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Auditee :	<b>Russel Garments</b>
Audit Date From :	<b>21/11/2016</b>
Audit Date To :	<b>21/11/2016</b>
Expiry Date of the Audit :	<b>Please refer to the producer profile in the BSCI platform</b>
Auditing Company :	<b>ALGI</b>
Auditor's Name(s) :	<b>Mehadi Hassan(Lead), Towhidur Rahman, Nasrin Akther</b>
Auditing Branch (if applicable) :	<b>ALGI Bangladesh</b>

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



Rating	A combination of ratings per performance area where:	Consequence																																													
<p><b>A</b></p> <p><b>OUTSTANDING</b></p>	<ul style="list-style-type: none"> <li>o Minimum 7 performance area rated A</li> <li>o No Performance area rated C, D or E</li> </ul> <p><i>These are three examples:</i></p> <table border="1" style="width: 100%; text-align: center;"> <tr><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td></tr> <tr><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>B</td><td>B</td><td>B</td></tr> <tr><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>B</td><td>B</td><td>B</td><td>B</td><td>B</td><td>B</td><td>B</td></tr> </table>	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	B	B	B	A	A	A	A	A	A	A	A	B	B	B	B	B	B	B	<p>The auditee has the level of maturity to maintain its improvement process without needing follow-up audit.</p>
A	A	A	A	A	A	A	A	A	A	A	A	A	A	A																																	
A	A	A	A	A	A	A	A	A	A	A	A	B	B	B																																	
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<p><b>B</b></p> <p><b>GOOD</b></p>	<ul style="list-style-type: none"> <li>o Maximum 3 performance area rated C</li> <li>o No performance area rated D or E</li> </ul> <p><i>These are three examples:</i></p> <table border="1" style="width: 100%; text-align: center;"> <tr><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>B</td><td>B</td><td>B</td><td>B</td><td>B</td><td>B</td><td>B</td><td>B</td><td>B</td></tr> <tr><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>B</td><td>B</td><td>B</td><td>B</td><td>B</td><td>B</td><td>B</td><td>B</td><td>C</td><td></td></tr> <tr><td>B</td><td>B</td><td>B</td><td>B</td><td>B</td><td>B</td><td>B</td><td>B</td><td>B</td><td>B</td><td>B</td><td>C</td><td>C</td><td>C</td><td></td></tr> </table>	A	A	A	A	A	A	B	B	B	B	B	B	B	B	B	A	A	A	A	A	B	B	B	B	B	B	B	B	C		B	B	B	B	B	B	B	B	B	B	B	C	C	C		<p>The auditee has the level of maturity to maintain its improvement process without needing follow-up audit.</p>
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B	B	B	B	B	B	B	B	B	B	B	C	C	C																																		
<p><b>C</b></p> <p><b>ACCEPTABLE</b></p>	<ul style="list-style-type: none"> <li>o Maximum 2 performance areas rated D</li> <li>o No performance area rated E</li> </ul> <p><i>These are three examples:</i></p> <table border="1" style="width: 100%; text-align: center;"> <tr><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>C</td><td>C</td><td>C</td><td>C</td><td></td></tr> <tr><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>B</td><td>B</td><td>B</td><td>B</td><td>C</td><td>C</td><td>C</td><td>C</td><td>D</td><td></td></tr> <tr><td>C</td><td>C</td><td>C</td><td>C</td><td>C</td><td>C</td><td>C</td><td>C</td><td>C</td><td>C</td><td>C</td><td>C</td><td>C</td><td>D</td><td>D</td></tr> </table>	A	A	A	A	A	A	A	A	A	A	C	C	C	C		A	A	A	A	A	B	B	B	B	C	C	C	C	D		C	C	C	C	C	C	C	C	C	C	C	C	C	D	D	<p>The auditee needs follow up on its progress. The auditee develops a remediation plan within 60 days following the completion of the audit.</p>
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C	C	C	C	C	C	C	C	C	C	C	C	C	D	D																																	
<p><b>D</b></p> <p><b>INSUFFICIENT</b></p>	<ul style="list-style-type: none"> <li>o Maximum 6 performance area rated E</li> </ul> <p><i>These are three examples:</i></p> <table border="1" style="width: 100%; text-align: center;"> <tr><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>D</td><td>D</td><td>D</td><td></td></tr> <tr><td>A</td><td>A</td><td>A</td><td>B</td><td>B</td><td>B</td><td>C</td><td>C</td><td>C</td><td>D</td><td>D</td><td>D</td><td>D</td><td>E</td><td></td></tr> <tr><td>D</td><td>D</td><td>D</td><td>D</td><td>D</td><td>D</td><td>D</td><td>D</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td><td></td></tr> </table>	A	A	A	A	A	A	A	A	A	A	A	D	D	D		A	A	A	B	B	B	C	C	C	D	D	D	D	E		D	D	D	D	D	D	D	D	E	E	E	E	E	E		<p>The auditee needs follow up on its progress. The auditee develops a remediation plan within 60 days following the completion of the audit.</p>
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D	D	D	D	D	D	D	D	E	E	E	E	E	E																																		
<p><b>E</b></p> <p><b>UNACCEPTABLE</b></p>	<ul style="list-style-type: none"> <li>o Minimum 7 performance areas rated E</li> </ul> <p><i>These are three examples:</i></p> <table border="1" style="width: 100%; text-align: center;"> <tr><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>A</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td><td></td></tr> <tr><td>A</td><td>A</td><td>B</td><td>B</td><td>C</td><td>D</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td><td></td></tr> <tr><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td><td>E</td><td></td></tr> </table>	A	A	A	A	A	A	E	E	E	E	E	E	E	E		A	A	B	B	C	D	E	E	E	E	E	E	E	E		E	E	E	E	E	E	E	E	E	E	E	E	E	E		<p>BSCI participants shall closely oversee the auditee's progress as it may represent a higher risk than other business partners</p>
A	A	A	A	A	A	E	E	E	E	E	E	E	E																																		
A	A	B	B	C	D	E	E	E	E	E	E	E	E																																		
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<p><b>Zero Tolerance</b></p>	<p>A Zero Tolerance issue was identified (see Annex 5)</p>	<p>Immediate actions are required. The BSCI Zero Tolerance Protocol is to be followed.</p>																																													

