


**Sedex Members Ethical Trade Audit  
(Report)**

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"/>	Brandowner	<input type="checkbox"/>
		Multi-stakeholder	<input type="checkbox"/>

	<b>SGS Bangladesh Limited</b> SEDEX Members Ethical Trade Audit	<b>CLIENT: Eve Dress – Shirts Limited</b>

Audit Details	
<b>REPORT #:</b>	DC086011
<b>Date of Audit:</b>	23-06-2008
<b>Audit Type:</b>	Initial <input checked="" type="checkbox"/> Follow-Up <input type="checkbox"/> (1,2,3...) Re-audit <input type="checkbox"/>
<b>TIME IN:</b>	10.30 a.m.
<b>TIME OUT:</b>	5.00 p.m.
<b>Previous audit date:</b>	NA
<b>Previous audit type:</b>	Initial <input type="checkbox"/> Follow-Up <input type="checkbox"/> (1,2,3...) Re-audit <input type="checkbox"/>
<b>Report Date:</b>	29-06-08
<b>Supplier Name:</b>	MAY Trading -UK
<b>Auditor Name(s):</b>	Ms. Anjuman Ara, Mr. Joynul Abedin and Mr. Anisur Rahman
<b>Report Written by:</b>	Ms. Anjuman Ara
<b>Report Reviewed by:</b>	Mr. Saiad Wahid Rubbani
<b>Facility Country:</b>	Bangladesh
<b>Facility Name:</b>	Eve Dress Shirts Limited
<b>Facility Contact:</b>	Mr. Md. Iftekhar Matin
<b>Contact Title:</b>	Director
<b>Facility Address:</b>	Ahulia, Savar, Dhaka, Bangladesh
<b>Facility Address:</b>	Do
<b>Facility Phone:</b>	880-2-7741720
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<b>Facility E-Mail:</b>	<a href="mailto:info@evegroupbd.com">info@evegroupbd.com</a>

<b>Products Being Manufactured at Facility</b> e.g. garments, electricals, toys	Woven Shirts
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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 facility 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 law 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.

<b>Please select the Code and Additional Requirements that were audited against during this audit</b>	
ETI Base Code	<input checked="" type="checkbox"/>
A: Entitlement to Work & Immigration	
B: Code and System Implementation	
C: Sub-Contracting & Homeworking	
<b>Additional Requirements</b>	
D: Environmental	<input checked="" type="checkbox"/>
<p><b>Note:</b>  <i>The main focus of this ethical audit is on the ETI Base Code and local law. The additional elements A,B,C,D will not be audited with such depth or scope but the audit process will still highlight any specific issues.</i></p>	

**Non-Compliance Table**

	Issue	Area of Non-Conformity <i>(Only check box when there is a non-conformity)</i>			Rating <i>(Currently only to be completed as a specific client requirement)</i>
		ETI Base Code	Local Law	Additional Elements	
1	Employment Freely Chosen	<input type="checkbox"/>	<input type="checkbox"/>		
2	Freedom of Association	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
3	Safety and Hygienic Conditions	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
4	Child Labor	<input type="checkbox"/>	<input type="checkbox"/>		
5	Wages and Benefits	<input type="checkbox"/>	<input type="checkbox"/>		
6	Working Hours	<input type="checkbox"/>	<input type="checkbox"/>		
7	Discrimination	<input type="checkbox"/>	<input type="checkbox"/>		
8	Regular Employment	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
9	Harsh or Inhumane Treatment	<input type="checkbox"/>	<input type="checkbox"/>		
A	Entitlement to Work		<input type="checkbox"/>	<input type="checkbox"/>	
B	Code & System Implementation		<input type="checkbox"/>	<input type="checkbox"/>	
C	Sub-Contracting & Home-working		<input type="checkbox"/>	<input type="checkbox"/>	
D	Environment		<input type="checkbox"/>	<input type="checkbox"/>	

## Audit Overview

### Facility Description:

(Include size, location, age, structure, number of buildings)

Factory was established in 2006 in Ashulia, Savar, Dhaka, Bangladesh. Factory is 2 storied own building. Factory's main product is shirt (woven item) and their process is cutting > sewing > Finishing. At the ground floor of it, there are Doctors room, child care centre, cutting section, finishing section, store, sample section room, fusing section, and office and at the 1<sup>st</sup> floor there are sewing, ironing, and finishing section, inspection room and boiler room. Generator is installed in a separate building and dining area is also made separately by tin shade.

