

Sedex Members Ethical Trade Audit (SMETA) Report

Version 5.0 Dec 2014, 2/4 Pillar Audit; replaces version 4.0 May 2012

Supplier name:	Keya Knit Composite Ltd.	
Site country:	Bangladesh	
Site name:	Keya Knit Composite Ltd.	
Parent Company name (of the site):	Keya Group	
SMETA Audit Type:	<input checked="" type="checkbox"/> 2-Pillar	<input type="checkbox"/> 4-Pillar
Date of Audit	14 th & 15 th March, 2015	

Audit Content:

- (1) A SMETA audit was conducted which included some or all of Labour Standards, Health and Safety, Environment and Business ethics. The SMETA Best Practice Guidance Version 5 December 2015 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
 - Management systems and code implementation,
 - 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 new ETI Working Hours Clause
 - Now integrated into this latest SMETA version.

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.





Audit Company Name: ALGI Bangladesh	Report Owner (payee): Keya Knit Composite Ltd. <i>(If paid for by the customer of the site please remove for Sedex upload)</i>
Sedex Company Reference: <i>(only available on Sedex System)</i>	S: Not Provided
Sedex Site Reference: <i>(only available on Sedex System)</i>	P: Not Provided

Audit Conducted By			
Commercial	<input checked="" type="checkbox"/>	Purchaser	<input type="checkbox"/>
NGO	<input type="checkbox"/>	Retailer	<input type="checkbox"/>
Trade Union	<input type="checkbox"/>	Brand Owner	<input type="checkbox"/>
Multi-stakeholder	<input type="checkbox"/>	Combined Audit (select all that apply)	

Auditor Reference Number: <i>(If applicable)</i>	
---	--

SMETA Declaration

I declare that the audit underpinning the following report was conducted in accordance with SMETA Best Practice Guidance and SMETA Measurement Criteria.

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

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

Lead auditor: Md Ataur Rahman

Team auditors: Mohammad Shanjid Rahman Shaheen

Interviewers: Not applicable

Date: 14th & 15th March, 2015

Non-Compliance Table

Issue (please click on the issue title to go direct to the appropriate audit results by clause)		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*:		
		ETI Base Code	Local Law	Additional Elements (i.e. not part of ETI code)	NC	Obs	GE
0	Management systems and code implementation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
1	Employment Freely Chosen	<input type="checkbox"/>	<input type="checkbox"/>				
2	Freedom of Association	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		01		
3	Safety and Hygienic Conditions	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		06		
4	Child Labour	<input type="checkbox"/>	<input type="checkbox"/>				
5	Wages and Benefits	<input type="checkbox"/>	<input type="checkbox"/>				
6	Working Hours	<input type="checkbox"/>	<input type="checkbox"/>				
7	Discrimination	<input type="checkbox"/>	<input type="checkbox"/>				
8	Regular Employment	<input type="checkbox"/>	<input type="checkbox"/>				
8A	Sub-Contracting and Home working		<input type="checkbox"/>	<input type="checkbox"/>			
9	Harsh or Inhumane Treatment	<input type="checkbox"/>	<input type="checkbox"/>				
10A	Entitlement to Work		<input type="checkbox"/>	<input type="checkbox"/>			
10B2	Environment 2-Pillar		<input type="checkbox"/>	<input type="checkbox"/>			
10B4	Environment 4-Pillar		<input type="checkbox"/>	<input type="checkbox"/>			
10C	Business Ethics		<input type="checkbox"/>	<input type="checkbox"/>			

*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.

Summary of Findings

Summary of main findings: (positive and negative)
(Please give a short summary of the main findings per clause)

Audit Process:

This periodic audit is conducted by ALGI Bangladesh. Two auditors assessed / verified the factory's operations against the ETI Base Code and local legislations on a sampling basis in two days.

Overview of opening meeting, factory management responses:

At 10:30 am, auditors entered the facility and had an opening meeting with the factory management according to the SMETA Guideline and ALGI SOP. The facility management Mr. Md. R A Shohel, Deputy General Manager along with his team was present in the meeting. They stated that they would be co-operative with this audit.

62 attendance records and payroll records from February 2015, 62 attendance records and payroll records from September 2014 (randomly selected month) and 62 attendance records and payroll records from April 2014 (randomly selected month) were reviewed in this audit. 62 workers were interviewed where 31 were male and rest of 31 were female.

Summary of Findings (positive and negative) :

1. The members of participation committee were found selected by the management instead of election among workers.
2. The fire licence of the facility was found in old format where area of coverage was not mentioned. Noted that the facility has already applied for the new fire licence.
3. The dining capacity of this facility was not covering 30% of total workers. 800 workers were able to have food in the dining area at a time instead of 1530 workers where 5100 workers were found working in general shift time.
4. The sack of salt were found stacked in excessive height approx. 10 feet or above at chemical store in ground floor.
5. No temperature test report was found for the different sections of the production area.
6. No smoke detectors were found in finished goods shed and chemical shed.
7. Facility has only one welfare officer instead of 04 as facility has 6,000 or more workers.

Best Practices Observed:

- 1) The facility provides attendance bonus, two festival bonuses and encashed earn leave in every year to all the employees.
- 2) The facility recruits physically disable people as workers, mainly deaf.
- 3) Facility has a reserve fire & safety team for 24 hours.

Audit Details

Audit Details			
A: Report #:	17154		
B: Time in and time out (SMETA Best Practice Guidance and Measurement Criteria recommends 9.00–17.00 hrs. if any different please state why in the SMETA declaration)	Day 1 Time in: 10:30 Day 1 Time out: 19:13	Day 2 Time in: 10:02 Day 2 Time out: 19:05	
C: Number of Auditor Days Used: (number of auditor x number of days)	02 Auditors at day 01 & 02 Auditors at day 02		
D: 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		
E: Was the audit announced? (AAG recommends a window of three weeks for semi-announced, this gives optimum results)	<input type="checkbox"/> Announced <input checked="" type="checkbox"/> Semi – announced: Window detail: 04 weeks <input type="checkbox"/> Unannounced		
F: Was the Sedex SAQ available for review?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
If No , why not? (Examples would be, site has not completed SAQ, site has not been asked to complete the SAQ.)	N/A		
G: Any conflicting information SAQ/Pre-Audit Info to Audit findings?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes , please capture detail in appropriate audit by clause		
H: Auditor name(s) and role(s):	Md Ataur Rahman (Lead Auditor), Mohammad Shanjid Rahman Shaheen (Auditor)		
I: Report written by:	Md Ataur Rahman		
J: Report reviewed by:	Rasel Parves		
K: Report issue date:	19 th March, 2015		
L: Supplier name:	Keya Knit Composite Ltd.		

M: Site name:	Keya Knit Composite Ltd.
N: Site country:	Bangladesh
O: Site contact and job title:	Mr. Md. R A Shohel, Deputy General Manager
P: Site address: (Please include full address)	Jorun, Konabari, P.S. Gazipur Sadar, Dist- Gazipur, Bangladesh
Site phone:	+880 (2) 9297779, +880-1713-454351
Site fax:	+880 (2) 9297778
Site e-mail:	sohel@keya-bd.com
Q: Applicable business and other legally required licence numbers: for example, business license no, and liability insurance	<u>Factory Licence No-</u> 13030/Gazipur, Valid Up to 31 st December, 2015. <u>Trade License No-</u> 01412/112/2014-15, Valid Up to 30 th June, 2015.
R: Products/Activities at site, for example, garment manufacture, electricals, toys, grower	Knit Composite
S: Audit results reviewed with site management?	Yes
T: Who signed and agreed CAPR (Name and job title)	Mr. Md. R A Shohel, Deputy General Manager
U: Did the person who signed the CAPR have authority to implement changes?	Yes
V: Present at closing meeting (Please state name and position, including any workers/union reps/worker reps):	Mr. Md. R A Shohel, Deputy General Manager Mr. Golam Kibria- DGM (Utility) Mr. Md. Kazim Uddin, DGM (Admin) Ms. Pinkey Roy, Officer (HR & Compliance) Ms. Nasrin Akter, Asst. Welfare Officer, Mr. Md. Abdul Jalil, Sr. Officer (HR & Admin) Mahmuda Easmin, Officer (HR & Compliance) Mr. Mamunur Rashid, Asst. Officer (HR & Compliance) Mr. Imran Hossain, Cutter man, WPC - Member
W: What form of worker representation / union is there on site?	<input type="checkbox"/> Union (name) <input type="checkbox"/> Worker Committee <input checked="" type="checkbox"/> Other (Workers Participation Committee) <input type="checkbox"/> None
X: Are any workers covered by Collective Bargaining Agreement (CBA)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Y: Previous audit date:	20 th March, 2014

