



Worldwide Responsible Accredited Production Certification Program

SECTION I: AUDIT SUMMARY

A. Facility name: (in English & local language, if needed)	Eve Dress-Shirts' Limited (ইভ ড্রেস-শার্টস লিমিটেড)		
B. Facility address covered by this audit: (in English & local language, if needed)	Holding # 219, Ward # 05, Block # A, Anowar Jung Road, Ashulia, Savar, Dhaka - 1341, Bangladesh (হোল্ডিং # ২১৯, ওয়ার্ড # ০৫, ব্লক # এ, আনোয়ার জং রোড, আশুলিয়া, সাভার, ঢাকা - ১৩৪১, বাংলাদেশ)		
C. Facility WRAP ID #:	12999		
D. Facility type:	<input type="checkbox"/> New certification	<input type="checkbox"/> Renew Certification	<input checked="" type="checkbox"/> Lapsed
E. Audit date(s): e.g.: July 6-7, 2021	Initial: 16/02/2025	1 st On-site follow-up:	Desktop review: 15 th March 2025
F. Was the audit conducted on consecutive dates?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If No, explain:		
G. Denied access (during this certification cycle)?	<input type="checkbox"/> Yes Date: <input checked="" type="checkbox"/> No If Yes, provide date, reason and description:		
H. Audit result/report type:	<input checked="" type="checkbox"/> Recommendation <input type="checkbox"/> CAP		
I. Monitoring firm name & address:	Accordia Global Compliance Group House # 15/A, Road # 8, Gulshan 1, Dhaka, Bangladesh.		
J. Monitoring firm APSCA#:	11600020	K. Lead auditor's name, APSCA designation & #:	Ali Mahmud Nishad (CSCA 32200644)
L. The above audit conducted at this facility found that:	<input checked="" type="checkbox"/> The facility was in compliance with the WRAP Principles. <input type="checkbox"/> The facility had non-compliances. Refer to the Corrective Action Plan for details.		
M. Did auditor(s) explain to facility WRAP's working hour & transparency/integrity policies?	Yes	N. Did auditor(s) explain to facility WRAP's Working Hour Action Plan?	Yes
O. Was there a Working Hour Action Plan (WHAP) from last certification cycle?	N/A	P. Did auditor(s) explain to facility WRAP's Zero Tolerance Policy for facilities & monitors?	Yes
Q. Name & title of facility representative:	Rajib Kumar Datta (Manager, HR-Admin & Compliance)		
R. Names & titles of other attendees at the Closing Meeting:	Rajib Kumar Datta (Manager, HR-Admin & Compliance), Salahuddin Ahmed Rana (DGM, HR-Admin & Compliance), Babul Mia (Manager-HR), Shafiqul Islam (Sr. Executive-Admin), Mr. Happy Akter (Sr. Executive -Welfare), Mr.		

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	Ruhul Amin (Sr. Officer- Compliance), Ms. Asha Akter (Officer- compliance), Mst. Mobassera Katun (PC vice president)
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SECTION II: CORRECTIVE ACTION PLAN

**If no non-compliances or observations were raised, simply note “No NC”
AND lead auditor and facility representative *still* need to sign this document.**

This “Corrective Action Plan” shall be used to summarize all facility non-compliances and observations and to document a corrective action plan that both the auditor and facility management believe is reasonable to ensure compliance, realignment and continuous adherence to WRAP’s Principles and local/national laws.

This form should be used in the following manner:

- Document all non-compliances and observations individually on the form below, prior to the closing meeting and use the form as an agenda during the closing meeting;
- During the closing meeting, ensure that management understands the findings;
- Management shall come up with its own corrective actions for all non-compliances and observations;
- Each non-compliance must be rated as follows:

Major

- Systematic violations of local/national law and/or WRAP Principles, and/or any health and safety condition that might pose significant risk to workers’ basic rights and/or safety
 - Failure of management systems, including excessive minor non-compliances that reveal an underlying dysfunction
- Note: If there are several minor non-compliances against the same Principle, it may warrant a major non-compliance on internal monitoring (i.e. Q1.4a)
- Non-transparency
 - Issues that require on-site verification, especially those that can only be fully validated with worker interviews and/or addressed through worker training
 - Failure of addressing, within the projected completion date, non-compliances raised during the initial/follow-up audits in this audit cycle

Minor

- Occasional or isolated violations of local/national law and/or WRAP Principles that do not seriously compromise workers’ basic rights and/or safety
- Non-compliances that do not require onsite verification, worker interviews and/or worker training
- Minor situations that do not affect a large number of workers

Observation

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- Currently not a non-compliance but could potentially become one if timely actions are not taken (internal monitoring can help identify such issues); for example, certificates/permits that are valid during the audit but look set to expire in the near future with no indication that the facility has taken the steps necessary to ensure timely renewal. In addition, under certain circumstances (outlined in detail under WRAP Principle 6), excessive working hours will also be noted as an observation (instead of a non-compliance)

Corrective Action Plan

Please document only one non-compliance/observation per row.

NC # & rating (Major, Minor or Observation)	WRAP clause number (e.g., Q8.4) and relevant local/national laws	Non-compliances	A. Facility's corrective action plan B. Projected completion date C. Responsible person's name and title
01. Rating: Observation	WRAP Clause: 1.1a <u>Local Law:</u> In accordance with BERC Act-2003 section 29 & 30 and regulation 9 & 19 BERC license regulation 2006 (Amended on 2016) and Bangladesh environment Conservation Rules 1997 section-8 (2)	<p>During the legal license review and management interview, it was noted that the facility has total of four generators, three gas-powered and one diesel—with a combined capacity of 1,918 kW (1.918 MW (1,000 KW, 400 KW, 198 KW, and 320 KW: The facility currently holds a valid waiver license for the 320 KW diesel generator (License No. LWC-025), which is valid till 11 April 2025.</p> <p>As per legal requirements, the facility is required to obtain a Captive Power Plant (CPP) license from the authority concerned. Additionally, they have not yet received the Environmental Clearance License, which is a prerequisite for obtaining the CPP license.</p> <p>However, the facility has already submitted applications for these licenses to the respective authorities on 23 June 2024 for the Environmental Clearance License and on 31 January 2023, for the CPP license.</p>	<p>A. The management is in the process of obtaining licenses.</p> <p>B. 18 March 2025</p> <p>C. Rajib Kumar Datta (Manager, HR-Admin & Compliance)</p>

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		<u>Desktop Review-3-15-25</u> During desktop review it was noted that facility reapplied for Environmental Clearance License on 15th March 2025 and CPP license on 6th March 2025	
02. Rating: Minor CLOSED	WRAP Clause: 1.4b <u>Local Law:</u> NA	During documentation review it was noted that the facility conducts internal monitoring /audit twice a year. The last internal audit was conducted on 12 January 2025. However, during reviewing the report it was noted that all aspects of WRAP principles and local laws were not covered. <u>Desktop Review-3-15-25</u> During desktop review it was noted that facility conducted internal audit and included WRAP principles and local laws as per the requirements. Document verified issue closed	A. The management agreed to conduct internal audit covering all aspects of WRAP principles and local laws B. 18 March 2025 C. Rajib Kumar Datta (Manager, HR-Admin & Compliance)

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03. Rating: Minor CLOSED	WRAP Clause: 8.20 Local Law: Local Law: In accordance with Bangladesh labor 2006 section 72 (3)]	<p>During the facility tour it was observed that the aisles leading towards the emergency exit were found partially blocked in the following areas:</p> <p>On the 1st, 2nd & 4th floors, sewing area in building-01[blocked by side tables]</p> <p>On the 2nd & 4th floors, finishing area in building-01 [partially blocked by cartons & Standing Hanger]</p> <p>During the floor visit, it was observed that the Jhut Room was found blocked and haphazard with dumping of wastes. In addition, workers were found blocked with co-workers at their workstation on the 1st, 2nd & 4th floors (Sewing sections) of the building-1</p> <p><u>Desktop Review-3-15-25</u></p> <p>During desktop review it was noted that facility removed all the blockage at the designated areas. Photo verified issue closed</p>	<p>A. The management agree to keep free walkways and workers free for the easy evacuation.</p> <p>B. 18 March 2025</p> <p>C. Rajib Kumar Datta (Manager, HR-Admin & Compliance)</p>
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04. Rating: Minor CLOSED	WRAP Clause: 8.44 Local Law: Bangladesh rules 2015 section-55	<p>During the audit period, fire hose water pressure could not be checked.</p> <p>It was observed that the hose was found under renovation and re-installation in compliance with RSC requirements.</p> <p>All landing valve connections were found rearranged as per the required height.</p> <p><u>Desktop Review-3-15-25</u></p> <p>During desktop review it was noted that facility renovated and re-installed the fire hose water pressure and it was as per the requirement. Photo verified issue closed</p>	<p>A. The facility management agreed to complete the fire hose connection within a short period of time.</p> <p>B. 18 March 2025</p> <p>C. Rajib Kumar Datta (Manager, HR-Admin & Compliance)</p>
05. Rating: Minor CLOSED	WRAP Clause: 12.2.2. Local Law: N/A	<p>It was noted through documentation review and facility management interview that the facility management conducted security risk assessments but did not cover mapping and movement of the cargo.</p> <p><u>Desktop Review-3-15-25</u></p> <p>During desktop review it was noted that facility conducted security risk assessments and cover mapping and movement of the cargo. Document verified issue closed</p>	<p>A. The facility management agreed they will document and map the movement of cargo in Security Risk Assessment.</p> <p>B. 18 March 2025</p> <p>C. Rajib Kumar Datta (Manager, HR-Admin & Compliance)</p>

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06. Rating: Minor CLOSED	WRAP Clause: 12.2.4. <u>Local Law:</u> N/A	<p>It was noted through documentation review and facility management interviews that the facility management did not address risks related to business continuity, security recovery plan and business resumption.</p> <p><u>Desktop Review-3-15-25</u></p> <p>During desktop review it was noted that facility addressed risks related business continuity, security recovery plan and business resumption. Document verified issue closed</p>	<p>A. The facility management agreed they will address risks related to crisis management, business continuity, security recovery plan and business resumption.</p> <p>B. 18 March 2025</p> <p>C. Rajib Kumar Datta (Manager, HR-Admin & Compliance)</p>
07. Rating: Minor CLOSED	WRAP Clause: 12.4.7 <u>Local Law:</u> N/A	<p>During the IT responsible interview, it was noted that the facility does not back up the data stored on its network at least once a week.</p> <p>Currently they back it up once a month.</p> <p><u>Desktop Review-3-15-25</u></p> <p>During desktop review it was noted that facility is maintaining data stored on its network once a week. Document verified issue closed</p>	<p>A. The facility management agreed to back up data at least once per week</p> <p>B. 18 March 2025</p> <p>C. Rajib Kumar Datta (Manager, HR-Admin & Compliance)</p>

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08. Rating: Minor CLOSED	WRAP Clause: 12.10.2. <u>Local Law:</u> N/A	<p>Through documentation review and facility visit, it was noted that the facility does not check photo IDs upon the arrival of visitors.</p> <p>Additionally, while reviewing the visitor register, it was observed that the verification of visitor photo identification check and company point of contact columns are not included in the register.</p> <p><u>Desktop Review-3-15-25</u></p> <p>During desktop review it was noted that facility included visitor photo identification check and company point of contact columns in the register. Document verified issue closed</p>	<p>The facility management will revise the visitor register and include columns to maintain verification of visitor photo identification and point of contact.</p> <p>B. 18 March 2025</p> <p>C. Rajib Kumar Datta (Manager, HR-Admin & Compliance)</p>
09. Rating: Minor CLOSED	WRAP Clause: 12.1.1d <u>Local Law:</u> N/A	<p>During the documentation review it was noted the facility does not communicate its security program with its business partners.</p> <p><u>Desktop Review-3-15-25</u></p> <p>During desktop review it was noted that facility communicated security program with its business partners. Document verified issue closed</p>	<p>A. The facility management agreed to communicate its security program with its business partners.</p> <p>B. 18 March 2025</p> <p>C. Rajib Kumar Datta (Manager, HR-Admin & Compliance)</p>
10. Rating: Minor CLOSED	WRAP Clause: 12.1.4b <u>Local Law:</u> N/A	<p>During the documentation review and management interview it was noted that Points of Contact (POC) – responsible persons are not given any training on CTPAT program requirements.</p> <p><u>Desktop Review-3-15-25</u></p> <p>During desktop review it was noted that facility provided training on CTPAT program requirements. Document verified issue closed</p>	<p>A. The facility management agreed to provide training for its security Point(s) of Contact (POC) on full parameters of CTPAT program requirements.</p> <p>B. 18 March 2025</p> <p>C. Rajib Kumar Datta (Manager, HR-Admin & Compliance)</p>

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<p>11.</p> <p>Rating:</p> <p>Minor</p> <p>CLOSED</p>	<p>WRAP Clause:</p> <p>12.12.2b</p> <p>Local Law: NA</p>	<p>During documentation review & management interviews, it was noted that the facility training of the personnel who conduct security inspections did not contain the following contents:</p> <ul style="list-style-type: none"> -Signs of hidden compartments -Concealed contraband in naturally occurring compartments -Signs of pest contamination. <p><u>Desktop Review-3-15-25</u></p> <p>During desktop review it was noted that facility conducted security inspections on the required topics. Document verified issue closed</p>	<p>A. The facility management has agreed to provide training for its relevant personnel covering the mentioned topics.</p> <p>B. 18 March 2025</p> <p>C. Rajib Kumar Datta (Manager, HR-Admin & Compliance)</p>
<p>12</p> <p>Rating:</p> <p>Minor</p> <p>CLOSED</p>	<p>WRAP Clause: 12.9.1b</p> <p>Local Law: NA</p>	<p>During the facility tour finished goods were temporarily stored without access control at the sewing section area located on the 4th floor in building-01.</p> <p><u>Desktop Review-3-15-25</u></p> <p>During desktop review it was noted that facility stored finished goods with proper access control at the designated place. Photo verified issue closed</p>	<p>A. The facility management agreed to implement access control</p> <p>B. 18 March 2025</p> <p>C. Rajib Kumar Datta (Manager, HR-Admin & Compliance)</p>

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13. Rating: Observation	WRAP Clause: 8.1 Local Law: Local Law: In accordance with Bangladesh Boiler Act 1923 section-6 & 7 Section 8 (1.a)	<p>During the legal license review and management interview, it was observed that the facility has two boilers: Boiler No.1 (Ba Bo-7995) and Boiler No.2 (Ba Bo-4196). Upon reviewing the license of Boiler No.2 (Ba Bo-4196), it was noted that it will expire on 26 February 2025, and the management has reapplied for renewal with the concerned authority on 17th February 2025</p> <p>[Noted as observation]</p>	<p>A. The facility management agreed to update the boiler license.</p> <p>B. NA</p> <p>C. Rajib Kumar Datta (Manager, HR-Admin & Compliance)</p>
14. Rating: Observation	WRAP Clause: 8.23 Local Law: Bangladesh Labor Rules 2015 section 50 (5)	<p>During the documentation review of the water test report, it was noted that the facility's last drinking water test (Sample ID: TON2024021049) was conducted from February 13 to February 27, 2024, by the Department of Public Health Engineering. The review also revealed that the drinking water test validity will expire on February 27, 2025, and the management has not yet applied for a new drinking water test with the Department of Public Health Engineering but agreed to apply within expiry date.</p> <p>Facility applied for updated testing on 9 March 2025.</p> <p>[Noted as an observation]</p>	<p>A. The facility management applied for drinking water test</p> <p>B. NA</p> <p>C. Rajib Kumar Datta (Manager, HR-Admin & Compliance)</p>
15. Rating: Observation	WRAP Clause: 8.1 Local Law: Bangladesh environment Conservation Rules 1997 section-8 (2)]	<p>During the legal license review and management interview, it was noted that Bangladesh Energy Regulatory Commission for LWC: certificate No. LWC-025 Capacity: 198 KW will expire 11th April 2025. Facility has not yet applied for renewal.</p>	<p>A. The facility management agreed to apply for renewed certificate.</p> <p>B. NA</p> <p>C. Rajib Kumar Datta (Manager, HR-Admin & Compliance)</p>

** Please continue to Signature page to acknowledge the result of the audit.*

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SECTION III: SIGNATURE PAGE

1. Leave one signed copy of CAP and signature pages with management
2. Retain one signed copy for report submission to WRAP
3. ***Insert FULL scanned copy of this page immediately following CAP pages in audit report***

By signing below, both parties acknowledge that the closing meeting was held (if facility does **NOT** agree with an NC(s)/observation(s), facility can still contact WRAP to explain their position **even if the facility signs below**. If so, contact WRAP within 10 business days).

Initial Audit Signatures

<i>Date(s) of the audit:</i>	16th February 2025 15th March 2025 [Desktop]
<i>Name of lead auditor:</i>	Ali Mahmud Nishad
<i>Signature of lead auditor & date:</i>	
<i>Name and title of facility representative:</i>	Rajib Kumar Datta (Manager, HR-Admin & Compliance)
<i>Signature of facility representative & date:</i>	

Onsite Follow-Up Signatures (If Applicable)

<i>Date(s) of the audit:</i>	N/A
<i>Name of lead auditor:</i>	N/A
<i>Signature of lead auditor & date:</i>	N/A
<i>Name and title of facility representative:</i>	N/A
<i>Signature of facility representative & date:</i>	N/A

Facility name:	Eve Dress-Shirts' Limited	WRAP ID:	12999
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Initial Audit Signatures

Date(s) of the audit:	16 th February 2025
Name of lead auditor:	Ali Mahmud Nishad
Signature of lead auditor & date:	 16/02/2025
Name and title of facility representative:	Rajib Kumar Datta (Manager, HR-Admin & Compliance)
Signature of facility representative & date:	 16/02/2025

Onsite Follow-Up Signatures (If Applicable)

Date(s) of the audit:	N/A
Name of lead auditor:	N/A
Signature of lead auditor & date:	N/A
Name and title of facility representative:	N/A
Signature of facility representative & date:	N/A

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Wages Analysis

What is the payroll frequency?	<input type="checkbox"/> Weekly	<input type="checkbox"/> Bi-weekly	<input checked="" type="checkbox"/> Monthly
Wage periods reviewed	January-2025	December-2024	November-2024
Wage periods reviewed for follow-up audit	N/A	N/A	N/A
Sample size	35	35	35
Sample size for follow-up audit	N/A	N/A	N/A
Legal minimum wage for regular hours (Specify whether the rate is hourly, daily, weekly or monthly.) <i>If there is an increase in the minimum wage during the reviewed periods, provide both the old and the new wage rates.</i>	12500/- (As per the wages gazette December 2023)		
Actual minimum wage paid at this facility for regular hours (Specify whether the rate is hourly, daily, weekly or monthly.) <i>If actual minimum wage paid is below the legal minimum wage, provide explanations.</i>	12500/- (As per the wages gazette December 2023)		
Lowest gross wage paid in sample <i>If lower than the minimum wage, provide explanations:</i>	12,500.00/- (In the months of November-2024, December-2024 & January-2025)		
Highest gross wage paid in sample	18,500.00/- (In the months of December-2024 & January-2025)		
Legal overtime premium for weekdays:	Double of the Basic		
Legal overtime premium for rest days:	Not Applicable		
Legal overtime premium for holidays:	Not Applicable		

Social Insurance Analysis

(If there is a waiver, attach it at the end of this Principle.)

Type(s) of social insurance(s) required by local law	Coverage (# of workers and % of total)
Group Insurance	100% covered (i.e., 1635)

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Hours of Work Analysis

Review periods	# of samples reviewed	Average weekly hours (incl. overtime)	Highest weekly hours (incl. overtime)	Frequency of occurrence of max hours (# of workers from samples & # of weeks worked at max hours per period)
January-2025	35	51 Hours	60 hours	Maximum 12 hours overtime done by 01 worker in two weeks out of 35 samples.
December-2024	35	54 Hours	60 hours	Maximum 12 hours overtime done by 03 workers in one week out of 35 samples.
November-2024	35	51 Hours	60 hours	Maximum 12 hours overtime done by 02 workers in two weeks out of 35 samples.
Average weekly hours incl. overtime across all samples		52 Hours		
Follow-up Audit				
N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A

Range of Hours Worked

Legal regular work week for this country/industry	48 hours per week (6 days)		
Range of <i>weekly</i> overtime hours over sample, quote highest and lowest)	Review period 1	Review period 2	Review period 3
	Highest: 12 Hrs.	Highest: 12 Hrs.	Highest: 12 Hrs.
	Lowest: 0 Hrs.	Lowest: 0 Hrs.	Lowest: 0 Hrs.
Range of <i>daily</i> overtime hours over sample, quote highest and lowest	Review period 1	Review period 2	Review period 3
	Highest: 2 Hrs.	Highest: 2 Hrs.	Highest: 2 Hrs.
	Lowest: 00 Hrs.	Lowest: 00 Hrs.	Lowest: 00 Hrs.
Lowest total weekly hours worked in sample	48 Hrs.	Department(s)	Security, Cutting
Highest total weekly hours worked in sample	60 Hrs.	Department(s)	Sewing, Finishing,
Legally permitted overtime hours (list daily, weekly, monthly, quarterly, yearly whichever is applicable)	02 hours in a Day The Labor Ministry and Employment Circular of Bangladesh No. 40.00.0000.016.30.012.17-44 dated 16th April, 2024 that allowed factories to work 04 hrs OT from 17th October 2024 to 16th April 2025		



WRAP - Audit Report

Rec

Audit #: 11314, Factory: Eve Dress-Shirts' Limited, Address Line 1: Anowar Jung Road, Holding #219Ward # 05, Block #A Ashulia Savar, City: Dhaka, Country: Bangladesh, Approval Status: Completed

Audit Report

Audit Details

Audit #	11314	Audit Type Iteration	1st Audit
Auditor	Chris Hayes	Auditor User Group	MF - Accordia
Quality Plan Name			
Audit Summary		Detailed Audit Report	
Principle 01: Compliance with Laws and Workplace Regulations		Principle 02: Prohibition of Forced Labor	
Principle 03: Prohibition of Child Labor		Principle 04: Prohibition of Harassment and Abuse	
Principle 05: Compensation and Benefits		Principle 06: Hours of Work	
Principle 07: Prohibition of Discrimination		Principle 08: Health and Safety	
Principle 09: Freedom of Association & Collective Bargaining		Principle 10: Environment	
Principle 11: Customs Compliance		Principle 12: Security	
Report	WRAP - Audit Report		
Factory			
Company Name	Eve Dress-Shirts' Limited	Description	Aprons
Address Line 1	Anowar Jung Road, Holding #219Ward # 05, Block #A Ashulia Savar	City	Dhaka
Country	Bangladesh	ZIP Code	1341
Phone 1	01950553518	Email	rajib@evegroupbd.com
Website URL	http://www.evegroupbd.com	Contact Name	Rajib Kumar Datta
Contact Number	01950553518	WRAP ID	12999

Conclusion

Audit Grade

Rec

✔ The auditor confirmed that the answers contained in this report have been answered to the best of their knowledge and all sections have been completed.

Audit #: 11314, Factory: Eve Dress-Shirts' Limited, Address Line 1: Anowar Jung Road, Holding #219Ward # 05, Block #A Ashulia Savar, City: Dhaka, Country: Bangladesh, Approval Status: Completed

Photos 

Images

Part A: General view of the facility (20 Photos)

Facility name



Building view & gate



Security guards, gate house & entrance



Inside compound



Audit #: 11314, Factory: Eve Dress-Shirts' Limited, Address Line 1: Anowar Jung Road, Holding #219Ward # 05, Block #A Ashulia Savar, City: Dhaka, Country: Bangladesh, Approval Status: Completed

Production process



Cutting

Production process



Embroidery

Production process



Fusing

Production process



Sewing

Raw materials warehouse



Medical room (If present)



Audit #: 11314, Factory: Eve Dress-Shirts' Limited, Address Line 1: Anowar Jung Road, Holding #219Ward # 05, Block #A Ashulia Savar, City: Dhaka, Country: Bangladesh, Approval Status: Completed

Dining area



Kitchen/Food preparation area



Management Kitchen/Food preparation area

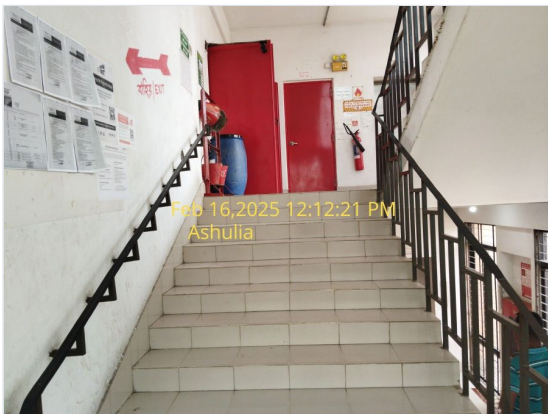
Childcare room (If present)



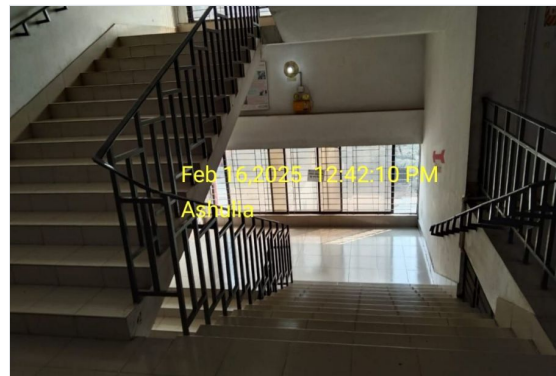
Grievance/Suggestion box



Stairs

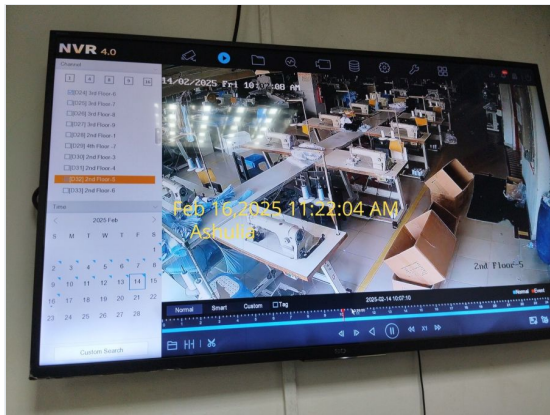


Stairs



Audit #: 11314, Factory: Eve Dress-Shirts' Limited, Address Line 1: Anowar Jung Road, Holding #219Ward # 05, Block #A Ashulia Savar, City: Dhaka, Country: Bangladesh, Approval Status: Completed

CCTV screenshot of production floor weekly rest day photo 1 (List rest day date)



14-2-2025

CCTV screenshot of production floor weekly rest day photo 2 (List rest day date)



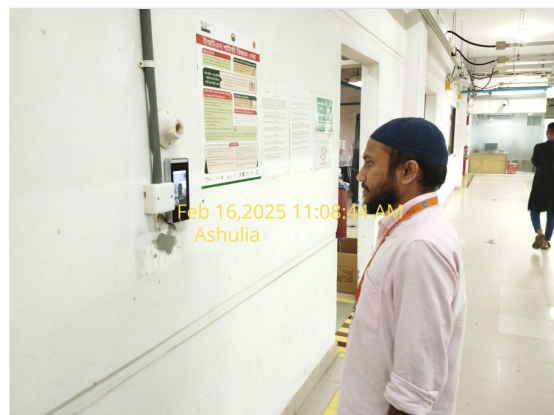
7-2-2025

Other



Finishing

Workers' Punching In/Out



PART B: Health & safety (33 Photos)

PPE (Personal protective equipment)



PPE (Personal protective equipment)

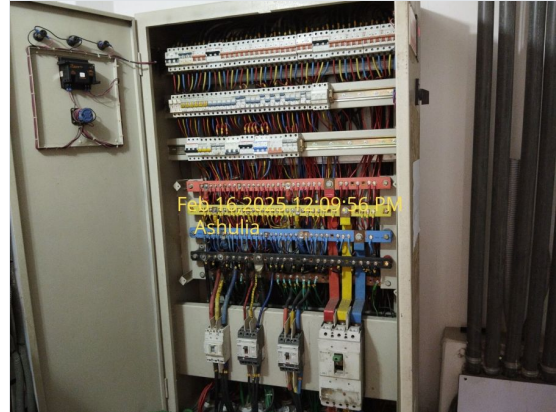


Audit #: 11314, Factory: Eve Dress-Shirts' Limited, Address Line 1: Anowar Jung Road, Holding #219Ward # 05, Block #A Ashulia Savar, City: Dhaka, Country: Bangladesh, Approval Status: Completed

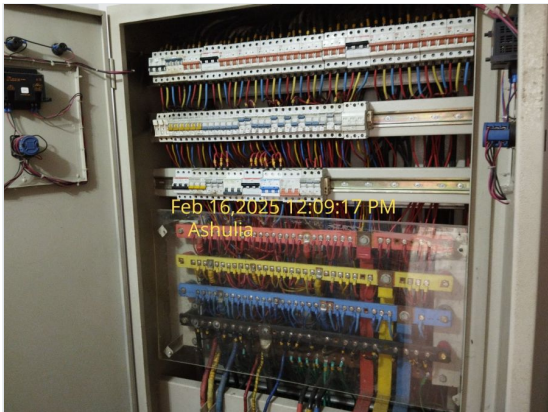
Electrical box/cabinet with cover & warning signs



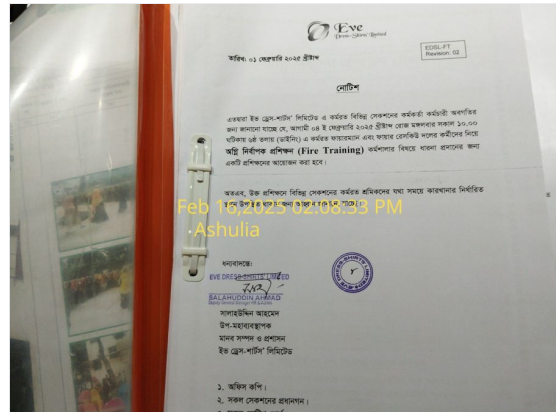
Electrical box/cabinet with wiring



Electrical box/cabinet with inner cover



Fire safety training noting training date

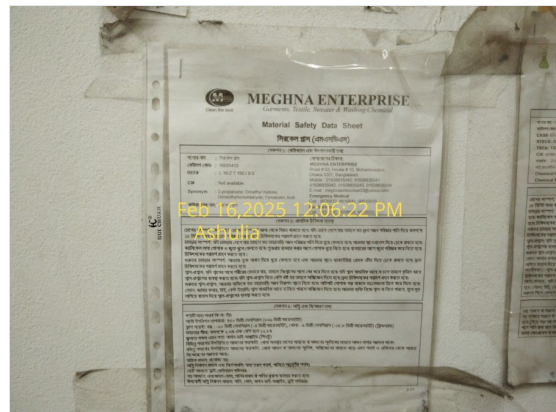


4-2-2025

First aid responders/emergency safety personnel



Material safety data sheet (MSDS)



Audit #: 11314, Factory: Eve Dress-Shirts' Limited, Address Line 1: Anowar Jung Road, Holding #219Ward # 05, Block #A Ashulia Savar, City: Dhaka, Country: Bangladesh, Approval Status: Completed

First aid box



Evacuation plan



Evacuation drill noting drill date (Photo 1)



16-1-2025

Evacuation drill noting drill date (Photo 2)



5-11-2024

Evacuation route



Evacuation route



Audit #: 11314, Factory: Eve Dress-Shirts' Limited, Address Line 1: Anowar Jung Road, Holding #219Ward # 05, Block #A Ashulia Savar, City: Dhaka, Country: Bangladesh, Approval Status: Completed

Emergency exit door



Emergency exit door



Emergency exit sign & emergency lights



Emergency exit sign & emergency lights



Assembly point



Fire extinguishers



Audit #: 11314, Factory: Eve Dress-Shirts' Limited, Address Line 1: Anowar Jung Road, Holding #219Ward # 05, Block #A Ashulia Savar, City: Dhaka, Country: Bangladesh, Approval Status: Completed

Fire extinguishers



Fire hydrant



Fire hose



Sprinkler (if applicable)



N/A as the facility height is less than 75 feet.