### Process Overview:

(Include products being produced, main operations, number of lines, main equipment used)

**Product:** Woven shirts

**Process:** Cutting->sewing->Finishing

**Line:** 6

**Equipment:** Needle lock stitch machine, Feed lock stitch, Overlook machine, Double chain stitch machine, High speed lock stitch button sewing machine (computer controlled), Cloth cutting machine (Straight & band knife), Hydraulic cutting press machine, Fusing machine, pocket creasing, collar & cuff press, blocking, Thread sucking machine, Mattel detector.

### Attitude of Workers:

(Include their attitude to management, workplace and the interview process. Both positive and negative information should be included)

**Note: Do not document any information that could put workers at risk**

*The management was supportive to the audit process. Workers have been selected by the auditors at random from different work process covering different age groups. The interview was conducted in a private place without the presence of any representative from the management.*

### Summary of Main Findings: (positive and negative)

*The factory does not engage any forced or bonded labor. In Bangladesh no prison labor are engaged out side the prison according to the law. Nothing identified during audit. Factory also does not keep any original documents from the workers, confirmed by the interviewed workers. Workers are free to leave their employer at any time giving required notices.*

*Factory does not engage below 18 years and no child or young worker has been identified during audit. Factory checks the age before recruitment by the doctor and maintains age related documents in the workers' personnel files.*

Factory is following legal requirement on minimum wages.

*Factory is following legal requirement on working hours.*

*Nothing identified by the documents verification and also nothing reported by the interviewed workers as discrimination. The pay and overtime record do not show any discriminatory incidents.*

*Nothing has been identified or reported by the interviewed workers as harsh or inhumane treatment. Factory has very strict instructions to the supervisors not to use any abusive language or attitude.*

*Factory does not engage any worker through 'Subcontractor of Labour' and no immigrant worker has been engaged by the factory.*

*Factory has appointed Mr. Mr. Md. Iftekhar Matin, Director to look after the code and legal compliance issues.*

*Factory does not engage any home workers. Subcontract is given out side the factory for washing, and embroidery*

from their sister concern when needed for any order. No apprenticeship programme has been implemented in factory.

No environmental issues identified.

**Negatives:**

1. Factory has formed a Workers Participation Committee but Workers are not well aware about the committee and some mid level management (supervisor and in – charge) are included in the committee.
2. Factory has provided a workers dining area but 160 workers can sit at a time whereas there should be sitting arrangement for 230 workers at a time.
3. Factory's drinking water test report shows that the water is acceptable in respect of iron and arsenic test but no microbiological test report is there.
4. Factory does not maintain workers service book.

**Observations:**

1. Drinking water supply in the floor is not adequate. There should be more jars or taps in the floor.
2. In factory's Fusing section, 4/ 5 workers are blocked by goods, tables or other workers and they don't have easy evacuation path.
3. In front of one exit, the floor is uneven.
4. Few workers are not getting wage slips.

**Worker Analysis 972 Total**

	Permanent	Temporary	Migrant	Agency
<b>Worker numbers (male)</b>	387	Nil	Nil	Nil
<b>Worker numbers (female)</b>	591	Nil	Nil	Nil