Z: Previous audit type:	N/A	SMETA 2-pillar	SMETA 4-pillar	Other
	Full Initial	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Periodic	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Full Follow-Up Audit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Partial Follow-Up	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Partial Other*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	*If other, please define: Not Applicable			

Audit Scope/Actual Results

Criteria	Local Law (Please state legal requirement)	Actual at the Site (Record site results against the law)	Is this part of a Collective Bargaining Agreement?
A: Standard/Contracted work hours: (Maximum legal and actual required working hours excluding overtime, please state if possible per day, week and month)	Legal maximum: 08 hours / Day & 48 hours / Week	08 hours / Day & 48 hours / Week	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
B: Legal Overtime hours: (Maximum legal and actual overtime hours, please state if possible per day, week and month)	Legal maximum: Not exceed 02 hours / Day & 12 hours / Week	02 hours / Day & 12 hours / Week	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
C: Legal age of employment: (Minimum legal and actual minimum age at site)	Legal minimum: Above 18 years	19 years	N/A
D: Legal minimum wage for standard/contracted hours: (Minimum legal and actual minimum wage at site, please state if possible per hr, day, week and month)	Legal minimum: BDT 5300 /month for garments division & BDT 3460 /month for cotton & textile division	BDT 5300 /month for garments division & BDT 3460 /month for cotton & textile division	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
E: Legal minimum overtime wage: (Minimum legal and actual minimum overtime wage at site, please state if possible per hr, day, week and month)	Legal minimum: BDT 28.85 / Per hour for garments division & BDT 20.67/month for cotton & textile division	BDT 28.85 / Per hour for garments division & BDT 20.67/month for cotton & textile division	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Audit Scope (Please select the code and additional requirements that were audited against during this audit)	
2-Pillar Audit	<input checked="" type="checkbox"/>
10B4: Environment 4-Pillar	<input type="checkbox"/>
10C: Business Ethics	<input type="checkbox"/>
All groups of workers are included in the scope of this audit such as; Direct employees, Casual and agency workers, Workers employed by service providers such as security and catering staff as well as workers supplied by other contractors.	<input checked="" type="checkbox"/>

Note: The main 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.

Audit Overview

Audit Overview			
	Management	Worker Representatives	
Audit attendance	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)	N/A		
E: If Union Representatives were not present please explain reasons why: (only complete if no union reps present)	No union has been formed by the workers of the factory. As per the documents the workers are free to form union but workers did not do so.		
F: Site description: (Include size, location and age of site. Also include structure and number of buildings)	<p>Keya Knit Composite Ltd. Is located at Jorun, Konabari, P.S. Gazipur Sadar, Dist- Gazipur, Bangladesh. Total land area occupied by this factory is 936,000 square feet where production area is about 584,280 square feet and warehouse area is about 213,000 square feet. The factory started its operation at the existing location in 2007.</p> <p>The facility comprises of two buildings and 06 sheds. Buildings & sheds description are given below:</p> <p><u>Building no. 1 (One storied building)</u> Ground floor is occupied by medical room and childcare room. Roof top 100% free.</p> <p><u>Building no. 2 (One storied building)</u> Ground floor is occupied by Generator room Roof top is occupied by engine cooling system & 50% free.</p>		

	<p><u>Shed no 01. (Production shed):</u> Basement is occupied by grey fabric store, yarn store, finished goods area and finished fabrics store. Ground floor is occupied by knitting section, dyeing section, cutting section, sewing section and finishing section Mezzanine floor is occupied by office, fabric store and accessories store. 1st floor is occupied by office and staff dining area.</p> <p><u>Shed no. 02:</u> is occupied by prayer room and dining for knitting and dyeing sections, workshop, WTP, boiler, chemical store and yarn store</p> <p><u>Shed no. 03:</u> is occupied by finished goods area.</p> <p><u>Shed no. 04:</u> is occupied by wastage area</p> <p><u>Shed 05:</u> is occupied by compressor room.</p> <p><u>Shed 06:</u> is occupied by male and female workers separated prayer rooms and dining areas.</p> <p>ETP is in an open area with a small chemical store and office.</p> <p>Rooftop: 100% free</p> <p>Currently 6218 employees are working in this factory. Among them 141 are non-production employees and 6,077 are production employees. Out of 6,218 employees, 3,166 are female and 3,052 are male.</p> <p>Employees work for 6 days (Saturday to Thursday) a week. Factory runs in one general shift from 8:00 am to 5:00 pm for Garments division with 1 hour lunch breaks from 01.00 pm to 02.00 pm and for dyeing, knitting and security sections, facility has three shifts. Shift A: 6:00 am to 02:00 pm, shift B: 2:00 pm to 10:00 pm and shift C: 10:00 pm to 6:00 am. Employees and workers wages are calculated and paid on monthly rated basis.</p>
G: Site function:	<div> <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 </div>