Smoke detector



Fire alarm box



Audit #: 11314, Factory: Eve Dress-Shirts' Limited, Address Line 1: Anowar Jung Road, Holding #219Ward # 05, Block #A Ashulia Savar, City: Dhaka, Country: Bangladesh, Approval Status: Completed

Chemical storage/labeling



Chemical storage/labeling



Boiler



Compressor



Machine safety warning label/Device



Sewing machine safety guard



Audit #: 11314, Factory: Eve Dress-Shirts' Limited, Address Line 1: Anowar Jung Road, Holding #219Ward # 05, Block #A Ashulia Savar, City: Dhaka, Country: Bangladesh, Approval Status: Completed

Other



Generator

PART C: Principle 12 Security (10 Photos)

Perimeter fencing



Employee parking



Visitor parking



Outside lighting



Audit #: 11314, Factory: Eve Dress-Shirts' Limited, Address Line 1: Anowar Jung Road, Holding #219Ward # 05, Block #A Ashulia Savar, City: Dhaka, Country: Bangladesh, Approval Status: Completed

IT security room/communication equipment



CCTV & monitors



Packing area



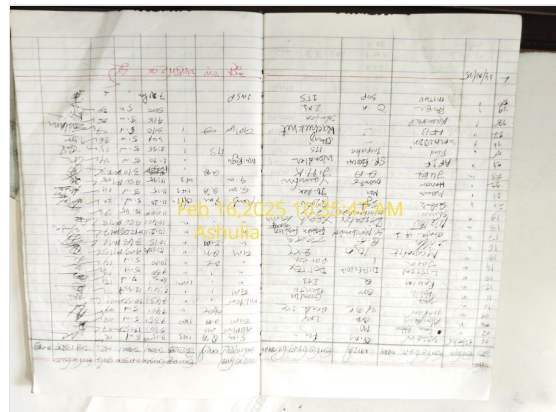
Finishing goods warehouse



Loading area



Visitor log



PART D: Non-compliances (6 Photos)

Audit #: 11314, Factory: Eve Dress-Shirts' Limited, Address Line 1: Anowar Jung Road, Holding #219Ward # 05, Block #A Ashulia Savar, City: Dhaka, Country: Bangladesh, Approval Status: Completed

NC raised & respective audit question #



NC-3) During the facility tour it was observed that the aisles leading towards the emergency exit were found partially blocked in the sewing areas. 8.20

NC raised & respective audit question #



NC-3) During the facility tour it was observed that the aisles leading towards the emergency exit were found partially blocked in the sewing areas. 8.20

NC raised & respective audit question #



NC-3) During the facility tour it was observed that the aisles leading towards the emergency exit were found partially blocked in the finishing areas. 8.20

NC raised & respective audit question #



NC-3) In addition, workers were found blocked with co-workers at their workstation on the 1st, 2nd & 4th floors (Sewing sections) of the building 1. 8.20

Audit #: 11314, **Factory:** Eve Dress-Shirts' Limited, **Address Line 1:** Anowar Jung Road, **Holding #**219 **Ward #** 05, **Block #**A Ashulia Savar, **City:** Dhaka, **Country:** Bangladesh, **Approval Status:** Completed

NC raised & respective audit question #



NC-3) During the floor visit, it was observed that the Jhut Room was found blocked and haphazard with dumping of wastes. 8.20

NC raised & respective audit question #



NC-12) During the facility tour finished goods were temporarily stored without access control at the sewing section area located on the 4th floor in building-01. 12.9.1b

PART E: Proof of non-compliances closure (9 Photos)

Proof of non-compliances closure



Obs 1#, 1.1a

Desktop Review-3-15-25

During desktop review it was noted that facility reapplied for Environmental Clearance License on 15th March 2025 and CPP license on 6th March 2025

Proof of non-compliances closure

Bangladesh Energy Regulatory Commission
TCB Building (3rd Floor) 1 Kawran Bazar, Dhaka-1215
Fax: +88-02-8155743, Website: www.berc.org.bd

Print Date: 06/03/2025

New Application Form for Power Generation License for Captive Power Plant (CPP)
(Form: Power(CPP))

1. Company Information:
(a) Name of the Applicant (Company Name) : Eve Dress-Shirts Limited
(b) Address of the Applicant (Company Address) : Holding # 219, Road # Anowar Jung, Ward # 05, Block # A, Ashulia, Savar, Dhaka-1341, Bangladesh
(c) Core Business (e.g., Garments, Leather, Textile, Steel etc.) : 100% Export Oriented Garments Factory.

2. Plant Location:
(a) Location of the Plant/Factory (Address) (Please attach site map if possible) : Holding # 219, Anowar Jung Road, Ward # 05, Block # A, Ashulia, Savar, Dhaka-1341, Bangladesh
(b) Position of the Plant/Generator(s) (i.e., ground floor/basement/upper floor) : Ground floor

3. Capacity (in kW):
(a) Gas Generation Capacity : 1,400.00
(b) Liquid Fuel Based Capacity : 0.00
(c) Total Generation Capacity : 1,400.00

4. Load:
Total Allocated Gas Load (twhr) : 0.00

5. Fuel Storage:
Liquid fuel storage capacity (in twhr) : 0.00

#	Engine Manufacturer	Brand	Model No.	Type	Capacity (in kW)	Generation Purpose	Commissioning Date	Fuel	Heat Rate (kg/kWh)	Yearly Energy Generation (MWh)	Yearly Fuel Consumption (Liter/CR)
1	USA	Caterpillar	G3512E	Gas Turbine	1,000.00	Main Supply	15/03/2015	Gas	0.00	kWh in the last year	Liter/CR in the last year
2	USA	Caterpillar	CG130B	Gas Turbine	400.00	Main Supply	15/03/2015	Gas	0.00	kWh in the last year	Liter/CR in the last year

Note: 1. Catalogues with full information to be submitted. 2. Use separate sheet to accommodate all information (if necessary).

7. Purpose:
Purpose of Generation of Electricity : Main Supply

Obs 1#, 1.1a

Desktop Review-3-15-25

During desktop review it was noted that facility reapplied for Environmental Clearance License on 15th March 2025 and CPP license on 6th March 2025

Audit #: 11314, **Factory:** Eve Dress-Shirts' Limited, **Address Line 1:** Anowar Jung Road, **Holding #**219 **Ward #** 05, **Block #**A **Ashulia Savar, City:** Dhaka, **Country:** Bangladesh, **Approval Status:** Completed

Proof of non-compliances closure

SL. No.	Particulars	Yes	No	Remarks
10	Gas Supply Approval Letter		No	
11	Gas Supply Contract for captive run		No	
12	Generator room physical layout drawing showing all the generators		Yes	
13	Generator's earthing system schematic diagram mentioning earthing pit/electrode number (with Boring depth & Size of Earthing wire) and Earth Resistance test report according to earthing pit/electrode		Yes	
14	Income Tax Certificate (Updated)		Yes	
15	Mention external fuel tank's volume of diesel generator		No	
16	Recent Gas Bill Copy		No	
17	Single line diagram of existing all the generator/power plant, substation showing busbar & connection to the grid		Yes	
18	Trade License (Updated)		Yes	
19	Updated Explosive Department license with approved drawings (diesel generator fuel tank above 1000 liter) (Clone)		No	
20	VAT Registration Certificate		No	

We hereby certify that the information contained in the Application Form and attached documents are accurate and complete to the best of our knowledge. We shall be liable for any false information/ statement provided in the Application.

Signature: _____

Date: 06/03/2025

Name of the applicant: RAJIB KUMAR DATTA

Designation: Executive

Land Phone No.: 02-7741720

Cell Number: 01950553518

E-Mail ID: _____

Website: www.evegroupbd.com

(Seal of the Company)

INSTRUCTIONS:

- All enclosed papers/ documents are to be signed and sealed by the Chairman/Managing Director/CEO/ Authorized Person of the Company.
- Corporate Authorization of the Company is required for dealing the license activities (if applicable).
- Prescribed Application Form of the Commission is to be followed. Form can be downloaded from BERC official website (www.berc.org.bd)
- Field/Site visit will be conducted as & when necessary.

Proof of non-compliances closure

SL. No.	Particulars	Yes	No	N/A	Remarks
01	Do the facility's trade license is up to date?	✓			
02	Do the facility's license is up to date?	✓			
03	Do the facility's license is up to date?	✓			
04	Do the facility's license is up to date?	✓			
05	Do the facility's license is up to date?	✓			
06	Do the facility's license is up to date?	✓			
07	Do the facility's license is up to date?	✓			
08	Do the facility's license is up to date?	✓			
09	Do the facility's license is up to date?	✓			
10	Do the facility's license is up to date?	✓			
11	Do the facility's license is up to date?	✓			
12	Do the facility's license is up to date?	✓			
13	Do the facility's license is up to date?	✓			

Note: But there are two Generator have no license but applied.

Factory applied the certificates

NC# 2, 1.4b

Desktop Review-3-15-25

During desktop review it was noted that facility conducted internal audit and included WRAP principles and local laws as per the requirements. Document verified issue closed

Obs 1#, 1.1a

Desktop Review-3-15-25

During desktop review it was noted that facility reapplied for Environmental Clearance License on 15th March 2025 and CPP license on 6th March 2025

Proof of non-compliances closure

SL. No.	Particulars	Yes	No	N/A	Remarks
01	Do the facility support any forced, prison, indentured or bonded trafficked labour?	✓			
02	Do the facility support any forced, prison, indentured or bonded trafficked labour?	✓			
03	Do the facility support any forced, prison, indentured or bonded trafficked labour?	✓			
04	Do the facility support any forced, prison, indentured or bonded trafficked labour?	✓			

Note: There are no NC in this Section.

Proof of non-compliances closure

SL. No.	Particulars	Yes	No	N/A	Remarks
01	Do the facility support any forced, prison, indentured or bonded trafficked labour?	✓			
02	Do the facility support any forced, prison, indentured or bonded trafficked labour?	✓			
03	Do the facility support any forced, prison, indentured or bonded trafficked labour?	✓			
04	Do the facility support any forced, prison, indentured or bonded trafficked labour?	✓			
05	Do the facility support any forced, prison, indentured or bonded trafficked labour?	✓			
06	Do the facility support any forced, prison, indentured or bonded trafficked labour?	✓			
07	Do the facility support any forced, prison, indentured or bonded trafficked labour?	✓			
08	Do the facility support any forced, prison, indentured or bonded trafficked labour?	✓			
09	Do the facility support any forced, prison, indentured or bonded trafficked labour?	✓			
10	Do the facility support any forced, prison, indentured or bonded trafficked labour?	✓			
11	Do the facility support any forced, prison, indentured or bonded trafficked labour?	✓			
12	Do the facility support any forced, prison, indentured or bonded trafficked labour?	✓			
13	Do the facility support any forced, prison, indentured or bonded trafficked labour?	✓			
14	Do the facility support any forced, prison, indentured or bonded trafficked labour?	✓			
15	Do the facility support any forced, prison, indentured or bonded trafficked labour?	✓			
16	Do the facility support any forced, prison, indentured or bonded trafficked labour?	✓			
17	Do the facility support any forced, prison, indentured or bonded trafficked labour?	✓			
18	Do the facility support any forced, prison, indentured or bonded trafficked labour?	✓			
19	Do the facility support any forced, prison, indentured or bonded trafficked labour?	✓			
20	Do the facility support any forced, prison, indentured or bonded trafficked labour?	✓			

Note: There are no NC in this Section.

NC# 2, 1.4b

Desktop Review-3-15-25

During desktop review it was noted that facility conducted internal audit and included WRAP principles and local laws as per the requirements. Document verified issue closed

NC# 2, 1.4b

Desktop Review-3-15-25

During desktop review it was noted that facility conducted internal audit and included WRAP principles and local laws as per the requirements. Document verified issue closed

Audit #: 11314, **Factory:** Eve Dress-Shirts' Limited, **Address Line 1:** Anowar Jung Road, **Holding #**219 **Ward #** 05, **Block #**A **Ashulia Savar, City:** Dhaka, **Country:** Bangladesh, **Approval Status:** Completed

Other

Sl. No.	Particulars	Observation			Remarks
		Yes	No	N/A	
01	Do the factory provide wages and benefits as per the local law? বাংলাদেশের স্থানীয় আইন অনুযায়ী মজুরি ও সুবিধা প্রদান করা হয় কি?	✓			
02	How much the factory provide minimum wages? কমপক্ষে কত টাকা মজুরি প্রদান করা হয়?				BOT 12,500.00 Take
03	Do the factory count OT hours as per the local or national law? কমপক্ষে কত ঘণ্টা অতিরিক্ত সময় হিসেবে গণনা করা হয়?	✓			
04	Are workers notified two hours before overtime? অতিরিক্ত সময়ের ২ ঘণ্টা আগে জানানো হয় কি?	✓			
05	Do the factory provide OT payments as per the local or national law? কমপক্ষে কত টাকা অতিরিক্ত সময়ের মজুরি প্রদান করা হয়?	✓			
06	Do the factory provide other financial facilities as per the local or national law? কমপক্ষে কত টাকা অতিরিক্ত সময়ের মজুরি প্রদান করা হয়?	✓			
07	Do the factory provide earn leave facilities as per the local or national law? কমপক্ষে কত টাকা অতিরিক্ত সময়ের মজুরি প্রদান করা হয়?	✓			
08	Do the calculation of earn leave payment as per the local or national law? কমপক্ষে কত টাকা অতিরিক্ত সময়ের মজুরি প্রদান করা হয়?	✓			
09	Do the factory have payment status for festival bonus as per the local or national law? কমপক্ষে কত টাকা অতিরিক্ত সময়ের মজুরি প্রদান করা হয়?	✓			
Note: There are no NC in this Section.					

NC# 2, 10.4b

Desktop Review-3-15-25

During desktop review it was noted that facility conducted internal audit and included WRAP principles and local laws as per the requirements. Document verified issue closed

Other

Sl. No.	Particulars	Observation			Remarks
		Yes	No	N/A	
01	What is the general working hour in this facility? এখানে সাধারণত কত ঘণ্টা কাজ করা হয়?				08 Hours
02	Do the facility provide one day off in every 30 days work? কমপক্ষে কত ঘণ্টা অতিরিক্ত সময় হিসেবে গণনা করা হয়?	✓			
03	What are the factory's weekly holidays? ফ্যাক্টরির সপ্তাহিক ছুটি কয়?				Factory's weekly holiday is Friday
04	How much hours do the facility do OT in every day? কমপক্ষে কত ঘণ্টা অতিরিক্ত সময় হিসেবে গণনা করা হয়?				Don't working overtime
05	How much hours do the facility do OT in every week? কমপক্ষে কত ঘণ্টা অতিরিক্ত সময় হিসেবে গণনা করা হয়?				Don't working overtime
06	The OT hour is voluntarily worked by the employees in this facility? কমপক্ষে কত ঘণ্টা অতিরিক্ত সময় হিসেবে গণনা করা হয়?	✓			
07	Do the total number of working hours is exceed the local law? কমপক্ষে কত ঘণ্টা অতিরিক্ত সময় হিসেবে গণনা করা হয়?	✓			
08	Do the working environment is safe & healthy of this facility? কমপক্ষে কত ঘণ্টা অতিরিক্ত সময় হিসেবে গণনা করা হয়?	✓			
Note: There are no NC in this Section.					

NC# 2, 1.4b

Desktop Review-3-15-25

During desktop review it was noted that facility conducted internal audit and included WRAP principles and local laws as per the requirements. Document verified issue closed

Other

51	Do Risk Assessment is displayed in different locations? কমপক্ষে কত ঘণ্টা অতিরিক্ত সময় হিসেবে গণনা করা হয়?	✓			
52	Do the windows for emergency exit in different locations are open? কমপক্ষে কত ঘণ্টা অতিরিক্ত সময় হিসেবে গণনা করা হয়?	✓			
Note: 01. It was noted eye wash station water delivery pipe is leak in the sport removing room. 02. It was noted Aisle Mark is blocked with garments and employees. 03. It was noted overhead operator is not use face Mask.					

Sl. No.	Particulars	Observation			Remarks
		Yes	No	N/A	
01	Does the facility has a written policy on recognize & respect the rights of employees to exercise freedom of association as per law? কমপক্ষে কত ঘণ্টা অতিরিক্ত সময় হিসেবে গণনা করা হয়?	✓			
02	Does the facility has a workers' association/PC as per law? কমপক্ষে কত ঘণ্টা অতিরিক্ত সময় হিসেবে গণনা করা হয়?	✓			
03	Do the workers' give vote to elected the association member & such procedure is approved as per law? কমপক্ষে কত ঘণ্টা অতিরিক্ত সময় হিসেবে গণনা করা হয়?	✓			
04	If facility has a workers' association, do the association conduct regular meeting as per law? কমপক্ষে কত ঘণ্টা অতিরিক্ত সময় হিসেবে গণনা করা হয়?	✓			
05	Do the member of workers' association can openly discuss on any matter within the term of local law? কমপক্ষে কত ঘণ্টা অতিরিক্ত সময় হিসেবে গণনা করা হয়?	✓			
06	Do the workers' association meeting minutes record kept? কমপক্ষে কত ঘণ্টা অতিরিক্ত সময় হিসেবে গণনা করা হয়?	✓			
Note: There are no NC in this Section.					

NC# 2, 1.4b

Desktop Review-3-15-25

During desktop review it was noted that facility conducted internal audit and included WRAP principles and local laws as per the requirements. Document verified issue closed

Others (28 Photos)

Audit #: 11314, **Factory:** Eve Dress-Shirts' Limited, **Address Line 1:** Anowar Jung Road, **Holding #**219 **Ward #** 05, **Block #**A Ashulia Savar, **City:** Dhaka, **Country:** Bangladesh, **Approval Status:** Completed

Photos photos 1

SL. No.	Particulars	Yes	No	N/A	Remarks
04	Do raw materials inventories keep including product country/origin/manufacturing facility? weight in dry state (brownell) and/or (brownell) state and report size to us	✓			
05	Do shipping/receiving goods documents record keep properly with details in this facility? weight in dry state (brownell) and/or (brownell) state and report size to us	✓			
06	Do facility maintain information as condition of product, payment & finished product specifications? weight in dry state (brownell) and/or (brownell) state and report size to us	✓			
07	Do the facility keep documentation for quality control procedures? weight in dry state (brownell) and/or (brownell) state and report size to us	✓			
08	Do the facility keep proper record for export documentation? weight in dry state (brownell) and/or (brownell) state and report size to us	✓			
Note: There are no NC in this Section.					

Photos photos 2

Eve Dress-Shirts' Limited Internal Compliance Audit	
Audit Date	17-Feb-25
Audit Time	9:20 AM
Auditor Name	Rafiq Kumer Datta
Audit conducted for	Factory Internal Compliance Audit
Factory Name	Eve Dress-Shirts' Limited
Address	Holding # 219, Anowar Jung Road, Ward # 05, Block # A, Ashulia, Savar, Dhaka-1341
Contact Person	Sahidul Alam
Position	Deputy General Manager (HR & Admin)
Contact Number	01719784038
Factory Management Representative Signature & Stamp	Auditor Signature & Date

NC# 2, 1.4b

Desktop Review-3-15-25

During desktop review it was noted that facility conducted internal audit and included WRAP principles and local laws as per the requirements. Document verified issue closed

NC# 2, 1.4b

Desktop Review-3-15-25

During desktop review it was noted that facility conducted internal audit and included WRAP principles and local laws as per the requirements. Document verified issue closed

Photos photos 3



NC# 3, 8.20

Desktop Review-3-15-25

During desktop review it was noted that facility removed all the blockage at the designated areas. Photo verified issue closed

Photos photos 4



NC# 3, 8.20

Desktop Review-3-15-25

During desktop review it was noted that facility removed all the blockage at the designated areas. Photo verified issue closed

Audit #: 11314, Factory: Eve Dress-Shirts' Limited, Address Line 1: Anowar Jung Road, Holding #219Ward # 05, Block #A Ashulia Savar, City: Dhaka, Country: Bangladesh, Approval Status: Completed

Photos photos 5



NC# 3, 8.20

Desktop Review-3-15-25

During desktop review it was noted that facility removed all the blockage at the designated areas. Photo verified issue closed

Photos photos 6



NC# 3, 8.20

Desktop Review-3-15-25

During desktop review it was noted that facility removed all the blockage at the designated areas. Photo verified issue closed

Photos photos 7



NC# 3, 8.20

Desktop Review-3-15-25

During desktop review it was noted that facility removed all the blockage at the designated areas. Photo verified issue closed

Photos photos 8



NC# 4, 8.44

Desktop Review-3-15-25

During desktop review it was noted that facility renovated and re-installed the fire hose water pressure and it was as per the requirement. Photo verified issue closed

Audit #: 11314, Factory: Eve Dress-Shirts' Limited, Address Line 1:
Anowar Jung Road, Holding #219Ward # 05, Block #A Ashulia
Savar, City: Dhaka, Country: Bangladesh, Approval Status:
Completed

Photos photos 9

[illegible]

Photos photos 10

[illegible]

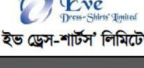
NC# 5, 12.2.2

Desktop Review-3-15-25

During desktop review it was noted that facility conducted security risk assessments and cover mapping and movement of the cargo. Document verified issue closed

Audit #: 11314, **Factory:** Eve Dress-Shirts' Limited, **Address Line 1:** Anowar Jung Road, **Holding #**219 **Ward #** 05, **Block #**A Ashulia Savar, **City:** Dhaka, **Country:** Bangladesh, **Approval Status:** Completed

Photos photos 11



Document Code :EDSL/M-1301/1

Document Name: Human Rights and Compliance Policy and Procedure

Update Version: 01

Review Date: 20.02.2027

Last Date of Review :22.02.2025

পিরোনাম :	সুবিধা ব্যবস্থাপনা ঝুঁকি পরিকল্পনা (Facility Management Risk and Plan)
রেফারেন্স :	নীতিমালা-৬৬
ইস্যুর তারিখ :	২৪.০২.২০২৫

সুবিধা ব্যবস্থাপনা (Facility Management) একটি সংস্থার অবকাঠামোগত ও কার্যকরী সম্পদগুলোর মধ্যে যথাযথ ব্যবহার নিশ্চিত করে ব্যবসার ধারাবাহিকতা বজায় রাখার জন্য প্রস্তুতকৃত সুবিধা। এটি বিশেষভাবে জরুরি পরিস্থিতিতে ব্যবসার নিম্নলিখিত পুনরুদ্ধার পরিকল্পনা এবং পুনরায় কার্যক্রম শুরু করার ক্ষেত্রে সহায়ক হয়।

১. ব্যবসার ধারাবাহিকতা পরিকল্পনা (Business Continuity Planning - BCP)

ব্যবসার ধারাবাহিকতা পরিকল্পনা হলো এমন একটি পৌশ্পনত ব্যবস্থা, যা নিশ্চিত করে যে কোনো প্রাকৃতিক দুর্যোগ, সাইবার হামলা, বা প্রযুক্তিগত ব্যর্থতা সত্ত্বেও ব্যবসা চালু থাকবে।

মূল উপাদান:

- ঝুঁকি মূল্যায়ন: সম্ভাব্য হুমকিগুলোর চিহ্নিতকরণ এবং তাদের প্রভাব নির্ধারণ।
- তথ্য ব্যাকআপ ব্যবস্থা: ড্রাইভ স্টোরেজ, অফ-সাইট ডাটা সেন্টার এবং এনক্রিপশন ব্যবহার করে প্রস্তুতকৃত তথ্য সংরক্ষণ।
- পরিকল্পিত বিকল্প স্থান: জরুরি পরিস্থিতিতে কর্মীদের জন্য বিকল্প অফিস বা মিটিং স্পেস সুবিধা।
- যোগাযোগ পরিকল্পনা: সংকটকালে অভ্যন্তরীণ এবং বাহ্যিক যোগাযোগের জন্য নির্দিষ্ট চ্যানেল ও পদ্ধতি।

২. নিম্নপত্র পুনরুদ্ধার পরিকল্পনা (Disaster Recovery Plan - DRP)

নিম্নপত্র পুনরুদ্ধার পরিকল্পনা (DRP) হল আইটি অবকাঠামো পুনরুদ্ধার এবং সংকট থেকে দ্রুত পুনরুদ্ধারের একটি কাঠামোগত পদ্ধতি।

মূল উপাদান:

- আইটি অবকাঠামোর পুনরুদ্ধার: বিকল্প সার্ভার, ড্রাইভ স্টোরেজ এবং প্রস্তুত পুনঃপ্রতিষ্ঠা ব্যবস্থা।
- নেটওয়ার্ক নিম্নপত্র ব্যবস্থা: সাইবার আক্রমণ থেকে সুরক্ষা এবং ত্রুটি পুনরুদ্ধার পরিকল্পনা।
- নিয়মিত মজুদ ও প্রশিক্ষণ: কর্মীদের নিম্নপত্র পরিকল্পনা অনুযায়ী প্রশিক্ষণ প্রদান এবং মজুদ পরিচালনা।

NC# 6, 12.2.4

Desktop Review-3-15-25

During desktop review it was noted that facility address risks related business continuity, security recovery plan and business resumption. Document verified issue closed

Photos photos 12


৩. ব্যবসা পুনরায় শুরু করার ঝুঁকি মোকাবেলা (Risk Mitigation for Business Resumption)

জরুরি পরিস্থিতির পর ব্যবসা পুনরায় চালু করার সময় বিভিন্ন ঝুঁকি মোকা নিতে পারে। এই ঝুঁকিগুলো চিহ্নিত করা এবং প্রতিরোধমূলক ব্যবস্থা গ্রহণ করা ইচ্ছা করা।

এখানে ঝুঁকি এবং প্রতিরোধমূলক ব্যবস্থা:

পরিকল্পনামূলক ভিত্তিতে প্রস্তুত মেমোরান্ডাম ও বিকল্প ব্যবস্থা।

কর্মীদের: অস্থায়ী কর্মী নিয়োগ ও অতিমাত্রায় প্রশিক্ষণ সুবিধা।



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C# 6, 12.2.4

Desktop Review-3-15-25

During desktop review it was noted that facility address risks related business continuity, security recovery plan and business resumption. Document verified issue closed

Audit #: 11314, **Factory:** Eve Dress-Shirts' Limited, **Address Line 1:** Anowar Jung Road, **Holding #**219 **Ward #** 05, **Block #**A Ashulia Savar, **City:** Dhaka, **Country:** Bangladesh, **Approval Status:** Completed

Photos photos 13

১.১ ঝুঁকি মূল্যায়ন ও বিশ্লেষণ
প্রাকৃতিক দুর্যোগ (ভূমিকম্প, বন্যা, ঘূর্ণিঝড়)
প্রযুক্তিগত ব্যর্থতা (বিদ্যুৎ বিভ্রাট, আইটি সমস্যা)
মানবসৃষ্ট ঝুঁকি (সাইবার হামলা, চুরি, ন্যাসকতা)

১.২ জরুরি প্রতিক্রিয়া পরিকল্পনা
জরুরি যোগাযোগ ব্যবস্থা তৈরি
কর্মীদের প্রশিক্ষণ ও মহড়া পরিচালনা
বিকল্প কাজের স্থান নির্ধারণ


১.৩ অপারেশনাল ধারাবাহিকতা রক্ষণাবেক্ষণ
অত্যাবশ্যকীয় পরিষেবা চিহ্নিত করা
সরবরাহ চেইন ব্যাকআপ পরিকল্পনা
তথ্য ব্যাকআপ ও পুনরুদ্ধার ব্যবস্থা

২. নিরাপত্তা পুনরুদ্ধার পরিকল্পনা (DRP)
ব্যবসায় গুরুত্বপূর্ণ তথ্য ও সম্পদ রক্ষা এবং পুনরুদ্ধারের জন্য নিম্নলিখিত ব্যবস্থা নেয়া যেতে পারে:

