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Auditee :	<b>Murad Apparels Ltd.</b>
Audit Date From :	<b>03/06/2020</b>
Audit Date To :	<b>03/06/2020</b>
Expiry Date of the Audit :	<b>Please refer to the producer profile in the amfori BSCI platform</b>
Auditing Company :	<b>TUEV NORD GROUP</b>
Auditor's Name(s) :	<b>Mohammad Shanjid Rahman Shaheen(Lead), Bodrudduja Chowdhury, Md. Muftadeul Islam, Sohalur Rahman Mazumder</b>
Auditing Branch (if applicable) :	

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This is an extract of the on line Audit Report. The complete report is available in the amfori BSCI Platform.  
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Rating Definitions



Rating	A combination of ratings per Performance Area where:	Consequence																																							
<p><b>A</b> <b>Very Good</b></p>	<ul style="list-style-type: none"> <li>• Minimum 7 Performance Areas rated A</li> <li>• No Performance Areas rated C, D or E</li> </ul> <p>These are three examples:</p> <table border="1" style="width: 100%; text-align: center;"> <tr><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td></tr> <tr><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>B</td><td>B</td><td>B</td></tr> <tr><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>B</td><td>B</td><td>B</td><td>B</td><td>B</td><td>B</td></tr> </table>	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	B	B	B	A	A	A	A	A	A	A	B	B	B	B	B	B	<p>The auditee has the level of maturity to maintain its improvement process without the need for a follow-up audit.</p>
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<p><b>B</b> <b>Good</b></p>	<ul style="list-style-type: none"> <li>• Maximum 3 Performance Areas rated C</li> <li>• No Performance Areas rated D or E</li> </ul> <p>These are three examples:</p> <table border="1" style="width: 100%; text-align: center;"> <tr><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>B</td><td>B</td><td>B</td><td>B</td><td>B</td><td>B</td><td>B</td></tr> <tr><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>B</td><td>B</td><td>B</td><td>B</td><td>B</td><td>B</td><td>B</td><td>C</td></tr> <tr><td>B</td><td>B</td><td>B</td><td>B</td><td>B</td><td>B</td><td>B</td><td>B</td><td>B</td><td>B</td><td>C</td><td>C</td><td>C</td></tr> </table>	A	A	A	A	A	A	B	B	B	B	B	B	B	A	A	A	A	A	B	B	B	B	B	B	B	C	B	B	B	B	B	B	B	B	B	B	C	C	C	<p>The auditee has the level of maturity to maintain its improvement process without the need for a follow-up audit.</p>
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<p><b>C</b> <b>Acceptable</b></p>	<ul style="list-style-type: none"> <li>• Maximum 2 Performance Areas rated D</li> <li>• No Performance Areas rated E</li> </ul> <p>These are three examples:</p> <table border="1" style="width: 100%; text-align: center;"> <tr><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>C</td><td>C</td><td>C</td><td>C</td></tr> <tr><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>B</td><td>B</td><td>B</td><td>B</td><td>C</td><td>C</td><td>C</td><td>D</td></tr> <tr><td>C</td><td>C</td><td>C</td><td>C</td><td>C</td><td>C</td><td>C</td><td>C</td><td>C</td><td>C</td><td>C</td><td>D</td><td>D</td></tr> </table>	A	A	A	A	A	A	A	A	A	C	C	C	C	A	A	A	A	A	B	B	B	B	C	C	C	D	C	C	C	C	C	C	C	C	C	C	C	D	D	<p>The auditee needs follow up to support its progress. Following the completion of the audit, the auditee develops a Remediation Plan within 60 days.</p>
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C	C	C	C	C	C	C	C	C	C	C	D	D																													
<p><b>D</b> <b>Insufficient</b></p>	<ul style="list-style-type: none"> <li>• Maximum 6 Performance Areas rated E</li> </ul> <p>These are three examples:</p> <table border="1" style="width: 100%; text-align: center;"> <tr><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>D</td><td>D</td><td>D</td></tr> <tr><td>A</td><td>A</td><td>A</td><td>B</td><td>B</td><td>B</td><td>C</td><td>C</td><td>C</td><td>D</td><td>D</td><td>D</td><td>E</td></tr> <tr><td>D</td><td>D</td><td>D</td><td>D</td><td>D</td><td>D</td><td>D</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td></tr> </table>	A	A	A	A	A	A	A	A	A	A	D	D	D	A	A	A	B	B	B	C	C	C	D	D	D	E	D	D	D	D	D	D	D	E	E	E	E	E	E	<p>The auditee needs follow up to support its progress. Following the completion of the audit, the auditee develops a Remediation Plan within 60 days.</p>
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<p><b>E</b> <b>Unacceptable</b></p>	<ul style="list-style-type: none"> <li>• Minimum 7 Performance Areas rated E</li> </ul> <p>These are three examples:</p> <table border="1" style="width: 100%; text-align: center;"> <tr><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td></tr> <tr><td>A</td><td>A</td><td>B</td><td>B</td><td>C</td><td>D</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td></tr> <tr><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td></tr> </table>	A	A	A	A	A	A	E	E	E	E	E	E	E	A	A	B	B	C	D	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	<p>amfori BSCI Participants shall closely oversee the auditee's progress as the producer may represent a higher risk than other business partners.</p>
A	A	A	A	A	A	E	E	E	E	E	E	E																													
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E	E	E	E	E	E	E	E	E	E	E	E	E																													
<p><b>Zero Tolerance</b></p>	<p>A Zero Tolerance issue was identified (see amfori BSCI System Manual Part V – Annex 5: amfori BSCI Zero Tolerance Protocol)</p>	<p>Immediate actions are required. The amfori BSCI Zero Tolerance Protocol is to be followed.</p>																																							