**Producer : Russel Garments**

DBID : 13928 and Audit Id : 70185

Audit Date : 21/11/2016

Audit Type : Follow-up Audit

**Main Auditee Information**

Name of producer :	<b>Russel Garments</b>		
DBID number :	<b>13928</b>		
Audit ID :	<b>70185</b>		
Address :	<b>56/1, S. M. Maleh Road, Narayanganj</b>		
Province :	<b>Dhaka</b>	Country :	<b>Bangladesh</b>
Management Representative :	<b>Md. Jashim Uddin (Manager- HR &amp; Compliance)</b>		
Contact person:	<b>Md. Jashim Uddin</b>	Sector :	<b>Non-Food</b>
Industry Type :	<b>Textiles, clothing, leather</b>	Product group :	<b>Apparel</b>
Product Type :	<b>Woven Garments</b>		

**Audit Details**



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

**Rating per Performance Area (PA)**

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

**Executive summary of audit report**

Russel Garments is a proprietorship company located at 56/1, S.M. Maleh Road, Narayanganj, Bangladesh. Total land area occupied by this facility is about 20,000 square feet where built up area are about 158,000 square feet.

The facility was established in 1994. The facility is specialized in woven garments. Main production processes includes Cutting, Embroidery, Stitching, Finishing and Packing. On the audit day, there were total 2108 employees in the factory of which 1660 employees were production workers and 448 employees were non-production employees.

Opening meeting ALGI Bangladesh team conducted this follow up audit at Russel Garments. The assessment team reached the facility at morning time and was greeted by Md. Jashim Uddin (AGM-HR and Compliance) escorted the assessment team to the conference hall where an opening meeting was conducted. After exchange of business cards and formal introduction, the assessment team explained the purpose of their visit and conducted the opening meeting at 09:30 am with Md. Jashim Uddin (AGM-HR and Compliance), Farhana Haq (Officer-Welfare & Compliance), Md. Sohel Rana (ECR-HR & Compliance), Md. Jashim (Vice president- Participation Committee). Audit team has introduced themselves and provides opportunity to facility management to introduce them. Lead auditor has explained the new approach of BSCI, audit scope, processes of the audit etc.

The assessment team explained the scope and objectives of the audit and complete processes involved in the audit including facility tour, document review and confidential employee interview. Further, the assessment team took permission to take pictures and conducting confidential workers interviews. The auditee allowed the assessment team to conduct a thorough audit including facility tour, document review and confidential interview and assured full cooperation throughout the audit. The assessment team explained and presented ALGI's Gifts and Gratuity letter to the facility management Md. Jashim Uddin (AGM-HR and Compliance) who agreed and signed the same.

Facility Overview: Description of the factory building is given below.

Building 1 (Ten storied with a basement floor):

Basement Floor: Fabric warehouse, Generator room, Embroidery section, Left over fabrics, Wastage storage room.

Ground Floor: Office, Childcare room, Generator room, Sub station room & idle machine area. About 30% areas are occupied by a commercial bank (Shahjala Islami Bank Ltd) under same ownership.

1st Floor: Finishing section, Boiler, Spot removing room, Packing area & Office.

2nd Floor: Cutting section, Finished goods area, Office & Doctors room.

3rd Floor: Office & Sewing section.

4th Floor: Office, Sewing section, Finishing section, Spot removing room & Boiler room.

5th Floor: Office, Sewing section, Finishing section, Spot removing room & Boiler room.

6th Floor: Dining hall, Training room, Lab room & Left over room.

7th Floor: Office, Sewing section, Finishing section, Spot removing room and Boiler room.

8th Floor: Vacant space.

9th Floor: Under Construction.

Rooftop: Open sapce

Work Schedule: Based on documents review, management and worker interviews, wages are paid monthly in cash. The regular working hours are from 08:00 AM to 5.00 PM with one lunch break of 01 hour in two batches from 1:00 pm to 2:00 pm & 1.30 pm to 2.30 pm. Normal working days are from Saturday to Thursday and Friday is declared as weekly off of all employees and management staff. The security services operate in 3 shifts from 6:00 am to 2:00 pm, 2:00 pm to 10:00 pm and 10:00 pm to 6:00 am.

The auditee has installed card punching system to track the working hours of the employees. The fire drill is conducted on regular basis once in every month and last drill was conducted on Nov 02, 2016. The auditee has total 300 employees trained on fire-fighting.

