

Sedex Members Ethical Trade Audit (SMETA) Report

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

Supplier name:	Eve Dress Shirts Limited	
Site country:	Bangladesh	
Site name:	Eve Dress Shirts Limited	
Parent Company name (of the site):	Eve Dress Shirts Limited	
SMETA Audit Type:	<input checked="" type="checkbox"/> 2-Pillar	<input type="checkbox"/> 4-Pillar
Date of Audit	22 nd January 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: Intertek	Report Owner (payee): Eve Dress Shirts Limited
Sedex Company Reference: <i>(only available on Sedex System)</i>	S-000000041874
Sedex Site Reference: <i>(only available on Sedex System)</i>	Not Supplied

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>	Not applicable
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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): None

Auditor Name(s) (please list all including all interviewers): Md. Nayeem Hossain, Md. Jakir Hossain, Flora Akter and Farhana Afrin.

Lead auditor: Md. Nayeem Hossain
 Team auditor: Md. Jakir Hossain
 Interviewers: Flora Akter and Farhana Afrin

Date: 22nd January 2015.

Non-Compliance Table

Issue <i>(please click on the issue title to go direct to the appropriate audit results by clause)</i>	Area of Non-Conformity <i>(Only check box when there is a non-conformity, and only in the box/es where the non-conformity can be found)</i>			Record the number of issues by line*:		
	ETI Base Code	Local Law	Additional Elements <i>(i.e. not part of ETI code)</i>	NC	Obs	GE
0 Management systems and code implementation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0	0	0
1 Employment Freely Chosen	<input type="checkbox"/>	<input type="checkbox"/>	/	0	0	0
2 Freedom of Association	<input type="checkbox"/>	<input type="checkbox"/>	/	0	0	0
3 Safety and Hygienic Conditions	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	/	3	0	0
4 Child Labour	<input type="checkbox"/>	<input type="checkbox"/>	/	0	0	0
5 Wages and Benefits	<input type="checkbox"/>	<input type="checkbox"/>	/	0	0	4
6 Working Hours	<input type="checkbox"/>	<input type="checkbox"/>	/	0	0	0
7 Discrimination	<input type="checkbox"/>	<input type="checkbox"/>	/	0	0	0
8 Regular Employment	<input type="checkbox"/>	<input type="checkbox"/>	/	0	0	0
8A Sub-Contracting and Homeworking	/	<input type="checkbox"/>	<input type="checkbox"/>	0	0	0
9 Harsh or Inhumane Treatment	<input type="checkbox"/>	<input type="checkbox"/>	/	0	0	0
10A Entitlement to Work	/	<input type="checkbox"/>	<input type="checkbox"/>	0	0	0
10B2 Environment 2-Pillar	/	<input type="checkbox"/>	<input type="checkbox"/>	0	0	0
10B4 Environment 4-Pillar	/	<input type="checkbox"/>	<input type="checkbox"/>	NA	NA	NA
10C Business Ethics	/	<input type="checkbox"/>	<input type="checkbox"/>	/	NA	NA

*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)

Site Summary

- The product manufactured at this site is woven shirt manufacture.
- Overall responsibility for meeting the standards is taken by the facility Compliance Manager, Mr. Jahangir Kabir.
- There are a total of 1137 workers on site and 967 local workers, all are permanent.
- The youngest worker on site was 20 year old.
- Participation committee member were present during the audit. However, management informed that communicate the outcome of the audit to the workers will be communicated through notice board, and would discuss at next participation committee meeting.
- There is no union and collective bargaining at this factory. It also not mandatory by local Law.
- There is evidence of both male and female in management and among supervisor.
- Site has no specific peak season for production same round the year.
- Site uses no sub-contractors.
- 52 employees were selected for interview including 17 male and 35 female employees, they were interviewed as 8 groups of 4 some mixed groups and some single sex and the balance of 20 employees were interviewed individually.
- 52 Records to show wages and hours were taken from January 2014 – December 2014.
- Standard working hours on site was in average 208 hours/month with 1 day off in every 7–day–period.
- Legal minimum pay (BDT 5300) was paid to all employees. However facility provides minimum wage as per Bangladesh Government Gazette dated 5th December 2013.
- Correct OT hours were paid; Employees were paid 200% of minimum hourly wage for OT hours.
- Overtime hours range described below:
 - 00–22 hours/month in December 2014 (Current month)
 - 00–44 hours/month in June 2014 (Random month)
 - 00–46 hours/month in March 2014 (Random month)

Issues Found

NC's

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- It was noted that, there was no fire resistance door installed in the facility.
- It was that, fire hoses were not connected with wet raiser system in the facility.
- It was noted that there is a small open area in front of the facility premises, which is used as fire assembly point. However said assembly point is not sufficient concerning 1137 employees.

Observation

None observed

Good Example

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- Attendance Bonus given to all employees.
- Two festival bonuses given to all employees.
- Free transportation facility to employees.

- Arranged annual picnic.

Audit Details

Audit Details			
A: Report #:	BGD-7089-01(10)		
B: Time in and time out <i>(SMETA Best Practice Guidance and Measurement Criteria recommends 9.00–17.00 hrs. if any different please state why in the SMETA declaration)</i>	Day 1 Time in: 09:30 hours Day 1 Time out: 17:40 hours	Day 2 Time in: Day 2 Time out: Not applicable	Day 3 Time in: Day 3 Time out: Not applicable
C: Number of Auditor Days Used: <i>(number of auditor x number of days)</i>	Four auditors in one day		
D: Audit type:	<input checked="" type="checkbox"/> Full Initial <input type="checkbox"/> Periodic <input type="checkbox"/> Full Follow-up <input type="checkbox"/> Partial Follow-Up <input type="checkbox"/> Partial Other – Define		
E: Was the audit announced? <i>(AAG recommends a window of three weeks for semi-announced, this gives optimum results)</i>	<input type="checkbox"/> Announced <input checked="" type="checkbox"/> Semi – announced: Window detail: 2 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? <i>(Examples would be, site has not completed SAQ, site has not been asked to complete the SAQ.)</i>	Not applicable		
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):	<u>Lead Auditor:</u> Md. Nayeem Hossain <u>Auditors:</u> Md. Jakir Hossain, Flora Akter and Farhana Afrin		
I: Report written by:	Farhana Afrin		
J: Report reviewed by:	Sifat Rizwana		
K: Report issue date:	27 January, 2015		