	<input type="checkbox"/> Sub-Contractor																																																																																													
H: Month(s) of peak season: (if applicable)	Same round the year																																																																																													
I: Process overview: (Include products being produced, main operations, number of production lines, main equipment used)																																																																																														
<p>Main products manufactured by the factory: Knit items</p> <p>Facility's production capacity: 8,000,000 pieces per month for garments unit and 1500 metric tons for dyeing section.</p> <p>Main production processes: Knitting, dyeing, cutting, sewing, ironing, and finishing, packing and final product.</p> <p style="text-align: center;"><u>Machine List of Keya Knit Composite Ltd.</u></p> <table border="1"> <thead> <tr> <th>Sl. No.</th> <th>Name of Machine</th> <th>Quantity</th> </tr> </thead> <tbody> <tr><td>01</td><td>S/J lacost, pique, drop needle and strip fabric</td><td>299</td></tr> <tr><td>02</td><td>Flat knit normal design collar & cuff</td><td>14</td></tr> <tr><td>03</td><td>Vertical winch</td><td>33</td></tr> <tr><td>04</td><td>Sample winch</td><td>08</td></tr> <tr><td>05</td><td>Squeezer</td><td>09</td></tr> <tr><td>06</td><td>Dryer</td><td>07</td></tr> <tr><td>07</td><td>Tube-tex</td><td>09</td></tr> <tr><td>08</td><td>Stenter (Slitting)</td><td>01</td></tr> <tr><td>09</td><td>Slitting</td><td>01</td></tr> <tr><td>10</td><td>Boiler</td><td>06</td></tr> <tr><td>11</td><td>Lab machine</td><td>05</td></tr> <tr><td>12</td><td>Light box</td><td>04</td></tr> <tr><td>13</td><td>PH meter</td><td>04</td></tr> <tr><td>14</td><td>Crock master</td><td>02</td></tr> <tr><td>15</td><td>Wast fastness</td><td>01</td></tr> <tr><td>16</td><td>Washing</td><td>02</td></tr> <tr><td>17</td><td>Tumbler Dryer</td><td>02</td></tr> <tr><td>18</td><td>Data color</td><td>04</td></tr> <tr><td>19</td><td>Woven</td><td>04</td></tr> <tr><td>20</td><td>True brust</td><td>01</td></tr> <tr><td>21</td><td>Random tumble</td><td>02</td></tr> <tr><td>22</td><td>Therma plate</td><td>01</td></tr> <tr><td>24</td><td>Perspirometer</td><td>01</td></tr> <tr><td>25</td><td>Orbitor pilling & snagging tester</td><td>01</td></tr> <tr><td>26</td><td>Pilling assessment viewr</td><td>01</td></tr> <tr><td>27</td><td>WTP-01, WTP-02, WTP-03, WTP-04, WTP-05, WTP-06</td><td>06</td></tr> <tr><td>28</td><td>ETP-01</td><td>01</td></tr> <tr><td>29</td><td>Plain machine</td><td>684</td></tr> <tr><td>30</td><td>Flat lock</td><td>291</td></tr> <tr><td>31</td><td>Flat lock cylinder bed</td><td>254</td></tr> </tbody> </table>		Sl. No.	Name of Machine	Quantity	01	S/J lacost, pique, drop needle and strip fabric	299	02	Flat knit normal design collar & cuff	14	03	Vertical winch	33	04	Sample winch	08	05	Squeezer	09	06	Dryer	07	07	Tube-tex	09	08	Stenter (Slitting)	01	09	Slitting	01	10	Boiler	06	11	Lab machine	05	12	Light box	04	13	PH meter	04	14	Crock master	02	15	Wast fastness	01	16	Washing	02	17	Tumbler Dryer	02	18	Data color	04	19	Woven	04	20	True brust	01	21	Random tumble	02	22	Therma plate	01	24	Perspirometer	01	25	Orbitor pilling & snagging tester	01	26	Pilling assessment viewr	01	27	WTP-01, WTP-02, WTP-03, WTP-04, WTP-05, WTP-06	06	28	ETP-01	01	29	Plain machine	684	30	Flat lock	291	31	Flat lock cylinder bed	254
Sl. No.	Name of Machine	Quantity																																																																																												
01	S/J lacost, pique, drop needle and strip fabric	299																																																																																												
02	Flat knit normal design collar & cuff	14																																																																																												
03	Vertical winch	33																																																																																												
04	Sample winch	08																																																																																												
05	Squeezer	09																																																																																												
06	Dryer	07																																																																																												
07	Tube-tex	09																																																																																												
08	Stenter (Slitting)	01																																																																																												
09	Slitting	01																																																																																												
10	Boiler	06																																																																																												
11	Lab machine	05																																																																																												
12	Light box	04																																																																																												
13	PH meter	04																																																																																												
14	Crock master	02																																																																																												
15	Wast fastness	01																																																																																												
16	Washing	02																																																																																												
17	Tumbler Dryer	02																																																																																												
18	Data color	04																																																																																												
19	Woven	04																																																																																												
20	True brust	01																																																																																												
21	Random tumble	02																																																																																												
22	Therma plate	01																																																																																												
24	Perspirometer	01																																																																																												
25	Orbitor pilling & snagging tester	01																																																																																												
26	Pilling assessment viewr	01																																																																																												
27	WTP-01, WTP-02, WTP-03, WTP-04, WTP-05, WTP-06	06																																																																																												
28	ETP-01	01																																																																																												
29	Plain machine	684																																																																																												
30	Flat lock	291																																																																																												
31	Flat lock cylinder bed	254																																																																																												

32	Over lock	1042
33	Others	974
Total		3674

Chemical Used: Acetic acid,alkafix r,bactozsol ap /arl liq/bactosol sap liq,cationic softener flakes s-330,caustic soda,chemdye a-3508(eganal ps liquid),decolourant of colour removal,den raw nbp-(20%),eskey white 4bk,euro stabilizer sifa,eurolube lf conc,farbenzyme bp conc,forsoftereco css flakes (softening agent),fortex 2ud (sequestering agent),hydrogen-per-oxide-35% / 50%,jinde foam sf (antifoaming agent),lamegal tl/5,lubricour bd,matfix vnfa liquid,matsoft das emulsion,neutracid nvm 200%,oxinol a11(34021100-dbc),polyelectrolyte,rewin acp-200%,sandopur sp/rsk liq/landipur sp/ladipur r3cn,sequestrant 2ux (p),silicon softener(cefsoft-me/tubingal smf),soda (ash),sodium chloride,sodium sulphate anhydrous,sodium sulphide-60%,soulbio fc,soulbio fd,sulphuric acid of concerntration 94-98%, Tubingal-smf,tuboblanc ha-pd,indosol black nf-1200,anafix golden yellow me-rl,anafix orange he-2r,anafix red me6bl/ he5b,drimaren black cl-s p,drimarene blue cl-2r-l,dychufix black bh/c,dychufix black fwn,dychufix golden yellow sgb,dychufix red 3b-xf,dychufix yellow 3r-xf,dyrunil black eco 300%,dyrunil yellow c-4g 200%,novacron scarlet fn-6g,novacron yellow fn-2r,reactive red 2bxf,reactive turequise blue-g,,reactobond yellow 4gl,remazol blue r (sp),remazol blue rr gran,remazol red rr gran,remazol yellow rr,solacion orange hern,solacion yellow he-4g,sulpher black br,sumifix supra blue brf 150%,sumifix supra blue e-xf,sumifix supra red exf,sumifix supra yellow exf,sumikron blue se-rpd,sumikron red-se-rpd,sumikron yellow-se-rpd,synozol turq blue, machine oil & diesel & thinner.

J: Attitude of workers:

(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

22 employees were selected for individual interview and 40 employees in 10 (10X4) groups were selected for group interviews. All the interviewees were favourable with the management and factory environment. No negative information was raised.

K: Attitude of workers committee/union reps:

(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

The workers representatives were found cooperative and positive throughout the audit.

L: Attitude of managers:

(Include attitude to audit, and audit process. Both positive and negative information should be included)

The factory management was found cooperative throughout the audit.

Key Information

Key Information (click on the key information title to go to appropriate section of the report)		
A: Do all workers (including migrant workers) have contracts of employment/employment agreements? (Go to clause 8 – Regular Employment)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No No migrant workers in the facility	
B: Are maximum standard/contracted working hours clearly defined in contract/employment agreements? (Go to clause 8 – Regular Employment)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
C: Were appropriate records available to verify hours of work and wages? (Go to clause 5 – Living Wage)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
D: Were any inconsistencies found? (if yes describe nature) (Go to Wages Table)	<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	
E: For the lowest paid production workers, are wages paid for standard/contracted hours (excluding overtime) below or above the legal minimum? (Go to clause 5 – Living Wage)	Wages found: <input type="checkbox"/> Below legal min <input checked="" type="checkbox"/> Meet <input checked="" type="checkbox"/> Above	Please indicate the breakdown of workforce according to earnings: ____% of workforce earning under min wage __10__% of workforce earning min wage __90__% of workforce earning above min wage
F: % of piece rate workers: (if applicable)	0%	
G: Do the standard/contracted hours stated in a contract/employment agreement exceed the law or 48 hours per week? (Go to clause 6 – Working hours)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
H: If yes, what are the standard/contracted hours per week as stated in the contract/employment agreement? (Go to clause 6 – Working hours)	_N/A_ hrs/week	Approx. ____% of ALL workers on these contacted hours
I: Combined hours (standard/contracted plus overtime = total hours) over 60 per week found? (Go to Working Hours Analysis)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
J: Are workers provided with 1 day off in every 7-day-period, or 2 in 14-day-period (where the law allows)?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If 'No', please explain: Not applicable	

K: Are the correct legal overtime premiums paid? (Go to Wages Table)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
L: Please state what actual OT is paid. (As a percentage of the workers standard rate) (Go to Working Hours Analysis)	<i>Please give details of overtime premium as a % of standard wages:</i> <input type="checkbox"/> 0% <input type="checkbox"/> 1% – 115% <input type="checkbox"/> 116% – 124% <input type="checkbox"/> 125% – 199% <input checked="" type="checkbox"/> 200%+ Please give details: All workers are getting 200% of standard wage as overtime premium.
M: Is there any night production work at the site?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
N: % of workers living in site provided accommodation (if applicable):	None
O: Age of youngest worker found: (Go to clause 4 – Child labour)	19 years
P: Workers under 18 subject to hazardous work assignments? (Go to clause 3 – Health and Safety)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
% of under 18's at this site (of total workers)	Not applicable
Q: What form of worker representation/union is there on site? (Go to clause 2 – Freedom of Association)	<input type="checkbox"/> Union (name) <input type="checkbox"/> Worker Committee <input checked="" type="checkbox"/> Other (Worker Participant Committee) <input type="checkbox"/> None
R: Is it a legal requirement to have a union? (Go to clause 2 – Freedom of Association)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
S: Is It a legal requirement to have a workers committee? (Go to clause 2 – Freedom of Association)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
T: Is there any other form of effective worker/management communication channel? (Other than union/worker committee) (Go to clause 2 – Freedom of Association)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Describe: Not applicable
U: Are there any External Processes? (Go to clause 8A – Sub-contracting and Home working)	<input type="checkbox"/> Sub-Contracting <input type="checkbox"/> Home working <input type="checkbox"/> Other External Process <input checked="" type="checkbox"/> No external processes

