Manager (Admin, HR & Compliance)

Time frame: 30 Days.

### 2. Issue title: Insufficient machine safety

#### Description of non-compliance:

☒ NC against ETI ☒ NC against Local Law ☐ NC against customer code

It was noted through plant tour that-

- Around 20% needle guard of sewing machines found displaced condition at sewing section on 2<sup>nd</sup> and 3<sup>rd</sup> floor of the factory building.
- Around 10% of eye safety guard of overlock machine found displaced condition at sewing section on 2<sup>nd</sup> and 3<sup>rd</sup> floor of the factory building.

#### Local law and/or ETI requirement:

**In accordance with Bangladesh Labour Law 2006, section 63(1) D (3).**

#### Objective evidence observed:

(where relevant please add photo numbers)

#### 1. Plant tour- (NC Picture no. 1, 2 & 3)

#### 2. Plant tour: (NC Picture no. 4 & 5)



"In every establishment, the following shall be securely fenced by the safeguards of substantial construction which shall be kept in position while the part of machinery required to be fenced are in mention or in use, namely unless they are in such position or of such construction as to be as safe to every person employed in the establishment as they would be if they were securely fenced; every dangerous part of any machinery.

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

**Recommended corrective action:**

It is recommended that facility management should provide effective training to the workers to ensure machine guard in place.

**Action By:** Mr. Rahel Sardar Dipu – Deputy General Manager (Admin, HR & Compliance)

**Time frame:** 30 Days.

**3. Issue title:** Aisle found partially blockage condition.

**Description of non-compliance:**

☒ NC against ETI ☒ NC against Local Law ☐ NC against customer code

During plant tour, it was noted that randomly checked 02 out of 06 aisles was found partially blocked by semi-finished goods at sewing section at 3<sup>rd</sup> floor and 2<sup>nd</sup> floor of the factory building.

**Local law and/or ETI requirement:**

**In accordance with Bangladesh Labor Law 2006, Section 62 (6)**

A free passage-way giving access to each means of escape in case of fire shall be maintained for the use of all workers in every room of the establishment"

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

**Recommended corrective action:**

It is recommended that factory management should keep free all passages from blockage for safe evacuation.

**Action By:** Mr. Rahel Sardar Dipu – Deputy General Manager (Admin, HR & Compliance)

**Time frame:** 60 Days.

**3. Plant tour (NC Picture no. )**





**4. Issue title:** Fire pump room and Jhute boiler room were not included in approved floor lay out plan.

**Description of non-compliance:**

☒ NC against ETI ☒ NC against Local Law ☐ NC against customer code

It was noted through document review and management interview that fire pump room and Jute boiler room (constructed in March 2018) were not included in approved floor lay out pan which obtained from Chief Inspector of Labour Department. However, Facility management has applied to the respective department dated on July 15, 2018 and grant is awaited.

**Local law and/or ETI requirement:**

**Bangladesh Labour Rules, 2015, Section-353 (4):**

*Without written permission of the inspector general, no change in any approved layout plan may be brought.*

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

**Recommended corrective action:**

It is recommended that the factory management should obtain the updated approved floor lay out pan with inclusion of fire pump room and Jhute boiler room.

**Action By:** Mr. Rahel Sardar Dipu – Deputy General Manager (Admin, HR & Compliance)

**Time frame:** 60 Days

**5. Issue title:** Minor injury not recorded properly.

**Description of non-compliance:**

☐ NC against ETI ☒ NC against Local Law ☐ NC against customer code

It was noted through plant tour and first aider interview that factory has no system for tracking minor injury occurred in the production floor to take corrective/ preventive action by analysing root cause to avoid re occurrence.

**Local law and/or ETI requirement:**

**In accordance with Bangladesh Labour Rules, 2015, rule 73 (1):**

*Authority of every institute shall preserve the record of each accident or mishap in the Register in accordance with Form-28. The authority would also accurately record the steps taken by the institute in relevant Register.*

**Recommended corrective action:**

4. Plant tour, Document review and management interview.

5. Document review, Plant tour and worker interview.



It is recommended that factory management should keep record for all kinds of injuries.

**Action By:** Mr. Rahel Sardar Dipu – Deputy General Manager (Admin, HR & Compliance)

**Time frame:** 30 Days.

**6. Issue title:** No certificate for Jhute Boiler.

**Description of non-compliance:**

☐ NC against ETI ☒ NC against Local Law ☐ NC against customer code

Based on plant tour and management interview it was noted that factory did not obtain the certificate for recently installed Jhute boiler (capacity 01 ton) as required by the law which is currently operating in trial basis. However, factory management has applied for the certificate to concern authority on July 25, 2018 and grant is awaited.

**Local law and/or ETI requirement:**

**In accordance with The Boilers Act, 1923, Section 6:**

*Save as otherwise expressly provided in this Act, no owner of a boiler shall use the boiler or permit it to be used—*

- a. Unless it has been registered in accordance with the provisions of this Act.*
- b. Unless a certificate or provisional order authorizing the use of the boiler is for the time being in force under this Act.*

*It was noted that the boiler of the factory was not registered. It is recommended that the factory should register the boiler as per law.*

**Recommended corrective action:**

It is recommended that factory management should obtain the required certificate from concern authority at earliest.

**Action By:** Mr. Rahel Sardar Dipu – Deputy General Manager (Admin, HR & Compliance).

**Time frame:** 60 Days.

**7. Issue title:** Fire license was expired.

**Description of non-compliance:**

☐ NC against ETI ☒ NC against Local Law ☐ NC against customer code

Based on document review and management interview it was noted that fire license was expired on 1st July 2018. However, facility management has applied for renewal on 4th July 2018 and grant is awaited.