L: Supplier name:	Eve Dress Shirts Limited
M: Site name:	Eve Dress Shirts Limited
N: Site country:	Bangladesh
O: Site contact and job title:	Mr. Md. Shahriar Dalim- General Manager-Admin & HR
P: Site address: (Please include full address)	Ashulia, Savar, Dhaka-1341
Site phone:	088 02 7741720
Site fax:	088 02 7741721
Site e-mail:	shahriar@evegroupbd.com
Q: Applicable business and other legally required licence numbers: for example, business license no, and liability insurance	<p>Factory License No: 12706/Dhaka issued by Chief Inspector of Factories and Establishment, which is valid till 31st December 2015.</p> <p>Fire Licenses No: DD/Dhaka/19040/2005 and DD/Dhaka/24521/2014 issued by Bangladesh Fire Service & Civil Defence Authority which is valid till 30th June 2015.</p> <p>Trade License No: 85 (2014/2015) issued Ashulia Union Council; valid till 30th June 2015.</p>
R: Products/Activities at site, for example, garment manufacture, electricals, toys, grower	Woven shirt manufacture
S: Audit results reviewed with site management?	Yes
T: Who signed and agreed CAPR (Name and job title)	Mr. Md. Shahriar Dalim- General Manager-Admin & HR
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):	<p><u>Intertek:</u> Md. Nayeem Hossain-Lead Auditor, Md. Jakir Hossain-Auditor, Flora Akter-Auditor and Farhana Afrin-Auditor</p> <p><u>Eve Dress Shirts Limited.</u> Mr. Md. Shahriar Dalim- General Manager-Admin & HR, Mr. Jahangir Kabir-Manager-Compliance, Mr. Salahuddin Ahmed-Manager-HR & Admin, Mr. Asiful Haque-MIS Manager, Mr. Md. Babul Miah-Welfare Officer, Ms. Selina- PC representative, Mr. Manik- PC representative.</p>

W: What form of worker representation / union is there on site?	<input type="checkbox"/> Union (name) <input checked="" type="checkbox"/> Worker Committee (Participation Committee) <input type="checkbox"/> Other (specify) <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:	Not applicable			
Z: Previous audit type:		SMETA 2-pillar	SMETA 4-pillar	Other
	Full Initial	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Periodic	<input 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 <i>(Please state legal requirement)</i>	Actual at the Site <i>(Record site results against the law)</i>	Is this part of a Collective Bargaining Agreement?
A: Standard/Contracted work hours: <i>(Maximum legal and actual required working hours excluding overtime, please state if possible per day, week and month)</i>	Legal maximum: 08 hours per day 48 hours per week 208 hours per month	08 hours per day 48 hours per week 208 hours per month (For all sample months)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (Not mandatory by Local Law)
B: Legal Overtime hours: <i>(Maximum legal and actual overtime hours, please state if possible per day, week and month)</i>	Legal maximum: 04 hours per day 24 hours per week 104 hours per month (With legal waiver of 02 hours per day)	For December 2014: 02 hours per day 12 hours per week 22 hours per month For June 2014: 02 hours per day 12 hours per week 44 hours per month For March 2014: 02 hours per day 12 hours per week 46 hours per month	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (Not mandatory by Local Law)
C: Legal age of employment: <i>(Minimum legal and actual minimum age at site)</i>	Legal minimum: 18 years	20 year (From sample employees)	
D: Legal minimum wage for standard/contracted hours: <i>(Minimum legal and actual minimum wage at site, please state if possible per hr, day, week and month)</i>	Legal minimum: BDT 5300 per month	BDT 5300 per month (From sample employees)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (Not mandatory by Local Law)
E: Legal minimum overtime wage: <i>(Minimum legal and actual minimum overtime wage at site, please state if possible per hr, day, week and month)</i>	Legal minimum: Per hour 200% of basic hourly rate	Per hour 200% of basic hourly rate	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (Not mandatory by Local Law)

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"/> Not applicable for this audit
10C: Business Ethics	<input type="checkbox"/> Not applicable for this audit

<p>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.</p>	<p><input checked="" type="checkbox"/></p> <p>(All the employees in the facility are direct employees)</p>
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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 (No Union have in the facility)
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 (No Union have in the facility)
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 (No Union have in the facility)
D: If Worker Representatives were not present please explain reasons why <i>(only complete if no worker reps present)</i>	Facility management allowed Participation committee members to present during opening and closing meeting of the audit; The management also informed that they would communicate the outcome of the audit to the workers though notice board, and would discuss at next PC meeting.		
E: If Union Representatives were not present please explain reasons why: <i>(only complete if no union reps present)</i>	There is no union at this factory. It is also not mandatory by Local Law.		

F: Site description:
(Include size, location and age of site. Also include structure and number of buildings)

Eve-Dress Shirts Limited is located at Ashulia, Savar, and Dhaka. The total land area occupied was approximately 69,808 square feet and total production floor area is 1, 21,000 Square feet. The facility has operated in the existing location since 2006.

A total of 1137 employees are currently working in the facility, which includes 967 production employees and 170 non-production employees. All employees are local (Bangladeshi). Among 1137 employees, 694 are female employees and 443 are male employees.

The employees work for 6 days a week. Friday is weekly holiday. There is one general shift from 8:00 to 5:00 shift including 1 hour for lunchtime from 1:00 to 2:00. Employees' wages are calculated on fixed rate basis and paid on or before 7th of each month. There is no specific peak season on the facility same round the year.

With regards to facilities, there are one seven-storey building and three sheds for production and other purpose.

For details please see below:

Production Building /shed	Description	Remark, if any
Building (07 storey)		
Ground floor	Cutting, childcare, medical, office, warehouse, sample and embroidery.	None
1 st floor	Finishing and sewing.	None
2 nd floor	Finishing and sewing.	None
3 rd floor	Accessories store, training room, packing, fusing room and office.	None
4 th floor	Vacant	None
5 th floor	Dining, vacant.	None
6 th floor	Office	None
Shed 1	Boiler	None
Shed 2	Generator	None
Shed 3	Wastage	None

There is one lift in the building.

None of the construction is shared with any other management or organisation.

G: Site function:

- Agent
- Factory Processing/Manufacturer
- Finished Product Supplier
- Grower
- Homeworker

