

Client RAG Document Type Audit Report
 QIMA Service No R-Cloud-23233854 Factory Name Eve Dress-Shirts' Limited

General Information

Audit Date	5 th & 6 th Dec 2023	Lead Auditor / Auditor	Aulad Hossain (APSCA number: ASCA 21701688)/ Mohammad Galib Hossain (APSCA number: ASCA 21700861)
Industry	Textile, Apparel, Footwear & Accessories	GPS Location	Latitude: 23.89104, Longitude: 90.3242383
Supplier ID (from client)	ZXYEVE	Supplier Address	Holding # 219, Road # Anowar Jung, Ward # 05, Block # A, Ashulia, Savar, Dhaka-1341, Bangladesh

Audit Result

Overall Score	8.67	/10
Color Indicator	GREEN	Approved

CAP Status

CAP Due Date	5-May-2024
CAP Status	Approved
CAP Accepted by RAG?	Waiting for CAP / Yes
Expiry Date	27-Mar-2025



Valid until: 27-Mar-2025

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Basic Information			
Date of Formation	05-Apr-2005	Business license No.	Trade license: 002919 Factory License: 12706/Dhaka
Legal Status	Private Limited Company	Business Licence Issue Date	Trade License: 10/08/2022 Factory License: 11/12/2005
Owner Name	Mr. A. D. M. Nurul Mowla-MD	Business License Expiry Date	Trade License: 30/06/2023 Factory License: 30/06/2023
Total Area	2,23,463 SQF	Year of Establishment	2006 (production start)
Products Information			
Industry	Textile, Apparel, Footwear & Accessories	Product Category	All kinds of Woven items
Main Products	All kinds of Shirts, Aprons, Pyjama's Men's shorts, Tops, Skirts etc. items	Main Market Destination	Europe, Australia & Canada
Last Year's Turnover	58.0 million USD	Production Capacity(pieces/month)	4,00000 pcs complete garments monthly
Management			
Factory Manager	Mr. Yunus Ali- General Manager	Health & Safety Manager	Md. Hossain Molla- Safety Officer
HR Manager	Mr. Salahuddin Ahamd Rana- DGM (HR & Admin)	Production Manager	Mr. Saiful Sarkar- AGM-Production
Subcontractors/Homeworkers			
Please list names & addresses of fabric mill(s) used by factory	Fabric Factory Name: Nantong Sailing Textile Co. Ltd. Address: Guotai Road, Hi-Tech Zone, Hai'An Nantong, Jiangsu 226600 China TEL :0513-88813828; Email: maggiedctex@163.com Fabric Factory Name: Shenzhen Boyangtex Co.Ltd. Address: Rm11B, Jin feng Bldg. Shangbu Nan Road. Futain district Shenzhen.china TEL :086075582078268; Email: jenny.xu@boyangtex.com		
Does factory uses any subcontractor? If yes, details	No, factory doesn't use any subcontractor.		
Does factory uses any homeworkers? If yes, details	No, factory doesn't use any homeworkers.		
Does factory uses any agency provide labour? If yes, details	No, factory doesn't use any agency workers.		

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Workforce

Total employees at time of audit: 1811

Number of Shirts/Working Time: One (01) General shift from 08:00 to 17:00 and three shifts (03) in Security section from 06:00 to 14:00; 14:00 to 22:00 and 22:00 to 06:00 respectively.

Employees Position	Total Employees	Male Employees	Female Employees
Management/Administration	195	160	35
Fabric Room	2	2	0
Cutting Room	91	74	17
Pattern Making	21	21	0
Sewing Lines	1012	226	786
Finishing Dept	150	36	114
Pressing Dept	65	55	10
Packing Dept	44	44	0
QC	186	54	132
Warehouse	26	26	0
Other	19	7	12
Total # of Employees	1811	705	1106

Employees Data at factory	Total Employees	Male Employees	Female Employees
In Management Positions	24	20	3
Permanent Workers	1752	674	1083
Temporary Workers	0	0	0
Apprentices	0	0	0
On Probation	0	0	0
With Disabilities	3	2	1
Union /committee /Representative Members	18	9	9
Pregnant	7	0	7
On maternity Leave	7	0	3
Total # of workers	1811	705	1106

Employees Region	Total Employees	Male Employees	Female Employees
Permanent Local Employees	31	9	23

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Permanent Migrant Employees (National Citizens)	1780	696	1083
Permanent Migrant Employees (Foreign Citizens)	0	0	0
Temporary Local Employees	0	0	0
Temporary Migrant Employees (National Citizens)	0	0	0
Temporary Migrant Employees (Foreign Citizens)	0	0	0
Total # of Employees	1811	705	1106

Scoring Summary			
Criteria	Amount Score / 100	CRITICAL NCs	Weight (%)
1. Monitoring and Documentation	100	0	5
2. Human Rights			
2.1 Forced Labour / Disciplinary Measures	100	0	10
2.2 Child Labour / Young Workers	100	0	5
2.3 Discrimination, Harassment and Abuse	100	0	10
2.4 Freedom of Association & Right to Collective Bargaining	100	0	3
2.5 Grievance Mechanism	70	0	2
3. Labour Practices			
3.1 Regular Employment	100	0	5
3.2 Working Hours	100	0	5
3.3 Remuneration	100	0	5
3.4 Health and Safety	74	0	20
4. Environment			
4.1 Prevention of Pollution	65	0	10
5. Fair Operating Practices			
5.1 Anti-corruption	100	0	10
6. Personnel Security	60	0	10
Result			100
Overall Score	8.67		/10

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Color Indicator	GREEN	Approved
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Scoring System:

- Less than 8.5 (non-compliant, desktop review/re-audit where applicable)
- Between 8.5 and 9 - Pass - Risk colour grading = Green & audit is valid for 1 year
- Greater or equal to 9 - Pass - Audit is valid for 2 years

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APPENDIX 1: AUDIT CORRECTIVE ACTION PLAN

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A. Checklist

Remark:

1, The below checklist will be checked from the process of audit including management/workers interview, factory tour and documents review. At least 10 workers shall be selected for interview base upon their employment length, work section and gender etc.

2, The following abbreviation for audit methods are recommended in comments section. Auditors shall make sound judgements base upon the real situation on site.

MI: Management interview

WI: Workers interview

DR: Documents review

FT: Factory tour

OB: Observation

Sc: Score

Co: Comment

CRI: Critical checkpoint, if a non-compliance is found on this checkpoint, section score becomes 0/100

1. Monitoring and Documentation						
The suppliers' operation must be compliant with all applicable national laws, labour regulations and minimum standards related to its activities.						
- business license - employee's personal data file - payroll ledgers, time records, legal benefits proof - ethical documents (such as hiring policy, female workers' rights protection policy, anti-discrimination policy) - permits or approval documents issued by local authority - computer system						
Checkpoint	Result		Co	Sc	Total	
	Compliant	Non-compliant				
1.1	Is a valid and relevant business license obtained from the authority to run the suppliers' business?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	DR	20/20 0 CRI	100/100
1.2	Is the employee's personal data file maintained with copy of identification documents and employment contract?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	DR	20/20 0	
1.3	Are all the concerned payroll ledgers, time records, legal benefits proof maintained?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	DR	20/20 0	
1.4	Are factory ethical documents such as hiring policy, female workers' rights protection policy, anti-discrimination policy etc are well maintained?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	DR	10/10 0	
1.5	Are all the concerned permits or approval documents issued by local authority maintained?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	DR	10/10 0 CRI	
1.6	Is there one computer system for recording this information?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	MI	10/10 0	
1.7	Organisational Chart	<input checked="" type="checkbox"/>	<input type="checkbox"/>	MI	10/10 0	

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2. Human Rights

2.1 Forced Labor / Disciplinary Measures

The suppliers shall at all times respect, protect and fulfill its obligations to ensure human rights are being observed in its workplace. It is also the organization's full responsibility to ensure that such respect on human rights is being observed in its sphere of influence.