Management Systems

Management Systems:	
A: Nationality of Management	Bangladeshi
B: Gender breakdown of Management + Supervisors <i>(Include as one combined group)</i>	Male: <u>80</u> % Female <u>20</u> %
C: Majority nationality of workers	Bangladeshi. No migrated workers were available in the facility.
D: Number of workers leaving in last 12 months as a % of average total number of workers on site over the year (annual worker turnover)	<u>5</u> %
E: Were accurate records shown at the first request?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
F: If No , why not?	Not applicable
G: In the last 12 months, has the site been subject to any fines/prosecutions for non-compliance to any regulations?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Please describe: Not applicable
H: Do policies and/or procedures exist that reduce the risk of forced labour, child labour, discrimination, harassment & abuse?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please describe: No records were found what showed any existence of forced labour, child labour, discrimination, harassment & abuse in the facility. But still the human resource department is conducting regular internal audit to identify any risk regarding the mentioned issues.
I: If Yes , is there evidence (an indication) of effective implementation? Please give details.	Internal audit, corrective action of internal & external audit findings, regular meeting, awareness training.
J: Have managers and workers received training in the standards for forced labour, child labour, discrimination, harassment & abuse?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please describe: Training documents. Human resource department is responsible to conduct these training periodically.
K: If Yes , is there evidence (an indication) that training has been effective e.g. training records etc.? Please give details	Related training documents review, management & workers interview.
L: Are there published, anonymous and/or open channels available for reporting any violations of Labour standards and H&S or any other grievances to a 3 rd party?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please describe: Grievance register, meeting minutes of workers participation committee are available for reviewing.

M: If Yes , are workers aware of these channels? Please give details.	Grievance boxes are kept in every toilet in a safety place and all boxes are checked once in a month and workers' participation committee is arranging workers' meeting regularly. If any complain comes, it gets entry in the grievance register and verified by the concern officer and all these registers are available for reviewing.
N: Have health and safety risks been identified e.g. through internal audits, formal risk analysis process, worker involvement etc.?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Please describe: Not applicable
O: If Yes , has effective action been taken to reduce or eliminate these risks?	Not applicable
P: Are accidents recorded?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please describe: All major & minor accidents were recorded in the accident register.
Q: Has the auditor made a simple calculation to compare capacity with workers' work load in order to identify possible unrecorded work hours?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please describe: Reviewing the Challan book, production record & packing list and other relevant documents
R: Does the site have all required land rights licenses and permissions (see <i>SMETA Measurement Criteria</i>)?	Facility runs operation by self owned buildings and sheds and building approval has been taken from concern department. Trade license has taken from Gazipur City Corporation, Gazipur.
S; Does the site have any internationally recognised system certifications e.g. ISO 9000, 14000, OHSAS 18000, SA8000 (or other social audits). <i>Please detail (Number and date).</i>	BSCI, WRAP & buyers CoC etc.
T: Is there a Human Resources manager/department? If Yes, please detail.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please describe: Facility has a human resource department which is responsible for monitoring and implementing local regulation and clients requirements.

Worker Analysis

Worker Analysis								
	Local			Migrant				Total
	Permanent	Temporary	Agency	Permanent	Temporary	Agency	Home workers	
Worker numbers – male	3052	0	0	0	0	0	0	3052
Worker numbers – female	3166	0	0	0	0	0	0	3166
Total	6218	0	0	0	0	0	0	6218
Number of Workers interviewed	62 (31 male and 31 female)	0	0	0	0	0	0	62

Contractors:

(Individuals supplying workers to site with the workers paid by contractors, not by site)

A: Any contractors on site?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
B: If Yes , how many workers supplied by contractors	Not applicable
C: Are all contractor workers paid according to law?	<input type="checkbox"/> Yes <input type="checkbox"/> No Not applicable
If Yes , Please give evidence for contractor workers being paid according to law:	Not applicable

Migrant Workers:

(Please see SMETA Best Practice Guidance and Measurement Criteria for definitions of migrant workers)

D: Originating Locations/Countries:	Not applicable
E: Type of work undertaken by migrant workers :	Not applicable
F: Were migrant workers recruited through an agency?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

If yes, please give details.	Please describe: Not applicable
If Yes , is there a contract with the agency? Provide details of agencies and contractual arrangements including any fees lodged during the recruitment process.	Not applicable
G: 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: Not applicable
H: Percentage of migrant workers in company provided accommodation:	Not applicable

Audit Results by Clause

0: Management systems and Code Implementation

0: Managements system and Code Implementation

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

- 0.1 Suppliers are expected to implement and maintain systems for delivering compliance to this Code.
 0.2 Suppliers shall appoint a senior member of management who shall be responsible for compliance with the Code.
 0.3 Suppliers are expected to communicate this Code to all employees.
 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.

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:

Documents checked & comments:

- Management interview
- Worker interview
- Policy and procedure
- List of responsible person for ensuring this code implementation
- Training Records
- Notice board
- Meeting Minutes

Description of Current Status:

- Through the management and workers' interview, factory implements and maintains systems for delivering compliance to this Code. Through the document review and management interview, it was found that Mr. Md. R A Shohel, Deputy General Manager, is responsible for compliance with the Code.
- The factory communicates this Code to all employees and to their suppliers by notice board, trainings and meetings.

Non-compliance:	
Description of non-compliance: None observed <input type="checkbox"/> NC against ETI <input type="checkbox"/> NC against Local Law Local law or ETI requirement: Not applicable Recommended corrective action: Not applicable	Objective evidence observed: Not applicable

Observation:	
Description of observation: None observed Local law or ETI requirement: Not applicable Comments: Not applicable	Objective evidence observed: Not applicable

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

1: Employment is freely Chosen

1: Employment is Freely Chosen

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

ETI

1.1 There is no forced, bonded or involuntary prison labour.

1.2 Workers are not required to lodge “deposits” or their identity papers with their employer and are free to leave their employer after reasonable notice.

Current Systems and Evidence Examined

To complete ‘current systems’ 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:

Documents checked & comments:

- Management interview
- Worker interview
- Local and national law
- Personal files
- Appointment letters
- ID card issue register
- Complain register
- Policies

Description of Current Status:

- Through the management and workers’ interview, the factory does not require to deposit or withhold employees’ ID cards.
- Workers are free to leave their employer after reasonable notice.
- The factory does not limit the employees’ freedom.

Non-compliance:

Description of non-compliance:

None observed

☐ NC against ETI ☐ NC against Local Law

Local law or ETI requirement:

Not applicable

Objective evidence

observed:

Not applicable

Recommended corrective action: Not applicable	
---	--

Observation:	
Description of observation: None observed Local law or ETI requirement: Not applicable Comments: Not applicable	Objective evidence observed: Not applicable

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

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:

Documents checked & comments:

- Management interview
- Worker interview
- Local and national law
- Meeting register
- Meeting minutes
- Formation of participation committee
- Posted pictures of participation committee's representatives
- Policies

Description of Current Status:

- Worker can raise their demand to the factory management through the workers' participation committee
- Workers' participation committee is functional in the work place.
- Workers are free to form the association as per law and are free to bargain.
- Workers are aware of their committee and their rights.
- Workers' representatives are familiar to all workers.

Non-compliance:

1. Description of non-compliance:

It was noted through documents review, management interview and workers interview that the members of participation committee were found selected by the management instead of election among workers.