২.১ আইটি এবং ডাটা পুনরুদ্ধার
ডিস্ট্রিবিউটেড এবং ক্লাউড ব্যাকআপ ব্যবস্থা
সাইবার নিরাপত্তা প্রোটোকল ও এনক্রিপশন
২.২ ফিজিক্যাল নিরাপত্তা ব্যবস্থা
অগ্নি নির্বাপক ব্যবস্থা
নিরাপত্তা ক্যামেরা ও গার্ড নিয়োগ
প্রবেশ নিয়ন্ত্রণ ও বায়োমেট্রিক নিরাপত্তা
২.৩ যোগাযোগ এবং সমন্বয়
জরুরি যোগাযোগ টিম গঠন
সরকার ও স্থানীয় প্রশাসনের সাথে সংযোগ স্থাপন

৩. ব্যবসা পুনরায় শুরু করার স্ট্রাটেজি
৩.১ পুনরুদ্ধার পরবর্তী মূল্যায়ন
ক্ষয়ক্ষতির মূল্যায়ন
প্রধান প্রভাবিত ক্ষেত্রগুলো চিহ্নিত করা
৩.২ ধাপে ধাপে পুনরুদ্ধার পরিকল্পনা
গুরুত্বপূর্ণ পরিষেবা পুনরুদ্ধার করা

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১. ব্যবসায় ধারাবাহিকতা পরিকল্পনা (Business Continuity Planning - BCP)
ব্যবসায় ধারাবাহিকতা পরিকল্পনা হল এমন একটি প্ল্যান, যা নিশ্চিত করে যে বিপর্যয়কালীন সময়েও ব্যবসা কার্যক্রম চালু থাকবে। এটি ব্যবসায় গুরুত্বপূর্ণ ফাংশনগুলিকে সংকেতকালীন পরিস্থিতিতে চালু রাখতে সহায়তা করে।

ঝুঁকিগুলি:
প্রাকৃতিক দুর্যোগ: ভূমিকম্প, ঘূর্ণিঝড়, বন্যা, অগ্নি লাগা ইত্যাদি।
প্রযুক্তিগত সমস্যা: সার্ভার ভাঙা, নেটওয়ার্ক ডাউন, সফটওয়্যার ব্যর্থতা ইত্যাদি।
সরবরাহ শৃঙ্খল: কাঁচামাল, উপাদান বা মূল সরবরাহকারীর অস্থিতি।
মানবসম্পদ সংকট: কর্মীদের অস্থিতি, ধর্মঘট, অথবা অনুপস্থিতি।

সমাধান:
ব্যাকআপ প্রদান: গুরুত্বপূর্ণ ফাইল এবং ডাটা ক্লাউড বা অফলাইন সার্ভারে সংরক্ষণ করা।
বিকল্প সরবরাহ ব্যবস্থা: একাধিক সরবরাহকারী এবং উৎপাদন বিকল্প রাখা।
দ্রুত পুনরুদ্ধার পরিকল্পনা: ব্যবসায় গুরুত্বপূর্ণ বিভাগগুলির জন্য নির্দিষ্ট সময়সীমায় মধ্যে পুনরুদ্ধার পরিকল্পনা করা।
দুর্যোগ ব্যবস্থাপনা প্রশিক্ষণ: কর্মীদের ঝুঁকি ব্যবস্থাপনার জন্য প্রশিক্ষণ দেয়া।

২. নিরাপত্তা পুনরুদ্ধার পরিকল্পনা (Disaster Recovery Plan - DRP)
নিরাপত্তা পুনরুদ্ধার পরিকল্পনা হল এমন একটি ক্যাডেমো, যা প্রযুক্তিগত ও অফলাইনভাবে ব্যর্থতা কাটিয়ে ওঠার প্ল্যান প্রদান করে।

ঝুঁকিগুলি:
সাইবার আক্রমণ: হ্যাকিং, মালওয়্যার সংক্রমণ, ফিশিং আক্রমণ ইত্যাদি।
ডাটা লস: সফটওয়্যার বা হার্ডওয়্যারের ব্যর্থতার কারণে তথ্য হারানো।
অগ্নি/পানি বা বিদ্যুত: অফিস বা ডাটা সেন্টারে অগ্নি লাগলে সম্পদের ক্ষতি হতে পারে।
কর্মীনির্ভরতা: ব্যর্থতা: টেলিকম বা ইন্টারনেট সেবা বন্ধ হলে কর্মীদের মধ্যে সমন্বয় নষ্ট হয়।

সমাধান:
ডাটা ব্যাকআপ: অফলাইন এবং ক্লাউড-ভিত্তিক ব্যাকআপ ব্যবস্থা রাখা।
সাইবার নিরাপত্তা উন্নয়ন: মাল্টি-ফ্যাক্টর অথেন্টিকেশন, ফায়ারওয়াল, আন্টিভাইরাস ব্যবহার করা।

C# 6, 12.2.4

Desktop Review-3-15-25

During desktop review it was noted that facility address risks related business continuity, security recovery plan and business resumption. Document verified issue closed


C# 6, 12.2.4

Desktop Review-3-15-25

During desktop review it was noted that facility address risks related business continuity, security recovery plan and business resumption. Document verified issue closed

Audit #: 11314, Factory: Eve Dress-Shirts' Limited, Address Line 1:
Anowar Jung Road, Holding #219Ward # 05, Block #A Ashulia
Savar, City: Dhaka, Country: Bangladesh, Approval Status:
Completed

Photos photos 15

 Eve <small>(Open-Source Certified)</small> ইভ ড্রেস-শাটিন প্রিমিটেড	Document No : EDSL/M-1303/3 Document Name : Information Technology Policy and Procedure
Last Meeting Date:18.02.2025	Update Version :02 Next Review Date:15.02.2027

শিরোনাম :	তথ্য প্রযুক্তি নীতিমালা ও পদ্ধতি (Information Technology Policy & Procedure)
রেফারেন্স :	নীতিমালা-০১
ইস্যুর তারিখ :	১০.০৭.২০১৯

১. নীতিমালা (Policy)

- ১.১ ইভ ড্রেস-শাটিন প্রিমিটেড নিম্নের, সহযোগী প্রতিষ্ঠান সমূহের ও ক্রেতারদের বাসেলীর গোপনীয়তা অক্ষয় বহু পরিচর আরা ইভ ড্রেস-শাটিন প্রিমিটেড তথা প্রযুক্তি মিত্র ও পার্শ্ব থেকে গোপনীয়তায় সর্বনিম্ন ভক্তক নিয়ে থাকে। তাই ক্রেতারের ও মর্মে গুণ নিগদিতা এমনকি কাল হতে যে, কোন ক্রম তথা কোন ভাবেও কৃত্রিম কোন পদক্ষেপ কারে গ্রহণের হলে না। এ নীতির ব্যবস্থা বাস্তবায়নে ইভ-ড্রেস শাটিন প্রিমিটেড নিম্নোক্ত পরিকল্পনা অনুসরণ করে থাকে।
- ১.২ গোপনীয়তা অক্ষয় লক্ষ্য নিয়োজন্য সাঙ্কিয়মীয় ব্যক্তিদের অঙ্গীকার গ্রহণঃ ফাউন্টি ও সহযোগী প্রতিষ্ঠান এবং ক্রেতারদের তথা প্রযুক্তিবাদ গোপনীয়তা অক্ষয় কর্তৃক ইভ ড্রেস-শাটিন প্রিমিটেড সাঙ্কিয়মীয় পদ নিয়োজন করা জাবীয় অঙ্গীকার নিচিত করে।
- ১.৩ বিচারী কর্মচারী কর্মচারী বাছ বেছে সকল অবস্থা কোর্স/বিধি বিধিভাবে জানবে। তাহলে বিচারক বাছার সময় ইভ ড্রেস-শাটিন প্রিমিটেড তথা কর্মচারী/কর্মচারীর কারে থেকে সকল কোর্স, যা উচ্চতরত অনধা বা কারোনা কারে ফাউন্টি এমনকি কারোনা কা কেবল নিয়ে সে।
- ১.৪ ফাউন্টির একেকটি গোপনীয়তা অক্ষয়টিতে কর্মসংস্থান যাকি ব্যক্তিই অন্য কারো ব্যবহারে নিষিদ্ধ।
- ১.৫ ফাউন্টির একেকটি গোপনীয়তা অক্ষয়টিতে প্রতি দিনে মাত্র অন্তর লক্ষ্য লক্ষ্য পরপরত থাকা সন্তোষ করা হবে।
- ১.৬ ফাউন্টির ই-কেল হাইটক সিষ্টেম থাকা সন্তোষ। যে কোন এককালে হাইটক সিষ্টেমের অন্তরে হাইটক সিষ্টেমের কোনো ও হাইটক সিষ্টেমের আই, টি, ইন্টারফেসিং।
- ১.৭ গোপনীয়তা অক্ষয়টিতে ও ই-কেলের পরপরত শুধুমাত্র কর্মসংস্থান যাকি ব্যক্তিই এককালে জাপানে ফাউন্টির আই, টি, সন্তোষী মধ্য ব্যবস্থাপনা।
- ১.৮ ফাউন্টির আই, টি, কোর্সের সর্বনা সময় ও যুক্তি মুক্ত কারেও আই, টি, ইন্টারফেসিং সর্বনা জীবন সাময়িক কার্যক্রমে ও সন্তোষের মধ্যে কোর্সের সর্বনা কারে থাকে।

NC# 7, 12.4.7

Desktop Review-3-15-25

During desktop review it was noted that facility is maintaining data stored on its network once a week. Document verified
issue closed

Photos photos 16

[illegible]

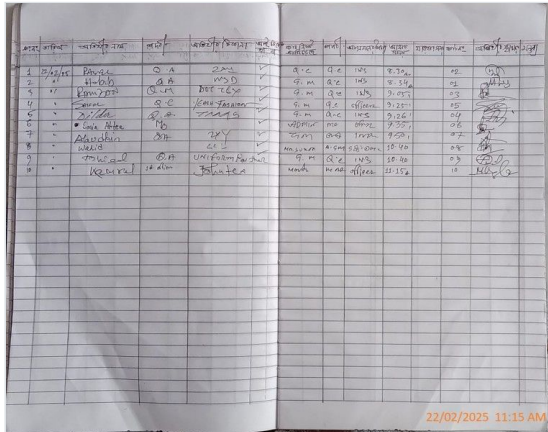
NC# 7, 12.4.7

Desktop Review-3-15-25

During desktop review it was noted that facility is maintaining data stored on its network once a week. Document verified
issue closed

Audit #: 11314, **Factory:** Eve Dress-Shirts' Limited, **Address Line 1:** Anowar Jung Road, **Holding #** 219 **Ward #** 05, **Block #** A **Ashulia Savar, City:** Dhaka, **Country:** Bangladesh, **Approval Status:** Completed

Photos photos 17



NC# 8, 12.10.2

Desktop Review-3-15-25

During desktop review it was noted that facility included visitor photo identification check and company point of contact columns in the register. Document verified issue closed

Photos photos 18



NC# 9, 12.1.1d

Desktop Review-3-15-25

During desktop review it was noted that facility communicated security program with its business partners. Document verified issue closed

Photos photos 19

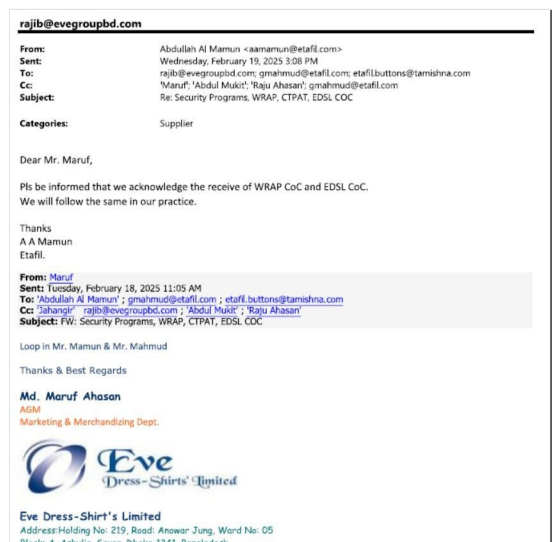


NC# 9, 12.1.1d

Desktop Review-3-15-25

During desktop review it was noted that facility communicated security program with its business partners. Document verified issue closed

Photos photos 20



NC# 9, 12.1.1d

Desktop Review-3-15-25

During desktop review it was noted that facility communicated security program with its business partners. Document verified issue closed

Audit #: 11314, **Factory:** Eve Dress-Shirts' Limited, **Address Line 1:** Anowar Jung Road, **Holding #**219 **Ward #** 05, **Block #**A Ashulia Savar, **City:** Dhaka, **Country:** Bangladesh, **Approval Status:** Completed

Photos photos 21

সিটিপ্যাট এবং পেস্ট কন্ট্রোল প্রশিক্ষণ
CTPAT & Pest Control Training

স্থান	৬ষ্ঠ তলা
প্রশিক্ষক	কমলা আদিল, সিনিয়র অফিসার, কমপ্লেক্স (এইচআর এএইমস)
তারিখ	০১-০৩-২০২৫
ব্যাপ্তিকাল	১১:৩০ থেকে ১২:০০
সেকশন	নিবন্ধিত, ট্রেনিং, পারফরম্যান্স

আগোচ্য বিষয়:

০১. সিটিপ্যাট কি? What is CTPAT?
০২. সিটিপ্যাট এর প্রয়োজনীয়তা? What is the necessity of CTPAT?
০৩. কার্গোর দুকানো বগিতে লিফট জিলাস পর কে? Hidden compartments check.
০৪. সাধারণ ক্ষেত্রে লিফট বগিতে লিফট জিলাস পর। Concealed contraband in naturally occurring

NC# 10, 12.1.4b

Desktop Review-3-15-25

During desktop review it was noted that facility provided training on CTPAT program requirements. Document verified issue closed

Photos photos 22

সিটিপ্যাট এবং পেস্ট কন্ট্রোল প্রশিক্ষণ
CTPAT & Pest Control Training

স্থান	৬ষ্ঠ তলা
প্রশিক্ষক	কমলা আদিল, সিনিয়র অফিসার, কমপ্লেক্স (এইচআর এএইমস)
তারিখ	০১-০৩-২০২৫
ব্যাপ্তিকাল	১১:৩০ থেকে ১২:০০
সেকশন	নিবন্ধিত, ট্রেনিং, পারফরম্যান্স

আগোচ্য বিষয়:

০৪. সাধারণ ক্ষেত্রে লিফট বগিতে লিফট জিলাস পর। Concealed contraband in naturally occurring compartment.
০৫. পেস্ট কন্ট্রোল নিয়ন্ত্রণ কেসে: প্যাকিং, ফিনিশিং গুডস, স্টোরেজ, লোডিং ও উলডিং এলাকা নিয়ন্ত্রণ করে পেস্ট কন্ট্রোল করা। Regular pest control of packaging, finishing goods, stores, loading and unloading areas.
০৬. কার্গোর দুকানো বগিতে পেস্ট কন্ট্রোল কন্ট্রোল করা। How to control pests control in hidden cargo compartments?
০৭. সাধারণ ক্ষেত্রে লিফট বগিতে, দুকানো ক্ষেত্রে পেস্ট কন্ট্রোল কন্ট্রোল করা। Pest Control in Concealed contraband places, in a normally constructed compartment

NC# 10, 12.1.4b

Desktop Review-3-15-25

During desktop review it was noted that facility provided training on CTPAT program requirements. Document verified issue closed

Photos photos 23

সিটিপ্যাট এবং পেস্ট কন্ট্রোল প্রশিক্ষণ
CTPAT & Pest Control Training

ক্রমিক নং	নাম	আইডি নং	পদবী	সেকশন	স্বাক্ষর
০১	মোঃ আদিল	০৫৪১	সিনিয়র অফিসার	৬ষ্ঠ তলা	
০২	মোঃ আরশাদ	০৫৪২	সিনিয়র অফিসার	৬ষ্ঠ তলা	
০৩	মোঃ আরশাদ	০৫৪৩	সিনিয়র অফিসার	৬ষ্ঠ তলা	
০৪	মোঃ আরশাদ	০৫৪৪	সিনিয়র অফিসার	৬ষ্ঠ তলা	
০৫	মোঃ আরশাদ	০৫৪৫	সিনিয়র অফিসার	৬ষ্ঠ তলা	
০৬	মোঃ আরশাদ	০৫৪৬	সিনিয়র অফিসার	৬ষ্ঠ তলা	
০৭	মোঃ আরশাদ	০৫৪৭	সিনিয়র অফিসার	৬ষ্ঠ তলা	
০৮	মোঃ আরশাদ	০৫৪৮	সিনিয়র অফিসার	৬ষ্ঠ তলা	
০৯	মোঃ আরশাদ	০৫৪৯	সিনিয়র অফিসার	৬ষ্ঠ তলা	
১০	মোঃ আরশাদ	০৫৫০	সিনিয়র অফিসার	৬ষ্ঠ তলা	
১১	মোঃ আরশাদ	০৫৫১	সিনিয়র অফিসার	৬ষ্ঠ তলা	
১২	মোঃ আরশাদ	০৫৫২	সিনিয়র অফিসার	৬ষ্ঠ তলা	
১৩	মোঃ আরশাদ	০৫৫৩	সিনিয়র অফিসার	৬ষ্ঠ তলা	

NC# 10, 12.1 4b

Desktop Review-3-15-25

During desktop review it was noted that facility provided training on CTPAT program requirements. Document verified issue closed

Photos photos 24

সিটিপ্যাট এবং পেস্ট কন্ট্রোল প্রশিক্ষণ
CTPAT & Pest Control Training

স্থান	৬ষ্ঠ তলা
প্রশিক্ষক	কমলা আদিল, সিনিয়র অফিসার, কমপ্লেক্স (এইচআর এএইমস)
তারিখ	০১-০৩-২০২৫
ব্যাপ্তিকাল	১১:৩০ থেকে ১২:০০
সেকশন	নিবন্ধিত, ট্রেনিং, পারফরম্যান্স

আগোচ্য বিষয়:

০১. সিটিপ্যাট কি? What is CTPAT?
০২. সিটিপ্যাট এর প্রয়োজনীয়তা? What is the necessity of CTPAT?
০৩. কার্গোর দুকানো বগিতে লিফট জিলাস পর কে? Hidden compartments check.
০৪. সাধারণ ক্ষেত্রে লিফট বগিতে লিফট জিলাস পর। Concealed contraband in naturally occurring

NC# 11, 12.12.2b

Desktop Review-3-15-25

During desktop review it was noted that facility conducted security inspections on the required topics. Document verified issue closed

Audit #: 11314, **Factory:** Eve Dress-Shirts' Limited, **Address Line 1:** Anowar Jung Road, **Holding #**219 **Ward #** 05, **Block #**A Ashulia Savar, **City:** Dhaka, **Country:** Bangladesh, **Approval Status:** Completed

Photos photos 25

০৪. সাধারণ ক্ষেত্রে বৈধ বস্তুতে লুকানো নিষিদ্ধ বস্তু। Concealed contraband in naturally occurring compartment.
 ০৫. পোষ্ট কন্ট্রোল নিয়ন্ত্রণ ক্ষেত্রসমূহ: প্যাকিং, ফিনিশিং, স্টোর, লোডিং ও উনলোডিং এলাকা। Regular pest control of packaging, finishing goods, stores, loading and unloading areas.
 কাকেরি লুকানো বস্তুতে পোষ্ট কন্ট্রোল কন্ট্রোল করা। How to control pests control in hidden cargo compartments?
 সাধারণ ক্ষেত্রে বৈধ বস্তুতে, লুকানো ক্ষেত্রে পোষ্ট কন্ট্রোল কন্ট্রোল করা। Pest Control in Concealed contraband places, in a normally constructed compartment

নিষিদ্ধ:

জব্বান আলিম, ডিরেক্টর অফিসার, কমপ্লায়েন্স
(এইচআর এন্ড এনালিসিস)

NC# 11, 12.12.2b

Desktop Review-3-15-25

During desktop review it was noted that facility conducted security inspections on the required topics. Document verified issue closed

Photos photos 26

Eve Dress-Shirts' Limited					
নিষিদ্ধবস্তুসমূহের নামের তালিকা					
তারিখ: ০১-০৬-২০					
ক্রমিক নং	নাম	আইডি নং	পদবী	সেকশন	স্বাক্ষর
০১	আব্দুল হকিম	০৫৪১	সিনিয়র	সিনিয়র	
০২	আব্দুল হকিম	০৫৪২	সিনিয়র	সিনিয়র	
০৩	আব্দুল হকিম	০৫৪৩	সিনিয়র	সিনিয়র	
০৪	আব্দুল হকিম	০৫৪৪	সিনিয়র	সিনিয়র	
০৫	আব্দুল হকিম	০৫৪৫	সিনিয়র	সিনিয়র	
০৬	আব্দুল হকিম	০৫৪৬	সিনিয়র	সিনিয়র	
০৭	আব্দুল হকিম	০৫৪৭	সিনিয়র	সিনিয়র	
০৮	আব্দুল হকিম	০৫৪৮	সিনিয়র	সিনিয়র	
০৯	আব্দুল হকিম	০৫৪৯	সিনিয়র	সিনিয়র	
১০	আব্দুল হকিম	০৫৫০	সিনিয়র	সিনিয়র	
১১	আব্দুল হকিম	০৫৫১	সিনিয়র	সিনিয়র	
১২	আব্দুল হকিম	০৫৫২	সিনিয়র	সিনিয়র	
১৩	আব্দুল হকিম	০৫৫৩	সিনিয়র	সিনিয়র	
১৪	আব্দুল হকিম	০৫৫৪	সিনিয়র	সিনিয়র	
১৫	আব্দুল হকিম	০৫৫৫	সিনিয়র	সিনিয়র	

NC# 11, 12.12.2b

Desktop Review-3-15-25

During desktop review it was noted that facility conducted security inspections on the required topics. Document verified issue closed

Photos photos 27



NC# 12, 12.9.1b

Desktop Review-3-15-25

During desktop review it was noted that facility stored finished good with proper access control at the designated place. Photo verified issue closed

Photos photos 28



NC# 12, 12.9.1b

Desktop Review-3-15-25

During desktop review it was noted that facility stored finished good with proper access control at the designated place. Photo verified issue closed



WRAP - Audit Report

Rec

Audit #: 11314, Factory: Eve Dress-Shirts' Limited, Address Line 1: Anowar Jung Road, Holding #219 Ward # 05, Block #A Ashulia Savar, City: Dhaka, Country: Bangladesh, Approval Status: Completed

Audit Summary

A. Facility name: (in English & local language, if needed)	Eve Dress-Shirts' Limited (ইভ ড্রেস-শার্টস লিমিটেড)
B. Facility address covered by the audit: (in English & local language, if needed)	Holding # 219, Ward # 05, Block # A, Anowar Jung Road, Ashulia, Savar, Dhaka - 1341, Bangladesh (হোল্ডিং # ২১৯, ওয়ার্ড # ০৫, ব্লক # এ, আনোয়ার জং রোড, আশুলিয়া, সাভার, ঢাকা - ১৩৪১, বাংলাদেশ)
C. Facility WRAP ID #:	12999
D. Facility type:	Lapsed
E. Audit Date(s):	Desktop Review
Initial: 16/02/2025 Desktop review: 13th March 2025	
F. Was the audit conducted on consecutive dates? If No, explain	Yes
G. Denied access (during this certification cycle)?	No
H. Audit result/report type:	Recommendation
I. Monitoring firm name & address:	Accordia Global Compliance Group House # 15/A, Road # 8, Gulshan 1, Dhaka, Bangladesh.
J. Monitoring firm APSCA#:	11600020
K. Lead auditor's name, APSCA designation & #:	Ali Mahmud Nishad (CSCA 32200644)
L. The above audit conducted at this facility found that:	The facility was compliant with WRAP Principles
M. Did auditor(s) explain to facility WRAP's working hour & transparency/integrity policies?	Yes
N. Did auditor(s) explain to facility WRAP's Working Hour Action Plan?	Yes
O. Was there a Working Hour Action Plan (WHAP) from last certification cycle?	N/A
P. Did auditor(s) explain to facility WRAP's Zero Tolerance Policy for facilities & monitors?	Yes



WRAP - Audit Report

Rec

Audit #: 11314, Factory: Eve Dress-Shirts' Limited, Address Line 1: Anowar Jung Road, Holding #219Ward # 05, Block #A Ashulia Savar, City: Dhaka, Country: Bangladesh, Approval Status: Completed

Q. Name & title of facility representative:	Rajib Kumar Datta (Manager, HR-Admin & Compliance)
R. Names & titles of other attendees at the Closing Meeting:	Rajib Kumar Datta (Manager, HR-Admin & Compliance), Salahuddin Ahmed Rana (DGM, HR-Admin & Compliance), Babul Mia (Manager-HR), Shafiqul Islam (Sr. Executive-Admin), Mr. Happy Akter (Sr. Executive -Welfare), Mr. Ruhul Amin (Sr. Officer- Compliance), Ms. Asha Akter (Officer- compliance), Mst. Mobassera Katun (PC vice president)

Quality Plan ([Detailed Audit Report](#)) 

Part A: Facility Details

1. Does the facility have a business license?	Yes (List license no.)
License no.: 002919	
2. Is the registered business name and site address the same as the audited facility? (If no, explain and provide registered name and address)	Yes
3. Does the business license include other businesses/facilities/sites? (If yes, provide explanation)	No
4. Does the facility have a parent company or belong to a corporate group? (If yes, provide name and address)	No
5. Does the facility have any sister facilities in the same location or nearby? (If yes, describe)	Yes
Eve Garments Ltd (Building-03) is located adjacent to the factory but is currently not under any operational activity. However, the facility Eve Dress-Shirts' Limited utilizes the ground floor and passageway of Eve Garments Ltd for the following purposes: <ul style="list-style-type: none">•Fire Control Panel Room•Waiting Room•Childcare Room•Fire Pump Room•Jhute (Fabric Waste) Room Eve Garments Ltd is a six-story building, with all floors except the ground floor remaining vacant and locked	
6. Facility phone #(s):	+8801950553518



WRAP - Audit Report

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Audit #: 11314, Factory: Eve Dress-Shirts' Limited, Address Line 1: Anowar Jung Road, Holding #219Ward # 05, Block #A Ashulia Savar, City: Dhaka, Country: Bangladesh, Approval Status: Completed

7. Facility email address:	rajib@evegroupbd.com
8a. Contact name & title #1:	Rajib Kumar Datta (Manager, HR-Admin & Compliance)
8b. Contact #1 email address:	rajib@evegroupbd.com
8c. Contact #1 phone:	+8801950553518
9a. Contact name & title #2:	Salahuddin Ahmed Rana (DGM, HR-Admin & Compliance)
9b. Contact #2 email address:	salahuddineve@gmail.com
9c. Contact #2 phone:	+8801719784454

Part B: Audit Details

10. Monitoring firm name:	Accordia Global Compliance Group
11. Monitor's report #:	EDSL16022025
12. Acknowledgement by official from monitoring firm: By signing this report, I confirm that our independent assessment was made in accordance with WRAP's requirements as outlined in the WRAP Monitors' Handbook and in keeping with the WRAP Policies for Recognition of Monitoring Partners.	Signature: Richard Ingrao By signing this report, I confirm that our independent assessment was made in accordance with WRAP's requirements as outlined in the WRAP Monitors' Handbook and in keeping with the WRAP Policies for Recognition of Monitoring Partners.
13. Name & title of authorizing official:	Richard Ingrao: Partner
14. Was the audit unannounced within a 4-week window? (If no, explain)	Yes
15. Was WRAP registration payment confirmed prior to the audit? If No, provide explanation:	Yes
16a. Lead auditor name, APSCA designation & #:	Lead auditor name: Ali Mahmud Nishad APSCA designation & #: CSCA 32200644
16b. Audit team member 1 name, APSCA designation & #:	Audit team member 1: Md. Ripon Uddin APSCA designation & #: ASCA 21701540



WRAP - Audit Report

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Audit #: 11314, Factory: Eve Dress-Shirts' Limited, Address Line 1: Anowar Jung Road, Holding #219Ward # 05, Block #A Ashulia Savar, City: Dhaka, Country: Bangladesh, Approval Status: Completed

16c. Audit team member 2 name, APSCA designation & #:	Audit team member 2: Md. Sajid APSCA designation & #: ASCA 32200641
16d. Audit team member 3 name, APSCA designation & #:	Audit team member 3: Mahmudul Hassan Rabbi APSCA designation & #: ASCA 32200640
16e. Name(s) of technical expert(s):	N/A
16f. Name(s) of trainee auditor(s) (Trainee auditors may only observe WRAP audits; they cannot take an active part in the audit. Only WRAP accredited auditors' time is counted toward man-day requirements.):	N/A
16g. Name(s) of translator(s) (Must NOT be from facility):	N/A
16h. Names of others (incl. titles):	N/A
17a. Day 1 time in facility for initial audit:	8:30
17b. Day 1 time out facility for initial audit:	18:36
18. Total audit-days spent at facility (1 audit-day = 8 hours) during initial audit:	4
19. Who signed and agreed to CAP? (name & title):	Rajib Kumar Datta (Manager, HR-Admin & Compliance)
20. Report written by:	Ali Mahmud Nishad
21. Report reviewer and review date:	Chris Hayes 19 Mar 2025
22. Were consultants present during any part of the audit? If Yes, what's the name of the consulting company and how did it participate in the audit? (Auditors must inform consultants of WRAP's requirements/rules on what a consultant can and cannot do.)	No

Part C: Site Information

23. Provide applicable legally required licenses and permits, such as environmental, H&S, building safety licenses and permits, etc. Please list any RELEVANT certificate (fire, safety, building, etc.) license numbers AND expiration dates. If a certificate or permit has expired or is about to expire, mention whether the facility has applied for a renewal:	Describe
--	----------



WRAP - Audit Report

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Audit #: 11314, Factory: Eve Dress-Shirts' Limited, Address Line 1: Anowar Jung Road, Holding #219Ward # 05, Block #A Ashulia Savar, City: Dhaka, Country: Bangladesh, Approval Status: Completed

Trade License:

License number: 002919

Valid up 30th June 2025

Issue by Ashulia Union Parishad

Factory License:

License Number: 12706/Dhaka

Category- "I"

Issued by: Factory & Establishment Department

Valid till 30th June 2025

Fire License for Eve Dress-Shirts' Limited

License Number: DD/Dhaka/19040/2005

Valid till: 30th June 2025

Issued by: Fire Service & Civil Defense

Area coverage: 144,438 sqft

Fire License for Eve Garments Ltd

License Number: DD/Dhaka/24521/2014

Valid till: 30th June 2025

Issued by: Fire Service & Civil Defense

Area coverage: 70,025 sqft

BGMEA:

Registration No: 4173

Issued by BGMEA

Valid Till: 31st December 2025

Group Insurance:

Certificate Number: 20250576

Valid up to 31st December 2025

Environment Certificate for CPP applied

On 23rd June 2024

Clearance no 98

Certificate of Incorporation: C-56540(3223)/05

Boiler:01

Boiler No. BA BO 4196

Boiler Rating: 98sft.