**Local law and/or ETI requirement:**

6. Document review.

7. Document review.



**In accordance with Fire Prevention and Extinction Act, 2003 of section 4 (12):**

The license could be renewed in every year subject to paying the fixed fees if the Director General not remarks otherwise.

**Recommended corrective action:**

It is recommended that facility should collect the renewed fire license form the concern authority at earliest.

**Action By:** Mr. Rahel Sardar Dipu – Deputy General Manager (Admin, HR & Compliance)

**Time frame:** 30 Days.

**Observation:**

**Description of observation:** Nil

**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

**4: Child Labour Shall Not Be Used**
**4: Child Labour Shall Not Be Used**

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

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

**Current systems:**

The factory establishes a policy that which discourages the employment of child labour and no child labour found in the factory during the audit. Factory has strong recruitment process to verify the workers age. 62



sampled workers' personal files were provided for review. In addition, every worker's file includes a bio-data sheet, a recent photo, age proof records (copy of birth registration certification, national ID card). Moreover, if there is any doubt regarding any one's age factory's registered doctor certifies his/her age.

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

Details:

1. Policy review
2. Document review
3. Management interview
4. Worker interview
5. Factory tour

Any other comments: Nil.

A: Legal age of employment	Legal minimum: 14 years (With some restriction)
B: Age of youngest worker found:	20 years
C: Children present on workfloor but not working at time of audit	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
D: % of under 18's at this site (of total workers)	0 % Not Applicable
E: Workers under 18 subject to hazardous work assignments? <a href="#">(Go to clause 3 – Health and Safety)</a>	<input type="checkbox"/> Yes <input type="checkbox"/> No If Y give details: Not Applicable

**Non-compliance:**

**1. Description of non-compliance:**

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

None Observed

**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:** Nil

**Local law or ETI requirement:** Not applicable

**Comments:** Not applicable

**Objective evidence observed:**

Not applicable



Good Examples observed:	
Description of Good Example (GE): Not applicable	<b>Objective evidence observed:</b>  Not applicable



## 5: Living Wages are Paid

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

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

#### Current systems:

The factory management provides appointment letter to all workers during recruitment mentioning their salary structure, employment conditions, working hours etc. The workers are enjoying benefits such as group insurance, casual leave, sick leave and maternity leave facility as per law. Wages are paid within 7 working days of the next month. There is no illegal deduction from employees has been identified through document reviewed and confirmed workers during the interview. Facility management provides through bank transfer (100% management) and Cash (Workers 100%). Moreover, facility provides pay slip to all workers at each month.

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

Details:

1. Document review (wage sheet review, worker's personal file, bonus payment sheet review, maternity register review, wage & benefit policy etc)
2. Worker interview
3. Management interview

Any other comments: Nil

### Non-compliance:

#### 1. Description of non-compliance:

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

None Observed

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

Good Examples observed:	
<b>Description of Good Example (GE):</b>  1. Factory management provides monthly attendance bonus BDT. 250 for Asst. Operator and BDT. 400 for operator, Q.I. & Iron man.	<b>Objective evidence observed:</b>  Documents review (salary sheet), 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: 8 hours per day and 48 hours per week.	8 hours/ day 48 hours/ week	<input type="checkbox"/> Yes <input type="checkbox"/> No  NA
B: Overtime hours: (Maximum legal and actual overtime hours, please state if possible per day, week, and month)	Legal maximum: 2 hours per day and 12 hours per week. However, an adult worker may work for more than 8 (eight) hours in a day or 48 (forty-eight) hours in a week, provided that the total hours of work of an adult worker shall not exceed 60 (sixty) hours in any week and on the average 56 (fifty-six) hours per week in any year. Exception for 6 months: Government has exempted section 100 and 102 of the Bangladesh Labour Law-2006 publishing a Gazette notification in August 2011 as per section 324 Bangladesh Labour Law-2006 for 06 months relaxing daily overtime hours. In	Maximum 2 hours/ day and 12 hours per week	<input type="checkbox"/> Yes <input type="checkbox"/> No  NA





	<p>accordance with the Clause/Condition No. – 3 of this notification, no worker shall work more than 04 hours of overtime in any day without his/her consent.</p> <p><u>Exception for 06 months:</u> This exemption has been extended several times in last few years and latest extension was on April 05, 2018 and it will be in effect from April 17, 2018 to October 18, 2018.</p>		
D: wage for standard/contracted hours: <i>(Minimum legal and actual minimum wage at site, please state if possible per hr, day, week, and month)</i>	Legal minimum: <b>For Garments Section:</b> BDT. 5300 per month (Basic BDT 3000, House rent 40% of the Basic which is BDT.1200, Medical allowance BDT. 250, Conveyance allowance. BDT.200, Food Allowance BDT.650.) For Grade 7 (Assistant operator).	BDT 5300/month	<input type="checkbox"/> Yes <input type="checkbox"/> No NA
E: overtime wage: <i>(Minimum legal and actual minimum overtime wage at site, please state if possible per hr, day, week, and month)</i>	Legal minimum: 200% of the basic wage rate per hour.	200% of the basic wage rate per hour	<input type="checkbox"/> Yes <input type="checkbox"/> No NA