Documents Review: As per the auditee, the specific peak season is from October to March. One year payroll records and time records from November 2015 to October 2016 are provided for review. The assessment team selected 40 samples from October 2016 (Current month), 40 samples from May 2016 (Non-peak month) and 40 samples from November 2015 (Initial month) for review.

Closing Meeting: At the end of all the audit processes, a closing meeting was conducted by the assessment team started at 6:40 pm in the presence of Md. Jashim Uddin (AGM-HR and Compliance), Farhana Haq (Officer-Welfare & Compliance), Md. Sohel Rana (ECR-HR & Compliance), Md. Jashim (Vice president- Participation Committee). First of all, the assessment team thanked the facility management for spending their valuable time towards the audit and their cooperation throughout the audit process. Later the assessment team explained in detail the observations that come across during the audit process. The facility management was receptive to the observations and assured to take the necessary steps to correct the same at the earliest. Md. Jashim Uddin (AGM-HR and Compliance) & Md. Jashim- Vice President (Participation Committee) agreed and signed the summary of findings.

**Ratings Summary**



Auditee's background information			
Auditee's name :	<b>Russel Garments</b>	Legal status :	<b>Proprietorship</b>
Local Name :	<b>None</b>	Year in which the auditee was founded :	<b>1994</b>
Address :	<b>56/1, S. M. Maleh Road,</b>	Contact person (please select) :	<b>Md. Jashim Uddin</b>
Province :	<b>Dhaka</b>	Contact's Email :	<b>info.rg@osmangroupbd.com</b>
City :	<b>Narayanganj</b>	Auditee's official language(s) for written communications :	<b>Bengali</b>
Region :	<b>South Asia</b>	Other relevant languages for the auditee :	<b>English</b>
Country :	<b>Bangladesh</b>	Website of auditee (if applicable) :	<b>www.osmangroupbd.com</b>
GPS coordinates :	<b>Latitude: 23.615715   Longitude: 90.504255</b>	Total turnover (in Euros) :	<b>34876765.60</b>
Sector :	<b>Non-Food</b>	Of which exports % :	<b>100.00</b>
Industry :	<b>Textiles, clothing, leather</b>	Of which domestic market % :	<b>0.00</b>
If other, please specify :	<b>None</b>	Production volume :	<b>500,000 pcs per month</b>
Product Group :	<b>Apparel</b>	Production cost calculation :	<b>Yes</b>
If other, please specify :	<b>None</b>	Lost time injury calculation cost :	<b>No</b>
Product Type :	<b>Woven Garments</b>		

Auditee's employment structure at the time of the audit		
Total number of workers :	<b>2108</b>	Total number of workers in the production unit to be monitored (if applicable) :
		<b>0</b>
	<b>MALE WORKERS</b>	<b>FEMALE WORKERS</b>
Permanent workers	<b>632</b>	<b>1476</b>
Temporary workers	<b>0</b>	<b>0</b>
In management positions	<b>60</b>	<b>7</b>
Apprentices	<b>0</b>	<b>0</b>
On probation	<b>132</b>	<b>75</b>
With disabilities	<b>0</b>	<b>0</b>
Migrants (national citizens)	<b>0</b>	<b>0</b>
Migrants (foreign citizens)	<b>0</b>	<b>0</b>
Workers on the permanent payroll	<b>632</b>	<b>1476</b>
Production based workers	<b>0</b>	<b>0</b>
With shifts at night	<b>4</b>	<b>0</b>
Unionised	<b>0</b>	<b>0</b>
Pregnant	<b>-</b>	<b>19</b>
On maternity leave	<b>-</b>	<b>16</b>

**Finding Report**



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

1- Followup Audit [Audit Id - 70185] Audit Date: 21/11/2016 PA Score: C

Deadline date:20/11/2017

**GOOD PRACTICES:**

Nil

**AREAS OF IMPROVEMENT:**

The overall observation shows that the factory has set a partial system to implement & monitor the social management system, appointed a Senior Management Representative to implement and maintain company's Social Management system. Factory also has a system to select business partners as per their company policy. However, issues identified in this area noted in points below:

সামগ্রিক পর্যবেক্ষণ দেখায় যে কারখানায় সামাজিক কর্মক্ষমতা নিরীক্ষণ একটি আংশিক সিস্টেম আছে, BSCI নিয়ম ও প্রবিধান অনুযায়ী কোম্পানির সামাজিক ম্যানেজমেন্ট সিস্টেম বজায় রাখার জন্য একজন সিনিয়র ব্যবস্থাপনা প্রতিনিধি নিযুক্ত করেছেন। কারখানার এছাড়াও ব্যবসায়িক অংশীদার নির্বাচন করার সিস্টেম আছে।

**1.1 -** Current follow up audit conducted on: November 21, 2016

New finding: The documents & management interview assure that the facility has assigned a designated person for implementing the BSCI requirement in to the business practices but the evidence has explored that facility does not have an effective management system with the relevant procedures to ensure the full commitment towards integrating the BSCI code into the business culture, moreover no internal procedure has found to integrate the BSCI code into day to day business.

ফ্যাক্টরির ম্যানেজমেন্ট সিস্টেম বিএসসিআই ব্যবসা সংস্কৃতির সঙ্গে প্রতি পূর্ণ অঙ্গীকার নিশ্চিত করে না। উপরন্তু কোন পরিসূচ অত্যন্তরীণ কার্যপ্রণালী বিএসসিআই কোড অনুযায়ী ছিল না।

**1.2 -** Current follow up audit conducted on: November 21, 2016

Corrected: The facility has appointed an in charge for dealing the Grievance Mechanism.