Boiler Type: Vertical Tubeless Boiler

Valid Till: 26th February, 2025

Facility reapplied on 17th February 2025



WRAP - Audit Report

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Boiler:02

Boiler No. BA BO 7995

Boiler Rating: 78sft.

Boiler Type: Vertical Tubeless Boiler

Valid Till: 19th May, 2025

Boiler Operator Details:

1.Md. Bazed Ahsan (Certificate No 09/103/2952)

Bond License: License No. 729/Cus-SBW/2006 reg no 4173

IRC: 260326120360720

ERC: 260326210617120

Bangladesh Energy Regulatory Commission for LWC:

certificate No. LWC-025

Capacity: 198 KW

Valid Till 11th April 2025

Bangladesh Energy Regulatory Commission for CPP 320kw diesel generator applied on 31st Jan 2023 ref no 202301130119

Drinking Test Report Details:

Sample id TON2024021049

Tested on 13th Feb to 27th Feb 2024. Facility applied for updated testing on 9 March 2025.

Tested by Department of public health Engineering

24. Main products manufactured at site (e.g., knitted tops, women's pants):	Manufacturer of Woven Garments [All types of Men's, Women's & Kids' Woven tops]
25. Production processes in audit scope (to be listed on WRAP certificate):	Cutting, Embroidery, Fusing, Sewing, Ironing/Pressing, Finishing, Packing and Export
26. Main buyers and their production percentages, and facility's export markets (Only if facility agrees to disclose buyers):	Russel ,JHK, JBH, Bartool,Tarokarsh, Connor , Rectogance, ID rexhlom Note: Facility did not agree to disclose buyers percentage
27. Worker turnover rate:	2.8%



WRAP - Audit Report

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28. Number of years facility has been in operation at this address/building(s) (If a facility is in the same address but moved to a different building, note so here):

19 years

29. Full description of the facility's surroundings, incl. compound if applicable:

Eve Dress-Shirts' Limited – Facility Overview & Location
Eve Dress-Shirts' Limited is a leading manufacturer of woven garments, specializing in all types of men's, women's, and kids' woven tops. With 19 years of experience, the facility handles cutting, embroidery, fusing, sewing, ironing/pressing, finishing, packing, and export operations.
□ Location:
•Address: Holding # 219, Ward # 05, Block # A, Anowar Jung Road, Ashulia, Savar, Dhaka - 1341, Bangladesh
•18.9 km from Hazrat Shahjalal International Airport
•1.5 km from Ashulia Bridge
•1 km from Ashulia Bazar
This strategic location ensures convenient access to key transport routes, supporting efficient production and export operations.

30. Full description of building(s) (incl. # of buildings, # of floors in each building, production processes on each floor/building, size, and age of building(s)) (If building(s) is(are) shared, list all tenants in the building and specify which floors/sections are covered by this audit):

Describe

The detailed layout of the buildings and sheds is as below:

1. Building- 1 (Total Floor Area – 120420 sft, 7 story) age 19 years

Ground Floor

"Embroidery, Sample Section

Management Information System, MIS Room, Cutting, Cutting Manager Room

Fabrics Inspection Room

Fusing Room

Office Room

Bonded Warehouse

Office Room

Material Management Department

Compliance Office

Band Knife Room



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Medical Room, Admin Office
Time Section"

1" Floor

"Sewing Finishing
Spot Removing Room
Maintenance Room"
Office, Office- Extension , Lab, Conference Room , HR Section, Central Accessories Store.

2nd Floor

"Sewing Finishing
Spot Removing Room ,Chemical Store(spot removing chemicals and machine oil) Laboratory
Maintenance Room"

3rd Floor

"Fusing Section, Packing Section, Finished Goods Store, Bonded Warehouse, Accessories Store
Training Room (Sewing)
Inspection Room
"

4th Floor

"Sewing, Finishing
Spot Removing Room
Maintenance Room"

5th Floor

"Cutting Section ,Idle Machine Store Finished Goods Store ,Canteen Dining Hall
"

6th Floor

"Office and rooftop vacant 25%

Building-02 (22605 sqft, 1 story) 13 years

Ground floor: Generator room ,Substation room

1st floor: Spare parts Store

2nd floor empty

3rd Floor spare parts store

4th to 6th floor : empty

Rooftop vacant 100%



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Building 03, Eve Garments Ltd , 08 years, (78400 sqft, 7 story) (not under operation)

Ground floor: used by Eve Dress-Shirts' Limited

Fire Control Panel Room

Waiting Room

Childcare Room

Fire Pump Room

Jhute (Fabric Waste) Room

1st to 6th floor: vacant

Rooftop vacant 100%

1 storied Building 04 : boiler room, 176 sqft , 19 years

1 storied building 05 compressor room, 300 sq ft 19 years

1 storied building 06 ATM booth 47 sqft 19 years

1 storied building 07 cooling tower 287 sqft ,19 years

1 storied building 08 kitchen (management) 120 sqft 07 years

Shed 01 workshop 483 sqft 07 years

Shed 02 water reservoir (Eve Garments Ltd) 625 sqft 07 years

□Floor Layout taken for all floors of the facility from

Chief Inspector Factory labor department.

□Building approved as Industrial

□The fire license of the factory covered all floors.

□Building approval taken from Ashulia Union Council

Building structural Assessment: - Building structural integrity, fire and electrical assessment were conducted by Accord/RSC and the facility is in under progress. Last communication with RSC on 3rd Feb 2025. Details are given below:

Building: 100% done

Fire: 87%% done

Electrical: 100% done

31. Does the facility share a building with other facilities/businesses? (If yes, describe in detail)

Yes

Eve Garments Ltd (Building-03) is located adjacent to the factory but is currently not under any operational activity. However, the facility Eve Dress-Shirts' Limited utilizes the ground floor and passageway of Eve Garments Ltd for the following purposes:

Fire Control Panel Room



WRAP - Audit Report

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Waiting Room

Childcare Room

Fire Pump Room

Jhute (Fabric Waste) Room

Eve Garments Ltd is a seven-story building, with all floors except the ground floor remaining vacant and locked

32. If Yes to 31, does the facility conduct a joint evacuation drill with other facilities/businesses?

N/A

N/A, as the Eve Garments Ltd (Building-03) is not operational

33. Does the facility share any workers or production processes with other facilities? (If yes, describe in detail)

No

34a. Does the facility have a change in number of workers in the past 12 months? (If yes, list % change and explain)

No

34b. Does the facility have a change in square footage in the past 12 months? (If yes, explain)

No

34c. Does the facility have any significant structural changes in the past 12 months? (If yes, describe)

No

34d. Does the facility have a change in management/ownership in the past 12 months? (If yes, describe)

No

34e. Does the facility have a name change in the past 12 months? (If yes, describe)

No

35. Regular workdays (e.g., Mon-Sat):

Saturday-Thursday

36. Weekly rest day(s):

Friday, or Security weekend by rotation & given 1 day off every after 6 days.

37. List daily shifts, incl. night production:

General 8:00 am-5:00 pm &

06:00 am-2:00 pm

2:00pm-10pm, 10pm-06:00Am

(Night shift only at Security)

38. Factory's peak season(s):

Round the year same

39. List the number and duration of daily legally required breaks:

Number:One

Duration:One hour

40. What is the lowest wage level paid for a regular work week/month?

At the legal minimum

41. Are all relevant records, incl. wage and attendance records, kept in the audited facility for review? (If No, explain)

Yes

42. Are there dorms/apartments provided for workers/management?

No



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43a. If Yes to 42, who's providing the dorms?	N/A
43b. Full description of dormitories/apartments if applicable:	N/A
44. % of workforce residing in dorms/apartments:	N/A
45. What form of worker representation exists in the facility? (Note: Some form of worker representation must exist to address workplace grievances.)	Worker Committee
Worker Committee (Participation Committee)	
46. Number of production lines and main equipment used?	No of Production Lines 15 List of Machinery: Here is the list of machine names extracted from your provided text: 1.1-Needle Lockstitch Machine 2.1-Needle Lockstitch Machine with Automatic Thread Trimmer 3.1-Needle, Needle Feed Lockstitch Machine 4.1-Needle Lockstitch Built-in-Trimming Knife Machine 5.2-Needle, 5-Thread Overlock Machine 6.2-Needle, 5-Thread, 3-Looper Overlock Machine 7.2-Needle, 2-Looper, 4-Thread Machine 8.2-Needle, Feed-off-the-Arm Double Chain Stitch Machine 9.4-Needle, 4-Looper Double Chain Stitch Machine 10.2-Needle Feed Lockstitch Machine 11.2-Needle Double Chainstitch Machine 12.3-Needle Double Chainstitch Machine 13.1-Needle, Straight Lockstitch Buttonhole Machine 14.Computer-Controlled, High-Speed Lockstitch Button Sewing Machine 15.Computer-Controlled, High-Speed Lockstitch Bartacking Machine 16.Straight Knife Cloth Cutting Machine 17.Band Knife Cloth Cutting Machine 18.Manual Cutter with Track (36") Lifter Counter

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19. Hydraulic Cutting Press Machine
20. Conveyor-Type Continuous Top Fusing Press Machine
21. Conveyor-Type Mini Press (Fusing) Machine
22. Automatic Shirt Placket Fusing Machine
23. Automatic Shirt Back Yoke Fusing Machine
24. Automatic Shirt Side Seam Fusing Machine
25. Automatic Shirt Armhole Fusing Machine
26. Automatic Sleeve Placket Fusing Machine
27. Pocket Creasing Machine
28. Collar Trimming, Turning, and Blocking Machine
29. Automatic Collar & Cuff Press Machine
30. Automatic Cuff Blocking Machine
31. Collar Contour Trimming Machine
32. Thread Sucking Machine
33. Finishing Iron Table
34. Inline Electrical Vacuum Iron
35. Steam Iron Finishing Machine
36. Folding Table
37. Normal Folding Table
38. Conveyor-Type Needle Detector Machine
39. Cloth Winding Inspection Machine
40. Cone Winding Machine
41. Auto Strapping Machine
42. Spot Removing Machine
43. Button Snap Pull Tester
44. Color Matching Cabinet
45. Rota Wash Machine
46. Samsung Wash Machine
47. Crock Meter
48. Tension Test Kit
49. Electronic Balance
50. Shrinkage Template
51. Metal Hand Gloves
52. Vacuum Pump
53. Air Compressor
54. Caterpillar Gas Generator



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55.3.0 KW Octane Generator
56.350 KG Gas Fired Steam Boiler
57.500 KG Gas Fired Steam Boiler
58.Water Softener
59.Box Interlining Cutting Machine
60.Twenty-Head Embroidery Machine
61.One-Head Embroidery Machine (Manual)
62.Neck Press Machine
63.Lift Machine (Air Conditioner & Cargo Lift)

47. Monthly production capacity:	400000 pcs
48. List social compliance, environmental or CTPAT audits conducted in the past 6 months at this facility: (Only if facility agrees to disclose such info.)	BSCI, SMETA, ISO9001,Buyers' CoC
49. List any workers unrest/strike in the past 12 months (Provide reasons for such occurrence.):	Nothing to note

Part D: Personnel Information Overview

50a. Total # of workers (Do NOT include management or admin. staff) during initial audit:	1635
50b. # of onsite sub-contracted workers during initial audit:	0
50c. # of workers present during initial audit:	1552
51. # of management & admin staff during initial audit:	239

Part E: Personnel Information Details

52a. # of male production workers:	638
52b. # of female production workers:	997
53a. # of other male workers:	0
53b. # of other female workers:	0
54a. # of male permanent workers:	638
54b. # of female permanent workers:	997



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55a. # of male temporary workers:	0
55b. # of female temporary workers:	0
56a. # of male hourly workers:	0
56b. # of female hourly workers:	0
57a. # of male piece rate workers:	0
57b. # of female piece rate workers:	0
58a. # of male domestic migrant workers:	0
58b. # of female domestic migrant workers:	0
58c. List ALL provinces/ states where domestic migrant workers are from:	N/A
59a. # of male foreign migrant workers:	0
59b. # of female foreign migrant workers:	0
60a. # of male home workers:	0
60b. # of female home workers:	0
61a. # of male security personnel:	22
61b. # of female security personnel:	5
62a. # of male management:	56
62b. # of female management:	5
63a. # of male line supervisors:	36
63b. # of female line supervisors:	0
64. Language(s) spoken by management:	Bangla
65. Language(s) spoken by line supervisors:	Bangla
66. Language(s) spoken by workers:	Bangla



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67. Were interviews conducted in a private and confidential manner? (If no, explain in detail)	Yes
68. Do auditor(s) and/or translator(s) speak ALL languages spoken by workers? Note: translator(s) must NOT be from facility. (If no, explain in detail)	Yes
69. Length of workers' contract (e.g., 3 months or 3 years):	No contract, the facility directly hires workers and issues appointment letters.
70. # of young workers (legal min. working age up to 18 years old):	0
71. Age of youngest worker on the day of the audit:	18 years
72. Date of birth of youngest worker:	2006-11-15
73. Date youngest worker was hired:	2025-01-08
74. Youngest worker ID#:	017585

Part F: Workforce Composition

75. Nationality of owner/owner entity:	Bangladeshi
76. Nationality of management:	Bangladeshi
77. Nationality of workers (List Top 5 countries and their approximate % of the total workforce):	Bangladeshi:100%
78. List ALL other nationalities of workers in the facility (if applicable) and their approximate percentage of the total workforce (if applicable):	N/A

Part G: Worker Interviews

NOTE

If there are migrant workers in the audited facility, they must be selected for workers' interviews.

79a. Number of individual interviews with permanent workers during initial audit:	17
79b. Number of individual interviews with temporary workers during initial audit:	N/A
79c. Number of individual interviews with migrant workers during initial audit:	N/A
79d. Number of individual interviews with contract workers from agency(ies) during initial audit:	N/A



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80a. Number of group interviews with permanent workers during initial audit:	3x6 = 18
80b. Number of group interviews with temporary workers during initial audit:	N/A
80c. Number of group interviews with migrant workers during initial audit:	N/A
80d. Number of group interviews with contract workers from agency(ies) during initial audit:	N/A

Part H: First Follow-up Audit

Total audit-days spent at facility (1 audit-day = 8 hours) during 1st follow-up audit:	N/A
If an on-site follow-up audit, was a facility tour conducted? If no, explain:	N/A
N/A	
If an on-site follow-up audit, was a tour in dormitory/apartment conducted? If no, explain:	N/A
N/A	
Total # of workers (Do NOT include management or admin. staff) during 1st follow-up audit:	N/A
# of onsite sub-contracted workers during 1st follow-up audit:	N/A
# of workers present during 1st follow-up audit:	N/A
# of management & admin staff during 1st follow-up audit:	N/A
# of individual interviews with permanent workers during 1st follow-up audit:	N/A
# of individual interviews with temporary workers during 1st follow-up audit:	N/A
# of individual interviews with migrant workers during 1st follow-up audit:	N/A
# of individual interviews with contract workers from agency(ies) during 1st follow-up audit:	N/A
# of group interviews with permanent workers during 1st follow-up audit:	N/A
# of group interviews with temporary workers during 1st follow-up audit:	N/A
# of group interviews with migrant workers during 1st follow-up audit:	N/A



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of group interviews with contract workers from agency(ies) during 1st follow-up audit: N/A

Part I: Second Follow-up Audit

Total audit-days spent at facility (1 audit-day = 8 hours) during 2nd follow-up audit: N/A

If an on-site follow-up audit, was a facility tour conducted? If no, explain: N/A

N/A

If an on-site follow-up audit, was a tour in dormitory/apartment conducted? If no, explain: N/A

N/A

Total # of workers (Do NOT include management or admin. staff) during 2nd follow-up audit: N/A

of onsite sub-contracted workers during 2nd follow-up audit: N/A

of workers present during 2nd follow-up audit: N/A

of management & admin staff during 2nd follow-up audit: N/A

of individual interviews with permanent workers during 2nd follow-up audit: N/A

of individual interviews with temporary workers during 2nd follow-up audit: N/A

of individual interviews with migrant workers during 2nd follow-up audit: N/A

of individual interviews with contract workers from agency(ies) during 2nd follow-up audit: N/A

of group interviews with permanent workers during 2nd follow-up audit: N/A

of group interviews with temporary workers during 2nd follow-up audit: N/A

of group interviews with migrant workers during 2nd follow-up audit: N/A

of group interviews with contract workers from agency(ies) during 2nd follow-up audit: N/A

Part J: Additional Auditor Remarks



WRAP - Audit Report

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Write any additional remarks here:

Management Personnel are aware about the requirements of social compliance. During the audit it was found that manager's intention is positive and cooperative towards this audit.

Workers found aware about company policy and procedure; workers found satisfied with mid-management personnel behavior.

Part K: Best Practices Observed

Write any best practices observed here:

N/A

Part L: Written Policy & Responsible Person(s) Table

Does the facility have written policies in regards to WRAP Principle 1: Compliance with Laws and Workplace Regulations? (If yes, list responsible person(s)' name and title)	Yes
Rajib Kumar Datta (Manager, HR-Admin & Compliance), Salahuddin Ahmed Rana (DGM, HR-Admin & Compliance)	
Does the facility have written policies in regards to WRAP Principle 2: Prohibition of Forced Labor? (If yes, list responsible person(s)' name and title)	Yes
Rajib Kumar Datta (Manager, HR-Admin & Compliance), Salahuddin Ahmed Rana (DGM, HR-Admin & Compliance), Babul Mia (Manager-HR), Shafiqul Islam (Sr executive, Admin)	
Does the facility have written policies in regards to WRAP Principle 3: Prohibition of Child Labor? (If yes, list responsible person(s)' name and title)	Yes
Rajib Kumar Datta (Manager, HR-Admin & Compliance), Salahuddin Ahmed Rana (DGM, HR-Admin & Compliance), Babul Mia (Manager-HR), Shafiqul Islam (Sr executive, Admin)	
Does the facility have written policies in regards to WRAP Principle 4: Prohibition of Harassment or Abuse? (If yes, list responsible person(s)' name and title)	Yes
Rajib Kumar Datta (Manager, HR-Admin & Compliance), Salahuddin Ahmed Rana (DGM, HR-Admin & Compliance), Babul Mia (Manager-HR), Shafiqul Islam (Sr executive, Admin), Happy Akter(Sr Executive -welfare), Ruhul Amin (Sr officer- Compliance), Asha Akter(Officer- compliance)	



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Does the facility have written policies in regards to WRAP Principle 5: Compensation and Benefits? (If yes, list responsible person(s)' name and title)	Yes
Rajib Kumar Datta (Manager, HR-Admin & Compliance), Salahuddin Ahmed Rana (DGM, HR-Admin & Compliance), Babul Mia (Manager-HR), Shafiquel Islam (Sr executive, Admin)	
Does the facility have written policies in regards to WRAP Principle 6: Hours of Work? (If yes, list responsible person(s)' name and title)	Yes
Rajib Kumar Datta (Manager, HR-Admin & Compliance), Salahuddin Ahmed Rana (DGM, HR-Admin & Compliance), Babul Mia (Manager-HR), Shafiquel Islam (Sr executive, Admin)	
Does the facility have written policies in regards to WRAP Principle 7: Prohibition of Discrimination? (If yes, list responsible person(s)' name and title)	Yes
Rajib Kumar Datta (Manager, HR-Admin & Compliance), Salahuddin Ahmed Rana (DGM, HR-Admin & Compliance), Happy Akter(Sr Executive -welfare)	
Does the facility have written policies in regards to WRAP Principle 8: Health and Safety? (If yes, list responsible person(s)' name and title)	Yes
Rajib Kumar Datta (Manager, HR-Admin & Compliance), Salahuddin Ahmed Rana (DGM, HR-Admin & Compliance), Happy Akter(Sr Executive -welfare), Hossain Mollah(Safety officer), Sonia Akter (Medical officer), Md Azizul Haque(Engg electrical), Mohammad Sumon Mia(Engg civil), Md Noyon Miah (Asst manger maintainance)	
Does the facility have written policies in regards to WRAP Principle 9: Freedom of Association and Collective Bargaining? (If yes, list responsible person(s)' name and title)	Yes
Rajib Kumar Datta (Manager, HR-Admin & Compliance), Salahuddin Ahmed Rana (DGM, HR-Admin & Compliance), Babul Mia (Manager-HR), Shafiquel Islam (Sr executive, Admin), Happy Akter(Sr Executive -welfare), Asha Akter(Officer-compliance)	
Does the facility have written policies in regards to WRAP Principle 10: Environment? (If yes, list responsible person(s)' name and title)	Yes
Rajib Kumar Datta (Manager, HR-Admin & Compliance), Ruhul Amin (Sr officer- Compliance), Asha Akter(Officer-compliance)	
Does the facility have written policies in regards to WRAP Principle 11: Customs Compliance? (If yes, list responsible person(s)' name and title)	Yes
Badal Chandra Bardhan(AGM, Finance and Accounts), Sabbirul Haque(Sr executive, accounts)	
Does the facility have written policies in regards to WRAP Principle 12: Security? (If yes, list responsible person(s)' name and title)	Yes
Rajib Kumar Datta (Manager, HR-Admin & Compliance), Salahuddin Ahmed Rana (DGM, HR-Admin & Compliance), Shafiquel Islam (Sr executive, Admin), Mohammad Sohrab (incharge Security), Md Monir Hossain(incharge Security),	



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Emdadul Haque (Manger Materialmanagement dept.), Shafiqul Islam(Incharge store)

Part M: Noncompliance Table

Did the facility have any noncompliances with Principle 1: Compliance with Laws and Workplace Regulations? If so, please comment how many noncompliances were observed.	No noncompliances
Did the facility have any noncompliances with Principle 2: Prohibition of Forced Labor? If so, please comment how many noncompliances were observed.	No noncompliances
Did the facility have any noncompliances with Principle 3: Prohibition of Child Labor? If so, please comment how many noncompliances were observed.	No noncompliances
Did the facility have any noncompliances with Principle 4: Prohibition of Harassment and Abuse? If so, please comment how many noncompliances were observed.	No noncompliances
Did the facility have any noncompliances with Principle 5: Compensation and Benefits? If so, please comment how many noncompliances were observed.	No noncompliances
Did the facility have any noncompliances with Principle 6: Hours of Work? If so, please comment how many noncompliances were observed.	No noncompliances
Did the facility have any noncompliances with Principle 7: Prohibition of Discrimination? If so, please comment how many noncompliances were observed.	No noncompliances
Did the facility have any noncompliances with Principle 8: Health and Safety? If so, please comment how many noncompliances were observed.	No noncompliances
Did the facility have any noncompliances with Principle 9: Freedom of Association and Collective Bargaining? If so, please comment how many noncompliances were observed.	No noncompliances
Did the facility have any noncompliances with Principle 10: Environment? If so, please comment how many noncompliances were observed.	No noncompliances
Did the facility have any noncompliances with Principle 11: Customs Compliance? If so, please comment how many noncompliances were observed.	No noncompliances
Did the facility have any noncompliances with Principle 12: Security? If so, please comment how many noncompliances were observed.	No noncompliances

Quality Plan ([Principle 01: Compliance with Laws and Workplace Regulations](#)) 



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Audit Questions and Objective Evidence/Comments

Principle 1: Compliance with Laws and Workplace Regulations

Facilities will comply with laws and regulations in all locations where they conduct business.

All facilities will comply with the legal requirements and standards of their industry under the local and national laws of the jurisdictions in which the facilities are doing business, along with any applicable international laws. This will cover all labor and employment laws of those jurisdictions, as well as laws governing the conduct of business in general, including rules and standards of ethics dealing with corruption and transparency, and any relevant environmental laws.

1.1a. Does the facility comply with all relevant local and national laws?

No (Minor)

The facility obtains current information on local and national laws and regulations concerning WRAP principles through a training program.

and posters posted on production floors in

Notice boards and in front of main entries.

Responsible Person for communicating changes of laws and regulations and incorporating in the business practices.

The factory had copies of Labor Law 2006, Labor rule 2015.

Customs Act 1969 &

Bangladesh Environment Conservation Act, 1995

SRO No. 237-Law/2007.

Financial act 2022

Boiler act 2022 &

Amendment on 2022 (2006 & 2015)

"Bangladesh labor law 2006" in 25 August 2022 as Bangladesh Labor Act Amendment 2022 on Bangladesh labor law 2006. And active from published date.

New wages gazette effective from December 2023.

During the legal license review and management interview, it was noted that the facility has total of four generators, three gas-powered and one diesel—with a combined capacity of 1,918 kW (1.918 MW (1,000 KW, 400 KW, 198 KW, and 320 KW: The facility currently holds a valid waiver license for the 320 KW diesel generator (License No. LWC-025), which is valid till 11 April 2025.

As per legal requirements, the facility is required to obtain a Captive Power Plant (CPP) license from the authority concerned. Additionally, they have not yet received the Environmental Clearance License, which is a prerequisite for obtaining the CPP license.

However, the facility has already submitted applications for these licenses to the respective authorities on 23 June 2024 for the Environmental Clearance License and on 31 January 2023, for the CPP license. (obs-1,1.1a)

Desktop Review-3-15-25

During desktop review it was noted that facility reapplied for Environmental Clearance License on 15th March 2025 and CPP license on 6th March 2025



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1.1b. Does the facility comply with all labor and enforcement laws?	Yes
Details included in Policy and Procedure Manual of Eve Dress-Shirts' Limited	
1.1c. Is the facility's hiring process in accordance with the law?	Yes
Yes	
1.1d. Is any of the facility's hiring done under government sponsorship?	No
No	
1.1e. Has the facility received incentives to hire/train workers from private or government sponsored programs?	No
No	
1.1f. Does the facility comply with all ethics, anti-bribery, and anti-corruption laws?	Yes
Details included in Policy and Procedure Manual of Eve Dress-Shirts' Limited Anti-Bribery and Anti-Corruption Policy elaborates on principles of bribery and other corrupt practices that may arise in the course of business. management had highlighted the implementation of the Anti-Bribery Management System. the policies and procedures designed to prevent and detect bribery.	
1.1g. Does the facility comply with all environmental laws?	Yes
Details included in Policy and Procedure Manual of Eve Dress-Shirts' Limited Facility is committed to protect the nature and its environment and provide clean, safe and healthy facilities and good working practices. This commitment includes that: In the legal register, Environmental regulations also covered and identified.	
1.2a. Does the facility obtain current information on all relevant laws and regulations concerning each of the Principles and incorporate this information in its business practices?	Yes
The facility obtains current information on local and national laws and regulations concerning WRAP principles through training programs and posters posted on production floors in notice boards and in front of main entries.	
1.2b. Does the facility have written policies and procedures for current information on all relevant laws and regulations on all 12 WRAP Principles?	Yes
Policy and Procedure Manual of Eve Dress-Shirts' Limited includes policies & procedures pertaining to all 12 principles of WRAP. Each policy refers to the applicable laws & regulations. WRAP Manual: Principle 1	
1.2c. Does the facility have a qualified person responsible for informing the facility and its workforce of changes to laws and regulations, or access to	Yes



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current publications on all relevant labor laws? (List their name and job title)

Name and job title: Rajib Kumar Datta (Manager, HR-Admin & Compliance), Salahuddin Ahmed Rana (DGM, HR-Admin & Compliance)

1.2d. When was the last time a major update in laws and regulations occurred in the last 12 months? (List all major changes that are relevant, e.g., an increase in minimum wage effective in January 2021)

Last change came for "Bangladesh labor law 2006" in November 14, 2018, as Bangladesh Labor Act Amendment 2018 on Bangladesh labor law 2006. And active from published date.

Also "New Wages Gazette 2018" came in November 25, 2018 Amendment January 2019

New wages gazette effective from December 2018.

"Bangladesh labor law 2006" in 25 August 2022 as Bangladesh Labor Act Amendment 2022 on Bangladesh labor law 2006. And active from published date.

New wages gazette effective from December 2023.

1.3a. Does the facility have a policy ensuring that a worker can raise workplace concerns without fear of retaliation?

Yes

Details included in Policy and Procedure Manual of Eve Dress-Shirts' Limited

1.3b. What procedures does the facility have in place to implement the policy?

Employee awareness of complaint process that is easy to follow and includes anonymous hotline, thorough documentation of complaints, investigations, and responses, discipline and retrain any who engage in retaliation

1.4a. Does the facility conduct internal monitoring of its management system at least twice (02) a year? When was the last internal monitoring the facility conducted?

Yes

Last Internal Audit Date 12th Jan 2025
Audited by Internal audit team



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1.4b. Does the scope of these internal monitoring activities cover whether their written procedures and processes are meeting the requirements of local/national law and WRAP 12 Principles?

Yes

During documentation review it was noted that the facility conducts internal monitoring /audit twice a year, The last internal audit was conducted on 12 January 2025. However, during reviewing the report it was noted that all aspects of WRAP principles and local laws were not covered. (NC-2,1.4b)

Desktop Review-3-15-25

During desktop review it was noted that facility conducted internal audit and included WRAP principles and local laws as per the requirements. Document verified issue closed

1.4c. Were the results of the internal monitoring communicated with top management?

Yes

Results communicated with mid and top management.

1.4d. What were the findings from the last internal monitoring? List all findings regardless of whether they were corrected or not.

During the last internal audit, the following issues were identified.