	<input type="checkbox"/> Labour Provider <input type="checkbox"/> Pack House <input type="checkbox"/> Primary Producer <input type="checkbox"/> Service Provider <input type="checkbox"/> Sub-Contractor
H: Month(s) of peak season: <i>(if applicable)</i>	Round the year.
I: Process overview: <i>(Include products being produced, main operations, number of production lines, main equipment used)</i>	
<p>The product manufactured in this unit is Woven shirt manufacture.</p> <p>The main production processes include cutting, embroidery, sewing, finishing and packing.</p> <p>Monthly production capacity: 2,25,000 per month on average</p> <p>Machines used: 162 Needle lockstitch machine, 207 Needle lockstitch machine with thread trimmer, 56 two needle 5-tread , over lock,50 flat lock, 40 over lock, 39 iron machine, 10 stitching machine, 04 metal detectors</p> <p>Chemicals used: Acetone, spot lifter 833.</p>	
J: Attitude of workers: <i>(Include their attitude to management, workplace and the interview process. Both positive and negative information should be included) Note: Do not document any information that could put workers at risk</i>	
<p>52 employees were selected for interview including 17 male and 35 female employees, they were interviewed as 8 groups of 4 some mixed groups and some single sex and the balance of 20 workers were interviewed individually.</p> <p>The employees were assured of confidentiality and they spoke freely of their views of the factory. All employees said they were satisfied with their employment at the factory and they are provided wages as per their agreement. They felt free to leave this employer and understood the notice period required. They facility management treated them with respect.</p> <p>They are able to complain directly to their supervisors or line manager and also felt free to give their general concerns to their PC representative who would take it to the PC committee.</p>	
K: Attitude of workers committee/union reps: <i>(Include their attitude to management, workplace and the interview process. Both positive and negative information should be included) Note: Do not document any information that could put workers at risk</i>	
<p>Participation committee member interview were conducted privately in a separate place. The participation committee member replied naturally regarding his responsibilities as PC member and he also informed that they can easily carryout their daily job without any difficulties. PC meetings are held on regular basis (Last held on 19 January 2015). They also stated that they could give suggestions on all parts of the site's practices.</p>	
L: Attitude of managers: <i>(Include attitude to audit, and audit process. Both positive and negative information should be included)</i>	
<p>The facility management showed a positive attitude to this audit and during the whole audit process. The facility Mr. Jahangir Kabir– Compliance Manager along with his team was present though the audit process and co-operated the whole audit. Facility management respect clients requirement and allow auditor to take photographs of all production</p>	

process, best practices and also non conformities. They also provide required documents photocopy and allow auditors to interact with the employees confidentially. At the closing meeting, the facility management agreed with all the findings and suggested corrective actions.

The factory management had a system in place to check their current practices against their clients' requirements and the local law have a Health & Safety committee to take care of health and safety concerns.

Key Information

Key Information <i>(click on the key information title to go to appropriate section of the report)</i>					
<p>A: Do all workers (including migrant workers) have contracts of employment/employment agreements? (Go to clause 8 – Regular Employment)</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>(Note that, facility has no any migrant employees).</p>				
<p>B: Are maximum standard/contracted working hours clearly defined in contract/employment agreements? (Go to clause 8 – Regular Employment)</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>				
<p>C: Were appropriate records available to verify hours of work and wages? (Go to clause 5 – Living Wage)</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>				
<p>D: Were any inconsistencies found? (if yes describe nature) (Go to Wages Table)</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> Poor record keeping <input checked="" type="checkbox"/> No <input type="checkbox"/> Isolated incident <input type="checkbox"/> Repeated occurrence</p>				
<p>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)</p>	<table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">Wages found:</td> <td style="width: 50%;">Please indicate the breakdown of workforce according to earnings:</td> </tr> <tr> <td> <input type="checkbox"/> Below legal min <input checked="" type="checkbox"/> Meet <input checked="" type="checkbox"/> Above </td> <td> __0__% of workforce earning under min wage 20% of workforce earning min wage 80% of workforce earning above min wage </td> </tr> </table>	Wages found:	Please indicate the breakdown of workforce according to earnings:	<input type="checkbox"/> Below legal min <input checked="" type="checkbox"/> Meet <input checked="" type="checkbox"/> Above	__0__% of workforce earning under min wage 20% of workforce earning min wage 80% of workforce earning above min wage
Wages found:	Please indicate the breakdown of workforce according to earnings:				
<input type="checkbox"/> Below legal min <input checked="" type="checkbox"/> Meet <input checked="" type="checkbox"/> Above	__0__% of workforce earning under min wage 20% of workforce earning min wage 80% of workforce earning above min wage				
<p>F: % of piece rate workers: (if applicable)</p>	<p>No the facility has no any piece rate employees.</p>				
<p>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)</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>				
<p>H: If yes, what are the standard/contracted hours per week as stated in the contract/employment agreement? (Go to clause 6 – Working hours)</p>	<table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">__NA__ hrs/week</td> <td style="width: 50%;">Approx. __NA__% of ALL workers on these contacted hours</td> </tr> <tr> <td></td> <td>Not applicable</td> </tr> </table>	__NA__ hrs/week	Approx. __NA__% of ALL workers on these contacted hours		Not applicable
__NA__ hrs/week	Approx. __NA__% of ALL workers on these contacted hours				
	Not applicable				
<p>I: Combined hours (standard/contracted plus overtime = total hours) over 60 per week found? (Go to Working Hours Analysis)</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>				
<p>J: Are workers provided with 1 day off in every 7-day-period, or 2 in 14-day-period (where the law allows)?</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If 'No', please explain: Not Applicable</p>				

<p>K: Are the correct legal overtime premiums paid? (Go to Wages Table)</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A – there is no legal requirement to OT premium</p>
<p>L: Please state what actual OT is paid. <i>(As a percentage of the workers standard rate)</i> (Go to Working Hours Analysis)</p>	<p><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: Facility is providing 200% of hourly rate for OT hour for all employees.</p>
<p>M: Is there any night production work at the site?</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>
<p>N: % of workers living in site provided accommodation (if applicable):</p>	<p>Not applicable (Facility didn't provide accommodation for their employees)</p>
<p>O: Age of youngest worker found: (Go to clause 4 – Child labour)</p>	<p>20 Years</p>
<p>P: Workers under 18 subject to hazardous work assignments? (Go to clause 3 – Health and Safety)</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>
<p>% of under 18's at this site (of total workers)</p>	<p>0%</p>
<p>Q: What form of worker representation/union is there on site? (Go to clause 2 – Freedom of Association)</p>	<p><input type="checkbox"/> Union (name) <input checked="" type="checkbox"/> Worker Committee (Participation Committee) <input type="checkbox"/> Other (specify) <input type="checkbox"/> None</p>
<p>R: Is it a legal requirement to have a union? (Go to clause 2 – Freedom of Association)</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (Trade Union not mandatory by Local Law)</p>
<p>S: Is It a legal requirement to have a workers committee? (Go to clause 2 – Freedom of Association)</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>T: Is there any other form of effective worker/management communication channel? <i>(Other than union/worker committee)</i> (Go to clause 2 – Freedom of Association)</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Describe:</p> <ul style="list-style-type: none"> • Grievance box • Participation committee representative • Welfare officer. • Immediate Supervisor • Hotline number • Top management

U: Are there any External Processes?
[\(Go to clause 8A – Sub-contracting and Home working\)](#)

- Sub-Contracting
- Homeworking
- Other External Process
- 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: 89% Female: 11%
C: Majority nationality of workers	All employees are local (Bangladeshi)
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)	2%
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: It was noted through documentation review, facility has policies and procedures for forced labour, child labour, discrimination, harassment & abuse.
I: If Yes , is there evidence (an indication) of effective implementation? Please give details.	Facility management recruited above 18+ employees as per their policy which is reflect on age verification records, All employees are getting orientation training which is reflect facility avoid discrimination by male and female etc. That means all policies being implement properly.
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: All the employees in the facility have received orientation training where standards for forced labour, child labour, discrimination, harassment & abuse are covered. Last held orientation training on 01 January 2014 with 25 participants and conducted by facility Manager-Compliance.
K: If Yes , is there evidence (an indication) that training has been effective e.g. training records etc.? Please give details	It was noted through Management and employee interview they are aware about forced labour, child labour, discrimination, harassment & abuse.