## This Facility

Facility activities e.g. growing/packing/machining			
Where appropriate records available to verify hours of worker and wage compliance:	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If "no" refer to comments in summary section	Applicable business and other legally required licence numbers: e.g. (liability insurance)	Factories trade license no-192 /2007-2008 issued by Ashulia Union Parishad, Gazipur Sadar and valid till 30-6-2008.
Month(s) of peak season (if applicable):	NA	Normal Work Days: e.g. Mon – Sat	Monday – Saturday
Max. overtime hours found (per day, week, month):	Maximum overtime hours found 2 hours per day, 12 hours per week and 48 hours per month.		
What is the general overtime pay rate?	Double of the basic wage		
Overtime paid correctly?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		
Combined hours (reg. & OT) over 60 per week found?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If "Yes" refer to comments in summary section	% of piece rate workers (if applicable)	No piece rated worker engaged.
Is there any night production work at the facility?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		
% of workers living in dorms (if applicable):	No dormitory available and there is no legal requirement for this facility.		
Are workers paid by cash/cheque/BACS? (if not explain)	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> in Cash		
Youngest worker found:	Factory does not engage below 18 years and none identified below 18 during audit. The youngest worker is of 18 years.		
Workers under 18 subject to hazardous work assignments?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		
Were workers aware of the audit?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		
Which time keeping system is used?	Time cards <input checked="" type="checkbox"/> Swipe cards <input type="checkbox"/> Manual <input type="checkbox"/> Other:		
If applicable, name of union and union representative:	N/A, This is a non-unionized factory as such not applicable.		
If no union what is parallel means of consultation with workers?	Factory has formed a Workers welfare committee.		
Was the union's or workers' representative involved in the audit? (if no, explain)	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		
The percentage of workers at the site covered by collective bargaining with one or more recognised trade unions	This is a non-unionized factory as such not applicable.		
The percentage of workers at the site covered by negotiation with workers' representatives who are <b>NOT</b> members of one or more recognised trade unions	This is a non-unionized factory as such not applicable.		
Were workers aware of the code?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		
Audit results reviewed with facility management?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		
Were union reps. or workers' reps. present at opening and closing meeting?	Opening Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Closing Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		

## Audit Results by Clause

<b>1: Employment is Freely Chosen</b>	<b>ETI</b> 1.1 There is no forced, bonded or involuntary prison labour. 1.2 Workers are not required to lodge "deposits" or their identity papers with their employer and are free to leave their employer after reasonable notice.
<p><b>Non-compliance: Nil</b></p> <p><i>Description of non-compliance: Nil</i></p> <p><i>Local law or ETI requirement: Nil</i></p> <p><i>Recommended corrective action: Nil</i></p> <p><i>Objective evidence observed: Nil</i></p> <p><b>Other potential issues:</b></p> <p><b>Current status:</b> (If there are no non-compliances then please summarize the systems that the factory has in place to meet this requirement)</p> <p>The factory does not engage any forced or bonded labor. In Bangladesh no prison labor are engaged out side the prison according to the law. Nothing identified during audit. Factory also does not keep any original documents from the workers, confirmed by the interviewed workers. Workers are free to leave their employer at any time giving required notices.</p> <p><b>Best practices observed: Nil</b></p>	

<b>2: Freedom Of Association &amp; Right To Collective Bargaining Are Respected:</b>	<b>ETI</b> 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 organizational 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.
<p><b>Non-compliance:</b></p> <p><i>Description of non-compliance:</i> Factory has formed a Workers Participation Committee but Workers are not well aware about the committee and some mid level management are included in the committee.</p> <p><i>Local law or ETI requirement:</i> This violates section 205-208 of the Bangladesh Labour Law, 2006.</p> <p><i>Recommended corrective action:</i> Factory should make the workers more aware about WPC to make it effective and should not include mid level management in the committee.</p> <p><i>Objective evidence observed:</i> By management and workers interview.</p> <p><b>Other potential issues: Nil</b></p> <p><b>Current status:</b> (If there are no non-compliances then please summaries the systems that the factory has in place to meet this requirement)</p> <p><b>Best practices observed: Nil</b></p>	

**3: Working  
Conditions are  
Safe & Hygienic**

**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 minimizing, 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.

**Non-compliance:**

Description of non-compliance:

1. Factory has provided workers' dining area where 160 workers can sit at a time whereas there should be seating arrangement for 230 workers at a time.
2. Factory's drinking water test report shows that the water is acceptable in respect of iron and arsenic test but no bacteriological test report is there.

Local law or ETI requirement:

1. This violates section 58 of Factories Rules 1979.
2. This violates section 58 of the Bangladesh Labour Law, 2006.

Recommended corrective action:

1. Factory should increase seating capacity in the workers dining area.
2. Factory should arrange microbiological a test of the drinking water.

Objective evidence observed: Through floor visit and document verification.

**Other potential issues:**

1. Drinking water supply in the floor is not adequate. There should be more jars or taps in the floor.
2. In factory's Fusing section, 4/ 5 workers are blocked by goods, tables or other workers and they don't have easy evacuation path.
3. In front of one exit, the floor is uneven.