**Main Auditee Information**

Name of producer :	<b>Murad Apparels Ltd.</b>		
DBID number :	<b>343064</b>		
Audit ID :	<b>182442</b>		
Address :	<b>South Gouripur, Ashulia, Savar, Dhaka</b>		
Province :	<b>Dhaka</b>	Country :	<b>Bangladesh</b>
Management Representative :	<b>Mr. Md. Amran Hossain – Manager – HR, Admin and Compliance</b>		
Contact person:	<b>Mr. Md. Amran Hossain</b>	Sector :	<b>Non-Food</b>
Industry Type :	<b>Textiles, clothing, leather</b>	Product group :	<b>Apparel</b>
Product Type :	<b>Woven Garments</b>		

**Audit Details**



Audit Range :	<input checked="" type="checkbox"/> Full Audit	<input type="checkbox"/> Follow-up Audit
Audit Scope :	<input checked="" type="checkbox"/> Main Auditee	<input type="checkbox"/> Main Auditee & Farms
Audit Environment :	<input checked="" type="checkbox"/> Industrial	<input type="checkbox"/> Agricultural <input type="checkbox"/> Small Producer
Audit Announcement :	<input type="checkbox"/> Fully-Announced	<input type="checkbox"/> Fully-Unannounced <input checked="" type="checkbox"/> Semi-Announced
Random Unannounced Check (RUC) :	No	
Audit extent (if applicable) :	Limited scope (one production unit)	
Audit interferences or contingencies (if applicable) :	none	
Overall rating :	C	
Need of follow-up :	Yes	If YES, by : 03/06/2021

Rating per Performance Area (PA)												
PA 1	PA 2	PA 3	PA 4	PA 5	PA 6	PA 7	PA 8	PA 9	PA 10	PA 11	PA 12	PA 13
D	B	A	C	A	C	B	A	A	A	A	C	A