**Wages analysis:**

Wages analysis:															
<a href="#">(Click here to return to Key Information)</a>															
A: Were accurate records shown at the first request?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No														
B: If <b>No</b> , why not?	Not Applicable														
C: Sample Size Checked <i>(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)</i>	62 attendance records and payroll records from June 2018 (Current month)  62 attendance records and payroll records from February 2018 (Off peak month)  62 attendance records and payroll records from October 2017 (Peak month)														
D: Are there different legal minimum wage grades? If <b>Yes</b> , please specify all.	<div> <input checked="" type="checkbox"/> Yes  <input type="checkbox"/> No </div> <div> <p>If <b>Yes</b>, please give details:</p> <p>The Government has announced the new pay structure which was implemented from 1st December, 2013 for the workers of the Garments Industries. The Gazette Notification has been published on 5th December, 2013. There are two separate pay structures; for the garment workers (Schedule A) 1. For the workers (Schedule A):</p> <table border="1"> <thead> <tr> <th>Grade</th> <th>Monthly basic wage</th> <th>House rent 40% of</th> <th>Medical allowance</th> <th>Conveyance allowance</th> <th>Food subsidy</th> <th>Gross monthly wage</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> </div>	Grade	Monthly basic wage	House rent 40% of	Medical allowance	Conveyance allowance	Food subsidy	Gross monthly wage							
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E: 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	If <b>No</b> , please give details:																																																															
F: For the lowest paid production workers, are wages paid for standard/contracted hours (excluding overtime) below or above the legal minimum?	Lowest Wages found: <i>Note: full time employees and please state hour / week / month etc.</i>  <input type="checkbox"/> Below legal min <input checked="" type="checkbox"/> Meet <input checked="" type="checkbox"/> Above	Please indicate the breakdown of workforce per earnings:  __0__% of workforce earning under min wage 43.19% of workforce earning min wage 56.80% of workforce earning above min wage																																																															
G: Bonus (amount specify)	Bonus Scheme found: <i>Note: full time employees and please state hour / week / month etc.</i> 1. Factory management provides attendance bonus BDT. 250 for Asst. Operator and BDT. 400 for operator, Q.I. & Iron man per month.																																																																
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 and revenue stamp.																																																																
I: Have these deductions been made? Please list all deductions that have/have not been made.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If No, please describe  In this facility, is deducting only for un-authorized absence, advance payment and revenue stamp as per local labor law. Factory does not deduct for fines, housing facility, loans, income tax, provident fund, etc law.																																																																



J: Were appropriate records available to verify hours of work and wages?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
K: Were any inconsistencies found? (if yes describe nature)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Poor record keeping <input type="checkbox"/> Isolated incident <input type="checkbox"/> Repeated occurrence:
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)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Details: Facility uses electronic time keeping system. All working time has been reflected in the time record (including overtime).
M: Is there a defined living wage: <i>This is <u>not</u> normally minimum legal wage. If answered Yes, please state amount and source of info: Please see SMETA Best Practice Guidance and Measurement Criteria.</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Factory did not define living wages as it is not required by law. However, factory is providing the minimum wage as Minimum Wages Gazette for Readymade Garments Sector published on December 5, 2013".
If yes, what was the calculation method used.	<input type="checkbox"/> ISEAL/Anker Benchmarks <input type="checkbox"/> Asia Floor Wage <input type="checkbox"/> Figures provided by Unions <input type="checkbox"/> Living Wage Foundation UK <input type="checkbox"/> Fair Wear Wage Ladder <input type="checkbox"/> Fair trade Foundation Other – please give details: Not Applicable.
N: Are there periodic reviews of wages? If Yes give details (include whether there is consideration to basic needs of workers plus discretionary income).	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Details: Factory management does annual review when local wage rates are examined.
O: Are workers paid in a timely manner in line with local law?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No All workers are paid within 7 working day of the month.
P: Is there evidence that equal rates are being paid for equal work:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Details: Through factory policy review, payroll records review and employees' interview, it is confirmed that equal rates are being paid for equal work.
Q: How are workers paid:	<input checked="" type="checkbox"/> Cash (Workers) <input type="checkbox"/> Cheque <input checked="" type="checkbox"/> Bank Transfer (Management) <input type="checkbox"/> Other If other explain:



## 6: Working Hours are not Excessive:

### 6: Working Hours are not Excessive

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

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

#### Current systems:

Through working hour policy review it was noted that facility has implemented working hour as per law. Facility has maintained working hour related document accurately. No inconsistency identified during document review.

1. Factory has general duty from 8.00am to 5:00 pm for all sections including one hour meal break.
2. Standard working hours found 48 hours in the facility with 2 hours OT work.
3. Through employees' interview it was noted that they were aware about voluntary overtime policy.
4. As per the company policy all overtime will be compensated at a premium rate (200%).
5. Facility ensured one day off for every 7 days period, facility weekly holiday is Friday.
6. Casual leave, sick leave, festival leave and annual leave were provided as per local Law.

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

Details:



1. Employee interview
2. Payroll records
3. Job card records
4. Production records
5. Working hour and Overtime hours Policies & procedures etc.
6. Management interview