**Current status:** (If there are no non-compliances then please summaries the systems that the factory has in place to meet this requirement)

**Best practices observed: Nil**

<p><b>4: Child Labor Shall Not Be Used</b></p>	<p><b>ETI</b></p> <p>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.</p>
<p><b>Non-compliance: Nil</b></p> <p><i>Description of non-compliance: Nil</i></p> <p><i>Local law or ETI requirement: Nil</i></p> <p><i>Recommended corrective action: Nil</i></p> <p><i>Objective evidence observed: Nil</i></p> <p><b>Other potential issues:</b></p> <p><b>Current status:</b> (If there are no non-compliances then please summarize the systems that the factory has in place to meet this requirement)                  Factory does not engage below 18 years and no child or young worker has been identified during audit. Factory checks the age before recruitment by the doctor and maintains age related documents in the workers’ personnel files.</p> <p><b>Best practices observed: Nil</b></p>	

<p><b>5: Living Wages Are Paid</b></p>	<p><b>ETI</b></p> <p>5.1 Wages and benefits paid for a standard working week meet, at a minimum, national legal standards or industry benchmark standards, whichever is higher. In any event wages should always be enough to meet basic needs and to provide some discretionary income. 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.</p>
<p><b>Wages analysis</b></p> <p><b>Sample size</b> (number of wages checked and which weeks or months): 42 wage records checked randomly from last 1 year wage records as submitted.</p> <p><b>Legal minimum wage for standard time:</b> Tk. 1662.50 /=per month (Basic Tk. 1125-; House rent 30% of the basic, which is Tk. 337.50- and Medical allowance Tk. 200.-)</p> <p><b>Industry norm for this region:</b> 1662.5/=per month.</p> <p><b>Legal overtime premium for weekdays:</b> Double of the basic  <b>Legal overtime premium for rest days:</b> Double of the basic  <b>Legal overtime premium for holidays:</b> Double of the basic</p>	

For the following table please select one worker's records from each "Worker Type" and populate the boxes

Worker Type	Pay Period (mm/week)	Employee Name/ Staff ID#/ Dept	Contract Monthly/ Daily	Regular Working Hours	Regular Work Pay Rate	Regular Day OT		Rest Day OT		Statutory Holiday OT		Total OT Hours	Incentives/ Bonus/ Allowances etc.	Gross Wages	Social Insurance and Other Deductions	Actual Wage Paid After Deduction
						Hour	Wage	Hour	Wage	Hour	Wage					
<b>Process Operator (Highest paid)</b>	May-08	Ms. Nazma Sewing, Line-6 1885	Monthly	8	12.01	24	Tk. 577	Nil	Nil	Nil	Nil	24	Attendance Bonus Tk. 200	Tk. 4022		Tk. 4022
<b>Process Operator (Average paid)</b>	May-08	Ms.Sathi Sewing, Line-3 6203	Monthly	8	10.72	18	Tk. 386	Nil	Nil	Nil	Nil	18	Tk. 200	Tk. 3481		Tk. 3481
<b>Process Operator (Lowest paid)</b>	May-08	Ms. Masuda Sewing, Line-2 1680	Monthly	8	6.12	18	Tk. 220	Nil	Nil	Nil	Nil	18	Tk. 200	Tk. 2270		Tk. 2270

**Comments:** Please state here any specific reasons/circumstances that explain the lowest and highest gross wages: *3<sup>rd</sup> graded operators are getting highest wage and 6<sup>th</sup> graded operators are receiving the lowest wage.*

<b>1. Contracted O/T premium for ...</b>	
<b>Weekdays</b>	Double of the basic
<b>Rest days</b>	Double of the basic
<b>Holidays</b>	Double of the basic
<b>2. Actual O/T premium paid in sample for ...</b>	
<b>Weekdays</b>	Double of the basic
<b>Rest days</b>	Double of the basic
<b>Holidays</b>	Double of the basic
<b>3. Average wage paid to operators</b>	Tk. 3481.-

**Non-compliance: Nil**

*Description of non-compliance:* Nil

*Local law or ETI requirement:* Nil

*Recommended corrective action:* Nil

*Objective evidence observed:* Nil

**Other potential issues:** Few workers are not getting wage slips.

**Current status:** (If there are no non-compliances then please summarize the systems that the factory has in place to meet this requirement)  
 Factory is following legal requirement on minimum wages.