<p>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 3rd party?</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Please describe: Not applicable</p> <p>There is no such requirement by local Law and it is not an industry practice in Bangladesh.</p>
<p>M: If Yes, are workers aware of these channels? Please give details.</p>	<p>Not applicable</p>
<p>N: Have health and safety risks been identified e.g. through internal audits, formal risk analysis process, worker involvement etc.?</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please describe:</p> <p>It was noted through documentation review, facility conducts quarterly internal audit. Last internal audit conducted on 13 October 2014.</p>
<p>O: If Yes, has effective action been taken to reduce or eliminate these risks?</p>	<p>It was noted through documentation review, facility takes necessary corrective action according to their inter audit report and risk assessment.</p>
<p>P: Are accidents recorded?</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please describe:</p> <p>Facility nurse maintains an injury register.</p>
<p>Q: Has the auditor made a simple calculation to compare capacity with workers' work load in order to identify possible unrecorded work hours?</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please describe:</p> <p>Auditor compared production record with provided salary sheet and time card. During review period no working hour violations identified. Employee work load during review period was simple.</p>
<p>R: Does the site have all required land rights licenses and permissions (see SMETA Measurement Criteria)?</p>	<p>Yes</p>
<p>S; Does the site have any internationally recognised system certifications e.g. ISO 9000, 14000, OHSAS 18000, SA8000 (or other social audits). Please detail (Number and date).</p>	<p>No</p>
<p>T: Is there a Human Resources manager/department? If Yes, please detail.</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please describe:</p> <p>Facility has a Human resources department. Mr. Jahangir kabir is Manager- Compliance.</p>

Worker Analysis

Worker Analysis								
	Local			Migrant			Home workers	Total
	Permanent	Temporary	Agency	Permanent	Temporary	Agency		
Worker numbers – male	443	0	0	0	0	0	0	443
Worker numbers – female	694	0	0	0	0	0	0	694
Total	1137	0	0	0	0	0	0	1137
Number of Workers interviewed	52	0	0	0	0	0	0	52

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:	No migrant workers were recruited.
E: Type of work undertaken by migrant workers :	Not Applicable
F: Were migrant workers	<input type="checkbox"/> Yes

<p>recruited through an agency? If yes, please give details.</p>	<p><input checked="" type="checkbox"/> No Please describe: Not Applicable</p>
<p>If Yes, is there a contract with the agency? Provide details of agencies and contractual arrangements including any fees lodged during the recruitment process.</p>	<p>Not applicable</p>
<p>G: Does the site have a system for checking labour standards of agencies? If yes, please give details.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No Please describe: Not applicable. Not Applicable</p>
<p>H: Percentage of migrant workers in company provided accommodation:</p>	<p>Not Applicable</p>

Audit Results by Clause

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:

- Facility has own code of conduct which is stand for prohibited of child labor, force labor, discrimination, harassment and abuse, health and safety, wages and working hours, environment and management system etc.
- Facility has a general practiced according to their COC they also following client requirement.
- Responsibility for meeting the legal and client code requirements is taken by the Manager (Compliance).
- Facility management communicated their Code of Conduct by their notice board, orientation training, employee hand book etc.
- There is an internal audit team who conducts internal audit on quarterly basis.
- There are no certifications at the site, such as ISO 14000, ISO 9000 etc.

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

- Facility code of conduct.
- All policies of facility.
- Management employee training / meeting records

Non-compliance:

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

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

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:

- The factory has a policy which prohibits forced labour and this was also available for review.
- Age verification documents (National ID card copy, educational certificate, nationality certificates) were available in employee personal files.
- Employees are provided hand book stating facility rules and regulations.
- Service book is provided to every employee.
- Overtime is voluntary.

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

- Facility policy and procedure
- Sample employee personal files.
- Service book
- Employee hand book
- Resign employees records

Non-compliance:

Description of non-compliance:

NC against ETI/Additional Elements

NC against Local Law

None Observed

Local law and/or ETI requirement:

Not applicable

Recommended corrective action:

Not applicable

Objective evidence observed:

(where relevant please add photo numbers)

Not applicable

Observation:	
Description of observation: 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

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

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:

- All the employees are allowed to form or join the trade union of their choice.
- There is no trade union in the facility but there is a PC (Participation Committee) formed by election.
- Election took place on 22 May 2014.
- Regular PC meeting is held, last held on 19 January 2015.
- Meeting minutes are posted in notice board and informed through PA system.
- There are 08 members from employee side of total PC member of 15.
- PC members are not treated less favorably than other workers
- PC members are allowed to carry out their duties within working hours without affecting their pay

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

- Freedom of association policy review.
- PC formation records
- PC meeting register.

Non-compliance:

Description of non-compliance: <input type="checkbox"/> NC against ETI/Additional Elements <input type="checkbox"/> NC against Local Law None Observed Local law and/or ETI requirement: Not applicable Recommended corrective action: Not applicable	Objective evidence observed: <i>(where relevant please add photo numbers)</i> Not applicable
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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:	None present	Is there evidence of free elections? <input type="checkbox"/> Yes <input type="checkbox"/> No N/A
B: If no union what is parallel means of consultation with workers e.g. worker committees?	Participation committee: A participation committee in place with 08 worker level members elected by the workers to represent each section of the facility. Currently there were 08 active members of the participation committee.	Is there evidence of free elections? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
C: Were worker representatives/union representatives interviewed	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If Yes , please state how many: 2 (1 male, 1 female)	
D: State any evidence that union/workers committee is effective? <i>Specify date of last meeting; topics covered; how minutes were communicated etc.</i>	PC meeting held on every month. Last meeting held on 19 January 2015 and meeting topics covered use of PPE and safe working condition leave procedure and others. Meeting minutes found posted on notice board.	
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 Not applicable	____% workers covered by worker rep CBA Not applicable

G: If Yes , does the Collective Bargaining Agreement (CBA) include rates of pay	<input type="checkbox"/> Yes <input type="checkbox"/> No Not applicable
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Good Examples observed:	
Description of Good Example (GE): None observed	Objective evidence observed: Not applicable

3: Working Conditions are Safe and Hygienic

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

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:

1. General Health and Safety management

- Manager-compliance looks after Health & Safety issues for the site.
- Potable water was freely available in all areas and test certificates were up-to-date (Last done on 10.11.14 by icddr,b and the report was not satisfactory)
- Sufficient clean toilets segregated by gender were available at all times to workers. 44 for male and 65 for female
- Ventilation, temperature and lighting were adequate for the production processes.
- Minutes of meetings show that there are monthly H&S committee held. Last meeting on 12 January 2015.