Executive summary of audit report
<p>Murad Apparels Ltd. (DBID: 343064)</p> <p>This full audit was conducted by the team of TUV-Nord auditors on 3rd June, 2020 with 4 auditors. The team verified the facility's operations against the amfori BSCI Code of Conduct and local legislative requirements.</p> <p>Location: Murad Apparels Ltd. is located at South Gouripur, Ashulia, Savar, Dhaka.</p> <p>Manpower: There are total 1131 employees working in the facility amongst them 413 are male and 718 are female employee. Amongst this total number 1096 are directly engaged with production. Factory has 40 non-production employees.</p> <p>Factory Layout: There are 06 buildings which are description as below:</p> <p>Building 01: Ground floor: Cutting section, sewing section, finishing section and accessories store. 1st floor: Sewing section, sample section and office area. 2nd floor: Murad Fashion wears Ltd. (Different owner with different management) Roof top: Fully vacant.</p> <p>Building 02: Boiler room and compressor room.</p> <p>Building 03: Ground floor: Child care room, medical room, prayer room and inspection room. 1st floor: Dining and canteen area.</p> <p>Building 04: Ground floor: Bonded ware house 1st Floor: Fabrics Store 2nd floor: Finished goods area 3rd &amp; 4th floor: Murad Fashion wears Ltd. (Different owner with different management) Roof top: 100% free.</p> <p>Building 05: Fire control room.</p> <p>Building 06: Security section, generator room, and substation room and fire pump room.</p> <p>Working Hours: Factory's working hour runs in 1 shift in a day (08:00 am to 05:00 pm). Security section (directly recruited by the factory) runs in 3 shifts i.e. 06:00 am to 02:00 pm, 02:00 pm to 10:00 pm and 10:00 pm to 06:00 am. Employees are allowed for one hour break. Employees work regularly 48 hours/week.</p> <p>Wages: Employees receive wages by monthly basis through cash in local currency (BDT) as per minimum wage gazette declared by the Govt. Payments are made within 7 working day after completion of month.</p> <p>Opening meeting: 3rd June, 2020</p> <p>Auditors: Mr. Mohammad Shanjid Rahman Shaheen- Lead Auditor Mr. Md. Muftadeul Islam- Auditor Mr. Bodrudduja Chowdhury- Auditor Mr. Sohalur Rahman Mazumder- Auditor</p> <p>Factory Representatives: Mr. Md. Amran Hossain- Compliance Manager Mr. Md. Emran Hossain- Technical Compliance Manager</p>

**Ms. Antora- Vice President of workers' participation committee**

During opening meeting the lead auditor explained the audit purpose and scope to the management team. It was also communicated that workers will be interviewed in private, detailed document checking and a payroll record review shall be carried out. A visit of the plant, with permission for photography was requested. Confidentiality of all information was guaranteed by the auditor. The management team permitted to carry out the whole process as per the client's requirement. After the completion of the opening meeting, the auditors were divided into 2 teams for plant tour and documents review. All management staff remained with the assessment team throughout the assessment process and was very cooperative throughout the assessment process.

**Documentation:**

Factory license: 17270/ Dhaka and found valid till 30th June, 2020.

Trade license: 002028, issued by Ashulia Union Council and found valid till 30th June, 2020.

Certificate of Incorporation: C-29682(970)/95 and issued on 13th November, 1995.

Fire license: DD/Dhaka/24721/2014 and found valid till 30th June, 2020.

Generator permission: License number is LWC- 0957 and found valid till 12th June, 2022.

Drinking water test: They tested their drinking water on 16th May, 2020 from the concern authority.

Government Waivers, if any: There are no waivers and hence not applicable

Mr. Md. Amran Hossain- Compliance Manager is the person in charge of developing social procedures and for compliance with the amfori BSCI code. The factory has translated amfori BSCI Code in local language and posted.

**Health and Safety Tour:**

The auditor has conducted the facility tour at the entire premises of the facility.

Payroll review: 40 permanent employees were randomly selected from different production section for interview. Factory management has provided 1 year payroll records and time record for auditors review. On sample basis payroll records and time cards of the month of April 2020 (most recent paid month), January 2020 (random month) and July 2019 (random month) were reviewed. Moreover, attendance record, daily hourly & monthly production records, garments inspection report and accessories receiving and distribution records were reviewed by the auditors.

Closing Meeting: 3rd June, 2020

**Auditors:**

Mr. Mohammad Shanjid Rahman Shaheen- Lead Auditor

Mr. Md. Muftadeul Islam- Auditor

Mr. Bodrudduja Chowdhury- Auditor

Mr. Sohalur Rahman Mazumder- Auditor

**Factory Representatives:**

Mr. Md. Amran Hossain- Compliance Manager

Mr. Md. Emran Hossain- Technical Compliance Manager

Ms. Antora- Vice President of workers' participation committee

A closing meeting was held to discuss with auditee representatives regarding various issues observed during the audit and signed the onsite Findings Report and agreed to take corrective actions and prepare / upload the remediation plan in Platform. Management was cooperative during the entire audit and expressed commitment to work on audit findings.