**Best practices observed:** Nil

**6: Working Hours Are Not Excessive:****ETI**

6.1 Working hours comply with national laws and benchmark industry standards, whichever affords greater protection. 6.2 In any event, workers shall not on a regular basis be required to work in excess of 48 hours per week and shall be provided with at least one day off for every seven-day period on average. Overtime shall be voluntary, shall not exceed 12 hours per week, shall not be demanded on a regular basis and shall always be compensated at a premium rate.

**Working hours analysis**

**Sample size checked (number of workers):** 42 working hours record

**Legal standard work-week (hours):** 48 hours

<b>1. Contracted standard work-week this factory (hrs)</b>	48 hours
<b>2. Actual standard work-week averaged over sample (hrs)</b>	48 hours
<b>3. Lowest basic hours worked</b>	48 hours
<b>4. Highest basic hours worked</b>	48 hours

**Legal permitted overtime hours:** 12 hours per week. However, an adult worker may work for more than nine hours in a day or forty-eight hours in a week, provided that the total hours of work of an adult worker shall not exceed sixty hours in any week and on the average fifty-six hours per week in any year.

**Any local waivers for this factory:** Not applicable

**Comments:** Please state here any specific reasons/circumstances that explain the highest working hour:  
Overtime work is done only to meet shipment urgency and work load.

<b>1. Actual overtime hours (averaged over sample)</b>	32 hours per month
<b>2. Range of overtime hours over <u>all operators</u> (quote highest and lowest)</b>	Highest- 48 hours Lowest- 00 hours
<b>3. Peak seasons</b>	NA

**Non-compliance:**

*Description of non-compliance: Nil*

*Local law or ETI requirement: Nil*

*Recommended corrective action: Nil*

*Objective evidence observed: Nil*

**Other potential issues: Nil**

**Current status:** (If there are no non-compliances then please summarize the systems that the factory has in place to meet this requirement)  
Factory is following legal requirement on working hours.

**Best practices observed: Nil**

<b>7: No Discrimination Is Practised</b>	<b>ETI</b> 7.1 There is no discrimination in hiring, compensation, access to training, promotion, termination or retirement based on race, caste, national origin, religion, age, disability, gender, marital status, sexual orientation, union membership or political affiliation.
<p><b>Non-compliance: Nil</b></p> <p><i>Description of non-compliance: Nil</i></p> <p><i>Local law or ETI requirement: Nil</i></p> <p><i>Recommended corrective action: Nil</i></p> <p><i>Objective evidence observed: Nil</i></p> <p><b>Other potential issues: Nil</b></p> <p><b>Current status:</b> (If there are no non-compliances then please summaries the systems that the factory has in place to meet this requirement)                  Nothing identified by the documents verification and also nothing reported by the interviewed workers as discrimination. The pay and overtime record do not show any discriminatory incidents.</p> <p><b>Best practices observed: Nil</b></p>	

<b>8: Regular Employment Is Provided</b>	<b>ETI</b> 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.
<p><b>Non-compliance:</b></p> <p><i>Description of non-compliance:</i> Factory does not maintain workers service book.</p> <p><i>Local law or ETI requirement:</i> This violates section 6 of the Bangladesh Labor Law, 2006.</p> <p><i>Recommended corrective action:</i> Factory should maintain workers service book.</p> <p><i>Objective evidence observed:</i> Through management and workers interview.</p> <p><b>Other potential issues: Nil</b></p> <p><b>Current status:</b> (If there are no non-compliances then please summarize the systems that the factory has in place to meet this requirement)</p> <p><b>Best practices observed: Nil</b></p>	

<p><b>9: No Harsh Or Inhumane Treatment Is Allowed</b></p>	<p>ETI 9.1 Physical abuse or discipline, the threat of physical abuse, sexual or other harassment and verbal abuse or other forms of intimidation be prohibited.</p>
<p><b>Non-compliance: Nil</b></p> <p><i>Description of non-compliance: Nil</i></p> <p><i>Local law or ETI requirement: Nil</i></p> <p><i>Recommended corrective action: Nil</i></p> <p><i>Objective evidence observed: Nil</i></p> <p><b>Other potential issues: Nil</b></p> <p><b>Current status:</b> (If there are no non-compliances then please summarize the systems that the factory has in place to meet this requirement) Nothing has been identified or reported by the interviewed workers as harsh or inhumane treatment. Factory has very strict instructions to the supervisors not to use any abusive language or attitude.</p> <p><b>Best practices observed: Nil</b></p>	