2. Fire Safety

- There were at 3 exits from each work area and these were clearly marked.
- Fire fighting equipment was adequate and checks were up-to-date
- Evacuation diagrams were posted in all areas and understood by all workers interviewed
- Fire drills were organised and recorded every months. Last drill done on 20 December 2014; took 3.50 minutes with present 1186 employees to safely evacuate.
- Facility has following fire fighting equipments: 118 ABC type Fire Extinguisher, 59 CO2 type Fire Extinguisher, 01 foam, 13 Fire hook, 13 Fire Bitter, 20 break glass, 13 flash light, 13 fire bell, 18 fire alarm switch, 11 fire warning light, 11 siren, 16 gong bell, 29 PA system, 12 Cc TV, 154 emergency light, 74 exit light, 15 fire hydrant, 48 fire bucket with stand, 07 look cutter, 07 belcha, 26 helmet, 38 gas mask, 10 pair hand gloves, 13 fire blanket, 06 stretcher, 13 first aid box, 12 water drum, 07 torch light.
- Below Training records were available:

SL	Name of the training	Last held	Participants	Conducted / supervised by
1	Fire fighting (Internal)	14 January 2015	129	Mr. Jahangir Kabir (Manager,

				Compliance)
2	Fire fighting (external)	22 June 2014	180	Alliance
3	Health & safety	12 January 2015	12	Mr. Jahangir Kabir (Manager, Compliance)
4	PPE	12 January 2015	12	Mr. Babul Mia (Welfare & compliance Officer)
5	Chemical handling	14 January 2015	06	Mr. Babul Mia (Welfare & compliance Officer)
6	New Workers Orientation	14 January 2015	25	Mr. Jahangir Kabir (Manager, Compliance)
7	First Aid	15 January 2015	32	Mr. Mahfizur Rahman (Medical Officer)

3. Electrical safety

- All electrical equipment was maintained in good condition such as sockets, plugs, switches and main fuse boards.
- There were 03 competent electricians at the site and their training certificates were available for review.

Chemical safety

- Workers in the chemical store confirmed that they had been trained on correct handling procedures as well as what to do in an emergency.

5. Medical services

- There were 20 first aid kits in each production area and they were well stocked.
- There were 40 first aiders and they were identified by white apron.

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

- Health and safety policy
- Health and safety committee minutes
- Training records and certificates
- Fire equipment maintenance records
- Fire drill records
- Building structure permits
- Trained first aider register
- Accident reports
- Chemical list and MSDS for each chemical
- Potable water testing certificates

Non-compliance:

<p>1. Description of non-compliance: <input checked="" type="checkbox"/> NC against ETI <input checked="" type="checkbox"/> NC against Local Law</p> <p>It was noted through facility visit and Fire License review that, there was no fire resistance door installed in the facility.</p> <p>Local law and/or ETI requirement</p> <p><u>In accordance with ETI 3.1 base code:</u> A safe and hygienic working environment shall be provided, bearing in mind the prevailing knowledge of the industry and of any specific hazards. Adequate steps shall be taken to prevent accidents and injury to health arising out of, associated with, or occurring in the course of work, by minimising, so far as is reasonably practicable, the causes of hazards inherent in the working environment.</p> <p><u>In accordance with fire licence (Standard-9-A):</u> Facility shall be installed fire resistance door.</p> <p>Recommended corrective action: It is recommended that the facility should install fire resistance door.</p> <p>2. Description of non-compliance: <input checked="" type="checkbox"/> NC against ETI <input checked="" type="checkbox"/> NC against Local Law</p> <p>It was noted through facility visit and Fire License review that, fire hoses were not connected with wet raiser system in the facility.</p> <p>Local law and/or ETI requirement:</p> <p><u>In accordance with ETI 3.1 base code:</u> A safe and hygienic working environment shall be provided, bearing in mind the prevailing knowledge of the industry and of any specific hazards. Adequate steps shall be taken to prevent accidents and injury to health arising out of, associated with, or occurring in the course of work, by minimising, so far as is reasonably practicable, the causes of hazards inherent in the working environment.</p> <p><u>In accordance with fire licence (Standard-9-A)::</u> Facility should be installed fire hoses with wet raiser system.</p> <p>Recommended corrective action: It is recommended that the facility should install wet raiser system for fire hoses.</p> <p>3. Description of non-compliance: <input checked="" type="checkbox"/> NC against ETI <input type="checkbox"/> NC against Local Law</p> <p>It was noted through facility visit that, that there is a small open area in front of the facility premises, which is used as fire assembly point. However said assembly point is not sufficient concerning 1137 employees.</p> <p>Local law and/or ETI requirement:</p> <p><u>In accordance with ETI 3.1 base code:</u></p>	<p>Objective evidence observed: <i>(where relevant please add photo numbers)</i></p> <p>Facility tour and documents review.</p> <p>Facility tour and documents review.</p> <p>Facility tour</p>
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A safe and hygienic working environment shall be provided, bearing in mind the prevailing knowledge of the industry and of any specific hazards. Adequate steps shall be taken to prevent accidents and injury to health arising out of, associated with, or occurring in the course of work, by minimising, so far as is reasonably practicable, the causes of hazards inherent in the working environment.

Recommended corrective action:

It is recommended that the facility should have spacious fire assembly point.

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

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

ETI

- 4.1 There shall be no new recruitment of child labour.
- 4.2 Companies shall develop or participate in and contribute to policies and programmes which provide for the transition of any child found to be performing child labour to enable her or him to attend and remain in quality education until no longer a child.
- 4.3 Children and young persons under 18 shall not be employed at night or in hazardous conditions.
- 4.4 These policies and procedures shall conform to the provisions of the relevant ILO Standards.

Current Systems and Evidence Examined

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

Current systems:

- The facility has established a practice that they will never employ and use any child labor.
- The facility verifies all workers' original national ID card, birth certificate, school certificate etc at the time of recruitment and keeps the photocopies of workers' ID cards, birth certificate in their personal files.
- Factory verifies the workers age through registered doctors.
- Sampling basis employees' personal files was taken for review. Each employee file included a bio-data sheet, recent photo, birth registration certificate / photo copied national identification card and other documents.
- There was no child or young employee observed in the facility.

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

- Recruitment policy
- Personal file of sample employees
- Age verification documents

Non-compliance:

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

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

5: Living Wages are Paid

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

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

ETI

5.1 Wages and benefits paid for a standard working week meet, at a minimum, national legal standards or industry benchmark standards, whichever is higher. In any event wages should always be enough to meet basic needs and to provide some discretionary income.

5.2 All workers shall be provided with written and understandable information about their employment conditions in respect to wages before they enter employment and about the particulars of their wages for the pay period concerned each time that they are paid.