Any other comments: Nil

### Non-compliance:

#### 1. Description of non-compliance:

- ☐ NC against ETI/Additional Elements  
☐ NC against customer code

☐ NC against Local Law

None Observed

**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:** Nil

**Local law or ETI requirement:** Not applicable

**Comments:** Not applicable

#### Objective evidence observed:

Not applicable

### Good Examples observed:

Description of Good Example (GE): Not applicable

#### Objective evidence observed:

Not applicable

### Working hours' analysis

#### 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: Electronic time keeping system for all sections.



B: Is sample size same as in wages section	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If N, please give details			
C: Are standard/contracted working hours defined in <b>all</b> contracts/employment agreements?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		If NO, please give details including % and which type of workers do NOT have standard hours defined in contracts/employment agreements. Details	
D: Are there any other types of contracts/employment agreements used?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		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: NA			
E. Do any standard/contracted working hours defined in contracts/employment agreements exceed 48 hours per week	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		If Y please %detail hours, % and types of workers & affected and frequency  Details: NA	
F: Are workers provided with at least 1 day off in every 7-day-period, or 2 in 14-day-period (where the law allows)?	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: Nil		Is this allowed by local law? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
	Maximum number of days worked without a day off (in sample):			
	6 days			
<b>Standard/Contracted Hours worked</b>				
G: Standard working hours over 48 per week found	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		If yes, % of workers & frequency	
			NA	
H: Any local waivers/local law or permissions which allow	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		If YES, please give details  Government has exempted section 100 and 102 of the Bangladesh Labour Law-2006 publishing a	



averaging/annualised hours for this site?		<p>Gazette notification in August 2011 as per section 324 Bangladesh Labour Law-2006 for 06 months relaxing daily overtime hours. In accordance with the Clause/Condition No. – 3 of this notification, no worker shall work more than 04 hours of overtime in any day without his/her consent.</p> <p><b>Exception for 06 months:</b> This exemption has been extended several times in last few years and latest extension was on April 05, 2018 and it will be in effect from April 17, 2018 to October 18, 2018.</p>
<b>Overtime Hours worked</b>		
I: Actual overtime hours worked in sample (State per day/week/month)	Highest OT hours:	<p>27 hours in the month of June 2018 (Current month)</p> <p>44 hours in the month of February 2018 (Off peak month)</p> <p>52 hours in the month of October 2017 (Peak month)</p>
J: Combined hours (standard/contracted plus= total) 60 found?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
K: Approximate percentage of total workers on highest overtime hours	__1.61__%	
L: Is overtime voluntary?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Conflicting Information	<p>Please detail evidence e.g. Wording of contract/employment agreement/handbook/worker interviews/refusal arrangements:</p> <p>Overtime work was found voluntary confirmed through worker interview, contract letter &amp; employment agreement papers review</p>
<b>Overtime Premiums</b>		
M: Are the correct legal overtime premiums paid?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A – there is no legal requirement to OT premium	<p>Please give details of normal day overtime premium as a % of <b>standard</b> wages: 200% of basic wage</p>
N: Is overtime paid at a premium?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<p>If yes, please describe % of workers &amp; frequency: 200% of basic wage</p>





<p>O: ETI Code requires a prevailing standard to give greatest worker protection. If a site pays less than 125% OT premium and this is allowed under local law, are there other considerations? Please complete the boxes where relevant. Multi select is possible.</p>	<div> <input 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       </div> <div>         Please explain any checked boxes above e.g. detail of consolidated pay CBA or Other       </div> <div>         Not Applicable       </div>
<p>P: If more than 60 total hours per week and this is legally allowed, are there other considerations? Please complete the boxes where relevant. Multi select is possible.</p>	<div> <input type="checkbox"/> <b>Overtime is voluntary</b> <input type="checkbox"/> Onsite Collective bargaining allows 60+ hours/week         <input type="checkbox"/> Safeguards are in place to protect worker's health and safety         <input type="checkbox"/> Site can demonstrate exceptional circumstances         <input type="checkbox"/> Other reasons (please specify)       </div> <div>         Please explain any checked boxes above       </div> <div>         Not applicable       </div>
<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>	<div> <input type="checkbox"/> Yes         <input checked="" type="checkbox"/> No         <p>If yes, please describe:</p> </div>
<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>	<div> <input type="checkbox"/> Yes         <input type="checkbox"/> No         <p>Not applicable</p> </div>



## 7: No Discrimination is practiced

### 7: No Discrimination is Practiced

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

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

#### Current systems:

1. There is no discrimination in hiring, compensation, access to training, promotion, termination or retirement.
2. The factory provides the same pay to male/female employees.
3. No complain or records found for pregnancy test.
4. There is no restriction formation of trade union in the factory.

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

##### Details:

1. Management interview
2. Worker interview
3. Local and national law
4. Personal files
5. Compensation records
6. Termination & retirement records
7. Training records
8. Complain register

Any other comments: Nil

A: Gender breakdown of Management + Supervisors (Include as one combined group)	Male: 90% Female: 10%
B: Number of women who are in skilled or technical roles e.g. where specific qualifications are needed i.e. machine engineer / laboratory analyst	Number of workers: Nil
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 NA



## Professional Development

A: What type of training and development are available for workers?

Please give details

1. Workers receive regular and recorded health & safety training. Last Health & Safety training was provided on 07/07/ 2018.
2. Fire fighting training provided as per law. Last fire fighting training provided on 19/07/2018.  
First aid, PPE training provides regularly. Last first aid & PPE training provided on 10/07/2018 & 02/08/2018.

B: Are HR decisions on e.g. promotion, training, compensation based on objective, transparent criteria?

☒ Yes

☐ No

If no, please give details: NA

## Non-compliance:

### 1. Description of non-compliance:

- ☐ NC against ETI/Additional Elements  
☐ NC against customer code

☐ NC against Local Law

None Observed

**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:** Nil

**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



## 8: Regular Employment Is Provided

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

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

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

### Current systems:

1. All workers are getting ID card during their recruitment.
2. Factory maintains service books for all workers.
3. There is home working on the site.
4. All workers are getting contract letter.