**1.3 -** Current follow up audit conducted on: November 21, 2016

Not corrected: Still the factory did not develop monitoring system to evaluate the business partner's social performance in respect to BSCI COC.

বিএসসিআই এর চাহিদা অনুযায়ী সাব কন্ট্রাকটর ও সরবরাহকারীদের সামাজিক কর্মকাণ্ডগুলো নিরীক্ষণ করার কোন যথাযত ব্যবস্থা নেই।

**Remarks from Auditee:**

Full Audit [Audit Id - 40137] Audit Date: 25/11/2015 PA Score: B

Deadline date:31/01/2016

Good practices

No Good Practice Recorded.

Areas of improvement

1. In accordance with BSCI Questionnaire 1.2 based on satisfactory evidence, the producer partially respects this principle because the facility has appointed representative to ensure the BSCI values and principles but the facility has not appointed an in charge for dealing the Grievance Mechanism.
2. In accordance with BSCI Questionnaire 1.3 based on satisfactory evidence, the producer partially respects this principle because the facility has procedure to select current and future supplier/sub supplier but the facility has no monitoring system to evaluate the business partner's social performance in respect to BSCI COC.

Remarks from Auditee

<b>Performance Area 2 : Workers Involvement and Protection</b>	
1- Followup Audit [Audit Id - 70185] Audit Date: 21/11/2016 PA Score: C	Deadline date:20/11/2017
<b>GOOD PRACTICES:</b> Nil	
<b>AREAS OF IMPROVEMENT:</b> The overall observation shows that the auditee partially fulfills the requirements of this performance area. No trade union has been formed by the workers of the factory. The factory has formed a Participation Committee through election process among the workers. The company has established policy and they have provided working rules for the workers. Compliant box was installed inside the toilet area by the factory management to get to know the workers grievances. However, lacking identified in this section are described in points below:  সামগ্রিক পর্যবেক্ষণ দেখায় যে, কারখানা আংশিকভাবে এই কর্মক্ষমতা এলাকায় প্রয়োজনীয়তা পূরণ করে। কোন ট্রেড ইউনিয়ন কারখানার শ্রমিকদের দ্বারা গঠন করা হয়নি। কারখানা নির্বাচন প্রক্রিয়ার মাধ্যমে একটি পার্টিসিপেশন কমিটি গঠন করেছে।	
2.2 - Current follow up audit conducted on: November 21, 2016. Not corrected: Still the factory did not define long-term goal for protecting workers in line with the aspirations of the BSCI Code of Conduct.  বিএসসিআই এর চাহিদা অনুযায়ী দীর্ঘ মেয়াদী লক্ষ্য নির্ধারণ করা হয়নি।	
2.4 - Current follow up audit conducted on: November 21, 2016 Not corrected: Still the factory did not develop any written training material to provide training on BSCI COC to the workers.  শ্রমিকদের কে বিএসসিআই আচরন বিধীর উপর প্রশিক্ষণ প্রদান করার জন্য কোন লিখিত উপকরণ প্রস্তুত করা হয়নি।	
2.5 - Current follow up audit conducted on: November 21, 2016 Corrected: Potential conflicts of interest and how to overcome them, Process for "appeals" or escalation as an additional guarantee & Record system of grievances lodged, including how they were investigated and addressed have been included in the grievance procedure.	
<b>Remarks from Auditee:</b>	
Full Audit [Audit Id - 40137] Audit Date: 25/11/2015 PA Score: C	Deadline date:31/01/2016
<u>Good practices</u> No Good Practice Recorded.	
<u>Areas of improvement</u>  1. In accordance with BSCI Questionnaire 2.2 based on satisfactory evidence, the producer does not respect this principle because the facilities has not defined long-term goal for protecting workers in line with the aspirations of the BSCI Code of Conduct. 2. In accordance with BSCI Questionnaire 2.4, based on satisfactory evidence, the producer partially respects this principle because the facility has provided training on BSCI COC to the workers' but they have no written training materials. 3. In accordance with BSCI Questionnaire 2.5, based on satisfactory evidence, the producer partially respects this principle because the facility has written grievance procedure but as per BSCI requirement following terms have not been included to the grievance procedure: i. Potential conflicts of interest and how to overcome them (e.g. if a grievance is against the person who administers the mechanism) ii. Process for "appeals" or escalation as an additional guarantee iii. Record system of grievances lodged, including how they were investigated and addressed.	
<b>Remarks from Auditee</b>	
<b>Performance Area 3 : The rights of Freedom of Association and Collective Bargaining</b>	
1- Followup Audit [Audit Id - 70185] Audit Date: 21/11/2016 PA Score: A	Deadline date:
<b>GOOD PRACTICES:</b>	
<b>AREAS OF IMPROVEMENT:</b>	
<b>Remarks from Auditee:</b>	
Full Audit [Audit Id - 40137] Audit Date: 25/11/2015 PA Score: A	Deadline date:
<u>Good practices</u> No Good Practice Recorded.	
<u>Areas of improvement</u>  Nothing To Be Recorded.	
<b>Remarks from Auditee</b>	