**Photographs:**

Findings/Areas of improvement (e.g. H&S): None

Remediation of previous findings/areas of improvement: None

Entrance to the audited facility, including entity name: Attached

Hygiene-sensitive areas (e.g. canteen, toilets): Attached

Dormitories: The factory did not provide any dormitory to the workers.

Notice board / code of conduct: Attached

High-risk health and safety areas: Attached

Inconsistencies between time and production records: Not observed in the sampled records

First aid, Basic Fire safety, Drinking water: Attached

**#COVID19**

Due to COVID- 19 pandemic situation, the factory closed its operation on 26th March, 2020 and resumed it's activities on 26th April, 2020. The facility paid the workers as per government instructions for this period. Using of face masks, passing through disinfected tunnel before entering the factory, temperature checking, additional hand washing arrangement, continuous awareness in public address system, safety measures in using the working activities, awareness poster etc. has been taken as safety measures by the facility. Pregnant workers has given leave to stay safe at home.

**Special Notes:**

Environmental clearance certificate: Not obtained

Building occupancy certificate: Not obtained

Building stability certificate : Not obtained.

There are no agencies used by the auditee, which makes the agency labor contract not applicable.

The factory has no trade Union and no collective bargaining agreements as it is not mandatory.

The initial questionnaire submitted by the client mentioned No of employees as 1096 but during the audit it was found that the Number of employees was 1131. However the current number of employees did not impact the audit duration.

**Ratings Summary**



<b>Auditee's background information</b>			
Auditee's name :	<b>Murad Apparels Ltd.</b>	Legal status :	<b>Private Limited Company</b>
Local Name :	<b>মুরাদ অ্যাপারেলস লিঃ</b>	Year in which the auditee was founded :	<b>2014</b>
Address :	<b>South Gouripur, Ashulia, Savar,</b>	Contact person (please select) :	<b>Mr. Md. Amran Hossain</b>
Province :	<b>Dhaka</b>	Contact's Email :	<b>amran.murad@gmail.com</b>
City :	<b>Dhaka</b>	Auditee's official language(s) for written communications :	<b>English and Bangla</b>
Region :	<b>South Asia</b>	Other relevant languages for the auditee :	<b>Bangla</b>
Country :	<b>Bangladesh</b>	Website of auditee (if applicable) :	<b>The factory stated that they have no website.</b>
GPS coordinates :	<b>23° 53' 59.1972" N 90° 19' 23.0916" E</b>	Total turnover (in Euros) :	<b>4972991.00</b>
Sector :	<b>Non-Food</b>	Of which exports % :	<b>100.00</b>
Industry :	<b>Textiles, clothing, leather</b>	Of which domestic market % :	<b>0.00</b>
If other, please specify :	<b>None</b>	Production volume :	<b>1,80,000 pcs per month</b>
Product Group :	<b>Apparel</b>	Production cost calculation :	<b>Yes</b>
If other, please specify :	<b>None</b>	Lost time injury calculation cost :	<b>Yes</b>
Product Type :	<b>Woven Garments</b>		

<b>Auditee's employment structure at the time of the audit</b>		
Total number of workers :	<b>1131</b>	Total number of workers in the production unit to be monitored (if applicable) :
		<b>0</b>
	<b>MALE WORKERS</b>	<b>FEMALE WORKERS</b>
Permanent workers	<b>413</b>	<b>718</b>
Temporary workers	<b>0</b>	<b>0</b>
In management positions	<b>5</b>	<b>2</b>
Apprentices	<b>0</b>	<b>0</b>
On probation	<b>0</b>	<b>0</b>
With disabilities	<b>0</b>	<b>0</b>
Migrants (national citizens)	<b>0</b>	<b>0</b>
Migrants (foreign citizens)	<b>0</b>	<b>0</b>
Workers on the permanent payroll	<b>413</b>	<b>718</b>
Production based workers	<b>0</b>	<b>0</b>
With shifts at night	<b>5</b>	<b>0</b>
Unionised	<b>0</b>	<b>0</b>
Pregnant	<b>-</b>	<b>0</b>
On maternity leave	<b>-</b>	<b>3</b>