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

Details:

1. Management interview
2. Worker interview
3. Local and national law
4. Workers' personal files and service books
5. Policies and procedures
6. Wage sheets

Any other comments: Nil

## Non-compliance:



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

Observation:	
<b>Description of observation:</b> Nil  <b>Local law or ETI requirement:</b> Not applicable  <b>Comments:</b> Not applicable	<b>Objective evidence observed:</b>  Not applicable

Good Examples observed:	
Description of Good Example (GE): None observed	<b>Objective evidence observed:</b>  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?	<input checked="" type="checkbox"/> Terms & Conditions presented <input checked="" type="checkbox"/> Understood by workers <input checked="" type="checkbox"/> Same as actual conditions  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?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes Please describe details and specific category(ies) of workers affected



C: 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  Not Applicable
C: If any checked, give details:	Nil

Migrant Workers:		
<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 and where they do not intend to remain permanently or has purposely migrated on a temporary basis to another in-country region to seek and engage in a remunerated activity</i>		
A: Type of work undertaken by migrant workers:	NA; No migrant workers employed by the factory.	
B: Migrant worker recruitment	Total number of (in country recruitment agencies) used: Total number of (outside of local country) recruitment agencies used  NA; No migrant workers employed by the factory.	
C: Migrant workers' voluntary deductions (such as for remittances) confirmed in writing by the worker and evidence of transaction is supplied by the facility to the worker.	<input type="checkbox"/> Yes <input type="checkbox"/> No Please describe finding: NA; No migrant workers employed by the factory.	Observations
D: Are Any migrant workers in skilled, technical, or management roles  <b>Migrant Workers (this should include all migrant workers including permanent</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No  If Yes number and example of roles NA; No migrant workers employed by the factory.	



workers, temporary and/or seasonal 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  Not Applicable
C: If any checked, give details:	Nil

Agency Workers (if applicable)	
(workers sourced from a local agent who are not directly paid by the site, but paid by the agency. Usually the agencies are paid by the site and the wages of the individual workers are paid by the agency.)	
A: Number of agencies used (average):	Nil And names if available:
B: Were agency workers' age/pay/hours included within scope of this audit	<input type="checkbox"/> Yes <input type="checkbox"/> No  NA
C: Were sufficient documents for agency workers available for review?	<input type="checkbox"/> Yes <input type="checkbox"/> No  NA





D: Is there a legal contract / agreement with all agencies?	<input type="checkbox"/> Yes <input type="checkbox"/> No  Details NA
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  Please describe: NA

<b>Contractors:</b> <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 Please describe finding: If Y, how many contractors are present
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 Please describe finding: Not Applicable
D: If <b>Yes</b> , please give evidence for contractor workers being paid per law:	Not Applicable



## 8A: Sub-Contracting and Homeworking:

### 8A: Sub-Contracting and Homeworking

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

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

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

#### Current systems:

It was verified through document review, factory tour, management interview and employee interview that the facility only has subcontracting processes of Printing, embroidery and washing.

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

- 1.Management interview
- 2.Worker interview
- 3.Production capacity plan
- 4.Goods in/out register
- 5.Production process of the factory
- 6.Policies and procedures

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

Process Subcontracted	Washing	
Name of factory	Unique Washing Ltd.	
Address	KB Bazar, Boro Bari, Gazipur, Bangladesh.	

Process Subcontracted	Embroidery & Printing	
Name of factory	ASHA Embroidery & Printing Ltd.	
Address	House# 132, Road#05, Abdullahpur, Uttara, Dhaka, Bangladesh.	

Process Subcontracted	Printing	
Name of factory	KS. Design Ltd.	
Address	138/A, Hafiz Uddin Bapari road, Station road, Tongi, Gazipur, Bangladesh.	

Details: Nil

### Non-compliance:



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

Good Examples observed:	
Description of Good Example (GE): Not applicable	<b>Objective evidence observed:</b>  Not applicable
Observation:	
<b>Description of observation:</b> Nil  <b>Local law or ETI requirement:</b> Not applicable  <b>Comments:</b> Not applicable	<b>Objective evidence observed:</b>  Not applicable

Summary of sub-contracting – if applicable	
<input 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 hours or undeclared sub-contracting	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please describe: Auditors made calculation and no hidden work hour was found. Facility has subcontracting for printing and embroidery only, not for main production processes.
B: If sub-contractors are used, is there evidence this has been agreed with the main client?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If <b>Yes</b> , summarise details: Subcontractors are used only if the main client agrees.



C: Number of sub-contractors/agents used	3
D: Is there a site policy on sub-contracting?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If <b>Yes</b> , summarise details: Facility has a policy on subcontracting.
E: What checks are in place to ensure no child labour is being used and work is safe?	Facility has internal checking system to ensure that there is no child labour used in the facilities.

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 If <b>Yes</b> , summarise details: NA		
B: Number of homeworkers	Male: NA	Female: NA	Total: NA
C: Are homeworkers employed direct or through agents?	<input type="checkbox"/> Directly <input type="checkbox"/> Through Agents NA		
D: If through agents, number of agents	NA		
E: Is there a site policy on homeworking?	<input type="checkbox"/> Yes <input type="checkbox"/> No NA		
F: How does site ensure worker hours and pay meet local laws for homeworkers?	NA		
G: What processes are carried out by homeworkers?	NA		
H: Do any contracts exist for homeworkers	<input type="checkbox"/> Yes <input type="checkbox"/> No Please give details: NA		
I: Are full records of homeworkers available at the site?	<input type="checkbox"/> Yes <input type="checkbox"/> No NA		