☒ NC against ETI ☒ NC against Local Law

Local law or ETI requirement:

In accordance with Bangladesh Labour Law 2006, Section- 205 (6) & Amendment 2013
BLL- 2006

In an establishment where there is no trade union, representative of the workers in the Participation Committee of such establishment shall be nominated in the manner prescribed by rules from amongst the workers engaged in the establishment &

Amendment 2013 (Correction of BLL- 2006)

"Elected" shall be replaced instead of "nominated" mentioned in sub-section 06 of section 205 in the BLL- 2006.

Recommended corrective action:

It is agreed by the facility management that they would make worker's participation committee by election.

Corrective Action Time Frame: 180 days

Objective evidence

observed:

1. Documents review, management interview and workers interview

Observation:

Description of observation:

None observed

Local law or ETI requirement:

Not applicable

Comments:

Not applicable

Objective evidence

observed:

Not applicable

A: Name of union and union representative, if applicable:	Not Applicable. There was no union in the factory.	Is there evidence of free elections? <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A
B: If no union what is parallel means of consultation with workers e.g. worker committees?	Workers' Participation Committee.	Is there evidence of free elections? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A
C: Were worker representatives/union	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

representatives interviewed	If Yes , please state how many: 01	
D: State any evidence that union/workers committee is effective? <i>Specify date of last meeting; topics covered; how minutes were communicated etc.</i>	Register of meeting minutes and corrective actions and also workers interview.	
E: Are any workers covered by Collective Bargaining Agreement (CBA)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
F: If Yes what percentage by trade Union/worker representation	____% workers covered by Union CBA	____% workers covered by worker rep CBA
G: If Yes , does the Collective Bargaining Agreement (CBA) include rates of pay	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

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

3: Working Conditions are Safe and Hygienic

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:

Documents checked & comments:

- Management interview
- Worker interview
- Different kinds of licenses, certificates and test reports
- Local and national law
- Training register
- Fire drill record
- Accident & injury records
- Policies

Description of Current Status:

- The factory posted the evacuation plans on work floors.
- Drinkable water was available in workshops.
- Workers toilets were found clean and adequate as per requirement.
- Facility conduct fire drill on regular basis and adequate numbers of fire equipments were found on floors.
- Workers dining hall was found available for the workers to have their lunch.
- First aid boxes were found in workplace in different sections.

Non-compliance:	
<p>1. Description of non-compliance: It was noted through documents review and management interview that the fire licence of the facility was found in old format where area of coverage was not mentioned. Noted that the facility has already applied for the new fire licence.</p> <p><input checked="" type="checkbox"/> NC against ETI <input checked="" type="checkbox"/> NC against Local Law</p> <p>Local law and/or ETI requirement: <u>In accordance with Fire License</u> Provided that the fire license of the facility should have coverage of its entire premises.</p> <p>Recommended corrective action: It is agreed by the facility management that they would try to get the fire licence quickly.</p> <p>Corrective Action Time Frame: 180 days</p> <p>2. Description of non-compliance: It was noted during facility visit that the dining capacity of this facility was not covering 30% of total workers. 800 workers were able to have food in the dining area at a time instead of 1530 workers where 5100 workers were found working in general shift time.</p> <p><input checked="" type="checkbox"/> NC against ETI <input checked="" type="checkbox"/> NC against Local Law</p> <p>Local law and/or ETI requirement: <u>In accordance with Factory Rules 1979, Section- 58 (1)</u> The dining hall shall accommodate at least 30 percent of the workers working at a time</p> <p>Recommended corrective action: The facility management agreed that they would increase the sitting capacity in worker's dining hall for 1530 workers at a time.</p> <p>Corrective Action Time Frame: 180 days</p> <p>3. Description of non-compliance: It was noted during facility visit that the sacks of salt were found stacked in excessive height approx. 10 feet or above at chemical store in ground floor.</p> <p><input checked="" type="checkbox"/> NC against ETI <input checked="" type="checkbox"/> NC against Local Law</p>	<p>Objective evidence observed:</p> <ol style="list-style-type: none"> 1. Documents review and management interview 2. Facility visit 3. Facility visit (Non compliance picture 1) 4. Documents review 5. Facility visit 6. Documents review & management interview

Local law and/or ETI requirement

In accordance with Factory Rules 1979, Section-43

No materials or equipment shall be stacked or stored in such a manner as to cause risk of bodily injury.

Recommended corrective action:

It is agreed by the facility management that they would remove the sacks which were kept in excessive height.

Corrective Action Time Frame: 60 days

4. Description of non-compliance:

It was noted through documents review that no temperature test report was found for the different sections of the production area.

☒ NC against ETI ☐ NC against Local Law

Local law and/or ETI requirement:

In accordance with 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 agreed by the facility management that they would take initiative to do the temperature test quickly.

Corrective Action Time Frame: 60 days

5. Description of non-compliance:

It was noted during facility visit that no smoke detectors were found in finished goods shed and chemical shed.

☒ NC against ETI ☒ NC against Local Law

Local law and/or ETI requirement:

In accordance with Fire Service Ordinance, 1959, (E.P. Ord XVII of 1959), Fire Service Rules, 1961, Standard IX

Every factory should keep smoke detector with alarm system in all required area.

Recommended corrective action:

It is agreed by the facility management that they would make sure all areas are

covered with smoke detectors.

Corrective Action Time Frame: 60 days

6. Description of non-compliance:

It was noted through documents review and management interview that facility has only one welfare officer instead of 04 as facility has 6,000 or more workers.

☒ NC against ETI ☒ NC against Local Law

Local law and/or ETI requirement

In accordance with Factory Rules 1979, Section-93

In every factory where five hundred or more workers are ordinarily employed there shall be appointed at least one welfare officer, and when the number of workers exceed two thousand, one welfare officer shall be appointed for every two thousand workers or a fraction thereof.

Recommended corrective action:

It is agreed by the facility management that they would appoint three more designated welfare officers with in short period of time.

Corrective Action Time Frame: 60 days

Observation:	
Description of observation: None observed Local law or ETI requirement: Not applicable Comments: Not applicable	Objective evidence observed: Not applicable

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

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:

Documents checked & comments:

- Management interview
- Worker interview
- Personal files
- Age verification documents (i.e. national ID, birth certificate, age verification certificate)
- Local and national law
- Policies

Description of Current Status:

- The factory establishes a policy that will never employ and use any child labour under the age of 18 years old.
- The factory verifies all workers' original ID cards at the time of recruitment and keeps the photocopies of workers' ID cards in the personnel files.
- 62 employees' personal files were provided for review. Each employee file includes a bio-data sheet, a recent photo and the age documentation, which is in the form of photocopied national identification card. The card lists the employee's name, household address and the date of birth.
- No young looking worker was found during facility visit.

Non-compliance:	
Description of non-compliance: None observed <input type="checkbox"/> NC against ETI <input type="checkbox"/> NC against Local Law Local law or ETI requirement: Not applicable Recommended corrective action: Not applicable	Objective evidence observed: Not applicable

Observation:	
Description of observation: None observed Local law or ETI requirement: Not applicable Comments: Not applicable	Objective evidence observed: Not applicable

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

5: Living Wages are paid

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:

Documents checked & comments:

- Management interview
- Worker interview
- Local and national law
- 12 months time cards and wage sheets of sampled workers
- Sample pay slip
- Workers' personal files, maternity files and resigned workers' files
- Workers' contracts
- Leave register, maternity register
- Training records

Description of Current Status:

- Workers are getting their wages as per national legal standard and facility is providing wages within seven working days.