**Finding Report**



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

Full Audit [Audit Id - 182442] Audit Date: 03/06/2020 PA Score: D

Deadline date:02/06/2021

**GOOD PRACTICES:**

**AREAS OF IMPROVEMENT:**

The overall observation shows that the factory has set a partial effective system to implement & monitor the social management system. It has appointed a senior management representative to implement and maintain company's social management system. There's also has a system to select business partners as per their company policy. Factory management has engaged a senior level management person to look after and the implement the code in the factory. He has a good understanding on their supply chain as per office order he has a decision making power to allocate budget to follow up BSCI requirements implementation. He is responsible for selecting and monitoring performance of business partner. Factory management has developed a management system for selecting current and future business partners to find out their social performance capability with respect to the BSCI requirements. They have introduced complaint handling procedure of business partners. Through their selecting and monitoring system they have selected business partners. Facility management has communicated BSCI Code of Conduct and Terms of Implementation with all business partners. Factory has categorized by high, medium and low for their business partners are important. Based on conversation factory management it was observed that factory management has capability to develop social management system in the factory premises. They have started to trained related personnel e.g. merchandiser, marketing and sales to take into consideration not only price and quality but also willingness to respect the BSCI requirements.

- 1.1 - Although factory management has developed social management system (like a team, organogram, management review etc.) to integrate the amfori BSCI new code of conduct into day to day business practice and to contribute customers and stakeholders in possible continuous improvement of the facility, but still some areas of improvement are identified under different Performance Areas. [As per amfori BSCI CoC]
- 1.4 - It was noted that, facility management fulfil most of the areas but few following gaps were identified in production capacity planning: (1) the facility does not have documented assessment of how much more "overtime" premium would be added to cost, in case it is needed to match a delivery order and they have not considered injury time, break time etc. Furthermore, they didn't consider any hours on regular working time, (2) head of HR and workers representatives were not involved during production capacity planning. (3) Furthermore, facility management developed a contingency plan, but they didn't include per unit production cost, per unit worker cost, who will make decision if the shipment date not met in their plan. Thus, it was observed that some workers did excessive overtime during sample month.

**Remarks from Auditee:**

**Performance Area 2 : Workers Involvement and Protection**

Full Audit [Audit Id - 182442] Audit Date: 03/06/2020 PA Score: B

Deadline date:02/06/2021

**GOOD PRACTICES:**

**AREAS OF IMPROVEMENT:**

The overall observation shows that the facility partially comply with the requirements of this performance area. The facility has developed freedom of association policy. Although no trade union is formed in the facility but formed Participation Committee (PC) and the facility has open policy to accept trade union. Besides Factory management has formed safety committee in combination of worker and management and the meeting has conducted in regular basis. Factory management is providing the training on company's rules, legal rights and other safety issues and workers were aware. Factory management has posted BSCI New Version Code inside the production floor. Factory management has provided contracts letter and job description and keep one copy of both document in workers personal file. Facility posted amfori BSCI code of conduct and summary of Local law in the prominent place of factory. However still there are some gaps for continuous improvement and monitoring system.

- 2.4 - During interview, it was found that 40% sampled workers and midlevel management of the factory were found not well aware about the requirements of amfori BSCI Code of Conduct.
- 2.5 - It was noted that facility has policy on grievance procedure for the workers, but the policy was not in line with amfori BSCI requirement as the policy did not define how to deal with "potential conflict of interest" and "Appeal process in the case of dissatisfaction".