- 1.It was noted document review that BGMEA MEMBERSHIP Certificate is not update from BGMEA.
- 2.It was noted document review that Group Insurance Certificate is not update from BGMEA.
- 3.It was noted overlock operator is not use face Mask.
- 4.It was noted eye wash station water delivery pipe is Leak in the sport removing room.
- 5.It was noted Aisles Mark is blocked with garments and employee.
- 6.It was noted Fusing operator works without use hand gloves

1.4e. Were all the findings corrected? Provide details in the comment section.

Yes

The facility management corrected all issues identified in the last internal audit:

- 1.The BGMEA membership certificate and group insurance has been updated
- 2.Operators has provided with awareness training and increased monitoring



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3.The eye wash station water delivery pipe is Leak in the sport removing room has been repaired
4.Awareness training has been given to workers to keep aisle obstruction free

1.5. During the previous two years, has the facility had any notices of noncompliance levied against it (including any legal proceedings or outstanding allegations concerning the facility's operations)?

No

Nothing observed to note.

Subcontracting

Subcontracting

Note: A facility is subcontracting when it appoints another facility to undertake part of the production processes for the manufacturing of goods. It involves circumstances where goods leave the facility to be partially completed and then sent back so the goods can be completed. Other services may also be subcontracted.

1.6. Does the facility subcontract any of its production operations? If the facility used subcontracting in the past 12 months but does not do so now, note this under this question. List the subcontracted production process(es). List the name(s) and address(es) of subcontractor(s).

Yes

The facility sub-contracts washing operations from third-party.

Name of sub-contractor and Address

AKH washing Ltd, Nandabari, Rajfulbaria, Savar 1340, Dhaka, Bangladesh [washing]

1.7. Does the facility subcontract any other operations (such as canteen staff, security personnel, shipping services, cleaning staff, logistics, labor suppliers, etc.)? List the subcontracted services and name(s) and address(es) of subcontractors. List the name(s) and address(es) of subcontractor(s).

Yes

ShippingNexus Cargo Ltd[578/C, Khilgaon, Chowdhury Para Dhaka-1219, Bangladesh]

Security Own

Logistics Own

Worker Transport N/A

Food Supplier own

Cleaner & loader Own

1.8. Has the facility informed the subcontractor(s) in writing of their obligations under the local/national labor law and WRAP's requirements?

Yes

Documented records available.

1.9. Does the facility keep the receipt of subcontractor's acknowledgment of these requirements? List the last time the acknowledgment was received.

Yes



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Facility kept the receipt of subcontractor's acknowledgment. Date: 30th Oct 2024

1.10. Does the facility regularly review its list of subcontractors to make sure it is up to date? List the last time the review was conducted.

Yes

Date: 24th July 2024

Facility's Suppliers

1.11. Has the facility informed its top three (3) raw material suppliers for finished goods, e.g., fabrics, yarn, or leather, (by the value of business transacted with them in the preceding 12 months), in writing, of the facility's expectation that the supplier runs its operations in accordance with local/national laws and WRAP's Principles? List the names and addresses in English and local language of the top three (3) finished goods raw materials suppliers.

Yes

Supplier documents found available and ok and as per WRAP and law requirement is OK.

01. Paramount Tex Ltd[House #22,level 2,5 to 7, road 113 A, Gulshan circle 2 dhaka 1212, Bangladesh][প্যারামাউন্ট টেক্স লিমিটেড [হাউস #২২, লেভেল ২, ৫ থেকে ৭, রোড ১১৩এ, গুলশান সার্কেল ২, ঢাকা ১২১২, বাংলাদেশ]] Fabric

02. Etafil Accessories Ltd[Bhadam Tongi,Gazipur 1711, Bangladesh][এটাফিল এক্সেসরিজ লিমিটেড [ভাদাম, টঙ্গী, গাজীপুর ১৭১১, বাংলাদেশ]]button and thread

03.FM international[h 15, road 7, sector 06, Mirpur Dhaka, Bangladesh][এফএম ইন্টারন্যাশনাল [হাউস ১৫, রোড ৭, সেক্টর ০৬, মিরপুর, ঢাকা, বাংলাদেশ]] Trims

Noncompliances Found

Were any noncompliances or observations raised against this Principle? If yes, note whether they are Major, Minor, or Observations:

No

1) During the legal license review and management interview, it was noted that the facility has total of four generators, three gas-powered and one diesel—with a combined capacity of 1,918 kW (1.918 MW (1,000 KW, 400 KW, 198 KW, and 320 KW: The facility currently holds a valid waiver license for the 320 KW diesel generator (License No. LWC-025), which is valid till 11April 2025.

As per legal requirements, the facility is required to obtain a Captive Power Plant (CPP) license from the authority concerned. Additionally, they have not yet received the Environmental Clearance License, which is a prerequisite for obtaining the CPP license.

However, the facility has already submitted applications for these licenses to the respective authorities on 23 June 2024 for the Environmental Clearance License and on 31 January 2023, for the CPP license. (Obs-1,1.1a)

Desktop Review-3-15-25

During desktop review it was noted that facility reapplied for Environmental Clearance License on 15th March 2025 and CPP license on 6th March 2025



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2) During documentation review it was noted that the facility conducts internal monitoring /audit twice a year, The last internal audit was conducted on 12 January 2025. However, during reviewing the report it was noted that all aspects of WRAP principles and local laws were not covered. (NC-2,1.4b)

Desktop Review-3-15-25

During desktop review it was noted that facility conducted internal audit and included WRAP principles and local laws as per the requirements. Document verified issue closed

Quality Plan ([Principle 02: Prohibition of Forced Labor](#))

Audit Questions and Objective Evidence/Comments

Principle 2: Prohibition of Forced Labor

Facilities will not use involuntary, forced or trafficked labor.

Facilities will maintain employment strictly on a voluntary basis. Facilities will not use any forced, prison, indentured, bonded or trafficked labor. This will include ensuring that any workers they hire will be under labor contracts that fully comply with all relevant legal requirements and do not impose any form of coercion (including imposing substantial fines or loss of residency papers by workers leaving employment or restricting a worker's ability to voluntarily end his/her employment). In addition, workers should not be employed subject to any financial or collateral guarantee or debt security; any recruitment fees involved should be borne by facilities, not workers. Further, facilities will ensure that the workers' travel documents are not withheld, and that all written contracts are in a language understood by the workers.

2.1. Does the facility maintain a written procedure to avoid employing involuntary, forced, prison, indentured, bonded, or trafficked labor?

Yes

[Written Policy included in Policy and Procedure Manual of Eve Dress-Shirts' Limited](#)

2.2. Does the facility have a program and materials used to train relevant individuals, including all individuals responsible for the hiring process, on the facility's policies and procedures prohibiting forced, prison, indentured, bonded, or trafficked labor?

Yes

[Verified through review of training report and training material, facility does have program and materials to train relevant individuals, including all individuals responsible for the hiring process, on the facility's policies and procedures prohibiting forced or involuntary labor.](#)

2.3a. Are all workers working at the facility voluntarily, including overtime hours?

Yes

[Interviews, document review and visual walkthrough of the facility did not reveal any form of indentured, bonded, or forced labor.](#)



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2.3b. Is there evidence indicating that the facility forces any person (all onsite workers, including contracted ones) to work under the threat of any penalty or sanction?

No

No evidence of any penalty or sanction.

2.3c. If production quotas are applicable, are workers required to reach a production target before ending the work shift?

N/A

No production targets noted.

2.4. Are there any indications that workers' movements are being restricted at any time, including, but not limited to, legal breaks, lunch break, and the use of toilet?

No

The facility has defined a policy on freedom of movement and allows employees to visit toilets, medical center, drinking water stations and to say their prayers as and when necessary. Also, it was verified workers are free to leave facility during the lunch break. During the worker interviews verified.

2.5a. Are there exaggerated security measures or logistics restricting freedom of movement in use at the facility?

No

Security guards only posted at locations where needed for security purposes. Security forces are employed only for guarding the property and personnel of the company. During the facility visit, no exaggerated security measures or Logistics were noticed. Security guard found aware about job responsibility.

2.5b. Are there exaggerated security measures or logistics restricting freedom of movement in the dorms/apartments?

N/A

No dorms provided.

2.6. Were there any overt signs of fear or exaggerated obedience displayed by workers during the facility inspection?

No

The atmosphere in the facility appeared normal and no sign of fear or exaggerated obedience displayed by employees was noticed.

2.7. Do security personnel and management act in a non-threatening manner?

Yes

Attitude of security guards was judged to be professional and courteous. Walkthrough of the facility did not reveal any excessive security being deployed.

2.8. Are security guards posted for routine security reasons, in a proportionately logical number?

Yes

Security guards posted for normal security reasons in a proportionately logical number, and security guards found aware about company security, forced labor, child labor, harassment and abuse policies. Walkthrough of the facility did not reveal any excessive security being deployed.



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2.9. Are all security service agreements free of any language or terminology that may imply the existence of involuntary, forced, prison, indentured, bonded, or trafficked labor conditions?

Yes

Security guards' job description is free of any language or terminology that may imply the existence of forced, indentured or involuntary labor conditions. Documented training record available.

2.10. Do job descriptions or individual contracts for security workers limit their tasks to routine security matters such as protection of facility property or facility personnel?

Yes

Based on the review of security personnel files and security agreement, it is confirmed that the duties and responsibilities of the security officers are maintained for personnel and property security matters only.

2.11. Are the doors and gates of the facility locked only after business hours and for housing security reasons and in compliance with applicable fire codes?

Yes

Doors and gates remain open during the operational hours. Only areas where any additional security is required are normally kept under lock and key, e.g. Bonded Warehouse was found locked. All other exits/doors were observed to be open. Factory runs Saturday through Thursday and during overtime hours as needed.

2.12. Does the facility prohibit all relevant individuals, including any person under the facility's direction (such as security guards), from coercing workers in any way, or unnecessarily limiting workers' freedom of movements?

Yes

The management personnel in the facility are aware of the facility's policy on forced labor and the need to eradicate the presence of forced labor in the facility in any form. The management staff, supervisors, and line in-charges have signed acknowledgement that they have received the facility policy, understood it, and shall obey it. Management prohibits all section in-charges and department heads from persuading or unnecessarily limiting employee freedom of movement except that if it affects the routine production of the facility or poses any danger to the assets of facility or safety of the workers. Security forces are employed only for guarding the property and personnel of the company. During the audit, no evidence noted of coercing employees in any way or unnecessarily limiting employees' freedom of movement.

2.13. Are workers freedom of movement unimpeded upon their shift's conclusion?

Yes

Verified during the worker interview and floor visit.

2.14. Is it mandatory for workers to use facility provided services, such as canteen, dorms, or transportation? (If Yes, provide details, assessing any fees associated with that, including how such fees are deducted)

No

Facility has canteen service as per legal requirement. But it is not mandatory to use. Facility provides free transportation to workers but it is not mandatory for workers to use.

2.15a. Does the facility require all hiring documents (e.g., an employment application or contract) to include a statement affirming that applicants are

Yes



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seeking employment voluntarily and are not under threat of any penalty, coercion or debt security?

The appointment letter includes all terms & conditions related to the job and includes a statement that the worker has read and understood all terms and accepts to join on voluntarily basis. The appointment letter is signed both by the workers and the factory. Verified randomly selected personnel files.

2.15b. Does the facility require all hiring documents (e.g., an employment application or contract) to be signed by each applicant?

Yes

Yes

2.15c. Does the facility require all hiring documents (e.g., an employment application or contract) to be maintained in the worker's personnel file?

Yes

Yes, verified during personnel file review and workers' interview.

2.16. Does the facility obtain proof that anyone seeking employment is legally entitled to work in the country of manufacture in accordance with national immigration laws?

Yes

Voter ID Card, Age certificate and in some case birth certificates are also available in all personnel files. Age verification done by the medical officer of the facility.

2.17a. Does the facility conduct adequate due diligence on labor brokers/agents used by the facility? Describe the policies and procedures used for vetting labor brokers/agents:

N/A

No brokers/agents used

2.17b. Does the facility obtain an executed statement from all labor brokers/ agents used by the facility stating that the brokers/agents are not supplying labor that is involuntary, forced, prison, indentured, bonded, or trafficked? Name(s) and contact info of any brokers/agents supplying labor to the facility and their business license:

N/A

N/A

2.17c. Is facility's hiring process, in part or in whole, managed by a 3rd party? If yes, describe.

No

No

2.17d. Are any of the workers recruited from vocational training centers? If yes, describe the process and the name(s) of the center(s).

No

No

2.17e. Were the basic terms of employment communicated to the migrant workers before they left their home country? Provide details about how this was done.

N/A

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No migrant workers

2.17f. Are migrant workers' activities monitored by a person besides their facility supervisor? If yes, describe.

N/A

No migrant workers

2.17g. Do migrant workers (whether domestic or foreign) pay fees or give collateral to brokers/agents/local government in the receiving country? If yes, state the relevant laws.

N/A

No migrant workers

2.17h. If yes to g, describe the kinds of fees or collateral involved and how they are processed.

N/A

2.17i. Does the facility have a plan to reimburse the fees directly to the affected workers? The reimbursement schedule must be over a reasonable period of time, not exceeding 3 years.

N/A

N/A

2.17j. If yes to 2.17i, how is the reimbursement distributed over the period of the plan?

N/A

2.17k. Does the facility have detailed records demonstrating the fees have been reimbursed to the affected workers according to the plan?

N/A

N/A

2.18. Does the facility issue wages/ compensation directly to workers, or in an unambiguous system that clearly shows that the worker controls the destination of his/her wages and access to his/her wages?

Yes

Facility issues wages/compensation directly to employees.

2.19a. Does the facility provide pay advances or loans to workers?

No

Facility doesn't provide pay advances or loans to workers.

2.19b. If yes to 2.19a, is there a written policy about the terms and conditions in place?

N/A

N/A

2.19c. Is the policy communicated clearly to workers?

N/A

N/A

2.19d. The terms and conditions shall not be used to bind workers to employment. Is there evidence that the facility is doing so?

N/A



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N/A

2.20. Does the facility hold original identification papers, travel documents, passports or other valuable personal items of their workers? If yes, provide details of relevant policies and procedures, including whether they involve any monetary deposit on the part of workers.

No

Facility only maintains photocopies of age verification document, National ID Card, Birth Certificate, and Education Certificate of their employees.

2.21. Does the facility require any worker deposits or have any payment withholding/ deduction practices, either directly or on behalf of labor brokers/agents? If yes, provide explanations on what these deposits or withholdings/deductions are for.

No

No such system noted during the audit period; also verified in worker interviews.

2.22a. Is there any prison labor used in this facility?

No

No such system noted during the audit period; also verified in worker interviews.

2.22b. Does the facility subcontract production out to prison?

No

No such system noted during the audit period; also verified in worker interviews.

2.23a. Do workers understand the terms of their employment?

Yes

Workers understand the terms of their employment, verified during workers interview and personnel file review.

2.23b. Are all work contracts in the language(s) understood by workers and signed by both parties (employer and workers)? For countries with at-will employment and/or no formal contracts, include a statement to that effect.

Yes

Yes, appointment letter issued to the worker as job contract, and it is in local Bangla language. The facility maintains copies of appointment letters signed by both employee and employer. The copies of are kept in the employee's individual personnel file.

2.23c. Do contract provisions meet legal requirements and include all necessary information in a transparent and accurate manner? This includes, but is not limited to, wages, hours of work, days off, annual leave, disciplinary procedures that can result in termination, and, if relevant, dormitory terms and conditions.

Yes

Bangladesh labor rule 2015 includes the format of the appointment letter/job contract which every factory needs to follow, and factory is following it. Appointment letter also includes wages, hours of work requirements, days off and annual leave, and disciplinary procedures that can result in termination requirements.

2.23d. Are copies of contracts provided to workers and kept in personnel files?

Yes



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Copies of contracts provided to employees and kept in personnel files.

2.23e. Is there evidence that the facility has a practice of replacing or changing original contract terms to terms less favorable for the worker without the worker's knowledge and/or consent (i.e., contract substitution and supplemental agreements)?

No

Nothing observed during audit period. Verified during management interview and workers' interview.

Noncompliances Raised Against This Principle

Were any noncompliances or observations raised against this Principle? If Yes, note whether they are Major, Minor, or Observations:

No

Quality Plan ([Principle 03: Prohibition of Child Labor](#)) 

Audit Questions and Objective Evidence/Comments

Principle 3: Prohibition of Child Labor

Facilities will not hire any employee under the age of 15 (14 in less-developed countries) or under the minimum age established by law for employment, whichever is greater, or any employee whose employment would interfere with compulsory schooling.

Facilities will ensure they do not engage in any form of child labor, including, but not limited to, the internationally recognized worst forms of child labor. Consistent with ILO Convention 138, facilities may not employ any person at an age younger than the law of the jurisdiction allows and in any case not below the age of 15 (14 in less-developed countries), even if permitted by local law. In addition, facilities will adhere to local legal requirements regarding mandatory schooling. Further, if, where permitted by local law, a facility employs young workers (defined as workers whose age is between the minimum age of employment and 18 years), the facility will also comply with any applicable legal restrictions on the nature and volume of work performed by such young workers, as well as any other requirements imposed by law, including limitations related to working hours and to ensuring that such young workers do not perform any hazardous work (e.g., chemical handling or operating heavy machinery).

3.1. Does the facility maintain a written procedure to avoid employing child labor?

Yes

Written Policy is in place under Policy and Procedure Manual. Minimum age of hire is 18 years old.

3.2. Are policies and procedures regarding child labor effectively communicated to all workers?

Yes

Child labor policy and procedure is communicated to all relevant personnel. Communications take place through Management personnel meetings and training sessions.



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Based on the employee interviews it is confirmed that they are required to present original of National Identity Card or Birth Certificate at time of interview.

3.3a. Do the programs and materials used to train relevant individuals on the child labor policies and procedures, including all individuals responsible for the hiring process, cover the requirements to obtain appropriate age documentation?

Yes

Documented policy is used as training material especially while briefing the individuals responsible for hiring so that no aspect of policy is missed. Further a sample personnel file is shown to all during training to make them familiar with required documentation.

3.3b. Do the programs and materials used to train relevant individuals on the child labor policies and procedures, including all individuals responsible for the hiring process, cover the requirements to review age documentation for authenticity?

Yes

Yes, cross checked with original documents.

3.3c. Do the programs and materials used to train relevant individuals on the child labor policies and procedures, including all individuals responsible for the hiring process, cover the requirements to interview ALL prospective workers?

Yes

Yes

3.4. Does the facility explicitly prohibit all forms of child labor?

Yes

Yes, and no worker under 18 years old found in the facility.

3.5a. Does the facility obtain proof of age documentation from potential workers and review the documentation for authenticity prior to hiring through an interview process (interview checklist maintained)?

Yes

Employee files contain all correspondence related to the work history of the employees, i.e. application form to salary increment letters. So, the file maintains information regarding how long an employee has been working at the facility, verified during inspection of randomly selected personnel files.

3.5b. Does the facility obtain proof of age documentation from potential workers and review the documentation for authenticity prior to hiring by comparing photo on age document with physical appearance of person?

Yes

Verified during recruitment, Head of HR & welfare officer

3.5c. Does the facility obtain proof of age documentation from potential workers and review the documentation for authenticity prior to hiring through worker's completed and signed employment application?

Yes

All workers need to submit an application form and also sign appointment letter that shows employee photo, employee ID and also employee date that includes the date of birth or age.



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3.5d. Does the facility obtain proof of age documentation from potential workers and review the documentation for authenticity prior to hiring through other methods (Please list)? Apply extra diligence in locations where child labor is common.

N/A

N/A

3.6. Does the facility retain proof of age documentation for each worker and maintain the information in the worker's personnel file for the length of time as required by law?

Yes

Copies of age verification maintained in employees' personnel files.

3.7. Is there any evidence that suggests child labor is being utilized at the facility? (If a reasonable suspicion exists that there are age-borderline workers, be extremely cautious and attentive to assessing this compliance. If you suspect the age of any individual(s) you observe in the facility, you MUST seek to include them in the review process for age authentication, including worker interview.)

No

Nothing observed during floor visit, documents review and personnel file review.

3.8a. If young workers (legal minimum working age up to 18 years old) are employed, does the facility ensure that it has written policies and procedures related to recruitment and employment practices of young workers?

N/A

No young workers observed during floor visit, documents review and personnel file review.

3.8b. If young workers (legal minimum working age up to 18 years old) are employed, does the facility ensure that it has policies to safeguard young workers, including, but not limited to, ensuring young workers having access to the facility's grievance mechanism?

N/A

No young workers observed during floor visit, documents review and personnel file review.

3.8c. If young workers (legal minimum working age up to 18 years old) are employed, does the facility ensure that worker's assigned tasks are appropriate for their age, including, but not limited to, operating of heavy machinery, hazardous work environment, etc.?

N/A

No young workers observed during floor visit, documents review and personnel file review.

3.8d. If young workers (legal minimum working age up to 18 years old) are employed, does the facility ensure that overtime/night work complies with local/national law?

N/A

No young workers observed during floor visit, documents review and personnel file review.



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3.8e. If young workers (legal minimum working age up to 18 years old) are employed, does the facility ensure that medical check/registration with local bureau (if applicable) are conducted?

N/A

No young workers observed during floor visit, documents review and personnel file review.

3.8f. If young workers (legal minimum working age up to 18 years old) are employed, does the facility ensure that it accurately maintains the list of young workers?

N/A

No young workers observed during floor visit, documents review and personnel file review.

Noncompliances Raised Against This Principle

Were any noncompliances or observations raised against this Principle? If yes, note whether they are Major, Minor, or Observations:

No

Quality Plan ([Principle 04: Prohibition of Harassment and Abuse](#))

Audit Questions and Objective Evidence/Comments

Principle 4: Prohibition of Harassment and Abuse

Facilities will provide a work environment free of supervisory or co-worker harassment and abuse, and free of corporal punishment in any form.

Facilities will ensure a workplace that is respectful of a worker's rights and dignity. This includes ensuring that no corporal punishment or physical coercion be used. Facilities will not engage in or tolerate – either at the workplace or in residential quarters provided by facilities or labor brokers acting on their behalf – any sexual harassment or abuse, indecent or threatening gestures, abusive tone or language or any other kind of undesired physical or verbal contact, such as bullying. In particular, facilities will ensure proper training at all levels - including management, supervisors and workers - to secure a workplace free of harassment and abuse.

4.1a. Does the facility maintain a written procedure on the prohibition of harassment, abuse, and corporal punishment?

Yes

Facility maintains a written procedure on the prohibition of harassment, abuse, and corporal punishment. Documented evidence available.

4.1b. Are the definition(s) of the non-compliant behavior(s) and management policy(ies) consistent with the intent to prohibit all forms of this behavior?

Yes

Documented evidence available.



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4.2a. Does the facility have an effective and mandatory program to train relevant individuals, including all individuals responsible for the supervision of workers, on the facility's policies and procedures prohibiting all forms of harassment, abuse, and corporal punishment?

Yes

Facility has an effective and mandatory program to train relevant individuals, including all individuals responsible for the supervision of workers, on the facility's policies and procedures prohibiting all forms of harassment, abuse, and corporal punishment, documented records verified.

4.2b. Does the facility provide the trainings to its workers on the facility's policies and procedures prohibiting all forms of harassment, abuse, and corporal punishment?

Yes

Facility provides the trainings to its workers on the facility's policies and procedures prohibiting all forms of harassment, abuse, and corporal punishment. Training system found in place, supporting documents verified.

4.2c. How often does the training to relevant individuals and workers occur?

Monthly

4.2d. When was the last training conducted?

Date 21st Jan 2025
Attendance 21
Trainer Happy Akter(Sr Executive - welfare)

4.3a. Does the policy include reasonable punitive repercussions for non-compliance and repeated non-compliance? Note: The policy must apply to the behavior of all workers with special emphasis placed upon supervisory personnel.

Yes

The policy notes that any person who violates the prohibition of harassment and abuse will be strictly dealt with according to the procedure set out as per the HR manual procedure on disciplinary action. This policy is applicable to all employees, including managers, executives, supervisors, workers, and third-party service providers.

4.3b. Are the punitive repercussions effectively communicated to workers?

Yes

The punitive repercussions are effectively communicated to workers through orientation training.

4.3c. Does the facility keep the records of all disciplinary action?

Yes

Records maintained

4.4. Has the facility's management signed statements affirming their understanding of the facility's anti-harassment and abuse policies? (Note: If the facility has not required signed statements in the past, evidence of statements signed on a prospective basis, i.e., from a certain date forward, is acceptable.)

Yes

During the documents review, it was found that the facility's management signed statements, affirming their understanding of the facility's anti-harassment and abuse policies, through the training.



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4.5a. Does the facility communicate the policy on the prohibition of harassment and abuse to workers and third-party services (e.g., security guards, kitchen services)?	Yes
Facility communicates the policy on the prohibition of harassment and abuse to workers; documents found available.	
4.5b. When was the last time of such communication internally and externally?	Internal 21st Jan 2025 External 24th July 2024
4.6a Does the facility encourage workers to report instances of harassment or abuse, without fear of retribution, through effective communication of facility policies?	Yes
Various types of awareness posters are visible on the production floor. Also included in training file.	
4.6b. If any incidents of harassment or abuse were reported, were they resolved in a timely manner?	N/A
Nothing found to note during workers interview and documents verification	



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4.6c. Describe the process.

The facility has well defined grievance mechanism policy including verbal, written through hot line (01759776677 and 01950870151) and can raise complaints directly to welfare officers. The facility posted grievance boxes at private places at the facility and checking every week as mentioned in the policy. The facility encourages workers to report instances of harassment or abuse, without fear of retribution. Any workers can communicate with top management personnel if workers feel they need to report regarding harassment and abuse. The facility has a team to survey harassment and abuse. Anyway, if the facility gets any about harassment and abuse then they investigate, report and solve the issue as per the timeline mentioned in the company grievance policy. During audit interviewed management and worker and noted they are familiar about process. Any workers can communicate with top management personnel if workers feel to report regarding harassment and abuse.

4.7a. While inspecting the plant, were any signs noted of physical abuse (including but not limited to shared physical characteristics evident in many workers), such as: Bruising?

No

Nothing raised to note. Also verified in worker interview.

4.7b. While inspecting the plant, were any signs noted of physical abuse (including but not limited to shared physical characteristics evident in many workers), such as: Obvious physical injuries (casts, or other corrective wraps, an exaggerated repetition of the same medical condition)?

No

Nothing raised to note. Also verified in worker interview.

4.7c. While inspecting the plant, were any signs noted of physical abuse (including but not limited to shared physical characteristics evident in many workers), such as: Isolated workers?

No

Nothing raised to note. Also verified in worker interview.



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4.7d. While inspecting the plant, were any signs noted of physical abuse (including but not limited to shared physical characteristics evident in many workers), such as: Overt sights of corporal or psychological punishment?

No

Nothing raised to note. Also verified in worker interview.

4.8a. Through interviews with workers, were there any complaints about: Verbal abuse?

No

Nothing raised to note. Also verified in worker interview.

4.8b. Through interviews with workers, were there any complaints about: Sexual harassment?

No

Nothing raised to note. Also verified in worker interview.

4.8c. Through interviews with workers, were there any complaints about: Threatening gestures?

No

Nothing raised to note. Also verified in worker interview.

4.8d. Through interviews with workers, were there any complaints about: Monetary deduction discipline?

No

Nothing raised to note. Also verified in worker interview.

4.8e. Through interviews with workers, were there any complaints about: Bullying?

No

Nothing raised to note. Also verified in worker interview.

4.8f. Through interviews with workers, were there any complaints about: Intimidation?

No

Nothing raised to note. Also verified in worker interview.

4.8g. Through interviews with workers, were there any other complaints?

No

Nothing raised to note. Also verified in worker interview.

Noncompliances Raised Against This Principle

Were any noncompliances or observations raised against this Principle? If yes, note whether they are Major, Minor, or Observations:

No

Quality Plan ([Principle 05: Compensation and Benefits](#))

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Audit Questions and Objective Evidence/Comments

Principle 5: Compensation and Benefits

Facilities will pay at least the minimum total compensation required by local law, including all mandated wages, allowances and benefits.

Facilities will ensure proper compensation for their employees for all the work done, by providing in a timely manner all the wages and benefits that are in compliance with the local and national laws of the jurisdiction in which they are located. This will include any premiums for overtime work or work done during holidays, as well as any other allowances or benefits, including any mandatory social insurance, required by local law.

5.1a. Does the facility maintain a compensation and benefits policy that includes all of the following: A detailed description of the workers' compensation and benefits at the time of employment?	Yes
---	-----

Facility maintains a compensation and benefits policy that includes details of salary breakdown.

Policy Name: Policy and Procedure for Compensation and Benefits.

Policy No.: Principle 5.

Below topics are covered:

- Yearly increment of salary as per the minimum Wage Gazette 2018 (Amendment in 2019) for RMG gazette.
- Minimum wage for employees for different grades as per the gazette notification for Minimum Wage Gazette December 2023
- Overtime rate.
- Payment period.
- Attendance bonus for full present in a month.
- Calculation method of overtime wages.
- Entitlement of maternity leave and calculation of maternity benefit.
- Compensation for long term service.
- Different types of leaves i.e. Casual leave, sick leave, annual leave etc.
- Deduction as against for unauthorized absent days.

5.1b. Does the facility maintain a compensation and benefits policy that includes all of the following: Both written and verbal explanations of wage calculations provided at the time of employment?	Yes
---	-----

Written and verbal explanations of wage calculations provided at the time of employment.

5.1c. Does the facility maintain a compensation and benefits policy that includes all of the following: A requirement that changes relating to compensation rates or methods of wage calculations shall be communicated timely and effectively?	Yes
---	-----

Facility wages policy (WRAP manual policy principle 5) that includes compensation rates, methods of wage calculations, and the process of how these will be communicated if any legal changes occur.



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In addition, facility displayed breakdown of salary in local language.

5.1d. Does the facility maintain a compensation and benefits policy that includes all of the following: All compensation and benefits at least meet the local requirements?

Yes

It meets legal minimum requirements.

5.2a. Does the facility compensate workers consistently with their terms of employment and in accordance with local/national laws and regulations related to minimum wage?

Yes

The facility compensates employees consistently with their terms of employment and in accordance with local/national laws and regulations.
Minimum wages meet the legal minimum.