<p><b>A: Entitlement to Work &amp; Immigration</b></p>	<p><b>Additional Retailer Specific Elements</b> A1 Only workers with a legal right to work shall be employed or used by the supplier. A2 All workers including employment agency staff, must be validated by the supplier for their legal right to work by reviewing original documentation. A3 Employment agencies must only supply workers registered with them. A4 The supplier shall implement processes to enable adequate control over agencies with regards the above points and related legislation.</p>
<p><b>Non-compliance: Nil</b></p> <p><i>Description of non-compliance: Nil</i></p> <p><i>Local law or clause requirement: Nil</i></p> <p><i>Recommended corrective action: Nil</i></p> <p><i>Objective evidence observed: Nil</i></p> <p><b>Other potential issues: Nil</b></p> <p><b>Current status:</b> (If there are no non-compliances then please summarize the systems that the factory has in place to meet this requirement) Factory does not engage any worker through 'Subcontractor of Labour' and no immigrant worker has been engaged by the factory.</p> <p><b>Best practices observed: Nil</b></p>	

<p><b>B: Code and System Implementation:</b></p>	<p><b>Retailer Specific Additional Elements</b>                  B1 Suppliers are expected to implement and maintain systems for delivering compliance to this Code. B2 Suppliers shall appoint a senior member of management who shall be responsible for compliance with the Code. B3 Suppliers are expected to communicate this Code to all employees and to their suppliers. B4 Suppliers should, where reasonably practicable extend the principles of this Ethical Code through their supply chain.</p>
<p><b>Non-compliance: Nil</b></p> <p><u>Description of non-compliance:</u> Nil</p> <p><u>Local law or cause requirement:</u> Nil</p> <p><u>Recommended corrective action:</u> Nil</p> <p><u>Objective evidence observed:</u> Nil</p> <p><b>Other potential issues: nil</b></p> <p><b>Current status:</b> (If there are no non-compliances then please summarise the systems that the factory has in place to meet this requirement)                  Factory has appointed Mr. Abdul Wahab, compliance officer to look after the code and legal compliance issues.</p> <p><b>Best practices observed: Nil</b></p>	

<p><b>C: Sub-Contracting &amp; Home-working:</b></p>	<p>C1 There should be no sub-contracting unless previously agreed with the main client. C2 Home-working should be properly managed.</p> <p><i>Note to auditor on home-working:                  Report on whether it is direct or via agents. How many workers, relationship with factory and what control systems are in place.</i></p>																		
<p><b>Summary of sub-contracting and/or homeworking.</b></p> <table border="1"> <tr> <td><b>1. Number of sub-contractors/agents used</b></td> <td><b>Wasing:</b> Millenium Washing Plant, Ka, 198, Joar Sh bazar Road, Kurill, Badda, Dhaka 1229. <b>Embroidery:</b> Sister concern</td> </tr> <tr> <td><b>2. Number of homeworkers</b></td> <td>NA <b>Total:</b>      <b>Male:</b>      <b>Female:</b></td> </tr> <tr> <td><b>3. Is there a facility policy on sub-contracting?</b></td> <td><b>No</b></td> </tr> <tr> <td><b>4. Is there a facility policy on homeworking?</b></td> <td><b>NA</b></td> </tr> <tr> <td><b>5. What checks are in place to ensure no child labour is being used and work is safe?</b></td> <td><b>NA</b></td> </tr> <tr> <td><b>6. How does facility ensure worker hours and pay meet local laws for homeworkers?</b></td> <td><b>NA</b></td> </tr> <tr> <td><b>7. What processes are sub-contracted?</b></td> <td>Embroidery and Washing</td> </tr> <tr> <td><b>8. What processes are carried out by homeworkers?</b></td> <td><b>NA</b></td> </tr> <tr> <td><b>9. Are written agreements in place for home workers that include regular employment?</b></td> <td><b>NA</b></td> </tr> </table> <p><b>Non-compliance: nil</b></p> <p><u>Description of non-compliance:</u> Nil</p> <p><u>Local law or clause requirement:</u> Nil</p>		<b>1. Number of sub-contractors/agents used</b>	<b>Wasing:</b> Millenium Washing Plant, Ka, 198, Joar Sh bazar Road, Kurill, Badda, Dhaka 1229. <b>Embroidery:</b> Sister concern	<b>2. Number of homeworkers</b>	NA <b>Total:</b> <b>Male:</b> <b>Female:</b>	<b>3. Is there a facility policy on sub-contracting?</b>	<b>No</b>	<b>4. Is there a facility policy on homeworking?</b>	<b>NA</b>	<b>5. What checks are in place to ensure no child labour is being used and work is safe?</b>	<b>NA</b>	<b>6. How does facility ensure worker hours and pay meet local laws for homeworkers?</b>	<b>NA</b>	<b>7. What processes are sub-contracted?</b>	Embroidery and Washing	<b>8. What processes are carried out by homeworkers?</b>	<b>NA</b>	<b>9. Are written agreements in place for home workers that include regular employment?</b>	<b>NA</b>
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Recommended corrective action: Nil