**Remarks from Auditee:**

**Performance Area 3 : The rights of Freedom of Association and Collective Bargaining**

Full Audit [Audit Id - 182442] Audit Date: 03/06/2020 PA Score: A

Deadline date:

**GOOD PRACTICES:**

**AREAS OF IMPROVEMENT:**

**Remarks from Auditee:**

<b>Performance Area 4 : No Discrimination</b>	
Full Audit [Audit Id - 182442] Audit Date: 03/06/2020 PA Score: C	Deadline date:02/06/2021
<b>GOOD PRACTICES:</b>	
<b>AREAS OF IMPROVEMENT:</b>	
<p>The overall observation shows that the factory has not formed and practices a non-discrimination policy and procedures in place. During close door interview no complaint on discrimination revealed from workers. No discrimination on hiring which was evident by reviewing the documentation. Also, interviewed workers informed that they are not discriminated in terms of race, caste, religion, age, gender or marital status. Workers are equally treated in the factory in case of promotion, benefits etc. Overtime opportunity for all workers is equal. Factory management has separate policy on discrimination. Factory has posted that policy in different prominent places i.e. notice board and inside the production floor. But the factory management did not conduct any internal assessment on the most common ground or common areas inside the factory where discrimination may arise. Factory management has solved the all grievances which lodged by the workers. The facility management has developed anti-discrimination policy it is comply with legal requirements. All grievance register where all grievances is lodged. Factory management has solved the all grievances which lodged by the workers. The factory management has developed anti-discrimination policy it is comply with legal requirements. All grievance register where all grievances is lodged. All workers are equal as per factory policy and practices.</p>	
4.1 -	It was noted that a) the facility management did not conduct any internal assessment on the most frequent grounds used for discrimination as well as most common activities through which discrimination may occur. b) the factory management didn't identify the root cause of discrimination behaviors.
<b>Remarks from Auditee:</b>	
<b>Performance Area 5 : Fair Remuneration</b>	
Full Audit [Audit Id - 182442] Audit Date: 03/06/2020 PA Score: A	Deadline date:02/06/2021
<b>GOOD PRACTICES:</b>	
<b>AREAS OF IMPROVEMENT:</b>	
<p>The overall observation shows that the auditee partially fulfils requirements of this Performance Area-5 (Fair Remuneration). The facility has developed wages and compensation policy as per law. Factory management is providing industry minimum wage BDT. 8000 for assistant operator Payment, also facility has provided increment annually. Wages are paid within 7th working day after completion of each wage period (1st to 30th or 31st). During workers interview session workers confirmed and expressed their satisfaction for timely payment. Reviewing their wage structure it was observed factory management is providing wage based on their skilled. No deviation has identified on that. Factory management has calculated the living wage in their way. The factory management ensuring minimum wage as per law and but didn't take initiative to achieve living wages. However, still there are some gaps for continuous improvement and monitoring system.</p>	
5.4 -	It was noted though management interview that the factory management did not take initiative to calculate living wages due to lack of understanding though they are ensuring minimum wage as per law. Noted that living wages of the region is BDT 13,617 (approx.) and minimum wages is BDT 8000 for Grade-7 workers. In other grades, the minimum salary is higher than of this. factory.
<b>Remarks from Auditee:</b>	
<b>Performance Area 6 : Decent Working Hours</b>	
Full Audit [Audit Id - 182442] Audit Date: 03/06/2020 PA Score: C	Deadline date:02/06/2021
<b>GOOD PRACTICES:</b>	
<b>AREAS OF IMPROVEMENT:</b>	
<p>The overall observation shows that the auditee partially respects requirements of this performance area. Facility provides legally required overtime rate, the facility uses electronic time keeping system (clocked punch) to track the workers daily in and out time as per provided records. The factory management has displayed notice regarding the working hours, overtime hours, lunch breaks, and weekly and festival holidays on notice boards. They have collected working hour approval from concern authority. Regularly working hour of the factory is 48 hours weekly and 08 hours in a day. The person in charge for recruitment, he is aware on legal limit of working hour. During randomly checked sample months working hour analysis it was observed that overtime hours have not exceeded the legal limit. Workers get weekly holiday. Overtime work is volunteer in the factory. Factory management has policy on working hour. Factory management paying premium rate (200% of basic wage of per hour). All employees have full access of to go toilets without prior notice within working hour. Workers shared that they know about the resting breaks and this resting areas quite effective. Though randomly identified, no production workers worked in weekly day off.</p>	
6.2 -	It was noted that, facility management fulfil most of the areas but few following gaps were identified in production capacity planning: (1) the facility does not have documented assessment of how much more "overtime" premium would be added to cost, in case it is needed to match a delivery order and they have not considered injury time, break time etc. Furthermore, they didn't consider any hours on regular working time, (2) head of HR and workers representatives were not involved during production capacity planning. (3) Furthermore, facility management developed a contingency plan, but they didn't include per unit production cost, per unit worker cost, who will make decision if the shipment date not met in their plan. Thus, it was observed that some workers did excessive overtime during sample month.
<b>Remarks from Auditee:</b>	