5.2b. Does the facility compensate workers consistently with their terms of employment and in accordance with local/national laws and regulations related to on time wage payments?

Yes

Paying within the 7th working day of the month. Cross checked during workers' interview.

5.2c. Does the facility compensate workers consistently with their terms of employment and in accordance with local/national laws and regulations related to overtime premium?

Yes

Premium shall be 200% of basic salary.

5.2d. Does the facility compensate workers consistently with their terms of employment and in accordance with local/national laws and regulations related to on time payment for resignation/termination/dismissal/severance?

Yes

Payment evidence found in place as per legal requirements.

5.2e. Does the facility compensate workers consistently with their terms of employment and in accordance with local/national laws and regulations related to benefits, including but not limited to, entitled leave, maternity leave, etc.?

Yes

Yes

5.3. Do the facility's trainee and probation policies comply with the local/national laws?

Yes

Trainee policy complies with legal requirements.

5.4a. Does the facility meet its obligations on social insurance?

Yes

Yes, the facility meets obligations on social insurance.



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5.4b. Does the facility cover all eligible workers under social insurance? If No, provide explanations.	Yes
Facility covers all eligible workers under social insurance.	
5.4c. Does the facility make the required payments to the government without delay?	Yes
No delay noted during randomly checked salaries. Cross checked during worker interviews.	
5.5a. Does the facility post legal minimum wage rates, overtime premium rates, benefits policies, social insurance, and additional payment information in the language(s) understood by the facility workers?	Yes
Employees provided with adequate communication of their legally mandated minimum compensation rights, including overtime premiums, through the appointment letter, orientation program, training/awareness program, notice board, etc.	
5.5b. Are workers provided with adequate communication of their legally mandated minimum compensation rights, including overtime premiums?	Yes
Employees provided with adequate communication of their legally mandated minimum compensation rights, including overtime premiums, through the appointment letter, orientation program, training/awareness program, notice board, etc.	
5.6a. Does the facility produce and retain payroll records to support compensation, including overtime and benefits?	Yes
Payroll is generated using software.	
Hard copy of payroll with revenue stamp is retained by Department of HR and Compliance.	
5.6b. Does the facility keep such records for such time as required by local/national laws? Please state the record retention time required by local/national laws.	Yes
Facility keeping three years records.	
5.6c. In the case the facility pays its workers through wire transfers, does the facility produce and retain proof of bank statements showing all the transactions in a verifiable way? (Note: The name of the worker, salary amount, and the date of the transaction must appear on the bank slip showing the transaction, as well as the recipient's bank name and account.)	Yes
The facility is paying its wages through Bank	
5.7a. Does the facility provide all workers with a pay record or stub that lists the components of the wages paid, including all deductions?	Yes
Pay slip is issued to all workers with detailed breakdown of salary including deductions, if any.	



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5.7b. Do all workers sign off on wage pay records/stub, including when done by direct transfer into the worker's bank account?	Yes
Yes	
5.7c. List all deductions show on workers' paystub.	Unauthorized absence and early leave before regular worktime
5.8a. Are there any piece rate workers in the facility? If so, review a sampling of the documentation for piece rate workers as compared to wage rate workers to ensure compliance with this Principle.	No
No piece rate work process found in the facility.	
5.8b. Does the facility have a written and coherent policy on piece rate compensation, including overtime premium rates?	N/A
No piece rate work process found in the facility.	
5.8c. Does the piece rate compensation at least satisfy the minimum compensation prescribed by law?	N/A
No piece rate work process found in the facility.	
5.8d. Do workers sign off on material counts for piece rate systems?	N/A
No piece rate work process found in the facility.	
5.9a. Does the facility have a daily/weekly/ monthly quota for its production workers to meet?	No
No production quotas.	
5.9b. What percentage of workers reach the quota within a regular work shift?	N/A
5.9c. What happens when the quota is not met?	N/A
Does this facility have a Social Insurance Waiver? If yes, upload a picture of the waiver and add an English translation if necessary.	No
No	

Noncompliances Raised Against This Principle

Were any noncompliances or observations raised against this Principle? If yes, note whether they are Major, Minor, or Observations:	No
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Quality Plan (Principle 06: Hours of Work)

Audit Questions and Objective Evidence/Comments

Principle 6: Hours of Work

Hours worked each day, and days worked each week and each month, should not exceed the limitations of the country's law. Facilities will provide at least one day off in every seven-day period, except as required to meet urgent business needs.

Facilities are required by local law to adhere to any limits set on regular working hours as well as any limits set on overtime work. Long term participation in the WRAP Certification Program is contingent upon meeting the limitations set by local law. WRAP recognizes that this can be a particularly challenging requirement, especially when taking into account local enforcement norms and customs. In light of this reality, WRAP will permit full compliance with local laws on working hours to be achieved incrementally, provided that a given facility meets the following conditions: is fully transparent about its working hours; ensures that those hours are all being worked voluntarily, in conditions that protect worker safety and health; compensates all employees in keeping with WRAP Principle 5; and shows improvement toward meeting the working hours requirements from one audit to the next.

6.1. Does the facility have procedure to ensure compliance with national and local laws?

Yes

Policy Name: Policy and Procedure for Hours of Work. Policy No.: Principle 6.

Details working hour described in the company policy and manual.

6.2. Does the facility have an effective program and relevant materials to train all individuals, including all individuals responsible for production coordination and scheduling, to ensure that workers work no more than the legal maximum hours, including overtime ceilings?

Yes

The facility policy on working hours, the legal maximum working hours, overtime hours and days of rest has been displayed on all the notice boards in the native language Bangla. Also, it has been printed in the employee handbooks. Periodic awareness training is held for all supervisory personnel responsible for production coordination and scheduling as well as those who are in supervisory roles to ensure that the workers are not worked more than the legal maximum hours per day, per week and per month. Documented training record available for workers regarding the policy.

6.3a. Are all workers made aware, at the time of hiring, of facility policies and procedures that specify the legal limitations on the maximum hours of work per day, week and month, both regular and overtime?

Yes

The facility makes sure that workers were fully aware of local legislation regarding hours of work for this industry during recruitment. All workers from sample were found conscious of legal limitation of work per day and week including Overtime. However, the local laws of Bangladesh do not define limit of the monthly working hours.

6.3b. Are all workers made aware, at the time of hiring, of facility policies and procedures that specify the legal limitations on the maximum number

Yes

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of consecutive days they can legally be required to work?

6 days a week.

6.4a. Does the facility retain complete and accurate time records onsite of at least the past 12 months that reflect the days and dates workers worked (if the local requirement is more than 12 months, follow the local one)?

Yes

Facility retains complete and accurate time records, maintained in software as well as Hard Copy.

6.4b. Does the facility retain complete and accurate time records onsite of at least the past 12 months that reflect the number of hours worked each day (if the local requirement is more than 12 months, follow the local one)?

Yes

General Duty 8 Hours and the overtime hours are reflected in the record.

6.5a. Does a crosscheck of other facility records, such as production records and CCTV (if applicable), show any 7th day work?

No

No 7th day work record found.

6.5b. Does a crosscheck of other facility records, such as production records and CCTV (if applicable), show inconsistencies with time records?

No

The factory provided payroll & attendance records matched with the production records and no discrepancies were found

6.6a. Are daily overtime hours worked in compliance with local/national laws? Check any that applies. If there are excessive overtime hours, state the total number of hours including overtime.

Yes

Daily overtime hours worked in compliance with local/national laws

6.6b. Are weekly overtime hours worked in compliance with local/national laws? Check any that applies. If there are excessive overtime hours, state the total number of hours including overtime.

Yes

Weekly overtime hours worked in compliance with local/national laws

6.6c. Are monthly overtime hours worked in compliance with local/national laws? Check any that applies. If there are excessive overtime hours, state the total number of hours including overtime.

N/A

No quarterly/monthly/yearly limit set by law

6.6d. Are quarterly overtime hours worked in compliance with local/national laws? Check any that applies. If there are excessive overtime hours, state the total number of hours including overtime.

N/A

No quarterly/monthly/yearly limit set by law

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6.6e. Are yearly overtime hours worked in compliance with local/national laws? Check any that applies. If there are excessive overtime hours, state the total number of hours including overtime.	N/A
No quarterly/monthly/yearly limit set by law	
6.7a. Does the facility have a written, rational, and well-communicated policy defining 'urgent business needs'? Note: The definition of 'urgent business needs' cannot be vague or open-ended. It must be limited to delays/interruptions in production caused by natural calamities, non-repetitive production deadlines or unforeseen circumstances beyond the facility's control. A coherent and consistent rationale must be evident in the definition and infrequent deployment of 'urgent business needs'.	Yes
Facility's definition of urgent business needs: Strike, road blockade in the city or country, Electricity failure, Stoppage of port, Urgent Shipment, political situation, Natural calamity like flood, heavy rain, earthquake, cyclone, or any unforeseen circumstances, or to meet urgent shipment Number of days urgent business needs occurred during the past year: nothing found to report.	
6.7b. Were there occurrence(s) of urgent business needs in the past 12 months? If Yes, list the number of instances and the occasions occurred: E.g., November 4 - 12, 2020	No
Nothing observed to note.	
6.7c. If yes to 6.7b, does the facility provide one day off after 13 consecutive working days, if applicable?	N/A
N/A	
6.7d. If yes to 6.7b, list: department(s) & # of workers involved in each department and provide reasons for such occurrence(s):	Department(s): N/A # of workers in each department: N/A Reasons for such occurrence(s): N/A
6.8a. Other than cases of "urgent business needs", do workers get at least one day off after six consecutive working days?	Yes
Workers receive one day off after 6 consecutive days working.	
6.8b. If no to 6.8a, in the past 12 months, how many instances occurred where workers worked more than 6 consecutive days? List the number of instances and the occasions occurred: E.g., one time, November 4 - 12, 2020	N/A



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6.8c. If no to 6.8a, list department(s) & # of workers involved and reasons for such occurrence(s):

Department(s): N/A
of workers in each department: N/A
Reasons for such occurrence(s): N/A

6.9 Are notifications of maximum regular and overtime hour policies visibly posted in the language(s) understood by the facility's workers and management personnel?

Yes

Posted, verified during floor visit.

Noncompliances Raised Against This Principle

Were any noncompliances or observations raised against this Principle? If yes, note whether they are Major, Minor, or Observations:

No

Quality Plan ([Principle 07: Prohibition of Discrimination](#))_

Audit Questions and Objective Evidence/Comments

Principle 7: Prohibition of Discrimination

Facilities will employ, pay, promote, and terminate workers on the basis of their ability to do the job, rather than on the basis of personal characteristics or beliefs.

Facilities will ensure that all terms and conditions of employment are based on an individual's ability to do the job, and not on the basis of any personal characteristics or beliefs. Facilities will ensure that any employment decision – involving hiring, firing, assigning work, paying or promoting – is made without discriminating against the employees on the basis of race, color, national origin, gender, age, sexual orientation, religion, disability, or other similar factors (pregnancy, political opinion or affiliation, social status, etc.).

7.1. Does the facility have procedures and practices to ensure compliance and remediation with the facility policy?

Yes

Facility has procedures and practices to ensure compliance and remediation with the facility policy

7.2. Are the facility's written policy, practices and procedures on discriminatory behavior effectively communicated to and understood by all workers and management personnel?

Yes

The facility has prominently posted the policy, written in local language, on factory notice boards, printed in employee handbook, and holds regular training programs to create awareness among all employees, including the management personnel.

7.3. Does the facility have an effective program and materials used to train relevant individuals, including all individuals responsible for the supervision

Yes



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of workers and the hiring process, on the facility's policy and procedures prohibiting discrimination?

Regular training programs are arranged to train relevant individuals, such as management staff, supervisory personnel, and Admin, HR & Compliance staff on the anti-discrimination policy and practices of the facility. The training materials prepared by responsible persons were reviewed and found appropriate. During hiring of employees, discrimination policy and procedures are explained, and orientation given for the new employees. And signed statements are also collected to acknowledge the training.

7.4. Does the facility effectively communicate the requirements of this Principle to third parties (subcontractors, labor brokers/ agencies, industrial parks, export processing zones, free trade zones, etc.) that may recruit and screen applicants on its behalf in writing?

Yes

Yes, but Company recruits employees directly and not through any third party.

7.5. Has the facility had any discrimination charges filed against it by workers, regulatory agencies or any outside agency during the past two years? If so, please provide details.

No

No such issue found to be noted.

7.6. Does the facility explicitly prohibit mandatory pregnancy testing as a condition of employment or continued employment?

Yes

As a part of its policy on prohibition of discrimination, mandatory pregnancy testing as a condition of employment or continued employment has been prohibited by the management.

7.7. Are workers with the same job and seniority paid the same rate, irrespective of race, color, national origin, gender, age, sexual orientation, religion, disability, or other characteristics?

Yes

Worker Selection Interview form record available for all newly recruited workers. Record kept by HR & Compliance Department.

7.8. Do all workers have an equal opportunity to work overtime?

Yes

Overtime is done on the basis of necessity department wise, and those department/sections requiring overtime normally do the overtime.

7.9. Do all workers sign statements (statements may be included in an employment application or contract), written in the language(s) understood by workers, affirming their receipt and understanding of the facility's anti-discrimination policies and procedures?

Yes

During the documents review it was verified that employees sign statements, written in the native language of the employees, to affirm understanding of the facility's antidiscrimination practices.

7.10. Are pregnant women engaged in work that creates a risk for their pregnancy or reproductive health?

No



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No such situation observed during audit. Factory practice is pregnant workers will work general duty willingly and if they feel ill or have any other problem, nurse will take care and send them to the medical officer, and as per doctor's suggestion, further decision is made if that worker requires leave or rest, etc.

And pregnant workers can anytime go to medical room if they feel ill and can take rest.

7.11a. Does the facility have written policies and procedures related to termination and layoff?

Yes

The facility has written policies and procedures related to termination and layoff. Document checked during audit.

7.11b. Do these policies and procedures comply with local/national laws?

Yes

During the documents review it was verified that employees sign statements, written in the native language of the employees, to affirm understanding of the facility's antidiscrimination practices through the training methods.

7.11c. Does the facility provide training to all workers on termination and layoff policies and procedures, particularly to newly hired workers?

Yes

The facility provided training to all workers in the regular basis. The last training held on 10th February 2025 and records maintained.

7.12. Can workers terminate employment by giving proper notice (defined by local laws or by contract terms) at any time and without penalty?

Yes

Yes, any worker can terminate employment by giving proper notice. Factory had been following the local law regarding this

Noncompliances Raised Against This Principle

Were any noncompliances or observations raised against this Principle? If yes, note whether they are Major, Minor, or Observations:

No

Quality Plan (Principle 08: Health and Safety) 

Health and Safety Overview

Principle 8: Health and Safety

Facilities will provide a safe and healthy work environment. Where residential housing is provided for workers, either directly by facilities or through labor brokers, facilities will ensure it is safe and healthy housing.

Facilities will provide a safe, clean, healthy and productive workplace for their employees. Facilities shall prioritize worker health and safety above all else, and proactively address any safety issues that could arise. This will include a wide variety of requirements, such as, ensuring, among other things, the availability of clean drinking water (at no

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charge to workers), adequate medical resources, emergency exits and safety equipment, well-lit and comfortable workstations, and clean restrooms. Further, facilities shall adequately train all their workers on how to perform their jobs safely.

8.1. Does the facility comply with all relevant health and safety laws and regulations, including any directives related to public health issued by relevant local authorities?

No (Minor)

The facility complies with all relevant health and safety laws and regulations.

- Bangladesh Labor Law 2006
- Bangladesh Labor Rules 2015
- The boiler Act 1923
- Bangladesh Environment Conservation Act 1995
- Environment Conservation Rule 1997.
- Bangladesh Amendment Law 2018
- Minimum Wage Gazette on 25th November 2018.
- Financial act 2022
- Boiler act 2022 and
- Amendments 2022

During the legal license review and management interview, it was observed that the facility has two boilers: Boiler No.1 (Ba Bo-7995) and Boiler No.2 (Ba Bo-4196). Upon reviewing the license of Boiler No.2 (Ba Bo-4196), it was noted that it will expire on 26 February 2025, and the management has applied for renewal with the concerned authority on 17 February 2025. [Noted as observation]

During the legal license review and management interview, it was noted that Bangladesh Energy Regulatory Commission for LWC: certificate No. LWC-025 Capacity: 198 KW will expire 11th April 2025. Facility has not yet applied for renewal. [Noted as observation]

8.2. Has facility management deployed an adequate plan to address public health issues in the facility

Yes

Yes, facility management deployed an adequate plan to address public health issues in the facility, The facility management has an adequate plan to address public health issues in the facility i.e., factory installed water tap with basin, soap, disinfectant chamber, temperature check before entering the facility.

8.3. Does the facility undertake internal monitoring of its health and safety systems, including fire safety, to ensure it is following written procedures/processes and meeting the requirements of all relevant laws? Please describe the nature of the internal monitoring procedures, including frequency and coverage

Yes

Facility undertakes internal monitoring of its health and safety systems, including fire safety, to ensure it is following the written procedures and processes and meeting the requirements of all relevant laws.

Monitoring system:



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-Daily monitoring

-Internal audit as per declared frequency.

8.4a. Have risk assessments been carried out throughout the facility, including fire risk assessments?

Yes

Section Wise Risk Assessments found in place.

-Health and Safety Risk Assessment

-Fire Risk Assessment.

8.4b. How often does the facility perform risk assessments?

The facility performs risk assessments in every 6 months.

Last assessment done 09th jan 2025

8.4c. Were the findings communicated with management and health & safety committee?

Yes

Yes, the findings found in the risk assessment were communicated with management and health & safety committee.

8.4d. Were actions taken to correct the findings? (Note: If a facility had findings from risk assessments but has since corrected them, no NC should be raised.) Please describe the actions taken and resulting improvement/correction.

Yes

Actions taken on findings found in the risk assessments documented. Corrective actions include increased floor inspections and giving awareness training to the workers and supervisors.

8.5. Does the responsible person(s) work with health & safety committee to address findings from the facility's internal monitoring and risk assessments?

Yes

Rajib Kumar Datta (Manager, HR-Admin & Compliance), Salahuddin Ahmed Rana (DGM, HR-Admin & Compliance), Happy Akter(Sr Executive -welfare), Hossain Mollah(Safety officer), Sonia Akter (Medical officer), Md Azizul Haque(Engg electrical), Mohammad Sumon Mia(Engg civil), Md Noyon Miah (Asst manger maintainance)

8.6a. Is a regular occupational health check arranged for workers involved in hazardous job duties, if any?

Yes

Regular occupational health check record found in place for the following:

-Childcare governess,

-Boiler Operator,

-Washing

-Jacquard

-Spot remover

-Winding



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-Generator Operator

-Canteen boy.

8.6b. Is the regular occupational health check free for the applicable workers?

Yes

Occupational health check free for the applicable workers, verified during documents review and interview.

8.7. Has the facility properly tracked health, safety, and fire incidents in the past 12 months?

Yes

Facility properly tracks health, safety, and fire incidents. Accident & Injury register is maintained. Documented record available.

Record checked for the month of January 2025

8.8. Does the facility have an effective program and materials to train relevant individuals, including all individuals responsible for the supervision of workers, on all of the relevant occupational health and safety issues?

Yes

Facility has a program and materials to train relevant individuals, including all individuals responsible for the supervision of workers, on all the relevant occupational health and safety. Facility management has proper tracking system for reporting health and safety incidents and facility maintains daily accident and injury register for this purpose. Facility provides regular training on occupational health and safety issues.

8.9. Does the facility have a written safety program, including written emergency procedures to handle natural disasters, fire safety, and emergencies and industrial accidents?

Yes

Facility has a written safety program, including written emergency procedures, to handle natural disasters, fire safety, and emergencies and industrial accidents. Documented records available like injury/accident register, clinic log, etc.

Training details: (Handle natural disasters, fire safety, and emergencies and industrial accidents)

Date 4th Feb 2025

Attendance 18

Trainer Hossain Mollah(Safety officer)

8.10a. Are health and safety reports maintained by the facility?

Yes

Records were found available to review.

8.10b. Are heavy machinery inspection (boilers, compressors, etc.) documents maintained by the facility?

Yes

Heavy machinery inspection reports available. Checked for the following:

Boiler January 2025

Compressor January 2025



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Generator January 2025
Sub station January 2025

8.10c. Are maintenance reports maintained by the facility?	Yes
--	-----

Production-related machinery maintenance records are maintained.

Record checked for month of January 2025

8.10d. Are fire extinguisher records, noting the date of inspection and expiration, maintained by the facility?	Yes
---	-----

Monthly monitoring documented record available attached to every fire extinguisher.

Record checked for month of January 2025

8.10e. Are emergency evacuation drill records (at least semi-annual, roughly six months apart) for all shifts, including night shift, and childcare, noting the date and detailed results, maintained by the facility? List at least three (3) emergency evacuation drill dates, two (2) in the past and one (1) planned for every shift, if applicable. List the time it took for all personnel to evacuate.	Yes
---	-----

Facility conducts fire drill and emergency evacuations. Last two drills given below: -

Date of DrillEvacuation timeEvacuated Persons

Fire Drill 1: 16th Jan 2025

(Internal @ 12:47pm)2 minutes 53 seconds 1674 including workers, management staff and visitors

Fire Drill 2: 31st August 2024

(Internal @ 04:45pm) 2 minute 58 seconds 1708 including management staff and security guards.

Fire Drill 3: 05th November 2024

(BFSCD @ 10:20am)2 minutes 58 seconds 1757 including management staff and security guards.

Planned date for future fire drill: March 2025

8.10f. Are work injury reports maintained by the facility?	Yes
--	-----

Injury & Accident register maintained. Documented records found available.

Record of January 2025 verified.

8.10g. Are clinic logs, noting date and reason for visit, maintained by the facility?	Yes
---	-----

Patient visit records maintained and verified in the medical room during floor visit. Found tracked properly with dates and doctor's' advice and reasons with seal and signature. Record of January 2025 verified.

8.11. Have any government agencies inspected the facility for compliance with safety and health regulations during the past two years? If yes, please list the findings.	No
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No government agencies inspected the facility during past 2 years.

8.12a. Does the facility address the following occupational health and safety needs required by the relevant laws and regulations for heat stress/extreme temperatures?

Yes

Temperature monitoring system found in place.

Checked month of January 2025

8.12b. Does the facility address the following occupational health and safety needs required by the relevant laws and regulations for paint spray/spot cleaning booths?

Yes

Workers working in spot cleaning booth uses safety mask, gloves and goggles. MSDS were displayed in local language.

8.12c. Does the facility address the following occupational health and safety needs required by the relevant laws and regulations for welding safety?

N/A

No welding allowed inside the factory premises

8.12d. Does the facility address the following occupational health and safety needs required by the relevant laws and regulations for respiratory safety?

Yes

Face mask supplied to concerned workers

8.12e. Does the facility address the following occupational health and safety needs required by the relevant laws and regulations for a bloodborne pathogen program?

Yes

Awareness program found in place as regular training program.

8.12f. Does the facility address the following occupational health and safety needs required by the relevant laws and regulations for hearing/noise control?

Yes

Hearing (noise control program) found in place. Test report regarding noise monitoring found in place.

8.12g. Does the facility address the following occupational health and safety needs required by the relevant laws and regulations for indoor air quality?

Yes

Indoor air quality found satisfactory, reports for indoor air quality verified. In addition, for safety face mask supplied to concerned workers.

8.12h. Does the facility address the following occupational health and safety needs required by the relevant laws and regulations for cotton dust ventilation?

Yes



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Ventilation fans installed and verified during the facility tour.

8.12i. Does the facility address the following occupational health and safety needs required by the relevant laws and regulations for workplace illumination?

Yes

Illumination meets requirements.

8.12j. Does the facility address the following occupational health and safety needs required by the relevant laws and regulations for sanitary waste disposal?

Yes

Covered bins were provided in female toilets

General Building Requirements

8.13. Does a visual inspection of the facility's building(s) suggest any potential concerns about physical integrity?

No

No concern about the physical integrity of the facility was observed during facility tour.

8.14. Are there any cracks on any of the building structures observed during the audit? If so, please include photos in the PHOTOS section.

No

No concern about the physical integrity of the facility was observed during the facility tour.

8.15. What is the overall general appearance of this facility? Please explain your assessment designation.

Good

Generally, the factory was well maintained and kept clean. Emergency exits are marked; the machine layout is good with enough space between operating lines. All floors had enough lighting, ventilation, and space for workers to work in a safe and healthy manner. The factory has full-time cleaners who are continuously cleaning the floors and toilets.

8.16. Is the overall general appearance of the maintenance shop acceptable and not in a condition that could cause serious injury or harm?

Yes

Overall, the general appearance of the maintenance shop acceptable. It was noted required PPE were available in maintenance shop.

8.17. Is trash properly disposed of both inside and outside the facility?

Yes

Fabric cut pieces, cartons, Plastic Drum, plastic bags, etc. is use for boiler.
Name of the 3rd Party company:

1. 5star Enterprise: Industrial waste
2. Ashulia Woman and children hospital, Medical Waste
3. Lubref Bangladesh Ltd, used lube oil/machine oil
4. E-waste, electrical waste



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Are In agreement it is written they will be responsible to dispose of waste.

8.18a. Are the toilets and washrooms in the facility in sanitary and serviceable condition?

Yes

Toilets and washrooms in the facility were found in sanitary and serviceable condition.

8.18b. Are the toilets and washrooms in the facility meeting minimum quantity required by law?

Yes

Toilets and washrooms in the facility meet minimum quantity required by law.

Current status of toilets of the facility.

Toilets for Males: 105

Toilets for Females: 149

8.18c. Are the toilets and washrooms in the facility stocked adequately with soap and toilet paper?

Yes

Soap and toilet paper are adequately supplied

8.19. Are emergency exits unlocked during times when the facility is occupied to allow free, unobstructed exit from the facility?

Yes

During the facility tour all exits/stairs were unlocked.

8.20. During the facility visit, were any aisles blocked or restricting easy access to emergency exits?

No

During the facility tour it was observed that the aisles leading towards the emergency exit were found partially blocked in the following areas:

On the 1st, 2nd & 4th floors, sewing area in building-01[blocked by site tables]

On the 2nd & 4th floors, finishing area in building-01 [partially blocked by cartons & Standing Henger]

During the floor visit, it was observed that the Jhut Room was found blocked and haphazard with dumping of wastes. In addition, workers were found blocked with co-workers at their workstations on the 1st, 2nd & 4th floors (Sewing sections) of the building-1. (NC-3,8.20)

Desktop Review-3-15-25

During desktop review it was noted that facility removed all the blockage at the designated areas. Photo verified issue closed

8.21a. Has the facility appropriately identified areas that, for fire safety purposes, should be designated as "non-smoking"?

Yes

Smoking is not allowed in the factory and the facility, except in appropriately identified areas



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8.21b. Is the facility properly enforcing the "non-smoking" policy for areas so designated?

Yes

It is enforced effectively. No smoking is allowed in factory premises.

8.22a. Does the facility maintain first aid supplies as required by law or if no legal requirement exists, as recommended by a local medical provider or relevant authority?

Yes

The facility maintains first aid supplies as required by law. First aid boxes found as legally required.

Number of First Aid Boxes: 26

8.22b. Are these first aid supplies available and accessible to all areas of the facility?

Yes

First aid boxes are available at all locations and each box had supplies as required by the list. Medical assistant is responsible to monitor first aid boxes.

8.23. Is there clean and free drinking water that is easily accessible to all workers at the facility? List potability test report numbers, if applicable. If not, describe how the facility determines the drinking water is suitable for consumption.

No (Minor)

Clean drinking water is provided, which is filtered by RO filtration system filtering in each floor

Drinking Test Report Details:

Sample id TON2024021049

Tested on 13th Feb to 27th Feb 2024

Tested by Department of public health Engineering

During the documentation review of the water test report, it was noted that the facility's last drinking water test (Sample ID: TON2024021049) was conducted from February 13 to February 27, 2024, by the Department of Public Health Engineering. The review also revealed that the drinking water test validity will expire on February 27, 2025, and the management has not yet applied for a new drinking water test with the Department of Public Health Engineering, but agreed to apply within expiry date. Facility applied for updated testing on 9 March 2025. [Noted as an observation]

8.24a. Is the facility's crèche/childcare area operated and maintained in a safe and healthy manner?

Yes

Details of Childcare facility:

Location: Located on the ground floor of building 02

Governess Name: Jannat Ara Begum



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8.24b. Does the location of the crèche/childcare meet the local law requirements?	Yes
Location of the childcare meets the local law requirements with required features and ventilation.	
8.25a. Is the facility's canteen/cafeteria operated and maintained in a safe and healthy manner?	Yes
Designated canteen boy: Alamgir Seating capacity available 600	
8.25b. Does the canteen/cafeteria have the required licenses to operate?	N/A
No such approval required.	
8.25c. Does the staff have the required health certificates?	N/A
None needed	

Personal Protection Equipment (PPE)

8.26. Is appropriate PPE provided to affected workers in a timely manner and at no cost?	Yes
PPE is provided to affected employees at no cost, when needed; verified during floor visit.	
8.27 Is the PPE appropriate and adequate for the workers' job and in good condition?	Yes
Last training on 04th Feb 2025	
8.28 Are all workers required to use PPE found using it?	Yes
Yes	

Electrical Safety

8.29. Is there a qualified electrician in the facility responsible for maintaining electrical safety? If not, what is the facility doing to ensure electrical safety?	Yes
Responsible Person working full-time for the factory and over all responsible for electrical maintenance of the facility.	
Details of the responsible person:	
Name Azizul Haque	
Qualification B.sc In EEE	
Designation Electrical Engg, Maintainance	



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8.30a. Does a visual inspection of the wiring indicate good general condition of cabling?

Yes

Cables were covered in channels, tubes/conduits.

8.30b. Does a visual inspection of the wiring indicate no exposed or loose wires?

Yes

During facility tour no exposed or loose wire was seen

8.30c. Does a visual inspection of the wiring indicate proper insulation/grounding/earthing?

Yes

Proper insulation and grounding/earthing were found in place.