5.3 Deductions from wages as a disciplinary measure shall not be permitted nor shall any deductions from wages not provided for by national law be permitted without the expressed permission of the worker concerned. All disciplinary measures should be recorded.

Current Systems and Evidence Examined

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

Current systems:

- The facility is providing local legal minimum wage BDT 5300/month for all the employees.
- Time keeping system is manual.
- All workers are 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.
- Benefits of paid, annual leave, was given to all workers and maternity benefit to appropriate workers.
- All social insurance payments were passed on to the relevant authorities in a timely manner.
- All employees were paid on 07th of each month by cash
- Each employee were given a pay slip and signed for their wages.
- Employees are aware of their minimum wage.
- Wages have been recorded according to documents checked.
- There are some good practices by the facility; see below GE section.

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

- Salary sheet review
- Overtime payment record review
- Payslip review
- Attendance register review
- Production record review
- Maintenance register review
- Maternity benefit register review
- Leave record review
- Final settlement record review

Non-compliance:	
Description of non-compliance: <input type="checkbox"/> NC against ETI/Additional Elements <input type="checkbox"/> NC against Local Law None Observed Local law and/or ETI requirement: Not applicable Recommended corrective action: Not applicable	Objective evidence observed: <i>(where relevant please add photo numbers)</i> 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): 1. Attendance Bonus given to all employees. 2. Festival bonuses given to all employees. 3. Free transportation facility to employees. 4. Arranged annual picnic.	Objective evidence observed: Employee interview, documentation review and facility tour

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>	52 samples from December 2014 (Current month) 52 samples from June 2014 (Random month) 52 samples from March 2014 (Random month)
B: Are there different legal minimum wage grades? If Yes, please	<input checked="" type="checkbox"/> Yes If Yes , please give details:

specify all.	<input type="checkbox"/> No	<p>The Government announced pay structure on 05 December, 2013 for the workers of the Garments Industries with effect from December 2013.</p> <p>For the worker level employees:</p> <table border="1" data-bbox="671 528 1489 983"> <thead> <tr> <th>Grades</th> <th>Basic wage (BDT)</th> <th>House rent (40% x basic) (BDT)</th> <th>Meal (BDT)</th> <th>Medical (BDT)</th> <th>Travel (BDT)</th> <th>Gross monthly wage (BDT)</th> </tr> </thead> <tbody> <tr> <td>Grade 1</td> <td>8500</td> <td>3400</td> <td>650</td> <td>250</td> <td>200</td> <td>13000</td> </tr> <tr> <td>Grade 2</td> <td>7000</td> <td>2800</td> <td>650</td> <td>250</td> <td>200</td> <td>10900</td> </tr> <tr> <td>Grade 3</td> <td>4075</td> <td>1630</td> <td>650</td> <td>250</td> <td>200</td> <td>6805</td> </tr> <tr> <td>Grade 4</td> <td>3800</td> <td>1520</td> <td>650</td> <td>250</td> <td>200</td> <td>6420</td> </tr> <tr> <td>Grade 5</td> <td>3530</td> <td>1412</td> <td>650</td> <td>250</td> <td>200</td> <td>6042</td> </tr> <tr> <td>Grade 6</td> <td>3270</td> <td>1308</td> <td>650</td> <td>250</td> <td>200</td> <td>5678</td> </tr> <tr> <td>Grade 7</td> <td>3000</td> <td>1200</td> <td>650</td> <td>250</td> <td>200</td> <td>5300</td> </tr> <tr> <td>Apprentice</td> <td>2200</td> <td>880</td> <td>650</td> <td>250</td> <td>200</td> <td>4180</td> </tr> </tbody> </table>	Grades	Basic wage (BDT)	House rent (40% x basic) (BDT)	Meal (BDT)	Medical (BDT)	Travel (BDT)	Gross monthly wage (BDT)	Grade 1	8500	3400	650	250	200	13000	Grade 2	7000	2800	650	250	200	10900	Grade 3	4075	1630	650	250	200	6805	Grade 4	3800	1520	650	250	200	6420	Grade 5	3530	1412	650	250	200	6042	Grade 6	3270	1308	650	250	200	5678	Grade 7	3000	1200	650	250	200	5300	Apprentice	2200	880	650	250	200	4180
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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: Not Applicable																																																															
D: What deductions are required by law e.g. social insurance? Please state all types:	As per section 125 of the Bangladesh Labour Law, 2006, factory may deduct wages for un-authorized absence, for fines, housing facility, advance payments, loans, income tax, provident fund, etc																																																																
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	<p>If Yes, Please list all deductions that have been made:</p> <p>Deduction is only made for un authorized absent and for Govt. revenue stamp</p> <hr/> <p>If No, please give details on any deductions which have not been made:</p> <p>Not applicable</p>																																																															
F: Industry norm for this region: (please include time period e.g. hour/week/month)	There are no industry norms for this region at present.																																																																

Wages table (Click here to return to Key information)			
Worker Type	Process Operator	Process Operator	Process Operator

	(Lowest paid)	(Average paid)	(Highest paid)
<p>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:</p>			
A: Pay period: (State month selected)	December 2014	December 2014	December 2014
B: Anonymous Employee Reference/Dept.	Worker A / Sewing Dept.	Worker B / Finishing Dept.	Worker C / Cutting Dept.
C: Employee Gender	Female	Female	Male
D: Contracted/Standard working hours: (excluding OT – please include time period e.g. hour/week/month)	8 hours per day 48 hours per week 208 hours per month	8 hours per day 48 hours per week 208 hours per month	8 hours per day 48 hours per week 208 hours per month
E: Contracted /Standard work pay rate: (excluding OT – please include time period e.g. hour/week/month)	BDT 5510 per month	BDT 6718 per month	BDT 10445 per month
F: Standard day overtime – hours: (please include time period e.g. hour/week/month)	Maximum 2 hours per day/ 12 hours per week <u>During waiver period</u> Maximum 4 hours per day/ 24 hours per week	Maximum 2 hours per day/ 12 hours per week <u>During waiver period</u> Maximum 4 hours per day/ 24 hours per week	Maximum 2 hours per day/ 12 hours per week <u>During waiver period</u> Maximum 4 hours per day/ 24 hours per week
G: Standard day overtime – wage: (please include time period e.g. hour/week/month)	BDT 727 this month	BDT 1119 this month	BDT 245 this month
H: Rest day overtime – hours: (please include time period e.g. hour/week/month)	0 hours worked.	0 hours worked.	0 hours worked.
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 hours worked	0 hours worked	0 hours worked