The suppliers shall at all times respect, protect and fulfill its obligations to ensure human rights are being observed in its workplace. It is also the organization's full responsibility to ensure that such respect on human rights is being observed in its sphere of influence.

- dormitory
- security guards
- bonded labor
- monetary deposits
- threat of illegal penalty or any other illegal sanctions
- overtime on a voluntary basis
- use of Prison Labour is forbidden
- retention of passports or other identity documents is forbidden

Checkpoint		Result		Co	Sc	Total
		Compliant	Non-compliant			
2.1.1	Is dormitory provided for all employees? - Does the dormitory appear to be structurally sound and safe? - Is the dormitory not located in the same building of production and/or warehouse? - Are there sufficient exit routes for the dormitory? - Are sufficient and functional fire equipments such as fire alarm, fire extinguishers, exit panel, emergency lights etc available in the dormitory?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	MI/ WI	/20	100/100
2.1.2	Are security guards (armed or unarmed) hired only to ensure the safety of the workforce but do not pose any kind of threat to them?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	WI	10/ 10 CRI	
2.1.3	Are there employees who are not allowed to quit their jobs because of bonded labour or that they have to repay debts?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	WI	20/ 20 CRI	
2.1.4	Are documents such as ID-cards, passports or birth certificates returned to the workers immediately after hiring?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	DR/ WI	10/ 10 CRI	
2.1.5	Are employees requested to make monetary deposits to employer or any agent?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	WI	10/ 10 CRI	
2.1.6	Is there any employee who is working under the threat of illegal penalty or any other illegal sanctions? If yes, please describe:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	WI	10/ 10 CRI	
2.1.7	Are employees working overtime on a voluntary basis?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	WI	10/ 10 CRI	
2.1.8	Is there forced, bonded or prison labour?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	WI	10/ 10 CRI	

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2.2 Child Labor / Young Workers

Any forms of exploitation of children are forbidden as defined by International Labour Organization (ILO) and United Nations Conventions and/or by national law. The rights of young workers must be protected.

- at least 15 years of age (16 years old in China)
- young workers
- no child labour policy
- workers below 18 years of age may not be employed in hazardous conditions

Checkpoint	Result		Co	Sc	Total	
	Compliant	Non-compliant				
2.2.1	Are all employees at least 15 years of age, or above the national legal age for employment, including apprenticeship? (All workers must be at least 16 years old in China. If No, please collect such information and report to the client Immediately.)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	MI/ DR/ WI	40/ 40 CRI	100/100
2.2.2	Do young workers (employees who have not reached the age of 18 – national laws to be considered) have their legal rights protected?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	DR/ OB	20/ 20	
2.2.3	Is their written procedure in place that establishes a prohibition of illegal child labour?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	DR	20/ 20	
2.2.4	Are employees below 18 years of age employed in hazardous conditions?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	DR	20/ 20 CRI	

2.3 Discrimination, Harassment and Abuse

No discrimination shall be tolerated in all the factory operations.

- no discrimination on compensation, benefits, job assignment, retirement provisions, access to service
- pregnancy or virginity tests
- mistreated or fired because of pregnancy
- overtime fairly
- harassment, physical coercion or verbal abuse

Checkpoint	Result		Co	Sc	Total	
	Compliant	Non-compliant				
2.3.1	Is compensation, benefits, job assignment, retirement provisions, access to service etc. provided to individual employees without any discrimination?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	DR/ WI	30/ 30 CRI	100/100
2.3.2	Does any part of the employment procedure include pregnancy or virginity tests?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	DR/ WI	10/ 10 CRI	
2.3.3	Is any female employee getting mistreated or fired because of pregnancy? (How is this audited?)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	WI	10/ 10 CRI	
2.3.4	Are the opportunities to work overtime fairly given to all employees?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	WI	30/ 30 CRI	
2.3.5	Is the workplace free from any act of harassment, physical coercion or verbal abuse?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	WI	20/ 20 CRI	

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2.4 Freedom of Association & Right to Collective Bargaining
All workers should have the right to form and join trade unions of their choice and to bargain collectively
 - freedom of Association
 - complain without being sanctioned

Checkpoint	Result		Cot	Sc	Total	
	Compliant	Non-compliant				
2.4.1	Is there a democratically elected free trade union affiliated to the factory? -Please take photos of relevant documents for evidence.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	MI/ DR/ WI	10/ 10	100/100
2.4.2	If there is no union, are there fair and effective parallel means to resolve grievances of workers (workers representatives...)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	MI/ DR/ WI	10/ 10	
2.4.3	Do the employees enjoy the freedom to establish or join in their own will any independent workers' organizations? If yes, please provide the names of workers' organization and representative(s). -Please take photos of election records and relevant documents (meeting minutes, tracking records, etc.) for evidence.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	WI	30/ 30 CRI	
2.4.4	Are representatives of the workers' organization allowed to get in touch with their members in the workplace within the legal framework?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	WI/ DR	10/ 10	
2.4.5	Can workers freely complain without being sanctioned? (Provide information on complaint system in place)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	WI	30/ 30 CRI	
2.4.6	Is there evidence that workers cannot efficiently communicate grievances directly to management without their direct supervisor involvement?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	WI/ DR	10/ 10	

2.5 Grievance Mechanism

Checkpoint	Result		Co	Sc	Total	
	Compliant	Non-compliant				
2.5.1	Has "RAG Grievance Mechanism" Guidance been posted on-site? Please advise where it is located in the factory	<input checked="" type="checkbox"/>	<input type="checkbox"/>	MI/ WI	30/3 0	70/100
2.5.2	Has "RAG Grievance hotline" poster & stickers been posted on-site? Please check the following areas where the posters and stickers should be located: - Men and Women Toilet - Canteen Area - Information Board - Dormitory Please take pictures of the locations and if missing from a location, advise where it is missing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	MI/ WI	40/4 0	
2.5.3	Has "RAG Grievance Mechanism" been discussed or training provided with workers and representative ?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	MI/ WI	0/30	

3. Labour Practices

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The labour practices of an organization include all policies and practices relating to work performed within, by or on behalf of the organization, including subcontracted work.

3.1 Regular Employment
 - issue an employment contract
 - not engage in any kind of homeworking

Checkpoint	Result	Co	Sc	Total		
					Compliant	Non-compliant
3.1.1	Within the legal framework, the suppliers have the obligation to issue an employment contract to all employees. Permanent workers have long term contract, not only short-term contract renew.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	MI/D R/WI	50/50	100 /100
3.1.2	M/F ratio & Migrant or Local & Permanent / Casual status	<input checked="" type="checkbox"/>	<input type="checkbox"/>	DR/ OB	20/20	
3.1.3	Unless prior approval is given by the client, the suppliers shall not engage in any kind of homeworking.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	MI	30/30 CRI	

3.2 Working Hours
 - Time record system in place
 - **Procedures and systems in place to make sure that**
 a) Regular working hours should in accordance with local law but can not exceed 48 hours per week in any standard week in total. And
 b) Weekly working hours including overtime should not exceed 60 hours in any standard week.-
 - **At least one free day after six consecutive days worked**
 - For exceptional circumstance when working hours exceed 60h/week (but not exceed 72h/w), all the following criteria must be met:

- Allowed by national laws;
- Allowed by a collective agreement freely negotiated with a worker's organization representing the workforce;
- Appropriate safeguards are taken to protect the worker's health and safety;
- The employer can demonstrate that exceptional circumstances apply such as accidents or emergencies.