Non-compliance:

Description of non-compliance:

None observed

☐ NC against ETI ☐ NC against Local Law

Objective evidence

observed:

Not applicable

Local law or ETI requirement: Not applicable	
Recommended corrective action: Not applicable	

Observation:	
Description of observation: None observed Local law or ETI requirement: Not applicable Comments: Not applicable	Objective evidence observed: Not applicable

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

Wages analysis:

Wages analysis: (Click here to return to Key Information)	
A: 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 samples from February 2015 62 samples from September 2014 62 samples from April 2014
B: Are there different legal minimum wage grades? If Yes, please specify all.	<div style="display: flex; align-items: flex-start;"> <div style="margin-right: 10px;"> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No </div> <div> If Yes, please give details: The Government announced the new pay structure on 5th December, 2013 for the workers of the Fashions Industries. The Gazette Notification has been published on 5th December, 2013 for the implementation of the new pay structure. There are two separate pay structures; one for the garment workers and another for the employees. </div> </div>

1. For the workers:

Grades	Monthly basic wage	House rent 40% of the basic	Medical allowance	Conveyance	Food	Gross monthly wage
Grade 1	Tk. 8500	Tk. 3400	Tk. 250	Tk. 200	Tk. 650	Tk.13000
Grade 2	Tk. 7000	Tk. 2800	Tk. 250	Tk. 200	Tk. 650	Tk.10900
Grade 3	Tk. 4075	Tk. 1630	Tk. 250	Tk. 200	Tk. 650	Tk.6805
Grade 4	Tk. 3800	Tk. 1520	Tk. 250	Tk. 200	Tk. 650	Tk.6420
Grade 5	Tk. 3530	Tk. 1412	Tk. 250	Tk. 200	Tk. 650	Tk.6042
Grade 6	Tk. 3270	Tk. 1308	Tk. 250	Tk. 200	Tk. 650	Tk.5678
Grade 7	Tk. 3000	Tk. 1200	Tk. 250	Tk. 200	Tk. 650	Tk.5300
Apprentice						Tk.4180

2. For the employees:

Grades	Monthly basic wage	House rent 40% of the basic	Medical allowance	Conveyance	Food	Gross monthly wage
Grade 1	Tk. 6500	Tk. 2600	Tk. 250	Tk. 200	Tk. 650	Tk. 10200
Grade 2	Tk. 5000	Tk. 2000	Tk. 250	Tk. 200	Tk. 650	Tk. 8100
Grade 3	Tk. 4500	Tk. 1800	Tk. 250	Tk. 200	Tk. 650	Tk. 7400
Grade 4	Tk. 3250	Tk. 1300	Tk. 250	Tk. 200	Tk. 650	Tk. 5650
Apprentice						Tk. 4320

Minimum wages for Cotton and textile industries, gazette published on 06 July, 2011

Table 01

Grades	Monthly basic wage	House rent 40% of the basic	Medical allowance	Transport allowance	Gross monthly wage
Grade 1	Tk. 3589	Tk. 1435	Tk. 300	Tk. 150	Tk. 5474
Grade 2	Tk. 3278	Tk. 1311	Tk. 300	Tk. 150	Tk. 5039
Grade 3	Tk. 3122	Tk. 1248	Tk. 300	Tk. 150	Tk. 4820
Grade 4	Tk. 2850	Tk. 1140	Tk. 300	Tk. 150	Tk. 4440

	Grade 5	Tk. 2733	Tk.1093.20	Tk. 300	Tk. 150	Tk. 4276.20
	Grade 6	Tk. 2610	Tk. 1044	Tk. 300	Tk. 150	Tk. 4140
	Grade 7	Tk. 2500	Tk. 1000	Tk. 300	Tk. 150	Tk. 3950
	Grade 8	Tk. 2383	Tk. 953.20	Tk. 300	Tk. 150	Tk. 3786.20
	Grade 9	Tk.2300	Tk. 920	Tk. 300	Tk. 150	Tk. 3670
	Grade 10	Tk.2150	Tk. 860	Tk. 300	Tk. 150	Tk. 3460
	Table: 02					
	Grades	Monthly basic wage	House rent 40% of the basic	Medical allowance	Transport allowance	Gross monthly wage
	Grade 1	Tk. 4835	Tk. 1934	Tk. 300	Tk. 150	Tk.7219
	Grade 2	Tk. 3901.29	Tk. 1560.51	Tk. 300	Tk. 150	Tk. 5911.80
	Grade 3	Tk. 3278	Tk. 1311.20	Tk. 300	Tk. 150	Tk. 5039.20
	Grade 4	Tk. 2655.85	Tk. 1062.34	Tk. 300	Tk. 150	Tk. 4168.19
	Grade 5	Tk. 2344	Tk. 937.60	Tk. 300	Tk. 150	Tk. 3731.60
	Grade 6	Tk. 2150	Tk. 860	Tk. 300	Tk. 150	Tk. 3460
Apprentice					Tk. 2500	
C: If there are different legal minimum grades, are all workers graded correctly?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	If No , please give details:				
D: What deductions are required by law e.g. social insurance? Please state all types:	Unauthorized absent deduction & stamp deduction BDT 10					
E: Have all of these deductions been made? Please list all deductions that have/have not been made.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Please list all deductions that have been made: Unauthorized absent deduction & stamp deduction. Not applicable				
F: Industry norm for this region: (please include time period e.g. hour/week/month)	Unauthorized absent deduction & stamp deduction from workers wages as per law.					

Wages table

Wages table (Click here to return to Key information)			
Worker Type	Process Operator (Lowest paid)	Process Operator (Average paid)	Process Operator (Highest paid)
Select from individual worker records one worker from, lowest, average and highest wages and populate the boxes. Ensure comparison is made for same pay period and only uses full-time workers. See SMETA Best Practice Guidance and Measurement Criteria for completing this:			
A: Pay period: (State month selected)	February 2015	February 2015	February 2015
B: Anonymous Employee Reference/Dept.	22262/Folding man	12913/ Operator	0070/ Operator Knitting
C: Employee Gender	Female	Female	Male
D: Contracted/Standard working hours: (excluding OT – please include time period e.g. hour/week/month)	48 hours / Month	48 hours / Month	48 hours / Month
E: Contracted /Standard work pay rate: (excluding OT – please include time period e.g. hour/week/month)	BDT 6846 / month	BDT 6846 / month	BDT 12049/ month
F: Standard day overtime – hours: (please include time period e.g. hour/week/month)	2 hours / day	2 hours / day	2 hours / day
G: Standard day overtime – wage: (please include time period e.g. hour/week/month)	BDT 39.46 per hour	BDT 39.46 per hour	BDT 79.66 per hour
H: Rest day overtime – hours: (please include time period e.g. hour/week/month)	0	0	0
I: Rest day overtime – wage: (please include time period e.g. hour/week/month)	0	0	0
J: Statutory Holiday overtime – hours: (please include time period e.g. hour/week/month)	0	0	0

K: Statutory holiday OT – wages: (please include time period e.g. hour/week/month)	0	0	0
L: Total overtime hours: (please include time period e.g. hour/week/month)	30 hours / month	46 hours / month	0 hours / month
M: Incentives/Bonus/ Allowances etc.: (please include time period e.g. hour/week/month)	Overtime payment BDT 1184.00	Overtime payment BDT 1815.00 Attendance bonus BDT 225 / month	Attendance bonus BDT 225 / month
N: Gross wages: (please include time period e.g. hour/week/month)	BDT 8030/ month	BDT 8886 / month	BDT 12274/ month
O: Social insurance and other deductions; please list which and amount.	Stamp deduction BDT 10 Absent deduction BDT 879	Stamp deduction BDT 10	Stamp deduction BDT 10
P: Actual wage paid after deduction: (please include time period e.g. hour/week/month)	BDT 7141 / month	BDT 8876 / month	BDT 12,264/ month
Comments: (Please state here any specific reasons/circumstances that explain the lowest and highest gross wages)			
Q: Is there a defined living wage: <i>This is <u>not normally</u> minimum legal wage. If answered Yes please state amount and source of info: Please see SMETA Best Practice Guidance and Measurement Criteria.</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Please specify amount/time period: Not applicable		
R: Are workers paid in a timely manner in line with local law?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
S: Is there evidence that equal rates are being paid for equal work:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Details: Salary sheet & time card		
T: How are workers paid:	<input checked="" type="checkbox"/> Cash <input type="checkbox"/> Cheque <input type="checkbox"/> Bank Transfer <input type="checkbox"/> Other If other explain: Not applicable		

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:

Documents checked & comments:

- Management interview
- Worker interview
- Local and national law
- 12 months time cards of sampled workers.
- Attendance register
- Complain register
- Production records

- Workers' payslip
- Production capacity plan
- Workers' contracts
- Policy on working hour

Description of Current Status:

- Through the management and workers interview; overtime is voluntary and workers are willingly doing overtime as per law.
- The facility provides time cards and wage sheets from March 2014 to February 2015 of 62 sampled workers.
- Workers are getting one day off for every seven day on average.