<b>Performance Area 4 : No Discrimination</b>	
1- Followup Audit [Audit Id - 70185] Audit Date: 21/11/2016 PA Score: A	Deadline date:
<b>GOOD PRACTICES:</b> Nil	
<b>AREAS OF IMPROVEMENT:</b> The overall observation shows that the factory has formed and practices a non-discrimination policy and procedures in place. During closed door interview, none of the workers complained of any form of discrimination. All workers are treated equally in the factory.  সামগ্রিক পর্যবেক্ষণ দেখা যায় যে, কারখানায় বৈষম্যহীনতা নীতি ও পদ্ধতি আছে। রুদ্ধহার সাময়িকভাবে শ্রমিকদের কেউ বৈষম্যের কোনো অভিযোগ করেনি। সকল শ্রমিকদের কারখানায় সমানভাবে গণ্য করা হয়।  4.2 - Current follow up audit conducted on: November 21, 2016 Corrected: Satisfaction survey on the grievance mechanism has been conducted among the workers.	
<b>Remarks from Auditee:</b>	
Full Audit [Audit Id - 40137] Audit Date: 25/11/2015 PA Score: B	Deadline date:31/05/2016
<u>Good practices</u>	
No Good Practice Recorded.	
<u>Areas of improvement</u>	
In accordance with BSCI Questionnaire 4.2 based on satisfactory evidence, the producer partially respects this principle because the required information are contended to the working rules but no satisfaction survey on the grievance mechanism has been conducted among the workers.	
<b>Remarks from Auditee</b>	
<b>Performance Area 5 : Fair Remuneration</b>	
1- Followup Audit [Audit Id - 70185] Audit Date: 21/11/2016 PA Score: A	Deadline date:20/11/2017
<b>GOOD PRACTICES:</b> The factory provides monthly attendance bonus to all workers.	
<b>AREAS OF IMPROVEMENT:</b> The overall observations shows that the factory has ensure and pay all kinds remuneration to the workers as per law. All workers were provided with written and understandable information about their employment conditions with respect to wages before they enter employment and about the particulars of their wages for each pay period. The factory pays the wages within 7 working days of the following month. Moreover, the overall compliance level of the factory was found complete and consistent except one deviation was noted on living wages issue in 5.4:  সামগ্রিক পর্যবেক্ষণ দেখা যে, কারখানা আইন অনুযায়ী শ্রমিকদের পারিশ্রমিক পরিশোধ করেছে। সকল শ্রমিকদের তাদের কর্মসংস্থানের অবস্থা সম্পর্কে লিখিত ও বোধগম্য তথ্য প্রদান করা হয়েছে। কারখানা চলতি মাসের ৭ কার্যদিবসের মধ্যে মজুরি প্রদান করে। কারখানা জীবন ধারণের মজুরী প্রদানের কোন উদ্যোগ নেয় নাই।  5.4 - Current follow up audit conducted on: November 21, 2016 Not corrected: Still the factory management did not take initiative to achieve living wages through they are ensuring minimum wage as per law. Noted that currently calculated living wages of the region is BDT 11,220 (approx) and minimum wages for the industry is BDT 5300.  কারখানার অঞ্চলের জন্য জীবন ধারণের মজুরি নির্ধিত না এবং ন্যূনতম মজুরি ও জীবন ধারণের মজুরির মধ্যে পার্থক্য কমানোর নিয়ে কোন উদ্যোগ নেই।	
<b>Remarks from Auditee:</b>	
Full Audit [Audit Id - 40137] Audit Date: 25/11/2015 PA Score: A	Deadline date:30/09/2016
<u>Good practices</u>	
No Good Practice Recorded.	
<u>Areas of improvement</u>	
In accordance with BSCI Questionnaire 5.4 based on satisfactory evidence the facility partially respect this principle because most of the workers getting wages which allow them to have a decent standard of living. However 11 out of 35 sampled workers of different sections are getting wages less than the calculated living wages for the region (BDT. 8442.0) which does not allow them to have a decent standard of living. Note that: No worker is getting less than the government's minimum wage legislation.	
<b>Remarks from Auditee</b>	

<b>Performance Area 6 : Decent Working Hours</b>	
1- Followup Audit [Audit Id - 70185] Audit Date: 21/11/2016 PA Score: A	Deadline date:
<b>GOOD PRACTICES:</b>	
<b>AREAS OF IMPROVEMENT:</b>	
<b>Remarks from Auditee:</b>	
Full Audit [Audit Id - 40137] Audit Date: 25/11/2015 PA Score: A	Deadline date:
<u>Good practices</u>	
No Good Practice Recorded.	
<u>Areas of improvement</u>	
Nothing To Be Recorded.	
<u>Remarks from Auditee</u>	

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

1- Followup Audit [Audit Id - 70185] Audit Date: 21/11/2016 PA Score: D Deadline date:20/11/2017

**GOOD PRACTICES:**

Nil

**AREAS OF IMPROVEMENT:**

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

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

**7.3 -** Current follow up audit conducted on: November 21, 2016  
Partially corrected: The factory has assessed the risk on new mother but did not display around the facility yet.

গর্ভবতী এবং নতুন মায়াদের ঝুঁকি সমূহ এখনো শ্রমিকদের জ্ঞাতার্থে কর্মস্থলে প্রদর্শন করা হয়নি।

**7.4 -** Current follow up audit conducted on: November 21, 2016  
Partially corrected: The factory has formed a 'safety committee' including management & workers to ensure active cooperation between two parties to develop and implement a system towards ensuring OHS issues in the premises. But, the workers were not aware on OHS issues.