Checkpoint	Result	Co	Sc	Score																											
					Compliant	Non-compliant																									
3.2.1	Please fill in the regular daily working hours and daily breaks start and end (for each shift): <u>Regular Daily Working Hour:</u> <table border="1"> <tr> <td>Shift</td> <td>I</td> <td>II</td> <td>III</td> <td>IIII</td> </tr> <tr> <td>Start</td> <td>08:00</td> <td>Nil</td> <td>Nil</td> <td>Nil</td> </tr> <tr> <td>End</td> <td>17:00</td> <td>Nil</td> <td>Nil</td> <td>Nil</td> </tr> </table> <u>Daily Break:</u> <table border="1"> <tr> <td>Start</td> <td>13:00</td> <td>Nil</td> <td>Nil</td> <td>Nil</td> </tr> <tr> <td>End</td> <td>14:00</td> <td>Nil</td> <td>Nil</td> <td>Nil</td> </tr> </table>	Shift	I	II	III	IIII	Start	08:00	Nil	Nil	Nil	End	17:00	Nil	Nil	Nil	Start	13:00	Nil	Nil	Nil	End	14:00	Nil	Nil	Nil	<input checked="" type="checkbox"/>	<input type="checkbox"/>	DR/ WI	20/20	100 /100
Shift	I	II	III	IIII																											
Start	08:00	Nil	Nil	Nil																											
End	17:00	Nil	Nil	Nil																											
Start	13:00	Nil	Nil	Nil																											
End	14:00	Nil	Nil	Nil																											
3.2.2	Is a time record system in place which shows the time in and time out of each worker for each day? Are the records accurate? (past 12-month time period required and 3 separate months to be reviewed)																														

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3.2.3	Are the working hours comply with national laws and collective agreements, which ever affords the greater protection for workers?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	DR/WI	20/20
3.2.4	Are there procedures and systems in place to ensure that a) Regular working hours are not exceeding 48 hours per week, or, if stricter, in accordance with local law. b) No employee works more than 60h/week including overtime in any 7-day period unless in an exceptional circumstance when working hours will not exceed 72 hours in any seven-day period, and it is allowed by national law and collective agreement.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	DR/WI	20/20
3.2.5	Are the regular working hours not exceeding 48 hours per week, or, if stricter, in accordance with local law? Are the weekly working hours including overtime not exceeding 60 hours in any standard week? Is there any exceptional circumstance which the working hours exceed 60 hours per week? Please provide evidence and approval from client prior to audit.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	DR/WI	20/20 CRI
3.2.6	Does the company ensure that all employees have at least one free day after six consecutive days worked (or 2 days off after 12 consecutive worked days when allowed by Law)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	DR/WI	20/20 CRI

3.3 Remuneration

- legal minimum wage / lowest basic wage
- Living wage
- meet the legal standard
- no less than 125% of regular rate of pay for overtime hours.
- legally required benefits (paid leave, maternity benefits, social insurance and any other mandated by the local law)
- timely manner
- deductions from wages for disciplinary reasons are prohibited
- Add Social insurance participation M/F across 7 types of insurance and input this in an excel file screenshot in the audit

Wage Data

Salary Range Monthly per Role (Male)	Administration	Management	Fabric room	Cutting Area	Pattern Making	Sewing Lines	Finishing Dept	Pressing	Packing	QC	Warehouse	Other
Minimum (Excluding O/Time)	BDT 10,400.00	BDT 22,000.00	BDT 10,500.00	BDT 9,000.00	BDT 19,300.00	BDT 8,000.00	BDT 8,000.00	BDT 8,500.00	BDT 8,700.00	BDT 16,000.00	BDT 17,000.00	N/A
Average (Excluding O/Time)	BDT 15,700.00	BDT 86,000.00	BDT 10,700.00	BDT 15,275.00	BDT 24,150.00	BDT 10,600.00	BDT 10,200.00	BDT 9,800.00	BDT 10,350.00	BDT 19,250.00	BDT 26,000.00	N/A
Maximum (Excluding O/Time)	BDT 21,000.00	BDT 150,000.00	BDT 10,900.00	BDT 21,550.00	BDT 29,000.00	BDT 13,200.00	BDT 12,800.00	BDT 11,100.00	BDT 12,000.00	BDT 22,500.00	BDT 35,000.00	N/A
Minimum (Including O/Time)	BDT 11,527.00	N/A	BDT 11,635.00	BDT 10,556.00	BDT 22,885.00	BDT 8,865.00	BDT 9,536.00	BDT 9,875.00	BDT 10,041.00	BDT 18,542.00	BDT 19,502.00	N/A
Average (Including O/Time)	BDT 18,126.00	N/A	BDT 11,729.00	BDT 17,400.00	BDT 27,592.00	BDT 12,264.00	BDT 11,900.00	BDT 11,182.00	BDT 12,212.00	BDT 21,443.00	BDT 28,273.00	N/A
Maximum (Including O/Time)	BDT 24,725.00	N/A	BDT 11,823.00	BDT 24,244.00	BDT 32,298.00	BDT 15,663.00	BDT 14,264.00	BDT 12,489.00	BDT 14,383.00	BDT 24,343.00	BDT 37,043.00	N/A
Salary Range Monthly per Role (Female)	Administration	Management	Fabric room	Cutting Area	Pattern Making	Sewing Lines	Finishing Dept	Pressing	Packing	QC	Warehouse	Other
Minimum (Excluding O/Time)	BDT 9,300.00	BDT 27,000.00	N/A	BDT 9,000.00	N/A	BDT 8,000.00	BDT 8,000.00	BDT 9,500.00	N/A	BDT 15,000.00	N/A	N/A
Average (Excluding O/Time)	BDT 10,650.00	BDT 31,000.00	N/A	BDT 9,500.00	N/A	BDT 10,550.00	BDT 10,250.00	BDT 10,300.00	N/A	BDT 17,100.00	N/A	N/A
Maximum (Excluding O/Time)	BDT 12,000.00	BDT 35,000.00	N/A	BDT 10,000.00	N/A	BDT 13,100.00	BDT 12,500.00	BDT 11,100.00	N/A	BDT 19,200.00	N/A	N/A
Minimum (Including O/Time)	BDT 11,348.00	N/A	N/A	BDT 9,645.00	N/A	BDT 9,537.00	BDT 10,125.00	BDT 10,667.00	N/A	BDT 17,175.00	N/A	N/A
Average (Including O/Time)	BDT 12,312.00	N/A	N/A	BDT 10,534.00	N/A	BDT 12,267.00	BDT 12,466.00	BDT 11,871.00	N/A	BDT 19,175.00	N/A	N/A
Maximum (Including O/Time)	BDT 13,275.00	N/A	N/A	BDT 11,423.00	N/A	BDT 14,996.00	BDT 14,806.00	BDT 13,075.00	N/A	BDT 21,175.00	N/A	N/A
Minimum wages as Local By Law per worker	BDT 8,375.00	N/A	N/A	N/A	N/A	BDT 8000	BDT 8000	BDT 8000	BDT 8000	BDT 8000	BDT 8375	N/A

Find more wage data information from below:

[Worker M F Ratios & Wage comparison.xlsx](#)

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Living wage (For reference only)			
Item No	Requirement	Result	Comments
LW.1	Is the factory aware of living wage?	YES	Based on interview with management, it seems factory is aware on living wage.
LW.2	Is there calculation method of living wage identified by the factory for comparing basic wage of workers?	NO	Factory has calculated living wage based on gross salary instead of basic wage. Note that in Bangladesh it is not mandatory to give living wage by law.
LW.3	Is there satisfactory evidence that the factory provides sufficient remuneration that allows workers to meet a decent standard of living?	NO	Factory doesn't meet the calculated living wage. Note that in Bangladesh it is not mandatory to give living wage by law. But factory is providing government declared minimum wage for RMG industries.