<b>Performance Area 7 : Occupational Health and Safety</b>	
Full Audit [Audit Id - 182442] Audit Date: 03/06/2020 PA Score: B	Deadline date:02/06/2021
<b>GOOD PRACTICES:</b>	
<b>AREAS OF IMPROVEMENT:</b>	
<p>The overall observation shows that the auditee partially fulfils requirements of this Performance Area. The factory has established a health &amp; safety policy &amp; procedures. Evacuation maps were available in all areas. Factory management is trying to develop their health and safety condition. The facility continuing the business partially in line with the regulations on occupational health and safety relevant for its activity. All the workers were wearing PPE during the audit. Facility has developed emergency procedure which has been displayed to the notice boards. Facility has regularly recorded accident and injury and further analysis has not conducted to improve the occupational health and safety procedures. Facility management has allocated adequate human and financial resources to ensure identification of risks. Workers of factory are free to move during any emergency evacuation without seeking any permission. Factory management has providing regular training on different types of topics i.e. health and safety, use of Personal protective equipment, firefighting, first aid and emergency drills. Facility also visually displayed the accident and emergency procedure the easy understanding of general workers and guide the first aid providers. Factory management is conducting fire drills in regular interval. Factory management has arranged training for fire fighters and firefighting team has inadequate knowledge. Facility has kept firefighting equipment to all required places where needed and maintenance has been also done on regular basis. During the audit, no exit door was found in blocked or locked condition. All exit was found clearly marked and illuminated with back-up power system. Evacuation plans has been posted in local language and it is placed showing the closest escape routes including emergency exits. All evacuation plan found up to date in all some area of facility. Factory management is providing pure drinking water to its workers. Safety guard of all machines were found properly. Medical information has displayed where workers can get their information and support. Factory management providing training and make maintenance schedule to ensure all safety guard in appropriate place. Factory management has provided workers dinning and it was clean and hygienic. 7.23 and 7.24 is marked as Not Rated since factory management do not have provision for transport and housing facility and it is not mandatory by law. Drinking water was provided in the production floors. Fire extinguishers were also properly charged and ready for use. However, the overall health &amp; safety condition of the factory was found not to be satisfactory and the issues identified during the visit which are detailed in the below point.</p>	
<p>7.1 - Although the factory has developed a comprehensive occupational health and safety system but some lacking was in application. Those relevant issues are noted in each improvement areas. [As per amfori BSCI CoC].</p>	
<p>7.3 - Through documents review and interview with management &amp; workers it was noted that, the factory has a detailed risk assessments but all areas were not taken into consideration like canteen area, dining area, drinking water, etc. In addition risk assessments were not revised according to the Covid-19 pandemic situation. [As per Bangladesh Labour Rules, 2015, Schedule-4, Matters relating to safety committee (1) and amfori BSCI CoC] #COVID19</p>	
<p>7.5 - During current assessment it was noted that though the factory has taken different initiatives like establishment of "disinfectant tunnel", "adequate hand washing facility in the main gate" etc. regarding Covid-19 but adequate training among the workers were not made properly. #COVID19</p>	
<p>7.9 - Potential hazards were not properly identified near at exhaust fans and loading &amp; unloading areas.</p>	
<p>7.11 - Through documents review and interview with management it was noted that, the factory did not collect any building occupancy certificate from the concern authority. Building stability certificate not obtained.</p>	
<p>7.25 - The factory did not measure noise, air, humidity, temperature, space allocation and illumination report to check whether it is comfortable to workers in last one year.</p>	
<b>Remarks from Auditee:</b>	
<b>Performance Area 8 : No Child Labour</b>	
Full Audit [Audit Id - 182442] Audit Date: 03/06/2020 PA Score: A	Deadline date:
<b>GOOD PRACTICES:</b>	
<b>AREAS OF IMPROVEMENT:</b>	
<b>Remarks from Auditee:</b>	
<b>Performance Area 9 : Special protection for young workers</b>	
Full Audit [Audit Id - 182442] Audit Date: 03/06/2020 PA Score: A	Deadline date:
<b>GOOD PRACTICES:</b>	
<b>AREAS OF IMPROVEMENT:</b>	
<b>Remarks from Auditee:</b>	
<b>Performance Area 10 : No Precarious Employment</b>	
Full Audit [Audit Id - 182442] Audit Date: 03/06/2020 PA Score: A	Deadline date:
<b>GOOD PRACTICES:</b>	
<b>AREAS OF IMPROVEMENT:</b>	
<b>Remarks from Auditee:</b>	