Objective evidence observed: Nil

**Potential issues: Nil**

**Current status:** (If there are no non-compliances then please summarize the systems that the factory has in place to meet this requirement)  
 Factory does not engage any home workers. Subcontract is given out side the factory for washing, and embroidery from their sister concern when needed for any order. No apprenticeship programme has been implemented in factory.

**Best practices observed:**

**Additional Requirements**

<b>D: Environmental</b>	<i>D1 Suppliers shall seek to make continuous improvements in their environmental performance and, as a minimum, comply with the requirements of local and international laws and regulations. D2 The supplier shall be aware of and comply with their end clients' environmental requirements.</i>
<p><b>Non-compliance: Nil</b></p> <p><u>Description of non-compliance: Nil</u></p> <p><u>Local law or clause requirement: Nil</u></p> <p><u>Recommended corrective action: Nil</u></p> <p><u>Objective evidence observed: Nil</u></p> <p><b>Other potential issues: Nil</b></p> <p><b>Current status:</b> (If there are no non-compliances then please summarise the systems that the factory has in place to meet this requirement)                  No environmental issues identified.</p> <p><b>Best practices observed: Nil</b></p>	

**Worker Interview Summary**

Total N° of group interviews	15+20
Total N° of individual interviews	M_6__ F_6__
Total N° of interviewed workers (male/female)	M_21__ F_26__
Interviews were done in private and the confidentiality of the interview process was communicated to the workers?	√ Yes No <input type="checkbox"/>

In general, what was the attitude of the workers towards their workplace?	<input type="checkbox"/> Favourable <input type="checkbox"/> Non-favourable <input checked="" type="checkbox"/> Indifferent
What was the most common worker complaint?	Nothing Specific
What did the workers like the most about working at this facility?	Nothing specific
Any additional comment(s) regarding interviews:	Nothing specific

**Local Law**

Legal work-week (total hours):	60 hours (regular 48 + 12 hours OT) per week
Legal maximum allowed overtime hours (per day, week, month):	2 hours per day; 12 hours per week and 52 hours per month subject to average of maximum 56 working hours in a week in a year (including overtime).
Legal minimum work age:	14 years
Legal minimum wage(s):	Tk. 1662.5
Legal overtime wage(s):	Double of the basic salary

**Agency Workers** (Workers sourced from a local agent who are not directly paid by the factory)



Number of agencies used (average)	Not applicable as no such agency used by the factory.
Were agency workers' age/pay/hours included within scope of this audit	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

**Community Benefits** (Please list below any specific community benefits that the factory management stated that they were involved in, e.g. HIV programme, education, sports facilities)

None

**Photo Form**

		
Factory front view	Cutting	Sewing section

		
<i>Finishing section</i>	<i>Fire fighting equipment</i>	<i>Exit marked</i>
		
<i>First aid box</i>	<i>Drinking water</i>	<i>Workers dining area</i>
		
<i>Child care centre</i>	<i>Toilet marked</i>	<i>Medical Centre</i>
		
<i>Boiler</i>	<i>Generator</i>	<i>Electric junction box.</i>