Comparative Wage Structure						
Minimum Wage (Issued by Government)	Living Wage Calculated by the Factory	Average Basic Wage for Regular Hours (full time, excl. OT+Benefits)	Average Wage Received in Total (incl. OT+Benefits)	Living Wage input by the Auditor	Difference (+/-) Between BW and LW	Difference (+/-) Between WRI and LW
8000	13750	7029	12394	15455	-8425	-3515

*BW stands for Basic Wage: This can be calculated based on the average level from sampled workers and overtime earnings should be excluded.

*LW stands for Living Wage: Please calculate LW based on the "family basket calculation" (in IP) or refer to public benchmark (see below website) .

*WRI stands for Worker Representative Interviews, and worker representative average value of three sample months

*When compare BW and LW, please consider LW calculated by the factory first. If a factory doesn't calculate a living wage for workers, the auditor should make the comparison between BW or WRI to LW which is calculated by auditor.

Auditor input can be from either public benchmark (if available) or family basket calculation which is feasible.

Below listings are several benchmarks, and auditors can refer below website of each benchmark and take the value directly. **Currently, only Anker Benchmark is free data to obtain, and Anker Benchmark is not available for all areas.**

- Anker Benchmark or Reference Value (ABRV) (<https://www.globallivingwage.org/>)
- Fair Wage Network Benchmark (FWNB) (<https://fair-wage.com/living-wage-database/>)
- Wage Indicator Benchmark (WIB) (<https://wageindicator.org/salary/living-wage>)
- AFW2020 Benchmark (AFWB) (<https://asia.floorwage.org/living-wage/>)
- LW from Family Basket (FBB)

Checkpoint	Result	Co	Sc	Total
3.3.1	What is the regional legal minimum wage for the regular working time per month? <u>Statutory Minimum Wage: 8000 per month</u>			100 / 100
3.3.2	Is the company meeting the legal requirement for the lowest basic wage per month for employees?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

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	Machinist Wage:							
		Excluding Overtime	Including Overtime	Including overtime and Benefits				
	Min	9500 BDT	10088 BDT	15188 BDT				
	Average	11300 BDT	12026 BDT	18327 BDT				
Max	13100 BDT	13965 BDT	21465 BDT					
	(Notice: Take samples from 12 months, or looking at annual amounts paid to staff that have been there 12 months, exclude/ adjust for CNY if they don't work and don't get paid for that period)							
3.3.3	Are the wages for all workers, for both normal and overtime work performed meet the legal standard? Is overtime compensated no less than 125% of regular rate or meet the legal standard, whichever is higher?				<input checked="" type="checkbox"/>	<input type="checkbox"/>	DR/WI	10/10 CRI
3.3.4	Does the company pay in accordance with local law for all worker? 1) Does the payment method in accordance with local law? 2) Is the time and frequency of payment in accordance with local law for all employees? 3) Does the factory pay legal benefit / compensations / entitlement for resigned employees?				<input checked="" type="checkbox"/>	<input type="checkbox"/>	DR/WI	10/10 CRI
3.3.5	a. Does the company provide all legally required benefits to the worker? (This includes paid leave, maternity benefits, social insurance and any other mandated by the local law)				<input checked="" type="checkbox"/>	<input type="checkbox"/>	DR/WI	10/10
3.3.6	b. Social Insurance Purchase Record (Local Govt exclusion allowance where applicable)				<input checked="" type="checkbox"/>	<input type="checkbox"/>	DR/WI	10/10
3.3.7	Are compensations paid in a timely manner as stipulated by the relevant labour regulations? If there is bonus, is it paid every 6 months at least?				<input checked="" type="checkbox"/>	<input type="checkbox"/>	DR/WI	10/10
3.3.8	Are the dates of payment for all bonuses defined by contract between employer and employee?				<input checked="" type="checkbox"/>	<input type="checkbox"/>	DR/WI	10/10
3.3.9	Is a piece rate paid to workers? If Yes. Verify it is paid as a bonus incentive and not to achieve minimum wage.				<input checked="" type="checkbox"/>	<input type="checkbox"/>	DR/WI	20/20 CRI
3.3.10	Are any deductions from wages for disciplinary reason?				<input checked="" type="checkbox"/>	<input type="checkbox"/>	DR/WI	10/10

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3.4 Health and Safety
- Fire Safety Documents

- Factory Property plan (Dormitory & Factory Floor Plans (per floor) / # of workers per floor)
- Building Fire Inspection certificate
- Inspection maintenance fire extinguishing systems

- Electrical Safety (**Certification of electrical wiring and circuit box conditions; plan of the electrical system; qualified staff**)
 - Chemical Safety and Protective Equipment (records of all chemicals used; storage; Chemical containers; protective equipment and training; Eye wash & burn aid kit stations)
 - Sanitation (potable drinking water; hygiene certificates)
 - Accident/First Aid/Risk Assessment (accident/incident records; Infirmary; risk assessments relating to occupational health and safety risks)
 - Machine/Equipment Operation and Maintenance (Training; safety/protective guards; license and maintenance records; Lockout practices and procedures; light system)
-Emergency exits must be unlocked during working hours, aisles and exits must be kept clear, and exits and evacuation routes must be sufficient to allow workers to exit safely.
- A log of incidents and corrective action plans along with an updated status shall be maintained at all production facilities.
- Regular inspection records for potentially dangerous equipment, such as boilers, must be kept accessible and up to date.

Checkpoint	Result		Co	Sc	Total	
	Compliant	Non-compliant				
3.4.1	Factory property plan Dormitory & Factory Floor Plans (Per floor) showing locations of Emergency Exits / Fire extinguishers / Fire Hose Reels.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	OB	0/2	74/100
3.4.2	Building Fire Inspection Certificate (Expiry date to be correspond with Audit validity period)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	OB	/2	
3.4.3	Fire Safety					
	a. All aisles, exits and hallways are kept clear of obstruction and unblocked at all times.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	OB	0/4	
	b. All exits are unlocked during working hours and are clearly marked.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	OB	/3 CRI	
	c. Ensure ALL fire exits lead away from factory to assembly point / safe areas outside of grounds. (not into lane ways with no further escape)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	OB	/3 CRI	
	d. Every area in each floor is equipped with Smoke detector, Fire alarm, Gas detector? (if a gas detector is not relevant, please indicate in comments)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	OB	0/2	
	e. All exits are indicated with light panels. Lights panel should work on battery for a minimum of 90 minutes.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	OB	0/3	
	f. Each area on each floor is equipped with Fire water system linked to smoke or fire detector?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	OB	/3	
	g. All exits from factory are equipped of firebreak door.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	OB	/2 CRI	
	h. If required by local laws, firebreak door will be closed automatically in case of emergency. Doors can be open manually.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	OB	/3 CRI	
	i. The width of any windows and every exit should be kept by at least 1.1meters wide and clear at all times)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	OB	/4	