8.31a. Does a visual inspection of the electrical boxes and cabinets verify complete enclosures with covers provided?

Yes

All electrical boxes and cabinets were covered to prevent any live exposed parts.

8.31b. Does a visual inspection of the electrical boxes and cabinets verify switches and outlets maintained in good working order?

Yes

Switches and outlets in the cabinets and boxes found in good working condition

8.31c. Does a visual inspection of the electrical boxes and cabinets verify all knockouts/trips in place?

Yes

In electrical boxes, the knockouts were in place and the trip switches found in working condition.

8.31d. Does a visual inspection of the electrical boxes and cabinets verify adequate labeling with safety warning?

Yes

Adequate labelling and safety warnings were found during the audit.

8.32a. Does the facility maintain a safety committee comprised of workers and management, which holds regular meetings and keeps minutes of proceedings?

Yes

The facility maintains a safety committee comprised of workers and management, which holds regular meetings and keeps minutes of proceedings. Details of Safety committee:

Total member 10

Frequency Every month

8.32b. Does the committee discuss the findings from internal monitoring/risk assessments and find solutions? When was the last time the discussion occurred?

Yes

Committee discusses the findings from risk assessments and finds solutions.



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Last meeting 20th Jan 2024

8.32c. Does the committee discuss the health, safety, and fire incidents, if any, that happened in the facility and make the necessary preventative changes as needed?

Yes

Yes

8.33a. Does the facility conduct health & safety and fire safety orientation training for all new workers?

Yes

Fire safety and health safety training is part of orientation program.

8.33b. Do ALL workers have the right to remove themselves from serious imminent danger without seeking permission?

Yes

Verified in worker interviews.

8.34a. Does the fire safety training cover informing workers of the locations of fire alarm pull/button stations?

Yes

Included in regular training program and workers are informed of the locations of fire alarm pull and button stations.

8.34b. Does the fire safety training cover informing workers of the locations of fire extinguishers in and near their work area?

Yes

Included in regular training program and all fire extinguisher locations marked by color for easy visibility.

8.34c. Does the fire safety training cover specific training for workers concerning the dangers of smoke inhalation?

Yes

Training records found in place. Covered under fire training program. Verified during documents review and interview of fire fighters.

8.34d. Does the fire safety training cover informing workers of the locations of nearest exits and assembly points?

Yes

Workers are informed of the location of nearest exits and assembly points, verified during workers interview and found topic included in regular fire training program.

Last training conducted on 16th Jan 2025

8.35. Is worker training conducted for first aid and safety?

Yes

Worker training conducted for first aid and safety.

Last training conducted on 20th Jan 2025

8.36. Are the first aid responders /emergency safety personnel properly trained and identified?

Yes



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First aid responders/emergency safety personnel properly trained and identified.

- Firefighters identified by yellow color apron.
- First aid responders identified by white color apron.

8.37. Have selected workers been trained on the proper use of firefighting equipment?

Yes

Selected employees have been trained on the proper use of firefighting equipment, documented training record available.

Facility has provided external fire training from Fire service and Civil defense.

Total number of first aid responders, fire fighters & rescue team members $100+106+242=448$

8.38. Have all workers who have any contact with chemicals and hazardous materials been trained on how to safely handle and dispose of specific chemicals and hazardous materials and how to eliminate fire risk?

Yes

Documented training record available. Training covers how to safely handle and dispose of specific chemicals and hazardous materials, and how to eliminate fire risk.

Fire Safety

8.39a. Does the facility have an emergency evacuation plan, in the language(s) understood by workers, posted in view of the facility's workers?

Yes

Facility has an emergency evacuation plan, in the language understood by workers, posted in view of the facility's workers; verified during floor visit.

8.39b. Does the plan correspond accurately with the facility's actual floor plan?

Yes

Yes

8.40a. Does a facility tour verify that emergency exits are in adequate number which meets the law requirements?

Yes

During the facility tour it was observed that the facility has enough emergency exits. At least 2 exits per floor

8.40b. Does a facility tour verify that emergency exits are in adequate locations?

Yes

Yes



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8.40c. Does a facility tour verify that emergency exits are unimpeded, including the path leading to emergency exits?	Yes
All paths were found unobstructed leading to exit.	
8.40d. Evacuation routes/paths are clearly marked?	Yes
Routes are clearly marked with aisle boundaries and arrows pointing toward the nearest exit.	
8.40e. Does a facility tour verify that emergency exits are opening outwards or always secured open during working hours? (If inward opening/sliding/rolling emergency doors are found to be secured open during working hours, raise it as an observation in CAP.)	Yes
All doors opening outward	
8.40f. Does a facility tour verify that emergency exits are leading to a safe assembly point?	Yes
Assembly area was marked in the factory premises.	
8.41. Can assembly point(s) accommodate ALL workers?	Yes
Assembly area organized and can accommodate all employees. Section-wise identification found in place.	
8.42a. Does a facility tour verify that safety equipment is visible?	Yes
Enough safety equipment available and visible, as per legal requirements.	
Locations identified with sign and colored marking.	
8.42b. Does a facility tour verify that safety equipment is appropriate in functionality and number?	Yes
Available as per legal requirements.	
8.42c. Does a facility tour verify that safety equipment is properly distributed throughout the facility?	Yes
Fire extinguishers were properly distributed throughout the factory.	
8.42d. Does a facility tour verify that safety equipment is easily accessible?	Yes
All firefighting equipment was easily accessible to employees.	
8.42e. Does a facility tour verify that safety equipment is properly mounted?	Yes
All fire extinguishers were mounted properly and at a suitable height, for easy access.	
8.42f. Does a facility tour verify that safety equipment is unblocked and free of obstruction?	Yes



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Access to firefighting equipment was not blocked or obstructed.

8.42g. Does a facility tour verify that fire extinguishers are appropriate for the class(es) of fires possible in the area?

Yes

The proper types (ABC, CO2, and foam) of fire extinguishers were available in relevant areas.

Also found other equipment like helmet, bucket, stretcher, rope, hose auto and manual, water drum, hand gloves, etc. and all comply with legal requirements.

8.43. Are the fire-fighting water hoses and connections in usable condition?

Yes

All hoses are inspected regularly. Inspection records available.

8.44. Does the facility have appropriate measures to ensure adequate water pressure for fire-fighting water hoses and sprinkler systems?

Yes

During the audit period, fire hose water pressure could not be checked. It was observed that the hose was found under renovation and re-installation in compliance with RSC requirements. All landing valve connections were found rearranged as per the required height. (NC-4,8.44)

Desktop Review-3-15-25

During desktop review it was noted that facility renovated and re-installed the fire hose water pressure and it was as per the requirement. Photo verified issue closed

Sprinkler Valves

8.45. Do sprinkler valves appear in good working order? If local/national laws do not require facilities to have sprinklers, state so.

N/A

N/A as the the facility does not meet the requirement to install sprinkler

8.46. Are all sprinkler heads kept unobstructed from storage or other materials?

N/A

N/A

Fire Alarm Boxes

8.47a. Are fire alarms unobstructed and identified?

Yes

Fire alarms unobstructed and identified.

8.47b. Does the facility have a test schedule for all fire alarm boxes? State how the facility maintains this schedule.

Yes

Facility has a test schedule for all fire alarm boxes; documented records verified.



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Frequency of check: Monthly

8.47c. Do fire alarms have flashing lights?

Yes

Fire alarms have flashing lights; verified during floor visit and emergency fire alarm check.

8.47d. Are fire notification mechanisms audible?

Yes

The fire alarm is audible.

Emergency Evacuation

8.48. Are lighting and alarm systems adequate and fitted with back-up systems?

Yes

Lighting and alarm systems adequate and linked with back-up systems; verified during the floor visit.

Emergency Lighting

8.49a. Is appropriate lighting in place in the facility?

Yes

Appropriate lighting in place in the facility; verified during floor visit.

8.49b. Is the emergency power system working and in good condition?

Yes

Emergency power system found working in good condition.

8.49c. Does the facility regularly conduct a test to ensure the emergency power system is functioning correctly?

Yes

The facility regularly conducts a test to ensure the system is functioning properly.

Stairwells

8.50a. Are all stairwell handrails in good condition?

Yes

All stairwell handrails in good condition, verified during floor visit.

8.50b. Are all stair treads in good condition and does its width meet local law?

Yes

All stair treads found in good condition.

8.50c. Are all stair widths in compliance with the requirements of all relevant laws?

Yes

All stair widths in compliance with requirements of all relevant laws



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8.50d. Are the stairways provided with appropriate artificial and emergency lighting?

Yes

It was noted stairways provided with artificial and emergency lighting.

8.50e. Are stairwells completely clear of obstructions?

Yes

Stairwells found completely clear of obstructions.

8.50f. Does the facility ensure stairwells are not used for storage?

Yes

Stairwells are completely clear of obstructions and not used for storage.

Chemical Safety

8.51. Does the facility have a chemical safety program?

Yes

Basic chemical safety program found in place as facility is not using any hazardous chemical.

8.52. Where applicable, does the facility properly store hazardous/toxic materials?

N/A

No hazardous chemical.

8.53. Does the facility have the required government storage and usage permits for chemicals, if required?

N/A

No such chemical was found which requires permit.

8.54. Does the facility maintain documentation for chemical labeling (including fire safety), chemical usage warnings, and proper handling instructions?

Yes

Chemical labeling found in place.

8.55a. Are MSDSs available (in appropriate language(s)) for all chemicals used by the facility?

Yes

MSDS available. Displayed in relevant areas in local language.

8.55b. Does the facility have functional eye washing machines if applicable?

Yes

Yes

8.56. Does the facility ensure that all solvent wastes and flammable liquids are properly stored (including being kept in closed containers when not in use) at all times and kept away from potential ignition sources?

Yes

No special storage required, but they are kept away from ignition sources.

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8.57 Are the chemical storage areas free of ignition sources, including lamps and lights?

Yes

No special storage required, but they are kept away from ignition sources.

Boiler/Compressor/Generator Rooms

8.58a. Is the location of the boiler/compressor/ generator room consistent with all relevant requirements? (If no local or national laws apply, please describe the location of the boiler and compressor room.)

Yes

Details is in PART C: Site Information section 30

8.58b. Are boilers/compressors/ generators separated from production floor/office space as required by the relevant laws?

Yes

Compliant with law.

8.59. Are there housekeeping and maintenance procedures in place for the boiler and compressor rooms? Please describe the nature and execution of these procedures

Yes

Housekeeping and maintenance procedures in place. Records available.

8.60. Are there any fuel leaks?

No

No such condition observed.

8.61. Is the boiler operator certificate valid and authentic?

Yes

Boiler Operator Details:

1.Md. Bazed Ahsan (Certificate No 09/103/2952)

Machine Safety

8.62. Do machines have required safety measures?

Yes

Machines are all well-guarded.

8.63. Do machines have relevant safety warnings in the language(s) understood by workers/machine operators?

Yes

Yes

8.64a. Do machine operators have the required licenses?

N/A



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Machine operators do not require any license; only training is required for operators.

8.64b. Do machine operators have the trainings as required by law?

N/A

None required by law

Shared Building

8.65. Does the facility conduct joint risk assessments with other operations in the building?

Yes

The facility shares building with Eve Garments Ltd and utilizes a small portion and those areas are included in the risk assessments.

Dormitories/Apartments Overview

8.66a. Are there dorms/apartments provided for workers?

No

No dorm provided for workers.

8.66b. Are there dorms/apartments provided for management?

No

No dorm provided for management.

8.66c. If Yes to 8.66a and/or 8.66b, are the dormitories/apartments physically separated from the production building(s) and warehouse(s)?

N/A

N/A

Dormitories/Apartments Details

8.67. Does the dormitory/apartment have a written safety program, including written emergency procedures to handle natural disasters, fire safety, and emergencies and industrial accidents?

N/A

N/A

8.68. What is the overall general appearance of the dormitory/apartment? Please explain your assignment designation.

N/A

N/A

8.69. Does a visual inspection of the dormitory/apartment building(s) suggest any potential concerns about physical integrity?

N/A

N/A



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8.70. Has the facility posted an emergency evacuation plan of the dormitories/ apartments in the language(s) understood by the residents?

N/A

N/A

8.71. Does the facility conduct regular emergency evacuation drills (at least semi-annual) for the dormitories/ apartments?

N/A

N/A

8.72. Does a dormitory/apartment tour verify that safety equipment is in compliance with the law requirements?

N/A

N/A

8.73. Are exits unlocked during times when the dormitories/apartments are occupied to allow free, unobstructed exit from the dormitories?

N/A

N/A

8.74. During the dormitory visit, were any aisles blocked or restricting easy access to emergency exits and to a safe assembly point?

N/A

N/A

8.75. Is there clean drinking water that is easily accessible? List potability test report numbers, if applicable.

N/A

N/A

8.76. Are the toilets and washrooms in sanitary and serviceable condition?

N/A

N/A

8.77. Is trash properly disposed of both inside and outside the dormitory/ apartments?

N/A

N/A

Dormitories Fire Alarm

8.78a. Are fire alarms unobstructed and identified?

N/A

N/A

8.78b. Does the facility have a test schedule for all fire alarm boxes? State how the facility maintains this schedule.

N/A

N/A

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Dormitories Emergency Lighting

8.79. Is the emergency power system working and in good condition?

N/A

N/A

Dormitories Stairwell

8.80. Are all stairwell handrails in good condition?

N/A

N/A

8.81. Are all stair treads in good condition and does its width meets local/national law?

N/A

N/A

8.82. Are stairwells completely clear of obstructions?

N/A

N/A

Noncompliances Raised Against This Principle

Were any noncompliances or observations raised against this Principle? If yes, note whether they are Major, Minor, or Observations:

No

1) During the facility tour it was observed that the aisles leading towards the emergency exit were found partially blocked in the following areas:

On the 1st, 2nd & 4th floors, sewing area in building-01[blocked by site tables]

On the 2nd & 4th floors, finishing area in building-01 [partially blocked by cartons & Standing Henger]

During the floor visit, it was observed that the Jhut Room was found blocked and haphazard with dumping of wastes. In addition, workers were found blocked with co-workers at their workstation on the 1st, 2nd & 4th floors (Sewing sections) of the building-1. (NC-3,8.20)

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During desktop review it was noted that facility removed all the blockage at the designated areas. Photo verified issue closed

2) During the audit period, fire hose water pressure could not be checked. It was observed that the hose was found under renovation and re-installation in compliance with RSC requirements. All landing valve connections were found rearranged as per the required height. (NC-4,8.44)

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During desktop review it was noted that facility renovated and re-installed the fire hose water pressure and it was as per the requirement. Photo verified issue closed

Quality Plan ([Principle 09: Freedom of Association & Collective Bargaining](#)) 

General Questions

Principle 9: Freedom of Association & Collective Bargaining

Facilities will recognize and respect the right of employees to exercise their lawful rights of free association and collective bargaining.

Facilities will respect the freedom of each employee to choose for him- or her-self whether or not to join a workers' association. Facilities cannot discriminate against workers based on whether or not they choose to associate. Both the facility and the workers shall ensure they conduct themselves in accordance with all relevant laws in this regard. Facilities will ensure an effective mechanism is in place to address any workplace grievances.

9.1 Does the facility have procedures that recognize and respect the right of workers to exercise their lawful rights of free association and collective bargaining?

Yes

[The management has documented policy, procedures, and practices to recognize and respect the lawful rights of free association and collective bargaining of workers.](#)

9.2a. Which of the following does the facility have: (Note: Facility is required to indicate whether an informal or formal association of workers exists. If a lawful association of workers exists, include a representative of such association in the interview process. Some form of effective mechanism must exist to address workplace grievances.) (List the name of the lead workers' representative (in the union, association, workers' committee, or collective representation of workers.)

Workers' committee

[The facility has Participation Committee](#)

[Election date 20 May 2024](#)

[Total Member 18](#)

[President:](#)

[Mohammad Iftekar Matin \(Director\)](#)

[Vice-President: Mst. Mobassera Katun \(QI\)](#)

9.2b. Does this workers' group operate free from coercion or illegal restrictions to its operations?

Yes

[The Participation committee is free to work; verified during worker interviews.](#)



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9.2c. Does the facility consult with the worker representatives on any issues that are a requirement by law such as facility disclosures, mass lay-offs, restructuring of the business etc.?	Yes
Facility consults with the worker representatives on any issues that are a requirement by law.	
9.2d. Is there any bargaining agreement or labor-management negotiation on workplace issues? Specify what agreement exists.	No
No such agreement in place.	
9.2e. If yes to 9.2d, how is the CBA/bargaining agreement implemented?	No CBA
9.2f. If there is an CBA/bargaining agreement, do the terms meet the legal minimum requirements?	N/A
No CBA	

Grievance Mechanism

9.3a. Does the facility have a documented grievance mechanism? Describe the mechanism in full, such as Workers' committee/representative/union members, round-table discussion, open door, suggestion box, helpline/hotline, and/or electronic online form, including how grievances are collected by facility designated personnel.	Yes
Workers can inform supervisor or Line I/C	
If any workers are not satisfied with step 1, they could inform personnel officer	
If any workers are not satisfied with step 2, they could inform production I/C	
If workers are not interested to inform any production personnel or with step 3, they can inform Welfare Officer	
If any workers are not satisfied with step 4. they can inform the PC.	
If any workers are not satisfied with step 5, they can inform management through	
complaint box, which factory opens once in every week.(Saturday)	
If any workers are not satisfied with step 6, they can inform DGM HR & Compliance and also can use hot line (01759776677 and 01950870151)	
9.3b. Does the facility's responsible person(s) regularly review whether there were submissions of any grievances?	Yes
Yes, weekly	



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9.3c. What is the frequency of such review? (Note that the frequency should not be less than once a week.)	Weekly (Saturday)
9.3d. How does the facility address the grievances in a timely manner?	Investigation is begun by the grievance committee to resolve the problem within an agreed timeframe.
9.3e. Does the facility maintain the records of such review?	Yes
The facility maintains grievance records and review records.	
9.3f. How many grievances were received in the past 6 months?	Total 16 Verbal and 6 written grievances were received in the past 6 months
9.3g. Does the facility have the resolution policy in place regarding the reported grievances by workers?	Yes
The facility has the resolution policy in place regarding the grievances reported by workers.	
9.3h. What is the resolution process undertaken by the facility and human resources management in response to the grievances?	The facility has grievances management committee, and they carry out an investigation of the grievance by speaking to parties involved and seek a solution within a stated timeframe known to the complainant. The last meeting was held on 28th Dec 2024.
9.3i. Describe any appeal process available to workers.	<p>Workers can inform supervisor or Line I/C</p> <p>If any workers are not satisfied with step 1, they could inform the personnel officer.</p> <p>If any workers are not satisfied with step 2, they could inform production I/C</p> <p>If workers are not interested to inform any production personnel or with step 3, they can inform Welfare Officer</p> <p>If any workers are not satisfied with step 4. they can inform the participation committee</p> <p>If any workers are not satisfied with step 5, they can inform management through complaint box, which factory</p>



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opens once in every week.

If any workers are not satisfied with step 6, they can inform DGM HR & Compliance and also can use hot line (01759776677 and 01950870151)

9.3j. Is the grievance mechanism known to ALL workers? (Please provide grievance reference numbers to any evidence of the grievance mechanism being used)

Yes

Grievance mechanism known to all workers; verified during worker interviews. The facility also displayed grievance mechanism in production floor on notice board.

9.3k. Are there any penalties to workers associated with using the grievance mechanism?

No

No

9.3l. Describe any confidential reporting channel available to workers.

The facility has a confidential reporting channel available to workers. The facility is maintaining the following report channels:

- 1.Posted grievance at private place
- 2.Verbal
- 3.Hot line number (01759776677 and 01950870151)

9.3m. Does the facility provide effective grievance mechanism trainings to its managers and supervisors?

Yes

The facility provides effective grievance mechanism training to its managers and supervisors.

Date of last training on : 09th Feb 2025

9.4a. If there is a union, are workers aware of the existence of the union? (Name(s) of union(s))

N/A

No Trade Union in place.

9.4b. Are organization meetings held in the factory premises?

N/A

No Trade Union in place.

9.5a. Are there formal communication procedures between union/worker representatives/committee members and management? (NOTE: If a facility does not have a union, an answer is still needed.)

Yes



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Formal communication procedures between worker representatives /committee members and management found in place.

9.5b. What are the procedures for union/workers' representatives/committee members meeting with management to discuss work-place issues?	Meeting with PC is arranged once every 2 months. Maintaining detailed meeting minutes, communicating with workers by announcement and display on the notice board. Meeting minutes also shared with labor authority, as specified by law.
--	---

9.5c. Are union/workers' representatives/committee members consulted in establishing safe working conditions?	Yes
---	-----

Workers' representatives/committee members consulted in establishing safe working conditions; verified during interviews and floor visit.

9.5d. Does management respond to union/ workers' representatives/committee members within a defined time?	Yes
---	-----

Management responds to workers' representative's/committee members in a timely manner; verified during floor visit and interviews.

9.6. Does the facility enter into discussions with the workers' representatives in an open manner and within the terms of local/national law? (NOTE: If a facility does not have a union, an answer is still needed.)	Yes
---	-----

Discussion with the worker representative is in an open manner. After the meeting, minutes are posted on the notice board.

9.7. Are the minutes of facility/worker representative meetings documented and available to the workers? (NOTE: If a facility does not have a union, an answer is still needed.)	Yes
--	-----

Meeting minutes are displayed on the notice board to communicate with all workers. Also, facility has PA system to easily communicate updates to all workers.

9.8. Are workers' representatives elected on a free and confidential basis by the workers without interference from management? If no, what is the election process?	Yes
--	-----

Workers' representatives are elected on a free and confidential basis by the workers without interference from management. Documented records verified.

9.9a. Does the facility discriminate, harass, or abuse against workers who form or participate in lawful associations?	No
--	----

Verified through workers interview that the management does not discriminate against those workers who join any committee/association.



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9.9b. Does the facility discriminate, harass, or abuse against workers who choose not to join any union?

No

Verified through workers interview that the management does not discriminate against those workers who choose not to join any specific committee/association.

9.10a. Does the facility communicate its policies and practices pertaining to this Principle to facility workers that may perform recruitment or screening of applicants?

Yes

Facility communicates policies and practices to all workers.

9.10b. Does the facility communicate its policies and practices pertaining to this Principle to Third Parties (e.g., free zone office services, labor brokers/agencies) that may perform recruitment or screening of applicants?

N/A

The Recruitment Committee, consulting with the Compliance Department, hires all workers directly, with no third-party involvement.

Noncompliances Raised Against This Principle

Were any noncompliances or observations raised against this Principle? If Yes, note whether they are Major, Minor, or Observations:

No

Quality Plan ([Principle 10: Environment](#))

Audit Questions and Objective Evidence/Comments

Principle 10: Environment

Facilities will comply with environmental rules, regulations and standards applicable to their operations, and will observe environmentally conscious practices in all locations where they operate.

Facilities will ensure compliance with all applicable legally mandated environmental standards, and should demonstrate a commitment to protecting the environment by actively monitoring their environmental practices. In particular, facilities will ensure proper waste management, including monitoring the disposal of any waste material - whether solid, liquid or gaseous - to ensure such disposal is done safely and in a manner consistent with all relevant laws. Facilities are encouraged to minimize their impact on the environment by applying the principles of reduce, reuse and recycle throughout their operations.

10.1. Does the facility have an environmental management system relevant to its industry?

Yes

Environmental management system is in place.



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10.2a. Does the facility's environmental management system address where and how solid, chemical, sanitary, and waste-water substances are disposed of?

Yes

Facility's environmental management system addresses where and how solid, chemical, sanitary, and wastewater substances are disposed of. Separate segregated space available for waste. Written agreement available with third party to deposit waste properly as per legal requirements.

10.2b. Does the facility recycle as required by the law?

Yes

Yes

10.3. Does the facility have a program and materials to train relevant individuals on each practice of the environmental management system, including the prevention and control of harmful release of industrial waste into the environment?

Yes

Training program available for material safety. Documented training record available. All workers involved with chemical handling are aware about chemical safety program.

10.4a. Does the facility maintain records of emission events?

Yes

Emission records found in place. Done by third party firm

10.4b. Do emissions meet the permissible standards as defined by the law?

Yes

Yes

10.5. Does a review of the following records reveal any irregularities: local government environmental inspection reports, certificates/permits, notices of deficiencies, corrective action notices or plans held by the facility, any correspondence from government officials

No

No irregularities

10.6. What is the facility's long-term sustainability management plan, including monitoring its water and electricity consumption and utilize renewable energy?

The facility assesses its ability to prevent and control harmful releases of industrial waste into the environment as a part of the environmental management system. The facility monitors its water and electricity consumption on monthly basis and plans take measures to reduce the consumption or replace it with renewable energy step by step.

Records verified:

-Water consumption records of January
- December 2024



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-Electric consumption records of January – December 2024
-Diesel consumption records of January – December 2024
-Gas consumption records of January – December 2024

Noncompliances Raised Against This Principle

Were any noncompliances or observations raised against this Principle? If yes, note whether they are Major, Minor, or Observations:

No

Quality Plan (Principle 11: Customs Compliance) ↓

Audit Questions and Objective Evidence/Comments

Principle 11: Customs Compliance

Facilities will comply with applicable customs laws, and in particular, will establish and maintain programs to comply with customs laws regarding illegal transshipment of finished products.

Facilities will ensure that all merchandise is accurately marked or labeled in compliance with all applicable laws. In addition, facilities will keep records for all materials and orders, as well as maintain detailed production records.

11.1. Does the facility keep copies of all applicable customs/trade program laws and regulations?

Yes

Customs Compliance Act.

11.2a. Does the facility comply with all applicable customs/trade program laws and maintain practices to comply with customs/trade program laws regarding illegal transshipment of products (in the event possible illegal transshipment activity, appropriate host government agency shall be notified)?

Yes

The company policy is documented and is part of Policies on Compliance & Human Rights. It addresses all requirements of WRAP Principle 11

11.2b. Does the facility monitor its productions on a per style basis?

Yes

The style and PO numbers are stated on all documents used to control, from receipt of raw materials to delivery of finished goods.

11.2c. Does the facility trace country of origin using records such as production, shipping, verification reports, quality control reports, and

Yes



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individual piecework sheets, for all inputs?

The policy lists documents maintained throughout the confirmation of order till delivery of finished goods.

11.2d. Does the facility verify production on an on-going basis at subcontracting facilities, including keeping records of such verification?

Yes

Supporting documents available.

11.2e. Does the facility maintain a machine inventory and update it annually?

Yes

Up to date list of machines was available and is regularly updated.

11.2f. Does the facility ensure that the proper category designation is determined for all goods destined for the US market?

Yes

Category and HS code are mentioned on the invoices.

11.3. Does the responsible person ensure that origin determining documents are maintained for at least the period of record retention required by law?

Yes

Responsible person ensures that origin determining documents are maintained for at least the period of record retention required by law.

11.4. Does the facility stay current with possible illegal transshipment activity in the host country through communication with appropriate bodies such as the host government, trade association, etc.?

Yes

Facility stays current with possible illegal transshipment activity in the host country through communication with appropriate bodies, such as the host government and trade association; supporting documents verified.

11.5a. Does the facility maintain an organized system of production documentation that contains records of the country of origin for all goods produced in the facility?

Yes

Documented records found available

11.5b. Does the facility maintain an organized system of production documentation that contains a production profile (indicating name, address, production process, production type, and machine inventory) of any subcontracting facility?

Yes

Supporting documents available.

11.5c. Does the facility maintain an organized system of production documentation that contains production/purchase orders (with information such as conditions of production, payment, and finished product specifications)?

Yes



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One full shipment file verified

11.5d. Does the facility maintain an organized system of production documentation that contains raw material invoices (indicating country of origin of manufacturing facility)?

Yes

One full shipment file verified

11.5e. Does the facility maintain an organized system of production documentation that contains payment proof of raw material, local transportation?

Yes

One full shipment file verified

11.5f. Does the facility maintain an organized system of production documentation that contains shipping/receiving documents (outgoing and incoming records of components/ inputs sent to or received from another facility)?

Yes

One full shipment file verified

11.5g. Does the facility maintain an organized system of production documentation that contains worker work records – accurate records of worker work hours that can be linked to the production of specific products?

Yes

Work study department is responsible to keep records for employee work hours that linked to the production.

11.5h. Does the facility maintain an organized system of production documentation that contains quality control records (which may include facility name and address, purchase order number, style number, date of the quality check, buyer, name, stamp or signature of an inspector, comments on production)?

Yes

Quality control records checked

11.5i. Does the facility maintain an organized system of production documentation that contains export documents (including, packing list, manifest, bill of lading/airway bill from truck, ship, plane or train indicating the export date, exporting entity, destination, shipping lines, importing entity, and any charges incurred)?

Yes

One full shipment file verified

11.5j. Does the facility maintain an organized system of production documentation that contains number of units produced marked with a traceable mark?

Yes

4936 Pcs mentioned in one packing list



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11.5k. Does the facility maintain an organized system of production documentation that contains documented confirmation of the correct category and country of origin for goods through verification of correct country of origin such as binding rulings from the US Customs Service, confirmation with purchasing company, knowledgeable/trained staff, etc.?

Yes

[Supporting documents available.](#)

11.6a. Do the facility's production records include verification of subcontractor performance?

Yes

[Supporting documents available](#)

11.6b. What records are used? (Select all that apply)

Date and location of the verification

Product(s) verified

Style number

Phase of production

Ref. indicator for worker(s) performing operations

Name/stamp or signature of verifying staff

Yes

Noncompliances Raised Against This Principle

Were any noncompliances or observations raised against this Principle? If yes, note whether they are Major, Minor, or Observations:

No

Quality Plan ([Principle 12: Security](#)) 

Security Vision & Responsibility

Principle 12: Security

Facilities will maintain appropriate procedures in order to ensure proper corporate security, transportation security, and people and physical security at the facility.

Facilities will ensure adequate controls are in place to safeguard against introduction of any non-manifested cargo. In this regard, WRAP recognizes the United States Customs and Border Protection (CBP)'s CTPAT Guidelines for Foreign Manufacturers as minimum requirements and has adopted those guidelines under this Principle.