<b>Performance Area 11 : No Bonded Labour</b>	
Full Audit [Audit Id - 182442] Audit Date: 03/06/2020 PA Score: A	Deadline date:
<b>GOOD PRACTICES:</b>	
<b>AREAS OF IMPROVEMENT:</b>	
<b>Remarks from Auditee:</b>	
<b>Performance Area 12 : Protection of the Environment</b>	
Full Audit [Audit Id - 182442] Audit Date: 03/06/2020 PA Score: C	Deadline date:02/06/2021
<b>GOOD PRACTICES:</b>	
<b>AREAS OF IMPROVEMENT:</b>	
<p>Overall observation shows that the facility partially complies with the requirements of this performance area. Environmental policy and procedure is up to date. The facility has conducted "environmental impact assessment" from the concern authority. Workers aware of the company policy and procedures for waste management. Facility has waste handling procedure. However, few gaps have been identified during implementation of this performance area.</p> <p><b>12.3 -</b> During current assessment it was noted that no environmental clearance certificate was collected by the factory from the "department of environment".</p> <p><b>12.5 -</b> Factory did not take any initiative how to increase the conservation of water and what steps they need to take for implement that program. Facility did not have any procedure to prevent water lose and have a system to preserve natural water resource (recycling practices, preserve rain water etc.) to ensure better environment in the premises. However, facility management is planning to do so. [As per amfori BSCI CoC]</p>	
<b>Remarks from Auditee:</b>	
<b>Performance Area 13 : Ethical Business Behaviour</b>	
Full Audit [Audit Id - 182442] Audit Date: 03/06/2020 PA Score: A	Deadline date:
<b>GOOD PRACTICES:</b>	
<b>AREAS OF IMPROVEMENT:</b>	
<b>Remarks from Auditee:</b>	

**Summary**



Audit Type	Date	Audit Id	PA1	PA2	PA3	PA4	PA5	PA6	PA7	PA8	PA9	PA10	PA11	PA12	PA13	Overall Rating
Full Audit	03/06/2020	182442	D	B	A	C	A	C	B	A	A	A	A	C	A	C

**Producer Photos**





Photo first aid facilities  
Inside the medical room.JPG



Photo of fire safety equipment  
Publicly Announcement (PA) System.JPG



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



Photo of fire safety equipment  
Emergency evacuation plan.JPG



Photo of fire safety equipment  
Smoke detector.JPG



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



Photo of fire safety equipment  
Emergency light.JPG



Photo of the canteen (if applicable)  
Workers dining.JPG



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



Photo of fire safety equipment  
Fire alarm switch.JPG



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

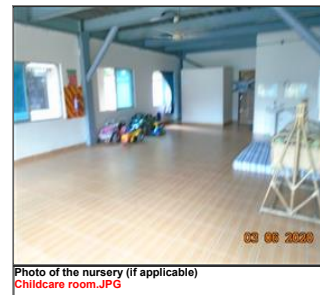


Photo of the nursery (if applicable)  
Childcare room.JPG



Photo of fire safety equipment  
Fire alarm.JPG



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

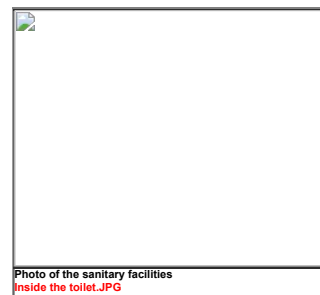


Photo of the sanitary facilities  
Inside the toilet.JPG



Photo of fire safety equipment  
Fire Door.JPG