K: Statutory holiday OT – wages: <i>(please include time period e.g. hour/week/month)</i>	0	0	0
L: Total overtime hours: <i>(please include time period e.g. hour/week/month)</i>	24 hours this month	29 hours this month	4 hours this month
M: Incentives/Bonus/ Allowances etc.: <i>(please include time period e.g. hour/week/month)</i>	Attendance bonus BDT 0	Attendance bonus BDT 500	Attendance bonus BDT 500
N: Gross wages: <i>(please include time period e.g. hour/week/month)</i>	BDT 6237 for this month	8337 BDT for this month	BDT 11190 for this month
O: Social insurance and other deductions; please list which and amount.	Stamp deduction BDT 10 + unauthorized absent 406 = BDT 416	Stamp deduction BDT 10	Stamp deduction BDT 10
P: Actual wage paid after deduction: <i>(please include time period e.g. hour/week/month)</i>	BDT 5821 for this month	BDT 8327 for this month	BDT 11180 for this month
Comments: <i>(Please state here any specific reasons/circumstances that explain the lowest and highest gross wages)</i>			
<ul style="list-style-type: none"> The highest and lowest wage mainly varies due to grade of the respective employee. As per Circular dated 15 October, 2014 from Bangladesh Labor and Employment Ministry; Facility can do 4(four) hours over time in a day with the consent of the employees up to 6(six) months starting since 17 October, 2014. 			
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:		
R: Are workers paid in a timely manner in line with local law?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No All employees are paid on the 7 th day of the following month.		
S: Is there evidence that equal rates are being paid for equal work:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Details: Through payroll records review and employee's interviews' interview, it was confirmed that equal rates are being paid for equal work.		

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: Pay slip is also provided.
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6: Working Hours are not Excessive

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

ETI

6.1 Working hours must comply with national laws, collective agreements, and the provisions of 6.2 to 6.6 below, whichever affords the greater protection for workers. Sub-clauses 6.2 to 6.6 are based on international labour standards.

6.2 Working hours, excluding overtime, shall be defined by contract, and shall not exceed 48 hours per week.

6.3 All overtime shall be voluntary. Overtime shall be used responsibly, taking into account all the following: the extent, frequency and hours worked by individual workers and the workforce as a whole. It shall not be used to replace regular employment. Overtime shall always be compensated at a premium rate, which is recommended to be not less than 125% of the regular rate of pay.

6.4 The total hours worked in any 7 day period shall not exceed 60 hours, except where covered by clause 6.5 below.

6.5 Working hours may exceed 60 hours in any 7 day period only in exceptional circumstances where **all** of the following are met:

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

6.6 Workers shall be provided with at least one day off in every 7 day period or, where allowed by national law, 2 days off in every 14 day period.

Current Systems and Evidence Examined

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

Current systems:

- Through employees’ interview, overtime is voluntary.
- The facility provided hours and wages records for 12 months.
- Time cards are completed manually
- Facility’s working hours found within legal limit.
- All overtime is compensated at a premium rate.
- Facility remains closed on Friday.

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

- Salary sheet
- Payslip
- Overtime payment record
- Job card
- Attendance register
- Production record

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

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

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

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.	<i>Describe: Manual time card</i>
B: Sample Size Checked <i>(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)</i>	52 samples from December 2014 (Current month) 52 samples from June 2014 (Random month) 52 samples from March 2014 (Random month)
C: Do ALL workers have contracts/employment agreements?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	<i>If NO, state which type of workers do NOT have contracts/employment agreements:</i> <i>Not applicable</i>
D: Are standard/contracted working hours defined in all contracts/employment agreements?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	<i>If NO, please state which type of workers NOT standard hours have defined in contracts/employment agreements.</i> <i>Not applicable</i>
E: Are there any other types of contracts/employment agreements used?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	<i>If YES, Please complete as appropriate:</i>
	<input type="checkbox"/> 0 hrs <input type="checkbox"/> Part time <input type="checkbox"/> Variable hrs <input type="checkbox"/> Other
	<i>If "Other", Please define:</i> <i>Not Applicable</i>
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
	<i>If YES give details and comparison (local law/48 hrs week)</i> <i>Not Applicable</i>
G: What are the actual standard/contracted hours worked in sample (State per week/month)	Highest hours: 48 hours/week in December 2014 (Current month) 48 hours//week in June 2014 (Random month) 48 hours/week in March 2014 (Random month)
	Lowest hours: 40 hours/week in December 2014 (Current month) 32 hours//week in June 2014 (Random month) 8 hours/week in March 2014 (Random month)
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
	<i>If YES, Please give details</i> <i>Not Applicable</i>

Overtime Hours														
I: Actual overtime hours worked in sample (State per day/week/month)	Highest OT hours:	12 hours/week in December 2014 (Current) 12 hours//week in June 2014 (Random) 12 hours/week in March 2014 (Random)												
	Lowest OT hours:	0 hours//week in December 2014 (Current) 0 hours//week in June 2014 (Random) 0 hours//week in March 2014 (Random)												
J: Range of overtime hours over all workers/or as large a sample as possible. (State per week/month and details)	00 – 22 hours/month in December 2014 (Current) 00 – 44 hours/month in June 2014 (Random) 00 – 46 hours/month in March 2014 (Random).													
K: Approximate percentage of workers on highest overtime hours	___20___ % (Finishing Section)													
L: Is overtime voluntary?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Conflicting Information	<i>Please detail evidence e.g. Wording of contract/employment agreement/handbook/worker interviews/refusal arrangements:</i>												
		<i>As per employment contract and company policy all employees doing overtime voluntary basis.</i>												
Overtime Premiums														
M: Is overtime paid at a premium?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<i>Please give details of normal day overtime premium as a % of standard wages:</i>												
		<table border="1" style="width: 100%; text-align: center;"> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>0%</td> <td>1 – 115%</td> <td>116 – 124%</td> <td>125 – 149%</td> <td>150 – 199%</td> <td>200%+</td> </tr> </table>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0%	1 – 115%	116 – 124%	125 – 149%	150 – 199%	200%+
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>							
0%	1 – 115%	116 – 124%	125 – 149%	150 – 199%	200%+									
Any other comments: Overtime payments for all employees are as per legal requirement.														
N: ETI Code requires a prevailing standard to give greatest worker protection. If a site pays less than 125% OT premium and this is allowed under local law, are there other considerations? Please complete the boxes where relevant. Multi select is possible.	<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														

<p>O: Are workers provided with 1 day off in every 7-day-period, or 2 in 14-day-period (where the law allows)?</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<p>Maximum number of days worked without a day off (in sample):</p> <p>06 days</p>
<p>Total Hours</p>		
<p>P: Range of total hours: (Quote highest and lowest please include time period e.g. hour/week/month)</p>	<p>Highest total hours</p>	<p>60 hours/week in December 2014 (Current month) 60 hours//week in June 2014 (Random month) 60 hours/week in March 2014 (Random month)</p>
	<p>Lowest total hours</p>	<p>48 hours/week in December 2014 (Current month) 32 hours//week in June 2014 (Random month) 8 hours/week in March 2014 (Random month)</p>
<p>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.</p>	<input 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 Not Applicable	
	<p>Please explain any checked boxes in R above</p>	
	<p>Not Applicable</p>	
<p>Comments: (please state here any specific reasons/circumstances that explain the highest working hours)</p>		
<p>Please add details of examples where the site has demonstrated "exceptional circumstances".</p> <p>Total working hour is within 60 hour/week.</p> <p>Please give details of any appropriate safeguards in place at the time of the 60+ hours working.</p> <p>Not applicable</p> <p>Any other comments:</p> <p>Not applicable</p>		

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:

- 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.
- Gender discrimination was also absent in the facility; both female and male workers were distributed in all types of work.
- The factory provides the same wage amount to male/female employees of the same rank.
- There is no restriction for formation of trade union in the factory.