12.1.1a. Does the facility have a security program to ensure the security of its premises, its goods in the facility?

Yes

[Procedure available in Security Policy File and at Security gate. Awareness poster displayed at every security point and on notice boards.](#)

12.1.1b. Does the facility top management demonstrate their commitment to the program by signing the security statement?

Yes



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Top management demonstrates their commitment to the program by signing the security statement. Signed statements found available

12.1.1c. Is such document posted onsite or shared during security trainings?

Yes

Document found available posted and included in security training topics.

12.1.1d. Does the facility communicate its security program within its facility and also with its business partners? Business partners refer to the entities the facility has business relationship with, in particular, transportation/logistics providers, customers, raw material suppliers, subcontractors, service providers (including IT service providers), etc.

Yes

During the documentation review it was noted the facility does not communicate its security program with its business partners.(NC-9,12.1.1d)

Desktop Review-3-15-25

During desktop review it was noted that facility communicated security program with its business partners. Document verified issue closed

12.1.2. Does the facility have a cross-functional team from the relevant departments responsible for the implementation and monitoring of its security program? List at least two (2) people and their department from the team:

Yes

The facility has a cross-functional team from the relevant departments responsible for the implementation and monitoring of its security program.
Responsible person: Rajib Kumar Datta (Manager, HR-Admin & Compliance), Salahuddin Ahmed Rana (DGM, HR-Admin & Compliance), Shafiqul Islam (Sr executive, Admin), Mohammad Sohrab (incharge Security), Md Monir Hossain(incharge Security), Emdadul Haque (Manger Materialmanagement dept.), Shafiqul Islam(Incharge store)

12.1.3. Does the facility have an effective written review process for its security program that is updated promptly when pertinent changes are made in the facility's operation and level of risk?

Yes

The facility has an effective written review process for its security program. Documented policy and procedure verified.

12.1.4a. Does the facility have Point(s) of Contact (POC) – responsible persons - for its security program?

Yes

Name and title: Rajib Kumar Datta (Manager, HR-Admin & Compliance), Salahuddin Ahmed Rana (DGM, HR-Admin & Compliance), Shafiqul Islam (Sr executive, Admin), Mohammad Sohrab (incharge Security), Md Monir Hossain(incharge Security), Emdadul Haque (Manger Materialmanagement dept.), Shafiqul Islam(Incharge store)

12.1.4b. Are these individuals trained to have the necessary knowledge on CTPAT program requirements?

Yes

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During the documentation review and management interview it was noted that Points of Contact (POC) – responsible persons are not given any training on CTPAT program requirements.(NC-10,12.1.4b)

Desktop Review-3-15-25

During desktop review it was noted that facility provided training on CTPAT program requirements. Document verified issue closed

12.1.4c. Do POCs have a mean of obtaining and validating updates of security requirements?

Yes

Documented records available.

12.1.4d. Do the POCs provide regular updates to top management on issues related to the program, including the progress or outcomes of any audits, security related exercises, and CTPAT validations?

Yes

Documented records available.

Risk Assessment

12.2.1. Has the facility conducted security risk assessment (RA) to identify any security vulnerabilities in its facility and mitigate them by taking the necessary measures?

Yes

Yes

12.2.2. Does your risk assessment document and map the movement of your cargo?

Yes

It was noted through documentation review and facility management interview that the facility management conducted security risk assessments but did not cover mapping and movement of the cargo.(NC-5,12.2.2)

Desktop Review-3-15-25

During desktop review it was noted that facility conducted security risk assessments and covered mapping and movement of the cargo. Document verified issue closed

12.2.3. Does the facility review its security risk assessment (RA) at least once a year? (More frequent reviews must be done if risk factors dictate so.)

Yes

Yes, yearly.

12.2.4. Does the facility ensure risks addressing towards crisis management, business continuity, security recovery plan and business resumption?

Yes

It was noted through documentation review and facility management interviews that the facility management did not address risks related to business continuity, security recovery plan and business resumption.(NC-6,12.2.4)



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Desktop Review-3-15-25

During desktop review it was noted that facility address risks related to business continuity, security recovery plan and business resumption. Document verified issue closed

Business Partners Security

12.3.1a. Does a written and up-to-date risk-based process exist for screening of new and monitoring of existing business partners?	Yes
Yes, Documented records available.	
12.3.1b. Does the facility address the weaknesses found in its business partners' security assessments?	Yes
Yes	
12.3.1c. Are the actions, taken to mitigate any identified deficiency, effective and in time?	Yes
Yes	
12.3.2. If the facility has undergone any CTPAT/AEO (Authorized Economic Operator) audit within the past 24 months, provide the evidence.	The facility has not undergone any CTPAT/AEO (Authorized Economic Operator) audit within the past 24 months
12.3.3. If the facility subcontracts transportation services to a highway carrier, the carrier has to be CTPAT certified. Does the facility meet this requirement? ONLY applicable for land transportation to the US.	N/A
No land transportation to the US.	
12.3.4. If a highway carrier works directly for the facility's buyer through a written contract, does the contract stipulate adherence to CTPAT's Minimum Security Criteria (MSC) requirements? ONLY applicable for land transportation to the US.	N/A
N/A	

Cybersecurity

12.4.1. Does the facility have written cybersecurity policies and procedures to protect its information technology (IT) systems, including procedures for the recovery (or replacement) of IT systems and/or data if a data breach occurs?	Yes
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Facility has written cybersecurity policies and procedures to protect its information technology (IT) systems, including procedures for the recovery (or replacement) of IT systems and/or data if a data breach occurs.

12.4.2. Does the facility have installed sufficient software/hardware protection from malware and internal/external intrusion (firewalls) in its computer system?

Yes

Yes, the facility has installed sufficient software/hardware protection from malware and internal/external intrusion (firewalls Bitdefender and antivirus bitdefender) in its computer system

12.4.3. Does the facility regularly test the security of its IT infrastructure based on the defined frequency (but at the minimum once a year)?

Yes

Facility regularly tests the security of its IT infrastructure based on the defined frequency, i.e. every month

12.4.4. Does the facility have a system in place to identify unauthorized access of IT systems/data or abuse of policies and procedures?

Yes

The facility has a system in place to identify unauthorized access of IT systems/data or abuse of policies and procedures

12.4.5a. Does the facility restrict user access based on job description or assigned duties?

Yes

The facility restricts user access based on job description or assigned duties

12.4.5b. Does the facility require its system users to update their passwords regularly (but at the minimum once a year)?

Yes

Frequency of update password: 90 days

12.4.5c. Does the facility employ secure technologies to safeguard its IT systems used by remote users?

Yes

Yes, verified during management interview.

12.4.5d. For facility staff using personal devices to conduct company work, does the facility require the staff to adhere to the company's cybersecurity policies and procedures?

Yes

Yes, included in awareness program.

12.4.5e. Does the facility remove employee's computer and network access upon ending of employment?

Yes

Management has procedures in place to remove identification, facility, and system access for terminated employees.

12.4.6. Does the facility follow any international cybersecurity framework, such as National Institute of Standards and Technology (NIST) for establishing cyber security protocols? (N/A for US facilities.)

Yes

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Yes, Bangladesh, Digital Security Act 2020

12.4.7. Does the facility back up its data stored in its network at least once a week?

Yes

During the IT responsible interview, it was noted that the facility does not back up the data stored on its network at least once a week. Currently they take backup once a month. (NC-7,12.4.7)

Desktop Review-3-15-25

During desktop review it was noted that facility is maintaining data stored on its network once a week. Document verified issue closed

12.4.8. Does the facility have back-up power for its computer network so the facility can back up the necessary data before the power shuts down?

Yes

Facility has back-up power for its computer network, all desktop computers are IPS connected and laptops have built-in power backup.

Conveyance & Instruments of International Traffic Security

12.5.1a. If the containers/trucks stay in the facility, does the facility ensure that they are not tampered?

N/A

No such onsite storage

12.5.1b. The containers/trucks are parked in an access-controlled area?

N/A

No such onsite storage

12.5.2a Does the facility have documented procedures in place to verify the physical integrity of the container structure prior to loading?

Yes

Documented procedure in place to verify the physical integrity of the container structure during the loading time. Check point of container clearly identified, and security guards found aware about container inspection. Policy included container integrity maintained to protect against the introduction of unauthorized material and/or persons. At point of stuffing, procedures must be in place to properly seal and maintain the integrity of the shipping containers. A high security seal is used on all loaded containers bound for the U.S. All seals meet or exceed the current PAS ISO 17712 standards for high security seals. Container /Covered van inspection record available.

12.5.2b. Does the procedure include the reliability of the locking mechanisms of the doors?

Yes

Locking mechanism described in the procedure.

12.5.2c. Prior to loading/stuffing/packing, does the facility conduct 7-point inspection on its containers and unit load devices (ULD) (Select all that apply):

Front wall

Left side

Right side

Floor

Ceiling/Roof

Inside/outside doors, incl. locking mechanisms

Outside/Undercarriage



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Yes

12.5.3a. Does the facility conduct inspections of conveyances at the point of loading/stuffing?

Yes

Yes

12.5.3b. If conveyances are stored in the facility, does the facility inspect them when they enter and depart the storage yards?

N/A

No such onsite storage

12.5.3c. Does the facility inspect trailers for the following (Select all that apply):

N/A

No trailers used

12.5.3d. Does the facility conduct inspections of its tractors on the following, if applicable (Select all that apply) (ONLY applicable for land transportation to the U.S.):

N/A

No land transportation to the US

12.5.4a. Does the facility ensure that conveyances are equipped with external hardware that can reasonably withstand attempts to remove it?

Yes

Yes

12.5.4b. Prior to attaching any locking device, does the facility inspect a container/truck or any other means of transportation and its locking mechanism to detect tampering?

Yes

Yes

12.5.5. Does the facility's security inspection of its conveyances & IIT include the following elements (select all that apply):

Container/Trailer/IIT number

Date of inspection

Time of inspection

Name of employee conducting inspection

Specific areas of IIT that were inspected

Yes

12.5.6a Does the facility perform its security inspections in an area of controlled access and monitored by CCTV if applicable? (Facilities supplying only to local markets or not exporting to the US are not required to have CCTV, but they must have security inspections in the areas with controlled access.)

Yes

CCTV surveillance cameras utilized to monitor premises and prevent unauthorized access to cargo handling and storage areas.



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12.5.6b. Are CCTV records, minimum of 24/7 and 30 consecutive days, kept in sensitive areas (cargo handling and storage areas, yard and storage areas for containers, trucks and trailers, packing areas and entrance/exit)? Facilities supplying only to local markets or not exporting to the US are not required to have CCTV records.

Yes

Enough 24/7 video surveillance (CCTV) records available.

Total CCTV 108

Days of Backup 90 days

NVR 02

DVR 01

Seal Security

NOTE

For the facilities supplying only to local markets, the facilities not direct exporters, or the facilities using Less Than Container Load (LCL) or using local Inland Container Depots (ICDs), only questions 12.6.8, 12.6.9, and 12.6.10a & b are applicable under THIS section.

12.6.1a. Does the facility affix a high-security seal to all loaded trailers and containers bound for the U.S.?

Yes

High security seal used on all loaded containers bound for the U.S. All seals meet or exceed the current PAS ISO 17712 standards for high security seals. Seals are printed with unique identifier such as company name, logo, bar-coding, or holography.

12.6.1b. Do the seals meet or exceed the current ISO 17712 standards for high-security seals?

Yes

High security seal used on all loaded containers bound for the U.S. All seals meet or exceed the current PAS ISO 17712 standards for high security seals.

Seals are printed with unique identifier number

12.6.1c. Does the facility have documented procedures stipulating how seals are to be controlled and affixed to loaded containers and trailers?

Yes

Documented procedure available for the security safety of container and trailer.

12.6.1d. Does the facility have documented procedures for recognizing and reporting compromised seals and/or containers/trailers to US Customs and Border Protection or the appropriate local authority?

Yes

Facility has Procedure for Missing/lost cargo: report filed with local Police Station and the customer is immediately informed and US Customs Dept. (if buyer is USA based). Therefore, they will be informed in case of such incident.

So far, no such incident has occurred.

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12.6.1e. Does the facility have designated workers for the distribution of seals for integrity purposes?	Yes
Concerned person is responsible for the distribution of seals for integrity purpose.	
12.6.1f. Controlling access to seals must have the following elements (Select all that apply):	
<div>Seals managed only by authorized personnel</div> <div>Secure storage</div> <div>Seal log recording the receipt of new seals</div> <div>Issuance of seals recorded in log</div> <div>Track seals via the log</div> <div>Only authorized personnel may affix seals to IIT</div>	
Yes	
12.6.2. Does the Seal security policy and procedure include "controlling seals in transit" and "seals broken in transit"?	Yes
Seal security policy found in place procedure includes "controlling seals in transit" and "seals broken in transit"	
12.6.3a. If seals are found broken in transit, the following must be done: If a load is examined, record replacement seal number.	Yes
Procedure found in place and facility following it. No such case yet found of broken seal.	
12.6.3b. If seals are found broken in transit, the following must be done: The driver must immediately notify dispatch when a seal is broken, indicate who broke it, and provide the new seal number.	Yes
Procedure found in place and facility following it and no such case yet found of broken seal.	
12.6.3c. If seals are found broken in transit, the following must be done: The carrier must immediately notify the shipper, broker, and importer of the seal change and the replacement seal number.	Yes
Procedure found in place and facility following it and no such case yet found of broken seal.	
12.6.3d. If seals are found broken in transit, the following must be done: The shipper must note the replacement seal number in the seal log.	Yes
Procedure found in place and facility following it and no such case yet found of broken seal.	
12.6.4a. Seal discrepancies are found: Does the facility retain altered or tampered seals to aid in investigations?	Yes
No such case found. However, procedure describes the process to investigate the problem if discrepancies found	
12.6.4b. Seal discrepancies are found: Does the facility investigate the discrepancy and follow-up with corrective measures (if warranted)?	Yes
No such case was found. However, facility has system to investigate the discrepancy and follow-up with corrective measures (if warranted)	



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12.6.4c. Seal discrepancies are found: If applicable, does the facility report compromised seals to CBP and the appropriate foreign government to aid in the investigation?	Yes
No such case was found. However, facility has system to report compromised seals to CBP and the appropriate foreign government to aid in the investigation	
12.6.5. Are all shipments sealed right after loading/stuffing/packing?	Yes
Yes	
12.6.6a. Does the facility maintain an inventory of seals?	Yes
Facility maintains an inventory of seals	
12.6.6b. If yes to 12.6.6a, does the facility management or a security supervisor conduct audits of seals that includes periodic inventory of stored and reconciliation against seal inventory logs and shipping documents?	Yes
Yes	
12.6.7a. Does the facility seal verification process followed the V.V.T.T. process: V – View seal and container locking mechanisms; ensure they are OK	Yes
Yes	
12.6.7b. Does the facility seal verification process followed the V.V.T.T. process: V – Verify seal number against shipment documents for accuracy	Yes
Yes	
12.6.7c. Does the facility seal verification process followed the V.V.T.T. process: T – Tug on seal to make sure it is affixed properly	Yes
Yes	
12.6.7d. Does the facility seal verification process followed the V.V.T.T. process: T – Twist and turn the bolt seal to make sure its components do not unscrew, separate from one another, or any part of the seal becomes loose	Yes
Yes	
NOTE The following questions are applicable to the facilities supplying only to local markets, the facilities not direct exporters, or the facilities using Less Than Container Load (LCL) or using local Inland Container Depots (ICDs).	
12.6.8. Does the facility apply a locking device to all its shipments right after loading/stuffing/packing?	Yes



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Yes

12.6.9. Does the facility maintain records of the locking devices as required by the applicable custom rules or for at least 3 months?

Yes

Yes

12.6.10a. Does the facility record any broken locking device incidents and take the necessary preventative measures?

Yes

Procedure in place to maintain such records, if needed.

12.6.10b. Does the facility have the procedures to address any incidents occurred during transit?

Yes

Procedure in place.

Procedural Security

12.7.1. Does the facility have security officer/manager or other designated personnel during the loading/stuffing of cargo into containers/trucks?

Yes

Name of responsible: Mohammad Sohrab (incharge Security), Md Monir Hossain(incharge Security), Emdadul Haque (Manger Materialmanagement dept.), Shafiqul Islam(Incharge store)

12.7.2. Does the facility have procedures in place to ensure complete and necessary information in clearing of merchandise/cargo? (Not applicable to non-exporting facilities.)

Yes

Yes, the facility has procedures in place to ensure complete and necessary information in clearing of merchandise/cargo

12.7.3. Does the facility verify the accuracy of the information in the bill of lading (BOLs) and/or manifests with the shipper or its agent? (Not applicable to non-exporting facilities.)

Yes

Yes, the facility verifies the accuracy of the information in the bills of lading (BOLs) and/or manifests with the shipper or its agent.

12.7.4. Does the facility have written procedures for reporting an incident? (Note: The report must include a description of its internal escalation process.)

Yes

Facility has written procedures for reporting an incident.

12.7.5. Does the facility have documented procedures in place to identify, challenge and address unauthorized/unidentified persons?

Yes



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Guards at main gate ask all visitors and vendors for their identity. If they get approval from the concerned personnel, then they escort visitor to the reception area.

12.7.6. Does the facility investigate and resolve any shortages, overages and other significant discrepancies or anomalies?

Yes

Shortages, overages, and other significant discrepancies or anomalies must be resolved and/or investigated appropriately. Customs and/or other appropriate law enforcement agencies must be notified if illegal or suspicious activities are detected - as appropriate.

12.7.7a. Is cargo that is being shipped reconciled against information on the cargo manifest?

Yes

Record available.

12.7.7b. Is all cargo accurately described, and are the weights, labels, marks, and piece count indicated and verified?

Yes

The cargo is accurately described, and the weights, labels, marks, and piece count indicated and verified. Departing cargo is verified against purchase or delivery orders. Drivers delivering or receiving cargo must be positively identified before cargo is received or released.

12.7.7c. Does the facility verify departing cargo against purchase or delivery orders?

Yes

The cargo is accurately described, and the weights, labels, marks, and piece count indicated and verified. Departing cargo is verified against purchase or delivery orders. Drivers delivering or receiving cargo must be positively identified before cargo is received or released.

12.7.7d. Are drivers delivering or receiving cargo positively identified before cargo is received or released?

Yes

The cargo is accurately described, and the weights, labels, marks, and piece count indicated and verified. Departing cargo is verified against purchase or delivery orders. Drivers delivering or receiving cargo must be positively identified before cargo is received or released.

12.7.7e. Are documented procedures in place to track the timely movement of incoming and outgoing goods?

Yes

Documented procedure found in place.

Agricultural Security

12.8.1. Does the facility have written procedures designated to prevent visible pest contamination to include compliance with Wood Packaging Materials (WPM) regulations?

Yes

Pest control mechanism found available in procedures



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12.8.2. Does the facility inspect its cargo staging areas and its immediate surrounding areas to ensure these areas remain free of visible pest contamination?

Yes

Regular onsite inspections conducted

12.8.3a. Has pest contamination been found during the conveyance/instruments of international traffic inspection?

No

No

12.8.3b. If yes to 12.8.3a, was washing/vacuuming carried out to remove such contamination?

N/A

N/A

12.8.4. Has the facility maintained the records of its pest contamination removal activities for at least one (1) year?

Yes

Records maintained

Physical Access Controls

12.9.1a. Does the facility have a physical access control procedure for cargo handling and storage facilities?

Yes

Yes, workers wear photo badges

12.9.1b. Do the facility's cargo handling and storage facilities have physical barriers and/or deterrents that prevent unauthorized access? If no, describe what measures are in place to prevent unauthorized access.

Yes

During the facility tour finished goods were temporarily stored without access control at the sewing section area located on the 4th floor in building-01.(NC-12,12.9.1b)

Desktop Review-3-15-25

During desktop review it was noted that facility stored finished good with proper access control at the designated place. Photo verified issue closed

12.9.2a. Is there perimeter fencing enclosing the areas around cargo handling and storage facilities?

Yes

Perimeter fencing enclosed the areas around cargo handling and storage facilities. Interior fencing within a cargo handling structure to be used to segregate domestic, international, high value, and hazardous cargo. All fencing to be regularly inspected for integrity and damage. Gates through which vehicles and/or personnel enter or exit are under monitoring. The number of gates to be kept to the minimum necessary for proper access and safety. Buildings constructed of materials that resist unlawful entry. The integrity of structures maintained by periodic inspection and repair.



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12.9.2b. Is interior fencing within a cargo handling area used to segregate domestic, international, high value, and hazardous cargo?

Yes

Yes

12.9.2c. Is all fencing regularly inspected for integrity and damage?

Yes

As part of regular facility monitoring process.

12.9.3. Are gates through which vehicles and/or personnel enter or exit manned and/or monitored? The number of gates should be kept to the minimum necessary for proper access and safety.

Yes

Main entry gate is under coverage of security guard.

12.9.4. Are private passenger vehicles prohibited from parking in or adjacent to cargo handling and storage areas?

Yes

Private car entry is prohibited to cargo handling and storage areas. Separate space for private car parking is available.

12.9.5. Is there adequate lighting provided inside and outside the facility including the following areas: entrances and exits, cargo handling and storage areas, fence lines and parking areas?

Yes

All external and internal windows, gates and fences are secured with locking devices. Management or security personnel control the issuance of all locks and keys. Officer of the factory is responsible to keep track of all keys.

12.9.6. Does the facility ensure its security technology physical infrastructure from unauthorized access?

Yes

Yes, the facility ensures its security technology physical infrastructure from unauthorized access

Physical Security

12.10.1a. Does the facility have written procedures governing how identification badges and access devices are granted, changed and removed?

Yes

Facility has control of issuance and removal of employee, visitor, and vendors identification badges.

Documented procedure available for issuance, removal and changing of access device.

Unique numbering system is in place for Visitor ID Card and Worker ID Card.

12.10.1b. Does the facility restrict access to sensitive areas based on job description or assigned duties? Sensitive areas include cargo handling and storage areas, yard and storage areas for containers, trucks and trailers,

Yes



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packing areas and entrance/exit, IT server rooms, shipping/receiving areas where import documents are kept, and seal storage areas.

Employees have access to the areas where needed.

Access control found in below-mentioned locations:

- Main Entry Gate
- Loading unloading
- Packing area
- Finished Goods area
- Fabric Store
- CCTV & IT Office.

12.10.1c. Does the facility remove access of devices upon the employee's end of employment?

Yes

Documented policy found in place regarding Termination of Personnel. Procedure includes if any person is terminated from service, he/ she must complete some formalities: termination of any employee requires completed Clearance Form, which is acknowledged by all concerned departments. Accounts Department is responsible to make full and final settlement to respective employee Department Head hands over charge including records, keys, and others. Upon termination of employment, HR & Compliance Department responsible to issue circular to all departments and one circular is pasted at Main Entrance. Immediately HR & Compliance Department issue termination letter to employee and communicate to all concerned departments for clearance form. The Identity Card provided by company/ institution will be positively returned and recorded. Any key used by employees will be returned and recorded. All the documents with him should positively be returned and recorded.

12.10.2. Are visitors required to register at the main entrance and provided proper visitor bages? (Select all elements that facility's visitor log includes)

Provided visitor badge

Date of visit

Visitor's name

Verification of photo identification

Time of arrival

Company point of contact

Time of departure

Visitor's signature

Through documentation review and facility visit, it was noted that the facility does not check photo IDs upon the arrival of visitors. Additionally, while reviewing the visitor register, it was observed that the verification of visitor photo identification check and company point of contact columns are not included in the register.(NC-8,12.10.2)

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During desktop review it was noted that facility included visitor photo identification check and company point of contact columns in the register. Document verified issue closed

12.10.3. Does the facility require positive identification from driver before cargo is received or released?

Yes

Drivers delivering or receiving cargo must be positively identified before cargo is received or released.

12.10.4a Does the facility keep a cargo pickup log?

Yes



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Yes

12.10.4b. Does the facility personnel (not cargo drivers) log in and out of cargo drivers?

Yes

Log is maintained for cargo in/out

12.10.4c. Is the cargo log securely kept?

Yes

Yes, log is maintained and updated by designated security personnel

12.10.4d. Does the cargo pickup log have the following items recorded (Select all that apply)?

Driver's name

Date and time of arrival

Employer

Truck number

Trailer number

Time of departure

Seal # affixed to shipment at time of departure

Yes

12.10.5. Does the facility require carrier to make deliveries and pickups by appointment only with driver's name and truck number?

Yes

Yes

12.10.6. Does the facility have documented procedures in place to check mails and parcels upon arrival?

Yes

Written procedure available to check all incoming deliveries, including mail. Security guard found aware about the policy. Practice found in place.

12.10.7. If the facility use security guards, does it have written policies and procedures for security guards' work instructions?

Yes

Written security policy found available

Personnel Security

12.11.1. Does the facility verify applicant's employment history and conduct reference checks prior to hiring, to the extent possible and allowed under the law?

Yes

Facility conducts background checks and investigations for all prospective employee and background checks and investigations by police are conducted for all packing personnel, security guards and loaders.

12.11.2. Once employed, are periodic checks and reinvestigations performed based on cause, and/or the sensitivity of the worker's position?

Yes

Periodic checks and reinvestigations performed based on cause, and/or the sensitivity of the worker's position. Randomly checked 06 personnel files for pre-employment verification.

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12.11.3. Does the facility have a code of conduct for security personnel?

Yes

Yes

Education, Training & Awareness

12.12.1a. Has the facility established and maintained a security training and awareness program, including code of conduct training for security personnel, for its personnel in sensitive areas and positions?

Yes

The facility established and maintained a security training and awareness program to train its personnel in sensitive areas and positions

12.12.1b. Does the facility keep training records which include the date of the training, names of attendees and the topics of the training?

Yes

Facility keeps training records including the date of the training, names of attendees and the topics of the training

12.12.2a. Does the facility train its relevant personnel who conduct security inspections of empty conveyances and Instruments of International Traffic (IIT)?

Yes

The facility trains its relevant personnel who conduct security inspections of empty conveyances and Instruments of International Traffic (IIT).

12.12.2b. Does the facility training contain the following contents (Select all that apply):

Signs of hidden compartments

Concealed contraband in compartments

Signs of pest contamination

During documentation review & management interviews, it was noted that the facility training of the personnel who conduct security inspections did not contain the following contents:

Signs of hidden compartments, Concealed contraband in naturally occurring compartments, and Signs of pest contamination. (NC-11,12.12.2b)

Desktop Review-3-15-25

During desktop review it was noted that facility conducted security inspections on the required topics. Document verified issue closed

12.12.3. Does the facility train its relevant personnel on its cybersecurity policies and procedures?

Yes

The facility trains its relevant personnel on its cybersecurity policies and procedures.

12.12.4. Does the facility train its relevant personnel operating and managing security technology systems?

Yes

The facility trains its relevant personnel operating and managing security technology systems



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12.12.5. Does the facility train its relevant personnel on how to report security incidents and suspicious activities?

Yes

The facility trains its relevant personnel on how to report security incidents and suspicious activities

Noncompliances Raised Against This Principle

Were any noncompliances or observations raised against this Principle? If yes, note whether they are Major, Minor, or Observations:

No

1) It was noted through documentation review and facility management interview that the facility management conducted security risk assessments but did not cover mapping and movement of the cargo.(NC-5,12.2.2)

Desktop Review-3-15-25

During desktop review it was noted that facility conducted security risk assessments and cover mapping and movement of the cargo. Document verified issue closed

2) It was noted through documentation review and facility management interviews that the facility management did not address risks related to business continuity, security recovery plan and business resumption.(NC-6,12.2.4)

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During desktop review it was noted that facility address risks related to business continuity, security recovery plan and business resumption. Document verified issue closed

3) During the IT responsible interview, it was noted that the facility does not back up the data stored on its network at least once a week. Currently they take backup once a month. (NC-7,12.4.7)

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During desktop review it was noted that facility is maintaining data stored on its network once a week. Document verified issue closed

4) Through documentation review and facility visit, it was noted that the facility does not check photo IDs upon the arrival of visitors. Additionally, while reviewing the visitor register, it was observed that the verification of visitor photo identification check and company point of contact columns are not included in the register.(NC-8,12.10.2)

Desktop Review-3-15-25

During desktop review it was noted that facility included visitor photo identification check and company point of contact columns in the register. Document verified issue closed

5) During the documentation review it was noted the facility does not communicate its security program with its business partners.(NC-9,12.1.1d)

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During desktop review it was noted that facility communicated security program with its business partners. Document verified issue closed



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6) During the documentation review and management interview it was noted that Points of Contact (POC) – responsible persons are not given any training on CTPAT program requirements.(NC-10,12.1.4b)

Desktop Review-3-15-25

During desktop review it was noted that facility provided training on CTPAT program requirements. Document verified issue closed

7) During documentation review & management interviews, it was noted that the facility training of the personnel who conduct security inspections did not contain the following contents: Signs of hidden compartments, Concealed contraband in naturally occurring compartments and Signs of pest contamination. (NC-11,12.12.2b)

Desktop Review-3-15-25

During desktop review it was noted that facility conducted security inspections on the required topics. Document verified issue closed

8) During the facility tour finished goods were temporarily stored without access control at the sewing section area located on the 4th floor in building-01.(NC-12,12.9.1b)

Desktop Review-3-15-25

During desktop review it was noted that facility stored finished good with proper access control at the designated place. Photo verified issue closed

Disclaimer

This audit includes elements beyond the scope of a Social Compliance Audit as defined by the APSCA Competency Framework. The association of the auditor's APSCA number with this report is limited to those elements outlined in the APSCA Competency Framework. APSCA makes no representations with respect to the auditor's competency to professionally evaluate compliance with any other audit elements.

Further, this report provides a summary of the findings and other applicable information found/gathered during the audit conducted on the dates mentioned only. The audit process requires that information be gathered and considered from records review, worker interviews, and management interview and visual observation. More information is gathered during the 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 is in full compliance with WRAP Principles. WRAP Principles should not be used to prevent companies from exceeding these requirements. Companies applying WRAP Principles are expected to comply with all relevant laws, and where the provisions of law and WRAP Principles 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.