Non-compliance:

Description of non-compliance:

None observed

☐ NC against ETI ☐ NC against Local Law

Local law or ETI requirement:

Not applicable

Recommended corrective action:

Not applicable

Objective evidence

observed:

Not applicable

Observation:

Description of observation:

None observed

Local law or ETI requirement:

Not applicable

Comments:

Not applicable

Objective evidence

observed:

Not applicable

Good Examples observed:

Description of Good Example (GE):

None observed

Objective Evidence

Observed:

Not applicable

Working hours analysis

Working hours analysis			
Please include time period e.g. hour/week/month (Go back to Key information)			
Systems & Processes			
A. What timekeeping systems are used: time card etc.	Electronic time keeping		
B: Sample Size Checked (State number of worker records checked and from which weeks/months and type – should be current, peak and random/low: See SMETA Best Practice Guidance and Measurement Criteria)	62 samples from February 2015 62 samples from September 2014 62 samples from April 2014		
C: Do ALL workers have contracts/employment agreements?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	If NO, state which type of workers do NOT have contracts/employment agreements:	
D: Are standard/contracted working hours defined in all contracts/employment agreements?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	If NO, please state which type of workers do NOT have standard hours defined in contracts/employment agreements.	
E: 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:	
		Not applicable	
Standard/Contracted Hours worked			
F: Do standard/contracted standard hours ever exceed the law or 48 hours per week?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	If YES give details and comparison (local law/48 hrs week)	
G: What are the actual standard/contracted hours worked in sample (State per week/month)	Highest hours:	48 hours / Week	
	Lowest hours:	40 hours / Week	

H: Any local waivers/local law or permissions which allow averaging/annualised hours for this site?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	If YES, Please give details					
Overtime Hours							
I: Actual overtime hours worked in sample (State per day/week/month)	Highest OT hours:	46 hours / Month in February 2015					
	Lowest OT hours:	0 hours / Month in February 2015					
J: Range of overtime hours over all workers/or as large a sample as possible. (State per week/month and details)	_0_ to _46_ in _February 2015_(month) _0_ to _40_ in _September 2014_(month) _0_ to _50_ in _April 2014_(month)						
K: Approximate percentage of workers on highest overtime hours	___ 45.16 ___ %						
L: Is overtime voluntary?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Conflicting Information	Please detail evidence e.g. Wording of contract/employment agreement/handbook/worker interviews/refusal arrangements:					
		All permanent workers are agreed to work 2 hours overtime work per day voluntarily as per law.					
Overtime Premiums							
M: Is overtime paid at a premium?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Please give details of normal day overtime premium as a % of standard wages:					
		<input type="checkbox"/> 0%	<input type="checkbox"/> 1 – 115%	<input type="checkbox"/> 116 – 124%	<input type="checkbox"/> 125 – 149%	<input type="checkbox"/> 150 – 199%	<input checked="" type="checkbox"/> 200%+
	Any other comments:						
N: ETI Code requires a prevailing standard to give greatest worker protection. If a site pays less than 125% OT premium <u>and</u> this is allowed under local law, are there other considerations? Please complete the boxes where relevant. Multi select is possible.	<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 Not applicable						
	Please explain any checked boxes in N above e.g. detail of consolidated pay CBA or Other.						
	Not applicable						

Rest Days		
O: Are workers provided with 1 day off in every 7-day-period, or 2 in 14-day-period (where the law allows)?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<i>Maximum number of days worked without a day off (in sample):</i> Not applicable
Total Hours		
P: Range of total hours: (Quote highest and lowest please include time period e.g. hour/week/month)	Highest total hours	48 hours per week and Max 12 hours OT in a week
	Lowest total hours	40 hours per week
R: 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.	<input checked="" type="checkbox"/> Overtime is voluntary <input type="checkbox"/> Onsite Collective bargaining allows 60+ hours/week <input type="checkbox"/> Safeguards are in place to protect worker's health and safety <input type="checkbox"/> Site can demonstrate exceptional circumstances <input type="checkbox"/> Other reasons	
	Please explain any checked boxes in R above	
Comments: <i>(please state here any specific reasons/circumstances that explain the highest working hours)</i> <i>Please add details of examples where the site has demonstrated "exceptional circumstances".</i> <i>Please give details of any appropriate safeguards in place at the time of the 60+ hours working.</i> <i>Any other comments:</i>		

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:

Documents checked & comments:

- Management interview
- Worker interview
- Local and national law
- Personal files
- Compensation records
- Termination & retirement records
- Training records
- Complain register

Description of Current Status:

- Through the document review, management interview and workers interview; no discrimination was found in hiring, compensation, access to training, promotion, termination or retirement.
- The factory provides the same pay to male/female employee.
- No record or complain was found of pregnancy test in recruiting the new workers

Non-compliance:	
Description of non-compliance: None observed <input type="checkbox"/> NC against ETI <input type="checkbox"/> NC against Local Law Local law or ETI requirement: Not applicable Recommended corrective action: Not applicable	Objective evidence observed: Not applicable

Observation:	
Description of observation: None observed Local law or ETI requirement: Not applicable Comments: Not applicable	Objective evidence observed: Not applicable

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

8: Regular Employment Is Provided

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.

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:

Documents checked & comments:

- Management interview
- Worker interview
- Local and national law
- Workers' personal files and service books
- Policies and procedures
- Wage sheets

Description of Current Status:

- Through the personal files review, facility was properly maintaining service books for all workers.
- Work performed is on the basis of recognized employment relationship established through national law and practice

Non-compliance:	
Description of non-compliance: None observed <input type="checkbox"/> NC against ETI <input type="checkbox"/> NC against Local Law Local law or ETI requirement: Not applicable Recommended corrective action: Not applicable	Objective evidence observed: Not applicable .

Observation:	
Description of observation: None observed Local law or ETI requirement: Not applicable Comments: Not applicable	Objective evidence observed: Not applicable

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

8A: Sub-Contracting and Home working:

8A: Sub-Contracting and Home working (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, home working and external processing.

Note to auditor on home working:

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

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:

Documents checked & comments:

- Management interview
- Worker interview
- Production capacity plan
- Goods in/out register
- Production process of the factory
- Policies and procedures

Description of Current Status:

- Through the management interview, workers interview; facility is doing all production process in factory premises.
- Verified through document review, factory tour, management interview and employee interview that there is no sub-contracting and no Home-working was used by this factory.

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

<i>Process Subcontracted</i>	<i>Process 1</i>	<i>Process 2</i>
<i>Name of factory</i>		
<i>Address</i>		

<i>Process Subcontracted</i>	<i>Process 3</i>	<i>Process 4</i>
<i>Name of factory</i>		
<i>Address</i>		

<i>Process Subcontracted</i>	<i>Process 5</i>	<i>Process 6</i>
<i>Name of factory</i>		
<i>Address</i>		

Non-compliance:	
Description of non-compliance: None observed <input type="checkbox"/> NC against ETI <input type="checkbox"/> NC against Local Law Local law or ETI requirement: Not applicable Recommended corrective action: Not applicable	Objective evidence observed: Not applicable

Observation:	
Description of observation: None observed Local law or ETI requirement: Not applicable Comments: Not applicable	Objective evidence observed: Not applicable

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

Summary of sub-contracting – if applicable

Summary of sub-contracting – if applicable	
A: If sub-contractors are used, is there evidence this has been agreed with the main client?	<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes , summarise details: Not applicable

B: Number of sub-contractors/agents used	Not applicable
C: Is there a site policy on sub-contracting?	<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes , summarise details: Not applicable
D: What checks are in place to ensure no child labour is being used and work is safe?	Not applicable
E: What processes are sub-contracted?	Not applicable

Summary of home working – if applicable			
F: If home working is being used, is there evidence this has been agreed with the main client?	<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes , summarise details: Not applicable		
G: Number of home workers	Male: Not applicable	Female: Not applicable	Total: Not applicable
H: Are home workers employed direct or through agents?	<input type="checkbox"/> Directly <input type="checkbox"/> Through Agents Not applicable		
I: If through agents, number of agents	Not applicable		
J: Is there a site policy on home working?	<input type="checkbox"/> Yes <input type="checkbox"/> No Not applicable		
K: How does site ensure worker hours and pay meet local laws for home workers?	Not applicable		
L: What processes are carried out by home workers?	Not applicable		
M: Are written agreements in place for home workers that include regular employment?	<input type="checkbox"/> Yes <input type="checkbox"/> No Not applicable		
N: Are full records available at the site?	<input type="checkbox"/> Yes <input type="checkbox"/> No Not applicable		

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.