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

- Discrimination policy.
- Recruitment policy.
- Training record.

Non-compliance:

Description of non-compliance:

NC against ETI/Additional Elements

NC against Local Law

None Observed

Local law and/or ETI requirement:

Not applicable

Recommended corrective action:

Not applicable

Objective evidence observed:

(where relevant please add photo numbers)

Not applicable

Observation:

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

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:

- All employees were recruited by the factory directly as per their policy.
- No labour agency was used to hire workers. No temporary worker, apprenticeship schemes or home worker was identified by the auditors.
- No subcontractors were used.
- All workers getting signed labour contract and ID card during their recruitment.
- Facility maintains service books for all workers.

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

- Recruitment policy.
- Employees personal file.
- Appointment letter.
- Employee service book.
- New employee joining register.

Non-compliance:

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

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

8A: Sub-Contracting and Homeworking

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

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

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

Note to auditor on homeworking:

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

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:

- No Sub-contracting and Home-working was used by this facility.

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

- Shipment record
- Goods in and out register
- Production record
- Goods in and out challan

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

Not applicable

Non-compliance:

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

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

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 checked="" 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 checked="" 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 homeworking – if applicable			
F: If homeworking is being used, is there evidence this has been agreed with the main client?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes , summarise details: Not Applicable		
G: Number of homeworkers	Male: Not Applicable	Male: Not Applicable	Male: Not Applicable
H: Are homeworkers 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 homeworking?	<input type="checkbox"/> Yes <input type="checkbox"/> No Not Applicable		
K: How does site ensure worker hours and pay meet local laws for homeworkers?	Not Applicable		
L: What processes are carried out by homeworkers?	Not Applicable		

<p>M: Are written agreements in place for homeworkers that include regular employment?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No Not Applicable</p>
<p>N: Are full records available at the site?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No Not Applicable</p>

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:

- The facility has 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.
- Anti harassment issue is also covered in employee orientation training; last held on 14 January 2015 with 25 employees conducted by facility Manager - Compliance.
- Through the factory management and employee interview, it was noted that no physical abuse happened in the factory.
- There is an internal process for grievance, which is through grievance box where an employee can report any grievances (harassment, discrimination etc.) anonymously, any received complaint will be handled by management, without any reprisal for the worker in question.

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

- Anti-Harassment policy
- Grievance box open register
- Orientation training record

Non-compliance:

Description of non-compliance:

NC against ETI/Additional Elements

NC against Local Law

None Observed

Local law and/or ETI requirement:

Not applicable

Recommended corrective action:

Not applicable

Objective evidence

observed:

(where relevant please add photo numbers)

Not applicable

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

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

10. Other Issue areas: 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:

- Only employees with a legal right to work shall be employed or used by the factory.
- There are no migrant, agency staffs, employment agencies and immigration worker level employee in the factory.
- The youngest age was 20 years old. All of them were recruited directly by the facility and no agency was involved in factory's recruitment processes

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

- Factory recruitment policy
- Employees personal file.

Non-compliance:

Description of non-compliance:

NC against ETI/Additional Elements

NC against Local Law

None Observed

Local law and/or ETI requirement:

Not applicable

Recommended corrective action:

Not applicable

Objective evidence observed:

(where relevant please add photo numbers)

Not applicable

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

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

10. Other issue areas 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:

- The facility prepared an environmental policy and procedure.
- However, As per Bangladesh Environmental Conservation Act 1995, amended gazette of 1st October, 2007: Garments and Sweater Industries are not fall on any one of the 04(four) categories and subsequently need not to have an environmental clearance certificate and declaration of environment data to the local regulatory authority.
- The facility disposes all solid waste in a segregated area with proper level and identification.
- The facility also provides awareness training to all related personnel.
- Solid waste has been handover to licensee vendor as per local legislation who recycled that wastage.
- Environmental clearance certificate is not applicable for the facility as per their production process.

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

- Environment policy
- Wastage management policy

Non-compliance:

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

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

Worker Interview Summary

Worker Interview Summary	
A: Were workers aware of the audit?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
B: Were workers aware of the code?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
C: Number of group interviews: <i>(Please specify number and size of groups. Please see SMETA Best Practice Guidance and Measurement Criteria)</i>	8 groups of 4 employees (32)
D: Number of individual interviews <i>(Please see SMETA Best Practice Guidance and Measurement Criteria)</i>	Male: 09 Female: 11
E: Total number of interviewed workers <i>(Please see SMETA Best Practice Guidance and Measurement Criteria)</i>	Male: 17 Female: 35
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?	None
I: What did the workers like the most about working at this site?	Facility workplace condition is comfortable, Timely payment of wage and benefits. Good relationship with facility management.
J: Any additional comment(s) regarding interviews:	None
K: Attitude of workers to hours worked:	Attitude of employees to hours worked was satisfactory.

Agency Workers (if applicable) <i>(workers sourced from a local agent who are not directly paid by the site)</i>	
A: Number of agencies used (average):	Nil And names if available: Not applicable

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

Other findings

Other Findings Outside the Scope of the Code
None observed

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













Photo Form










Best Practice photos: Nil

Non compliance Photos: Nil

General Site Tour Photos:

		
<p>Facility Name</p>	<p>Facility main gate</p>	<p>Facility building</p>
		
<p>Stair</p>	<p>Cutting section</p>	<p>Sewing section</p>

		
<p>Embroidery section</p>	<p>Finishing section</p>	<p>Ware house</p>
		
<p>Fire alarm switch</p>	<p>Fire alarm</p>	<p>First Aid box</p>
		
<p>Hose pipe</p>	<p>Exit sign</p>	<p>PA system</p>
		

Emergency light	Visual alarm	Evacuation Plan
		
Fire Extinguisher	Toilet Area	Dining Room
		
Drinking water	Child care Room	Doctor room
		
Generator	Boiler	Gong bell

		
<p>Notice board</p>	<p>Electric transformer room</p>	<p>Smoke detector</p>

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=riPsbE0PQ52ehCo3Inq5lw_3d_3d

[Click here for B members:](#)

http://www.surveymonkey.com/s.aspx?sm=d3vYsCe48fre69DRgIY_2brg_3d_3d

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End of report.



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