কারখানায় একটি কার্যকর 'নিরাপত্তা কমিটি' গঠন করা ছিল কিন্তু, শ্রমিকরা পেশাগত স্বাস্থ্য ও নিরাপত্তা বিষয়ে সঠিকভাবে অবগত ছিল না।

**7.6 -** Current follow up audit conducted on: November 21, 2016  
New finding: About 25% workers in cutting section were not using face mask.

কাটিং সেকশনের প্রায় ২৫ ভাগ শ্রমিক মুখের মাস্ক ব্যবহার করছিলেন না।

**7.7 -** Current follow up audit conducted on: November 21, 2016  
Corrected: MSDS & secondary containment was found for machine oil stored in front of Generator room on basement floor & MSDS was found communicated in the Physical Lab on 6th floor.

New finding: The factory did not communicate the MSDS of Acetone in store room.

স্টোর রুমে সংরক্ষিত এসিটনের জন্য কোন এমএসডিএস ছিলনা।

**7.11 -** Current follow up audit conducted on: November 21, 2016  
New finding: a) The factory is operating power generator but they did not have generator waiver certificate from concern authority. Note the factory has already applied to concern authority on 29th January, 2014.  
b) The current layout of the factory were found partially mismatched with the approved layout plan.

ক) কারখানার জেনারেটর ওয়েভার সার্টিফিকেট ছিলনা।

খ) অনুমোদিত লেআউটের সাথে বর্তমান লে আউটের আংশিক অমিল পাওয়া গিয়েছিল।

**7.13 -** Current follow up audit conducted on: November 21, 2016  
Corrected: Label cutter machines were made by nonflammable materials.

New finding: 11 out of 13 electricians of the factory did not have competency certificate from concern authority.

কারখানার ১৩ জনের মধ্যে ১১ জন ইলেক্ট্রিশিয়ানের কোন সক্ষমতা সার্টিফিকেট ছিলনা।

**7.18 -** Current follow up audit conducted on: November 21, 2016  
Not corrected: Still the medical room was situated inside the production hall instead of as far as possible from the production hall & still the factory has only 38 first aider instead of 126.

মেডিকেল রুম প্রোডাকশন হলের কাছে অবস্থিত ছিল এবং ফ্যাক্টরীর ১২৬ জন ফাস্ট এইডারদের পরিবর্তে ৩৮ জন ফাস্ট এইডার ছিল।

**7.25 -** Current follow up audit conducted on: November 21, 2016  
Not corrected: Still the factory did not install temperature recording device in the production.

কারখানায় তাপমাত্রা পরিমাপক যন্ত্র স্থাপিত হয়নি।

**Remarks from Auditee:**

Full Audit [Audit Id - 40137] Audit Date: 25/11/2015 PA Score: D Deadline date:30/06/2016

Good practices

No Good Practice Recorded.

Areas of improvement

1. In accordance with BSCI Questionnaire 7.3 based on satisfactory evidence the facility partially respect this principle because the company has assessed the risk on pregnant woman but the company has not assessed the risk on new mother and did not display around the facility. 2. In accordance with BSCI Questionnaire 7.4 based on satisfactory evidence the facility does not respect this principle because the facility has not formed Occupational Health and Safety committee. 3. In accordance with BSCI Questionnaire 7.7 based on satisfactory evidence the facility partially respect this principle because it was observed during facility tour that i) No MSDS & secondary containment found for machine oil stored in front of Generator room on basement floor. ii) No MSDS provided to Physical Lab on 6th floor. However the facility has provided MSDS & secondary containment for all other chemicals. 4. According to BSCI Questionnaire 7.13 & based on satisfactory evidence the facility partially respects this principle because it was

<p>noted from facility tour that label cutter machine made by wood which is highly flammable. However all other electrical equipments &amp; installations found in safe. 5. According to BSCI Questionnaire 7.18 based on satisfactory evidence the facility partially respect this principle because i) As per the Bangladesh Labor Rules 2015, Chapter 8, Clause 77(2)The medical room is situated on the ground floor of the production building instead of outside of the production building. ii) The facility has 38 first aider instead of 126 (6% of the total workers). Moreover the facility has provided adequate first aid boxes &amp; sufficient first aid tools to the first aid boxes. 6. The BSCI Questionnaire 7.23 is not applicable as the factory did not provide any transportation facility. 7. The BSCI Questionnaire 7.24 is not applicable as the factory did not provide any housing facility. 8. In accordance with BSCI Questionnaire 7.25 the facility partially respects this principle because the facility has conducted noise level but no temperature recording device installed in the production. Moreover the air emission test report found during audit. However facility has provided adequate space, sanitation &amp; illumination in the work place.</p>	
<p>Remarks from Auditee</p>	
<p><b>Performance Area 8 : No Child Labour</b></p>	
<p>1- Followup Audit [Audit Id - 70185] Audit Date: 21/11/2016 PA Score: A</p>	<p>Deadline date:</p>
<p><b>GOOD PRACTICES:</b></p>	
<p><b>AREAS OF IMPROVEMENT:</b></p>	
<p><b>Remarks from Auditee:</b></p>	
<p>Full Audit [Audit Id - 40137] Audit Date: 25/11/2015 PA Score: A</p>	<p>Deadline date:</p>
<p><u>Good practices</u></p>	
<p>No Good Practice Recorded.</p>	
<p><u>Areas of improvement</u></p>	
<p>Nothing To Be Recorded.</p>	
<p>Remarks from Auditee</p>	
<p><b>Performance Area 9 : Special protection for young workers</b></p>	
<p>1- Followup Audit [Audit Id - 70185] Audit Date: 21/11/2016 PA Score: A</p>	<p>Deadline date:</p>
<p><b>GOOD PRACTICES:</b></p>	
<p><b>AREAS OF IMPROVEMENT:</b></p>	
<p><b>Remarks from Auditee:</b></p>	
<p>Full Audit [Audit Id - 40137] Audit Date: 25/11/2015 PA Score: A</p>	<p>Deadline date:</p>
<p><u>Good practices</u></p>	
<p>This PA Is Not Applicable As No Young Worker Employed In The Factory.</p>	
<p><u>Areas of improvement</u></p>	
<p>This PA Is Not Applicable As No Young Worker Employed In The Factory.</p>	
<p>Remarks from Auditee</p>	