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	j. The width of every door exit should be at least 0.9 metres wide (Verify # of workers per floor to calculate exit dimensions required according to China Code of Design on Building Fire Protection and Prevention (GB50016-2014) article 5.5.18 .	<input checked="" type="checkbox"/>	<input type="checkbox"/>	OB	/3 CRI
	k. Fire drills and fire safety training are conducted every quarter? The records with dated photo shall be maintained.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	DR/ WI	/3
	l. Firefighting equipment and signage and exclusion zone in the factories is functional, sufficient and accessible to the workforce.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	OB	/1 CRI
	m. Fire extinguishing equipment maintenance record and validity stamped (per item)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	DR/ OB	/3
	n. Are all employees trained to use firefighting equipment? Make a real test with a trained employee how to use the fire extinguisher: any evidence to prove.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	OB	0/3
	o. The height of placements of all fire extinguishers should be within 0.08-1.5 meters, and without any obstacle in front.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	OB	/4
	p. All fire extinguishers are accessible to everybody in the factory? (no more than 30 sec / 25 Metres from any position)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	OB	/3
	q. Extinguishers are conformed to ABC Type	<input checked="" type="checkbox"/>	<input type="checkbox"/>	OB	/3
	r. Fire alarms must be audible and operable and can be heard in all parts of the building;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	OB	/2 CRI
	s. All the workers can exit the workplace within 3 minutes in case of emergency.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	OB	/4
3.4.4	Electrical Safety				
	a. Factories should maintain suitable electrical wiring and circuit box conditions. (Provide certification of compliance)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	OB	/1
	b. Is there a plan of the electrical system in the building?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	DR	/2
	c. Does the factory employ qualified workers for maintenance of electrical wiring?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	DR	/2
	d. Check each electrical employee qualification and the maintenance records	<input checked="" type="checkbox"/>	<input type="checkbox"/>	DR	/2
3.4.5	Chemical Safety and Protective Equipment				
	a. The factory keeps records of all chemicals used, separating hazardous and non-hazardous chemicals.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	DR	0/2
	b. Factories store chemicals separately and appropriately (with secondary containment). Storage must be safe, not on the floor. Only special team with prior access can open the storage.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	OB/ MI	0/3
	c. Chemical containers are properly labelled in local language and English language.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	OB	/2
	d. Factories must provide appropriate protective equipment and training for workers.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	DR/ WI	0/2
	e. Eye wash & burn aid kit stations are appropriately located and maintained.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	OB	/2

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3.4.6	Sanitation a. Accessibility of potable drinking water for workers. Access unlimited? Date of opening are noted, no more than 1 month old.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	OB/DR	/3
	b. Factories possess appropriate hygiene certificates for their canteen and its workers as required by law. Canteen is accessible to all employees and special menus can be done, for religion reason.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	DR	0/3
	c. Are lavatory and or washroom facilities, clean, well maintained, adequate in number, separated by sex, and with relevant privacy?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	OB	/1
3.4.7	Accident/First Aid/ Risk Assessment a. Factories maintain detailed accident/incident records.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	DR	/2
	b. Are First Aid Kits easily accessible and clearly marked, and the contents within the expiry date applicable and replaced when used?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	OB	/1
	c. Specify the # of workers trained on first aid?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	OB	/1
	d. Factories perform and document risk assessments relating to occupational health and safety risks.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	DR	/1
3.4.8	Housekeeping a. Housekeeping conditions relating to health and safety risks - (General) Photos of / Stairways & under/ Gardens / Roof Tops outside windows / Waste Storage areas / Boiler areas / Fire Escape routes to safety."	<input checked="" type="checkbox"/>	<input type="checkbox"/>	DR	/1
3.4.9	Machine/Equipment Operation and Maintenance a. Training on the proper and safe operation of machinery/equipment is provided to workers and recorded.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	DR/WI	/2
	b. All required safety/protective guards are secured in place, maintained in good operating condition and inspected regularly.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	OB	0/1
	c. Machine/equipment license and maintenance records for machinery and equipment are properly maintained.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	DR	0/1
	d. Proper Lockout practices and procedures are implemented to safeguard employees from unexpected start-up of machinery and equipment during service or maintenance activities.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	DR/OB	/1
	e. Machines are equipped with a light system in order to inform workers if it is working or not	<input checked="" type="checkbox"/>	<input type="checkbox"/>	OB	/2
	f. Regular inspection records for potentially dangerous equipment, such as boilers, must be kept accessible and up to date.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	OB	/2

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4. Environment						
All relevant environmental laws and regulations must be closely followed by the suppliers.						
4.1 Prevention of Pollution - Waste Management (appropriate permits; Waste inventory and tracking records; licensed contractors) - Wastewater & Air Emissions Management (appropriate permits; Regular monitoring; system of recycling or re-use) - Environmental Management System (environmental legal register; environmental policy)						
Checkpoint		Result		Co	Sc	Total
		Compliant	Non-compliant			
4.1.1	Waste Management					65/100
	a. Obtain and maintain appropriate permits for onsite waste disposal as mandated by national law.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	DR	5/5	
	b. Waste inventory and tracking records are maintained, including the disposal and treatment of both on-site and off-site waste. Is there one recycling policy set up by the companies?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	DR	20/20	
	c. Deliver hazardous waste to licensed contractors for offsite treatment and disposal only as required by appropriate authority.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	DR	0/5	
	d. Are hazardous materials / chemicals properly stored, with relevant container and secondary container?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	DR	5/5	
	e. Does the factory have MSDS and warning / "No Smoking" signs for each chemical product?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	DR	0/5	
4.1.2	Wastewater & Air Emissions Management					
	a. Obtain and maintain appropriate permits for wastewater/air emissions treatment and discharge, as restricted by law.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	DR	0/5	
	b. Regular wastewater/air emissions monitoring (sampling & testing) is conducted, as required by law.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	DR	10/10	
	c. Strictly comply with wastewater/air emission discharge limits established by competent authorities.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	DR	5/5	
	d. Is there any system of recycling or re-use wastewater/air emissions within factory?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	DR	0/20	

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Environmental Management System						
4.1.3	a. An environmental legal register is obtained and maintained.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	DR	10/10	
	b. An environmental policy is adopted.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	DR	10/10	

Additional questions	
Does the factory has a recognised environmental system certification? (for example: HIGG-FEM, Amfori BEPI, ISO14001, MADE IN GREEN by Oeko Tex, If yes, please give details)	No such recognised environmental system certification available.
Does the factory has any sustainability systems present such as Chain of Custody? (for example: FSC,GRS,RCS,GOS,OCS,RWS,SVCOE etc, if yes, please give details)	Yes, factory has GRS sustainability systems present.

Wastewater/GHG Data Analysis		
For Information Only		
Criteria	Period(last calenda year)	Peroid (current calenda year)
Electricity Usage	211429 kwh	Not calculated yet
Renewable Energy Usage:(If yes please advise the source of renewable of energy)	(Solar power) 3713 kwh	3291 kwh
Gas Usage	369229 m ³	255289 m ³
Water Source: (please list all sources eg: local water supply, ground water, river etc)	Ground water	Not calculated yet
Water Usage	38254348 ltrs	35729550 ltrs
Water Discharged	Not calculated yet	Not calculated yet
Water Volume Discharged	14363007 ltrs	14146752 ltrs
Water Recycled	Not available	Not available
Water Volume Recycled	Not available	Not available
Total Waste Produced	73053 kg	63980 kg
Total hazardous waste Produced	2652 kg	2508 kg
Waste recycled	Not available	Not available
Waste to Landfill	Not available	Not available
Waste to Others(please give details)	Not available	Not available
Total Product Produced	3300564 pcs	3186684 pcs
Has the factory completed any Carbon Footprint Analysis?(if yes please give details)	Not calculated yet	Not calculated yet

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5. Fair Operating Practices

The practice of social responsibility includes how organizations exercise their influence on the supply chain to promote fair operating practices. Positive outcomes are often achieved out of organizations that provide the leadership for promoting the adoption of social responsibility among its trading partners.