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:

Documents checked & comments:

- Management interview
- Worker interview
- Complain register
- Policies and procedures
- Facility visit

Description of Current Status:

- Through the management and workers' interview, it was noted that no physical abuse or discipline happened in the factory and the disciplinary procedure of the factory is verbal warning and education.
- 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.
- No complain was found in complain register related to the threat of physical abuse, sexual or other harassment and verbal abuse or other forms of intimidation.

Non-compliance:

Description of non-compliance:

None observed

☐ NC against ETI ☐ NC against Local Law

Local law or ETI requirement:

Not applicable

Recommended corrective action:

Not applicable

Objective evidence

observed:

Not applicable

Observation:	
Description of observation: None observed Local law or ETI requirement: Not applicable Comments: Not applicable	Objective evidence observed: Not applicable

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

10 A: Entitlement to Work and Immigration

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

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

Additional Elements

10A1 Only workers with a legal right to work shall be employed or used by the supplier.
 10A2 All workers, including employment agency staff, must be validated by the supplier for their legal right to work by reviewing original documentation.
 10A3 Employment agencies must only supply workers registered with them.
 10A4 The supplier shall implement processes to enable adequate control over agencies with regards the above points and related legislation.

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:

Documents checked & comments:

- Management interview
- Worker interview
- Employment records
- Appointment letter
- Personal files

Description of Current Status:

- Through the management; only workers with a legal right to work shall be employed or used by the factory.
- There was no agency staffs, employment agencies and immigration workers found in the factory.

Non-compliance:

Description of non-compliance:

None observed

☐ NC against ETI ☐ NC against Local Law

Local law or ETI requirement:

Not applicable

Recommended corrective action:

Not applicable

Objective evidence

observed:

Not applicable

Observation:	
Description of observation: None observed Local law or ETI requirement: Not applicable Comments: Not applicable	Objective evidence observed: Not applicable

Good examples observed:	
Description of Good Example (GE): None observed	Objective Evidence Observed: Not applicable

10 B 2: Environment 2-pillar

10. Other issue areas 10 B 2: 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:

Documents checked & comments:

- Management interview
- Worker interview
- Environment related licence, certificates and permission
- Policies and procedures

Description of Current Status:

- Facility has written environment policy and implementation.

Non-compliance:

Description of non-compliance:

None observed

☐ NC against ETI ☐ NC against Local Law

Local law or ETI requirement:

Not applicable

Recommended corrective action:

Not applicable

Objective evidence observed:

Not applicable

Observation:

Description of observation:

Objective evidence

<p>None observed</p> <p>Local law or ETI requirement: Not applicable</p> <p>Comments: Not applicable</p>	<p>observed: Not applicable</p>
--	--

Good examples observed:	
<p>Description of Good Example (GE): None observed</p>	<p>Objective Evidence Observed: Not applicable</p>

Worker Interview Summary

Worker Interview Summary

Worker Interview Summary		
A: Were workers aware of the audit?	<input type="checkbox"/> Yes <input checked="" 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)	40 employees in 10 groups (10X4)	
D: Number of individual interviews (Please see SMETA Best Practice Guidance and Measurement Criteria)	Male: 12	Female: 10
E: Total number of interviewed workers (Please see SMETA Best Practice Guidance and Measurement Criteria)	Male: 31	Female: 31
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?	Nil	
I: What did the workers like the most about working at this site?	Wages are always paid on time and working environment is favourable. Workers get all their benefits on time.	
J: Any additional comment(s) regarding interviews:	Nil	
K: Attitude of workers to hours worked:	Good	

Agency Workers (if applicable) (workers sourced from a local agent who are not directly paid by the site)	
A: Number of agencies used	Not applicable

(average):	
B: Were agency workers' age/pay/hours included within scope of this audit	<input type="checkbox"/> Yes <input type="checkbox"/> No Not applicable
C: Were sufficient documents for agency workers available for review?	<input type="checkbox"/> Yes <input type="checkbox"/> No Not applicable

Other findings

Other Findings Outside the Scope of the Code
None
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

Photo Form

Non compliance pictures:



1) Excessive height in chemical store (NC number 03 of ETI Base code- Safety and Hygienic Conditions No-3)

General Site Tour Photos:



Building overview 1



Building overview 2



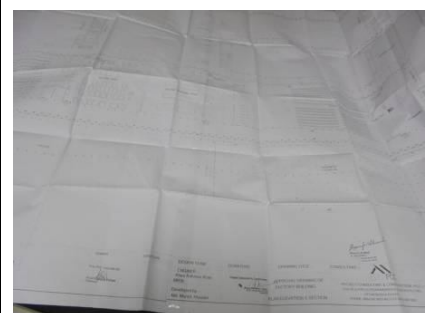
Main gate



Fire & safety team



Machine layout approval from Factory & Establishment Department



Structural plan



Knitting section



Dyeing section



Dyeing finishing section



Cutting section



Sewing section



Inspection section



Finishing section



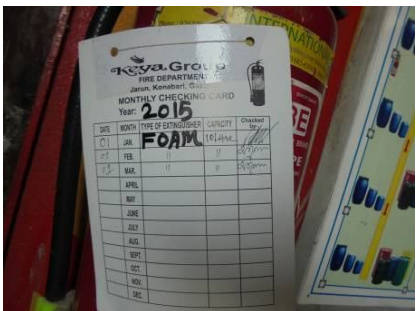


Packing section



Finished goods area

		
Fabric store	Yarn store	Electronic attendance system
		
MSDS posted in chemical store	Emergency exit sign	Water hose reel
		
Gong bell	Fire alarm switch	Fog light

		
Visual fire alarm	Fire extinguisher	Fire alarm bell

		
Fire extinguisher inspection card	ETP	Evacuation plan

		
CCTV camera	Toilet	Grievance box

		
Childcare room	Doctors room	Drinking water facility
		
Dining hall	Prayer room	Generator cooling system
		
Transformer	Boiler	Generator

		
Fire hose reel checking	Fire hydrant point	Security guard post

**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 A & AB members:](http://www.surveymonkey.com/s.aspx?sm=riPsbE0PQ52ehCo3lnq5lw_3d_3d)

http://www.surveymonkey.com/s.aspx?sm=riPsbE0PQ52ehCo3lnq5lw_3d_3d

[Click here for B members:](http://www.surveymonkey.com/s.aspx?sm=d3vYsCe48fre69DRqIY_2brq_3d_3d)

http://www.surveymonkey.com/s.aspx?sm=d3vYsCe48fre69DRqIY_2brq_3d_3d

**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 A & AB members:](http://www.surveymonkey.com/s.aspx?sm=riPsbE0PQ52ehCo3lnq5lw_3d_3d)

http://www.surveymonkey.com/s.aspx?sm=riPsbE0PQ52ehCo3lnq5lw_3d_3d

[Click here for B members:](http://www.surveymonkey.com/s.aspx?sm=d3vYsCe48fre69DRqIY_2brq_3d_3d)

http://www.surveymonkey.com/s.aspx?sm=d3vYsCe48fre69DRqIY_2brq_3d_3d



For more information on Sedex please go to www.sedexglobal.com
or email auditing@sedexglobal.com