<b>Performance Area 10 : No Precarious Employment</b>	
1- Followup Audit [Audit Id - 70185] Audit Date: 21/11/2016 PA Score: A	Deadline date:
<b>GOOD PRACTICES:</b> Nil	
<b>AREAS OF IMPROVEMENT:</b> The overall observation shows that the facility follows all the requirement of local law related to employment. Copy of appointment letter, ID card and service book is given to all the regular workers immediately upon joining. During the employees' interview, all interviewed employees stated that they sign labor contracts with the facility and they have obtained the copies of their labor contracts prior joining. These labor contracts were in the local language.  সামগ্রিক পর্যবেক্ষণ যে কারখানা চাকুরির ক্ষেত্রে লোকাল আইন প্রয়োগ করে। নিয়োগপত্র, আইডি কার্ড ও সেবা বইয়ের কপি অবিলম্বে যোগদান উপর সব নিয়মিত শ্রমিকদের দেওয়া হয়। কর্মীদের সম্মতকারে সব সম্মতকার কর্মীদের বলেন যে তারা সুবিধা সঙ্গে শ্রম চুক্তি স্বাক্ষর এবং তারা যোগদান পূর্বে তাদের শ্রম চুক্তি কপি লাভ করেছেন। দুপক্ষের এই শ্রম চুক্তি স্থানীয় ভাষায় লেখা ছিল।	
<b>10.3 -</b> Current follow up audit conducted on: November 21, 2016 Corrected: The factory has developed system to provide understandable information including workers' rights, obligations, employment conditions, Working hours, training's, resting periods and holidays, remuneration and terms of payment & grievance mechanism to the workers before entering into the employment.	
<b>Remarks from Auditee:</b>	
Full Audit [Audit Id - 40137] Audit Date: 25/11/2015 PA Score: A	Deadline date:31/01/2016
<u>Good practices</u>	
No Good Practice Recorded.	
<u>Areas of improvement</u>	
In accordance with BSCI Questionnaire 10.3, based on limited evidence the producer does not respect this principle because the responsible person for human resources found aware about workers' rights and obligations but the facility has no system to provide understandable information including workers' rights, obligations, employment conditions, Working hours, training's, resting periods and holidays, remuneration and terms of payment & grievance mechanism to the workers before entering into the employment.	
<u>Remarks from Auditee</u>	
<b>Performance Area 11 : No Bonded Labour</b>	
1- Followup Audit [Audit Id - 70185] Audit Date: 21/11/2016 PA Score: A	Deadline date:
<b>GOOD PRACTICES:</b>	
<b>AREAS OF IMPROVEMENT:</b>	
<b>Remarks from Auditee:</b>	
Full Audit [Audit Id - 40137] Audit Date: 25/11/2015 PA Score: A	Deadline date:
<u>Good practices</u>	
No Good Practice Recorded.	
<u>Areas of improvement</u>	
Nothing To Be Recorded.	
<u>Remarks from Auditee</u>	