5.1 Anti-corruption

- not promise, offer, or pay anything of value to a government official or members of a political party
- not promise, offer, or pay anything of monetary value to any business or individual
- not discuss with other Suppliers of the same industry

Checkpoint		Result		Com ment	Sc	Total
		Compliant	Non-compliant			
5.1.1	Suppliers may not promise, offer, or pay anything of value to a government official or members of a political party to obtain or retain business or secure an improper advantage on behalf of customer.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	DR/O B	20/2 0 CRI	100/ 100
5.1.2	Suppliers may not promise, offer, or pay anything of monetary value to any business or individual in the private sector to obtain or retain business or secure an improper advantage on behalf of customer.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	DR/O B	30/3 0 CRI	
5.1.3	Suppliers will not discuss with other Suppliers of the same industry in order to set up an agreement on prices higher than real.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	DR/O B	50/5 0	

6. Personnel Security

Checkpoint		Result		Co	Sc	Total
		Compliant	Non-compliant			
6.1	Is there a procedure in place to screen prospective employees and to periodically check current employees? A process for hiring & interviewing applicants?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	OB	0/4 0	60/100
6.2	Is application information, such as employment history and references verified prior to employment? Civil state verified?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	OB	20/ 20	
6.3	Should each applicant fill-in personal data & application form?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	OB	40/ 40	

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B. Audit Comments

Questions	Comments for compliance	Comments for non-compliance
Monitoring and Documentation		
1.1	The audit revealed that the facility's "Trade License" and "Factory license" were valid until 30-Jun-2024 based on document review and management interview. Furthermore, the corresponding legal licenses were also found to be valid.	Nil
1.2	All the employees' personal data files were found to be maintained with copies of their identification documents and employment contracts.	Nil
1.3	The factory management has demonstrated proper maintenance of the payroll ledgers, time records, and legal proof of benefits.	Nil
1.4	Available policies found during documentation review include hiring policy, female workers' rights protection policy, and anti-discrimination policy.	Nil
1.5	All the relevant concerned permits or approval documents were issued by local authority and maintained per local law.	Nil
1.6	The factory utilizes a computer system for recording this information.	Nil
1.7	The factory has presented an Organisational Chart for the auditor to review.	Nil
Human Rights		
Forced labour / Disciplinary Measures		
2.1.1	No worker dormitory is present within the facility. It is not mandated by local law. Nonetheless, a management dormitory is accessible in close proximity outside the factory premises.	Nil
2.1.2	The security guards are solely responsible for ensuring the safety of the workforce and do not pose any threat to the workers.	Nil
2.1.3	There were no employees observed who were obliged to remain employed due to bonded labor or debt repayment.	Nil
2.1.4	The factory solely gathers photocopies of ID cards, passports, or birth certificates.	Nil
2.1.5	The employer or any agent does not require employees to make monetary deposits. There were no agency workers observed during the audit, and no violations were found regarding this matter.	Nil

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2.1.6	Documentary evidence and worker interviews confirmed that workers have not been subjected to any illegal penalties. In addition, auditors did not find any deductions related to such penalties during verification of wage and other payment records.	Nil
2.1.7	No non-voluntary overtime observed among employees.	Nil
2.1.8	The factory does not employ forced, bonded, or prison labor.	Nil
Child labour / Young workers		
2.2.1	The minimum hiring age of the factory is 18 years.	Nil
2.2.2	The factory abides by a minimum hiring age of 18 years. Upon reviewing the documents, it was observed that the youngest employee is 18 years, 05 months, and 25 days old. No worker under the age of 18 was found to be employed in the factory.	Nil
2.2.3	During audit, the factory has submitted their child labour policy for review.	Nil
2.2.4	N/A, There are no young workers present in the factory as the minimum hiring age is 18 years, and after reviewing the documents, the youngest employee was found to be 18 years 05 month and 25 days old.	Nil
Discrimination, Harassment and Abuse		
2.3.1	Individual employees are provided compensation, benefits, job assignments, retirement provisions, access to services, etc. without any discrimination.	Nil
2.3.2	There are no pregnancy or virginity tests included in any part of the employment procedure.	Nil
2.3.3	There were no instances of mistreatment or termination of female employees due to pregnancy observed.	Nil
2.3.4	All employees are given fair opportunities to work overtime.	Nil
2.3.5	Workplaces were found free from any act of harassment, physical coercion or verbal abuse. Also, anti-harassment committee was found active in the premise which was formed on 22-Sep-2016 with 13 members (Male-05 and Female-08). Last meeting date was 13-Nov-2023.	Nil
Freedom of association & Right to Collective Bargaining		
2.4.1	Factory does not have any trade union. Also, it is not a legal requirement for this industry. They rather factory has elected Participation Committee (PC) in the premise.	Nil

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2.4.2	Factory didn't have any trade union. Also, it is not a legal requirement. Factory has formed elected Participation Committee (PC) on 20-Feb-2022 as per legal requirement where total 18 persons in the committee (Management-06 persons and Worker-12 persons).	Nil
2.4.3	Currently factory didn't have any trade union. Also, it is not a legal requirement. However, no restriction was noted from factory management side to form trade union. However, factory has formed elected Participation Committee (PC) on 20-Feb-2022 as per legal requirement where total 18 persons in the committee (Management-06 persons and Worker-12 persons).	Nil
2.4.4	Based on interview and document review, it was noted that PC (Participation Committee) meeting held within 02 months per local law. Last PC meeting was held on 31-Oct-2023. In addition, this meeting minute has been communicated with general workers through PA system and legal authority as well.	Nil
2.4.5	Workers can freely complain through complaint box at toilet & main gate area, verbal complaint to welfare officer, Hotline number, anti-harassment committee and direct complaint to management. No such case was identified in the audit.	Nil
2.4.6	Based on the floor tour and workers' interview it was noted that there is anonymous grievance system in the factory for the male workers. Noted that 15 grievance boxes have been installed in the premise. In addition, box has been checked once in a month. Last checking date 02-Dec-2023 (each Saturday).	Nil
Grievance Mechanism		
2.5.1	Prominent display of the "RAG Grievance Mechanism" Guidance was observed in the premise.	Nil
2.5.2	The factory has posted "RAG Grievance hotline" posters and stickers at Toilets area, notice board, canteen & dining. Notably; there is no worker dormitory available in the factory.	Nil
2.5.3		Upon interviewing workers and reviewing documents, it was observed that the discussion on "RAG Grievance Mechanism" has not taken place yet as well as no training has been given to worker and workers representatives. The facility conducted awareness training on the grievance mechanism on 09-Aug-2023. [Ref: In accordance with RAG questionnaire 2.5.3]

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Labour Practices		
Regular Employment		
3.1.1	The factory distributes a copy of the appointment letter to all its workers.	Nil
3.1.2	No foreign migrant labor was observed in the factory, and according to local law, there are no specific regulations regarding the employment of domestic migrant workers.	Nil
3.1.3	N/A, The factory prohibits employees from working from home and no instances of at-home work were found during the audit.	Nil
Working hours		
3.2.1	The factory operates for 8 hours as per regular working hour policy and takes a one-hour break/rest as per standard procedure.	Nil
3.2.2	The facility management employs an electronic attendance system to record the daily attendance of employees.	Nil
3.2.3	The audit revealed that the factory has implemented appropriate corrective action. Additionally, it was observed that no workers exceeded the permissible working hours during the reviewed sample months of Oct 2023, Jun 2023, and Mar 2023. The weekly maximum total working hours observed were 60 hours, consisting of 48 general hours and 12 hours of overtime.	Nil
3.2.4	The facility was found to have developed a working hour procedure based on document review and interviews. Additionally, the facility has obtained approval for working hours from the respective authority.	Nil
3.2.5	It was noted through document review workers and management interviews that no workers worked more than 60 hours including overtime in a week at the reviewed month of Oct-2023 (most recent month); Jun-2023 (random month) and Mar- 2023 (random month).	Nil
3.2.6	During worker interviews and document review, it was observed that no employees from different departments worked on Friday weekly holidays. The factory has ensured that all employees have a weekly day off (Friday). After reviewing job cards, no work during weekends was identified.	Nil
Remuneration		
3.3.1	The factory complies with the local government's legal minimum wage declaration and pays 8000 BDT per month to workers classified as helper grade, which differs from other grades of workers.	Nil