## 9: No Harsh or Inhumane Treatment is allowed

### 9: No Harsh or Inhumane Treatment is Allowed

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

#### 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&amp;S or any other grievances to a 3<sup>rd</sup> party?</p>	<p><input checked="" type="checkbox"/> Yes  <input type="checkbox"/> No  Please describe:  There is an open channel for all at the facility which anybody can report to management about any act properly or corruptly, or to accept or give a bribe or gift and health &amp; safety issues.</p>
<p>B: If <b>Yes</b>, are workers aware of these channels and have access? Please give details.</p>	<p>Facility has communicated this procedure through orientation training confirmed from worker interview.</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>Factory has installed complaint box in workers toilet area. No complaint records found regarding physical abuse or harassment.</p>
<p>D: Is there a grievance mechanism in place for:</p>	<p><input checked="" type="checkbox"/> Workers  <input type="checkbox"/> Communities  <input type="checkbox"/> Suppliers  <input type="checkbox"/> Other    Details: Workers are aware of the grievance mechanism available in the facility for them.</p>
<p>E: Are there any open disputes?</p>	<p><input type="checkbox"/> Yes  <input checked="" type="checkbox"/> No    If yes, please give details: NA</p>
<p>F: Does grievance mechanism meet with UNGP requirement of e.g. (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    If no, please give details: NA</p>
<p>G: Does the site \ encourage its business partners (e.g., suppliers) provide individuals and communities with access to effective grievance mechanisms (e.g., help lines or whistle blowing mechanism</p>	<p><input checked="" type="checkbox"/> Yes  <input type="checkbox"/> No  If No Please give details: NA</p>



H: Is there a published and transparent disciplinary procedure	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If No please explain: NA
I: If yes, are workers aware of these the disciplinary procedure	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If no please give details: NA
J: Does the disciplinary procedure allow for deductions from wages (fines) for disciplinary purposes (see wages section)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If Yes please give details: Facility only deducts unauthorized absent as per local law.

### Current Systems and Evidence Examined

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

#### Current systems:

The factory established anti-harsh or inhumane treatment policy. The policy states that physical abuse or discipline, the threat of physical abuse, sexual or other harassment and verbal abuse or other forms of intimidation shall be prohibited. Through the factory management and workers' interview, it was noted that no physical abuse or discipline happened in the factory. Factory install complain box in workers toilet area. No complain records found regarding physical abuse or harassment.

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

Details:

1. Policy review
2. Document review
3. Management interview
4. Worker interview
5. Factory tour

Any other comments: Nil



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

Observation:	
<b>Description of observation:</b> Nil  <b>Local law or ETI requirement:</b> Not applicable  <b>Comments:</b> Not applicable	<b>Objective evidence observed:</b>  Not applicable

Good Examples observed:	
Description of Good Example (GE): None observed	<b>Objective evidence observed:</b>  Not applicable





## 10 A: Entitlement to Work and Immigration

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

#### Current systems:

Only workers with a legal right to work shall be employed or used by the factory. There are no agency staffs, employment agencies and immigration workers in the factory.

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

Details:

1. Management interview
2. Worker interview
3. Employment records
4. Appointment letter
5. Personal files

Any other comments: Nil

#### Non-compliance:

##### 1. Description of non-compliance:

- ☐ NC against ETI/Additional Elements ☐ NC against Local Law  
☐ NC against customer code: None Observed

**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:** Nil

**Local law or ETI requirement:** Not applicable

##### Objective evidence observed:

Not applicable



<b>Comments:</b> Not applicable	
---------------------------------	--

Good Examples observed:	
Description of Good Example (GE): Nil	<b>Objective evidence observed:</b>  Not applicable



## 10 B Environment 2-pillar

### 10. Other issue areas 10B2: Environment 2-Pillar

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

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

#### Current systems:

1. Factory has waste management policy regarding solid as well as hard waste.
2. Factory surrounding environment found acceptable.
3. Facility appointed Mr. Rahel Sardar Dipu – Deputy General Manager (Admin, HR & Compliance) to looking after Environmental issue.

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

Details:

1. Document review
2. Factory tour
3. Management interview

Any other comments: Nil

### Non-compliance:

#### 1. Description of non-compliance:

- ☐ NC against ETI/Additional Elements  
☐ NC against customer code

☐ NC against Local Law

None Observed

**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:



<b>Description of observation:</b> Nil <b>Local law or ETI requirement:</b> Not applicable <b>Comments:</b> Not applicable	<b>Objective evidence observed:</b>  Not applicable
--	---

Good Examples observed:	
<b>Description of Good Example (GE):</b> Nil	<b>Objective evidence observed:</b>  Not applicable

Other Findings Outside the Scope of the Code
None Observed

Community Benefits
<i>(Please list below any specific community benefits that the site management stated that they were involved in, for example, HIV programme, education, sports facilities)</i>
None Observed

## Appendix 1

<b>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."</b> <input checked="" type="checkbox"/> Not Applicable please x	
<b>NOTE:</b> The provisions of the ETI base Code constitute minimum and not maximum standards, and this code should not be used to prevent companies from exceeding these standards. Companies applying the ETI Base Code are expected to comply with national and other applicable law and, where the provisions of law and the ETI Base Code address the same subject, to apply that provision which affords the greater protection.	<b>Instruction to Audit Company:</b> fill in the relevant clauses from the Customer Supplier Code - where applicable.  Not Applicable.
ETI Code / Additional Elements	Customer's Supplier Code equivalent
0.A. Universal Rights covering UNGP	0.A. Universal Rights covering UNGP
0.A. Guidance for Observations	Not Applicable.