<b>Performance Area 12 : Protection of the Environment</b>	
1- Followup Audit [Audit Id - 70185] Audit Date: 21/11/2016 PA Score: B	Deadline date:20/11/2017
<b>GOOD PRACTICES:</b> Nil	
<b>AREAS OF IMPROVEMENT:</b> The overall observation shows that the factory has developed a precise policy and procedure on environment management system. Factory has also conducted an environment impact assessment throughout the premises. However, some problem identified in the below sections:  সামগ্রিক পর্যবেক্ষণ দেখায় যে কারখানা পরিবেশ ব্যবস্থাপনা সিস্টেমে একটি সুনির্দিষ্ট নীতিমালা ও পদ্ধতি উদ্ভাবন করেছে এবং পরিবেশের নীতিমালাগুলো মেনে চলার চেষ্টা করেছে।	
<p><b>12.1 -</b> Current follow up audit conducted on: November 21, 2016. This question was rated as 'NO' in the previous audit but no finding was written. So currently nothing was found to be verified and this question has been rated 'Yes' in the current audit.</p>	
<p><b>12.4 -</b> Current follow up audit conducted on: November 21, 2016 New finding: Waste management system in the factory was not proper, wastes were kept without segregation. কারখানার বর্জ্য ম্যানেজমেন্ট সিস্টেম সঠিক পাওয়া যায়নি।</p>	
<p><b>12.5 -</b> Current follow up audit conducted on: November 21, 2016 New finding: The facility did not implement any program yet to promote water conservation and water waste reduction in the premises. কারখানার পানি অপচয় রোধের অথবা প্রাকৃতিক পানি সংরক্ষণের কোনো পদ্ধতি বা ব্যবস্থা ছিল না।</p>	
<b>Remarks from Auditee:</b>	
Full Audit [Audit Id - 40137] Audit Date: 25/11/2015 PA Score: B	Deadline date:
<u>Good practices</u>	
No Good Practice Recorded.	
<u>Areas of improvement</u>	
Nothing To Be Recorded.	
<u>Remarks from Auditee</u>	
<b>Performance Area 13 : Ethical Business Behaviour</b>	
1- Followup Audit [Audit Id - 70185] Audit Date: 21/11/2016 PA Score: A	Deadline date:
<b>GOOD PRACTICES:</b> Nil	
<b>AREAS OF IMPROVEMENT:</b> The overall observations shows that the factory has maintained a proper record keeping system and was provided all necessary documents to the audit team for review. Factory has all legal licenses and permits to operate facility approved by the concerned authority. Management was transparent during the entire period of audit and they showed a positive attitude and was very supportive to the auditor during the site visit. They were very keen to maintain a good business relations with all their business partners and were committed to fulfill their expectations. Currently the management has a policy on 'business ethics and anti-corruptions' which is posted in all prominent places in the premises and was communicated to the employees through awareness program and notice boards. However, some problem identified in below performance areas:  সামগ্রিক পর্যবেক্ষণ দেখায় যে কারখানায় একটি সঠিক রেকর্ড পালন সিস্টেম বজায় রাখা হয়েছে এবং পর্যালোচনার জন্য অডিট টিমকে সব প্রয়োজনীয় কাগজপত্র সরবরাহ করা হয়েছিল। তারপরও, একটি সমস্যা চিহ্নিত হয়েছে।	
<p><b>13.1 -</b> Current follow up audit conducted on: November 21, 2016 Corrected: Training on ethics and integrity to the workers &amp; managers was provided.</p>	
<b>Remarks from Auditee:</b>	
Full Audit [Audit Id - 40137] Audit Date: 25/11/2015 PA Score: A	Deadline date:31/01/2016
<u>Good practices</u>	
No Good Practice Recorded.	
<u>Areas of improvement</u>	
Based on satisfactory 13.1, based on limited evidence the producer partially respect this principle because the facility has procedure to protect corruption, extortion or bribery but they do not provide training on ethics and integrity to the workers & managers.	
<u>Remarks from Auditee</u>	

**Summary** 

Audit Type	Date	Audit Id	PA1	PA2	PA3	PA4	PA5	PA6	PA7	PA8	PA9	PA10	PA11	PA12	PA13	Overall Rating
Follow-up Audit	21/11/2016	70185	C	C	A	A	A	A	D	A	A	A	A	B	A	C
Full Audit	25/11/2015	40137	B	C	A	B	A	A	D	A	A	A	A	B	A	C

**Producer Photos**



External photo(s) of the production unit(s)  
Building overview.JPG



Photo of the canteen (if applicable)  
Canteen.JPG



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



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



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



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



External photo(s) of the production unit(s)  
Lightning arrester.JPG



Photo of the code of conduct on display  
BSCI CoC poster.JPG



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



External photo(s) of the production unit(s)  
Roof top.JPG



Photo of the inside of the main production hall  
Accessories store.JPG



Photo of the inside of the main production hall  
Lunch bell.JPG



Photo first aid facilities  
First aid box.JPG



Photo of the inside of the main production hall  
Compressor.JPG



Photo of the inside of the main production hall  
Personal locker.JPG





Photo first aid facilities  
Medical room.JPG



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



Photo of the inside of the main production hall  
Pest control system.JPG



Photo of fire safety equipment  
Fire alarm switch.JPG



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



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



Photo of fire safety equipment  
Fire extinguisher.JPG



Photo of the inside of the main production hall  
Electronics attendance machine.JPG



Photo of the nursery (if applicable)  
Child care room.JPG



Photo of fire safety equipment  
Fire rated door.JPG



Photo of the inside of the main production hall  
Electronics mini boiler.JPG



Photo of the sanitary facilities  
Hand wash point.JPG



Photo of fire safety equipment  
Firefighting equipments.JPG



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



Photo of the sanitary facilities  
Toilet for female.JPG



Photo of fire safety equipment  
Gong bell.JPG



Photo of the inside of the main production hall  
Emergency exit sign.JPG



Photo of the sanitary facilities  
Toilet for male.JPG



Photo of fire safety equipment  
Smoke detector.JPG



Photo of the inside of the main production hall  
Emergency light.JPG



Photo of non-conformity  
Wastage without segregation.JPG



Photo of fire safety equipment  
Visual fire alarm.JPG



Photo of the inside of the main production hall  
Fabric store.JPG



Photo of non-conformity  
Workers of cutting section were not using face mask.JPG



Photo of fire safety equipment  
Water hose reel.JPG



Photo of the inside of the main production hall  
Facility staircase.JPG