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3.3.2	The facility possesses one year of verifiable data on the premise. For the purpose of audit, the auditors have chosen three months of random payroll records (Oct 2023, Jun 2023, and Mar 2023), which have been subjected to further verification. Upon reviewing the documents and conducting interviews, it has been observed that all the selected employees from the sample are being paid the minimum wage as declared by the government.	Nil
3.3.3	All sampled employees are receiving 200% of their basic wage for overtime in accordance with the law, as observed through document review and interviews.	Nil
3.3.4	All workers received a minimum yearly increment of 5% during the audit. Furthermore, the factory pays worker salaries through online banking within 7 working days.	Nil
3.3.5	Maternity and other compensations were found to be in compliance with local regulations.	Nil
3.3.6	During the audit, the factory presented a valid group insurance certificate from BGMEA which is applicable until 31st December 2023.	Nil
3.3.7	The documents review and interview revealed that the facility has a system in place to compensate resigned workers within 30 working days after job cancellation, as required by law.	Nil
3.3.8	The facility offers two bonuses annually preceding significant holidays and disburses them prior to the commencement of vacations.	Nil
3.3.9	N/A, Factory doesn't use any piece rate worker in the premise.	Nil
3.3.10	The factory does not have an illegal deduction system. However, during the audit, legal deductions such as unauthorized absences and stamp taxes were noted.	Nil
Health and Safety		
3.4.1	Nil	Based on document review and management interview the factory has not taken building construction approval from the concerned authority. However, they have taken approval on 31-Jan-2023 from Chairman of Ashulia Union Parishad. Moreover, the approved factory layout plan of the ground floor, 1st floor, 3rd floor, 4th floor, 5th floor, 6th floor of Building-2, and 5th floor of Building-1 found a mismatch with the physical floor layout. [Ref: Bangladesh Building Construction Act 1952, Section-03 and Bangladesh Labor Rules 2015, Rule-353 (4)]

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 QIMA Service No R-Cloud-23233854 Factory Name Eve Dress-Shirts' Limited

3.4.2	The factory's fire license for its 22,3463 SQF (square feet) area was found to be valid until 30-Jun-2024 upon review of documents and management interview.	
3.4.3		
a		The floor tour confirmed that all aisles, exits, and hallways were unobstructed and unblocked. However, it was observed that aisles were not marked on the 2nd and 3rd floors of Building-2, which are used as an accessories store and for finished goods respectively. Additionally, the 3rd floor of Building-2, also used for finished goods, did not have marked aisles. [Ref: Bangladesh labor Act 2006, section 72(c)]
b	A site tour conducted during the audit revealed that all exit doors were found in an unlocked condition. It is important to note that the factory has three exits available from the main production buildings.	
c	The exits direct individuals towards the main gate assembly point and away from the production building.	
d	Nil	During the floor visit and management interview, it was noted that the factory has not ensured an automatic fire detection system for Building -2. The factory has installed the smoke detector, and fire alarm system, but it was found not connected with the control panel. The factory representative said that it was inactive for 10 days back, and they are waiting for their supplier to resolve the issue. Noted that the manual fire alarm also was not working in that area (building-2). It is important to mention that there are a total of 578 automatic detectors present in the factory. [Ref: In accordance with RAG COC questionnaire 3.4.3 (d)]
e	Nil	During floor tour it was observed that 06 exits (accessories store, fabric store, finished goods) of 03 rooms in 2nd floor of building-2 did not have any exit lights/sign. In addition, it was observed that the emergency lights for the 375 exits were marked with self-battery-operated power with 60 minutes backup instead of 90 minutes. [Ref: In accordance with RAG COC questionnaire 3.4.3 (e)]
f	The water hose pipe connection was observed to be in active condition throughout the site tour. It should be noted that the facility has an adequate water hose system with hydrant pump connection, which was found to have sufficient pressure upon inspection. The fire system appeared to be centrally connected, and a total of 48 fire pipes were found to be in acceptable condition. Moreover, no sprinkler was found in the factory per law requirement.	Nil

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g	During the site tour, it was observed that the audited factory has a total of 104 fire rated doors installed, and a central fire protection system was found during a random check from various areas.	Nil
H	The Firebreak door was observed to close automatically in case of emergency during the site tour. It was tested from different areas and found to be functioning properly. Moreover, it can also be opened manually.	Nil
I	The width of the windows was found to be compliant with the legal requirements.	Nil
J	The width of the exit was found to be compliant with the legal requirement.	Nil
K	Factory has conducted fire drill and fire safety training on a periodic basis per 06 months interval. Note that last day fire evacuation drill date was 28-Nov-2023 and internal training date was 21-Nov-2023 where dated photo was noted in the provided fire drill and fire training record.	Nil
L	Fire equipment such as extinguishers, fire alarms, fire alarm call points, etc. were observed to be present in various locations during the site tour. Additionally, an exit sign was noted in the factory premise. During a random check of the fire alarm and the water hose both were found in active condition.	Nil
M	Fire extinguishing equipment maintenance record and validity stamped was found available. Last fire extinguisher check date was 03-Dec-2023.	Nil
n	Nil	Upon conducting a document review and interview, it was observed that the total number of trained firefighters at the factory is adequate as per the respective authority's requirements. The factory currently has a total of 336 trained firefighters, rescuer and first aider who have received training from both internal and external authorities. However, randomly selected 04 out of 05 fire fighters from the production floor was requested to demonstrate fire hose operation, rang the fire alarm using manual call point but they could not do it and responded they have not been trained on the firefight system. [Ref: Bangladesh Labor Rules 2015, Rule-55 (10)]
o	The heights of placements of all fire extinguishers were found as per law.	Nil
p	All fire extinguishers are found accessible to everybody in all of the areas.	Nil
q	Extinguishers are conformed to ABC Type while randomly checking. Note that factory has total 423 (ABC-274, CO2-144, Foam-05) extinguishers in the premise.	Nil

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r	The factory was found to have 94 fire alarms installed and connected to the fire control panel board during the audit. Upon conducting a live demonstration, all 81 fire alarm call points were noted to be functional.	Nil
s	During document check and interview, it was noted that different date's fire drill evacuation time was less than 03 minutes.	Nil
3.4.4		
a	During site tour, no loose electrical wiring was observed at main production building as well as warehouse area.	Nil
b	The plan for the electrical system in the building includes the installation of a substation and electrical distribution board (DB).	Nil
c	All the electricians employed by the audited factory currently possess valid competency certificates from the appropriate authority. Additionally, boiler and generator supports are taken from sister concern unit. It is important to note that no forklift drivers are utilized within the audited factory.	Nil
d	The audited factory has recruited 05 electricians. The last date of electrical DB checking was 01-Dec-2023, as observed during document review and management interview.	Nil
3.4.5		
a	Nil.	The factory's chemical list and inventory record for chemicals was observed through document review and interview. However, it was revealed in the same review and interview that no chemical inventory record was being maintained for the usage of WD40 and insulating varnish oil in the factory. [Ref: In accordance with RAG COC 3.4.5 (a)]
b	Nil.	Based on the floor, tour it was noted that most of the chemicals were kept in the secondary containment. However, Diesel kept in the Generator room, and in stationary items store (ground floor of building-2) without secondary containment which was not in safe condition. [Ref: In accordance with RAG COC 3.4.5 (b)]
c	Based on the floor tour it was noted that all the chemicals were proper labelled and kept in local language as well.	Nil.