<p>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.</p> <p>0.A.2 Businesses should have a designated person responsible for implementing standards concerning Human rights</p> <p>0.A.3 Businesses shall identify their stakeholders and salient issues.</p> <p>0.A.4 Businesses shall measure their direct, indirect, and potential impacts on stakeholders (rights holders) human rights.</p> <p>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.</p> <p>0.A.6 <i>Businesses shall have a transparent system in place for confidentially reporting, and dealing with human rights impacts without fear of reprisals towards the reporter.</i></p>	
<b>0.B. Management Systems &amp; Code Implementation</b>	<b>0.B. Management Systems &amp; Code Implementation</b>
<p>0.1 Suppliers are expected to implement and maintain systems for delivering compliance to this Code.</p> <p>0.2 Suppliers shall appoint a senior member of management who shall be responsible for compliance with the Code.</p> <p>0.3 Suppliers are expected to communicate this Code to all employees.</p> <p>0.4 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>	Not Applicable.
<b>ETI 1. Forced Labour</b>	<b>ETI 1. Forced Labour</b>
<p>1.1 There is no forced, bonded or involuntary prison labour.</p> <p>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.</p>	Not Applicable.
<b>ETI 2. Freedom of association and the right to collective bargaining are respected</b>	<b>ETI 2. Freedom of association and the right to collective bargaining are respected</b>
<p>2.1 Workers, without distinction, have the right to join or form trade unions of their own choosing and to bargain collectively.</p> <p>2.2 The employer adopts an open attitude towards the activities of trade unions and their organisational activities.</p>	Not Applicable.



<p>2.3 Workers' representatives are not discriminated against and have access to carry out their representative functions in the workplace.</p> <p>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.</p>	
<b>ETI 3. Working conditions are safe and hygienic</b>	<b>ETI 3. Working conditions are safe and hygienic</b>
<p>3.1 A safe and hygienic working environment shall be provided, bearing in mind the prevailing knowledge of the industry and of any specific hazards. Adequate steps shall be taken to prevent accidents and injury to health arising out of, associated with, or occurring in the course of work, by minimising, so far as is reasonably practicable, the causes of hazards inherent in the working environment.</p> <p>3.2 Workers shall receive regular and recorded Health &amp; Safety training, and such training shall be repeated for new or reassigned workers.</p> <p>3.3 Access to clean toilet facilities and to potable water, and, if appropriate, sanitary facilities for food storage shall be provided.</p> <p>3.4 Accommodation, where provided, shall be clean, safe, and meet the basic needs of the workers.</p> <p>3.5 The company observing the code shall assign responsibility for Health &amp; Safety to a senior management representative.</p>	Not Applicable.
<b>ETI 4. Child labour shall not be used</b>	<b>ETI 4. Child labour shall not be used</b>
<p>4.1 There shall be no new recruitment of child labour.</p> <p>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.</p> <p>4.3 Children and young persons under 18 shall not be employed at night or in hazardous conditions.</p> <p>4.4 These policies and procedures shall conform to the provisions of the relevant ILO Standards.</p>	Not Applicable.
<b>ETI 5. Living wages are paid</b>	<b>ETI 5. Living wages are paid</b>
<p>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.</p>	Not Applicable.



<p>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.</p> <p>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.</p>	
<b>ETI 6. Working Hours are not excessive</b>	<b>ETI 6. Working Hours are not excessive</b>
<p>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.</p> <p>6.2 Working hours, excluding overtime, shall be defined by contract, and shall not exceed 48 hours per week.</p> <p>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.</p> <p>6.4 The total hours worked in any 7 day period shall not exceed 60 hours, except where covered by clause 6.5 below.</p> <p>6.5 Working hours may exceed 60 hours in any 7 day period only in exceptional circumstances where <b><u>all</u></b> of the following are met:</p> <ul style="list-style-type: none"> <li>– this is allowed by national law;</li> <li>– this is allowed by a collective agreement freely negotiated with a workers' organisation representing a significant portion of the workforce;</li> <li>– appropriate safeguards are taken to protect the workers' health and safety; and</li> <li>– The employer can demonstrate that exceptional circumstances apply such as unexpected production peaks, accidents or emergencies.</li> </ul>	<p>Not Applicable.</p>





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.	
<b>ETI 7. No discrimination is practised</b>	<b>ETI 7. No discrimination is practised</b>
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.	Not Applicable.
<b>ETI 8. Regular employment is provided</b>	<b>ETI 8. Regular employment is provided</b>
<p>8.1 To every extent possible work performed must be on the basis of recognised employment relationship established through national law and practice.</p> <p>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.</p> <p><b>Additional Elements: Responsible Recruitment</b></p> <p>8.3 Suppliers have full understanding of the entire recruitment process and assess all labour recruiters and intermediaries against legal and/or ethical requirements.</p> <p>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.</p> <p>8.5 Employment agencies must only supply workers registered with them.</p> <p>8.6 Workers pay no recruitment fee at any stage of the recruitment process.</p> <p>8.7 Worker contracts accurately reflect the agreed payment and terms in the recruitment process and are understood and signed by workers.</p>	Not Applicable.
<b>8A: Sub-Contracting and Homeworking</b>	<b>8A: Sub-Contracting and Homeworking</b>
8A.1 There should be no sub-contracting unless previously agreed with the main client.	Not Applicable.



8A.2 Systems and processes should be in place to manage sub-contracting, homeworking and external processing.	
<b>ETI 9. No harsh or inhumane treatment is allowed</b>	<b>ETI 9. No harsh or inhumane treatment is allowed</b>
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	Not Applicable.
<b>10. Other Issue areas: 10A: Entitlement to Work and Immigration</b>	Not Applicable.
<b>Additional Elements</b> 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.	Not Applicable.
<b>10. Other issue areas 10B2: Environment 2-Pillar</b>	Not Applicable.
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. <i>Note for auditors and readers, This is not a full environmental assessment but a check on basic systems and management approach.</i>	Not Applicable.

<b>SMETA Extra Sections for 4 Pillar Audit:</b>	<b>SMETA Extra Sections for 4 Pillar Audit:</b>
<b>Environment Section</b>	<b>Environment Section</b>
<b>B.4. Compliance Requirements</b> 10B4.1 Businesses as a minimum must meet the requirements of local and national laws related to environmental standards. 10B4.2 Where it is a legal requirement, businesses must be able to demonstrate that they have the relevant valid permits including for use and disposal of resources e.g. water, waste etc. 10B4.3 Businesses shall be aware of their end client's environmental standards/code requirements 10B4.4 Suppliers should have an environmental policy, covering their environmental impact, which is communicated to all appropriate parties, including its own suppliers.	Not Applicable.



<p>10B4.5 Suppliers shall be aware of the significant environmental impact of their site and its processes.</p> <p>10B4.6 The site should measure its impacts, including continuous recording and regular reviews of use and discharge of natural resources e.g. energy use, water use (see 4-pillar audit report and audit checks for details).</p> <p>10B4.7 Businesses shall make continuous improvements in their environmental performance.</p> <p>10B4.8 Businesses shall have available for review any environmental certifications or any environmental management systems documentation</p> <p>10B4.9 Businesses should have a nominated individual responsible for co-ordinating the site's efforts to improve environmental performance.</p> <p><b>B4. Guidance for Observations</b></p> <p>10B4.10 Suppliers should have completed the appropriate section of the SAQ and made it available to the auditor.</p> <p>10B4.11 Has the site recently been subject to (or pending) any fines/prosecutions for noncompliance to environmental regulations.</p>	
<b>Business Practices Section</b>	
<p><b>10C. Compliance Requirements</b></p> <p>10C.1 Businesses shall conduct their business ethically without bribery, corruption, or any type of fraudulent Business Practice.</p> <p>10C.2 Businesses as a minimum must meet the requirements of local and national laws related to bribery, corruption, or any type of fraudulent Business Practices.</p> <p>10C.3 Where it is a legal requirement, businesses must be able to demonstrate that they comply with all fiscal legislative requirements.</p> <p>10C.4 Businesses shall have access to a transparent system in place for confidentially reporting, and dealing with unethical Business Ethics without fear of reprisals towards the reporter.</p> <p>10C.5 Businesses should have a Business Ethics policy, covering bribery, corruption, or any type of fraudulent Business Practice,</p> <p>10C.6 Businesses should have a designated person responsible for implementing standards concerning Business Ethics</p> <p>10C.7 Suppliers should ensure that the staff whose job roles carry a higher level of risk in the area of ethical Business Practice e.g. sales, purchasing, logistics are trained on what action to take in the event of an issue arising in their area.</p> <p><b>10C. Guidance for Observations</b></p>	<p>Not Applicable.</p>




<p>10C.8 Businesses should communicate their Business Ethics policy, covering bribery, corruption, or any type of fraudulent Business Practice to all appropriate parties, including its own suppliers.</p> <p>10C.9 Has the site recently been subject to (or pending) any fines/prosecutions for non-compliance to Business Ethics regulations. If so is there evidence that sustainable corrective actions have been implemented.</p>	
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## Photo Form:

### Best practice:

Void	Void	Void
Nil	Nil	Nil

## Non-Compliance Photo:

		
<p><b>Non-conformity picture no. 1:</b> Over lock machine operators were not using face mask.</p>	<p><b>Non-conformity picture no. 2:</b> Workers of pressing section was working in front of exhaust fan without using face mask.</p>	<p><b>Non-conformity picture no. 3:</b> No rubber mat found in snap button machine area.</p>

















		
<p><b>Non-conformity picture no. 4:</b> Needle guard of sewing machines was missing.</p>	<p><b>Non-conformity picture no. 5:</b> Eye safety guard of overlock machine found displaced.</p>	<p><b>Non-conformity 06:</b> Aisles was found partially blocked by semi-finished goods at sewing section.</p>

## General facility tour photos:

		
<p>Factory Building</p>	<p>Main gate of the factory</p>	<p>Name of the Facility</p>
		
<p>Staircase</p>	<p>Security check point</p>	<p>Sample section</p>



		
Cutting section	Sewing section	Quality check area
		
Finishing section	Pressing section	Packing section
		
Finished goods store	Empty carton store	Fabrics store
		
Accessories store	Maintenance room	Spot removing room





		
Eye wash station	Roof top	Fire Alarm switch
		
Audible & Visual fire alarm	Emergency light	Evacuation plan posted
		
Fire fighting equipment	Smoke detector	Gong bell
		
Fire extinguisher	Water hose reel	Fog light





		
Illuminated exit sign	Public Addressing system	Fire control panel board
		
Fire hose reel demonstration	DB Board	Fire equipment checklist
		
Workers' dining area	Canteen	Exhaust fan
		
First aid box with first aider	Drinking water facility	Worker's ID card



		
Toilet area	Suggestion box	Medical room
		
Child care room	Wastage store	Risk assessment poster
		
Compressor	Boiler area	Generator

.....End of Photo.....





For more information visit: [Sedexglobal.com](http://Sedexglobal.com)

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:](#)**

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