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d		Factory has provided appropriate protective equipment and training for the workers. Last PPE training date was 07-Nov-2023. However, based on the floor tour it was noted that 01 out of 02 Generator Operators did not wear ear muff at inside of the Generator room and Generator was in operation which produced high noise. [Ref: In accordance with RAG questionnaire 3.4.5 (d) and Bangladesh Labour 2006 (Amendment 2013), section: 78]
e	Based on floor tour it was noted that there was eye wash station in the relevant section and ventilation system in the premise.	Nil
3.4.6		
a	The facility underwent a drinking water test by DPHE on 25-Jan-2023 and all parameters tested were within legal limits. A drinking water jar has been placed on the production floor; and maintained "Date of opening" is maintained The factory representative informed that the jar was refilled in the morning and as needed.	Nil
b	Nil	The facility includes a dining area with appropriate amenities and a canteen for dry food. The canteen attendant holds a valid health certificate. Furthermore, there is a canteen committee established on the premises. However, it was observed that the number of representatives in the Canteen Management Committee is unequal between management and workers. Presently, there are a total of 9 members, with 4 representing management and 5 representing workers. [Ref: Bangladesh labor Rules 2015, Rule-90 (1)]
c	The male and female washrooms were observed to be clean and separate during the site tour. The factory has a total of 254 toilets, with 105 for males and 149 for females. The last toilet check was conducted on 06-Dec-2023.	Nil
3.4.7		
a	The audit revealed that the factory maintains an accident and injury register, and an analysis report was found to be accessible. The last recorded injury date was on 25-Nov-2023. Additionally, relevant employees have received root cause analysis and awareness training. The factory also complies with legal regulations by submitting recorded accident and injury data to the Inspector.	Nil
b	All 02 randomly checked first aid boxes were found to have adequate first aid kits. It should be noted that there are a total of 26 first aid boxes available in the facility.	Nil

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c	The factory employs a total of 100 workers who have received first aid training. Additionally, the factory has medical/treatment room in the premise where appointed 01 doctor, 01 nurse and 01 medical assistant. It was observed during a floor tour and interviews with workers that the first aider was well-trained. Furthermore, an agreement with the nearby "Ashulia Woman and Children Hospital" for hospital services was found and the most recent first aid training session was conducted on 13-Nov-2023.	Nil
d	Based on document review, factory conducted risk assessments relating to occupational health and safety risks. Last risk assessment check date was 12-Jun-2023.	Nil
3.4.8		
a	The factory's housekeeping condition was observed to be good during the floor tour.	Nil
3.4.9		Nil
a	The workers have been provided with training on machinery/equipment operation and their safety. Last training date was 05-Nov-2023.	Nil
b		Based on the floor tour, the factory has installed machines with adequate safety/protective guards. However, needle guards of 30% of visited sewing machines and eye guards of 20% of visited overlock, bartack, and eyelet machines were found displaced. [Ref: Bangladesh Labor Law 2006, section: 63]
c		Upon conducting the site tour, document review, and interview, it has been observed that appropriate license and maintenance records for the machinery and equipment are being properly maintained for various machines. Nonetheless, the factory currently does not possess a captive power plant (CPP) certificate for their generator, despite having 06 generators with a total power generating capacity of 1.918 MW (1000+400+310+198+5+5) KW. However, it should be noted that the factory has obtained a certificate for 1 of their generators (198 KW), which is valid until 11 April 2025. [Ref: Bangladesh Energy Regulatory Commission Act 2003, Section-27]
d	Proper Lockout practices and procedures are implemented to safeguard employees from unexpected start-up of machinery and equipment during service or maintenance activities. Every machine has been installed with emergency shut down button.	Nil

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e	Most of the machines are equipped with a light system in order to inform workers if it is working or not. No discrepancy was noted during site tour.	Nil
f	The factory provided maintenance records of the boiler and generator for review. The last monthly maintenance date was 11-Nov-2023 for the generator and boiler by 3 rd party. Additionally, relevant licenses were available for both the equipment and operators.	Nil
Environment		
4.1 Prevention of Pollution		
4.1.1		
a	The facility has obtained the necessary permits for onsite waste disposal. Furthermore, the validity of the 3 rd party waste agreement was confirmed.	Nil
b	The factory has maintained waste inventory and a recycle policy in place. Records of waste disposal are also kept.	Nil
c	Nil	It was noted that factory disposes hazardous waste e.g. - used machine oil, engine oil and broken tube light to a contractor name "M/S Five star Enterprise" whose provided business license was found valid till 30-Jun-2024. Though factory has a written contract but the factory did not ensure the hazardous waste is disposed in an environmentally friendly way. [Ref: In accordance with RAG questionnaire 4.1.1 (c)]
d	During the floor tour, it was observed that the relevant chemicals were appropriately stored with secondary containment and labelled accordingly in the relevant sections.	Nil
e	Nil	Based on the floor tour it was noted that Diesel kept in the Generator room, and in stationary items store (ground floor of building-2) did not have MSDS at the workplace. [Ref: In accordance with RAG COC 4.1.1 (e)].
4.1.2		
a	Nil	Factory has cut to pack and embroidery manufacturing process. However, no Environment Clearance Certificate has been taken yet from legal authority. As per management comment, they are in process to collect the ECC (Environment Clearance Certificate) for factory and generator as well. [Ref: Bangladesh Environment Conservation Act 1995, section 12]
b	During the audit, it was observed that the facility's air emission was examined by a third-party and the corresponding report was found to be available. The report indicated that all parameters were within legal limits. The most recent date of the third-party inspection was 18-Jan-2023.	Nil

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c	During the audit, it was observed that the facility had undertaken air emission testing through a third-party, and the report was available on the day of the audit. The report indicated that all emissions were within legal parameters. The most recent date of third-party inspection was on was 18-Jan-2023.	Nil
d	Nil	No system for recycling or re-use of air emissions was observed during document review and management interview. However, the factory has stated their intention to work on re-using the boiler steam/generator emission in future. [Ref: In accordance with RAG questionnaire 4.1.2 (d)]
4.1.3		
a	Environmental legal register was observed to be obtained and maintained by the factory during the audit.	Nil
b	The factory has adopted an environmental policy.	Nil
5 Fair Operating Practices		
5.1 Anti-corruption		
5.1.1	The factory has implemented an anti-corruption policy that includes this aspect.	Nil
5.1.2	The factory has implemented both an anti-corruption policy and risk assessment program, and the most recent anti-bribery training was conducted on 30-Sep-2023.	Nil
5.1.3	A list of suppliers was identified during the audit. Also, evidence of communication among suppliers in the same industry to collude on pricing higher than the market rate was observed.	Nil
6 Personnel Security		
6.1		The factory has a procedure to screen potential employees, but it did not perform periodic checks on all current employees. [Ref: In accordance with RAG questionnaire 6.1]
6.2	Based on document review it was noted that employment history and references verified prior to employment for employees.	Nil
6.3	The applicant's personal data and application form were found to be filled up in accordance with the requirements during the audit.	Nil

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Factory Name Eve Dress-Shirts' Limited

C. Audit Photos

Facility Introduction & Production Process	
 <p>Dec 5, 2023 at 09:15:05</p>	 <p>Dec 5, 2023 at 10:08:46</p>
Auditors on-site	Main entrance
 <p>Dec 5, 2023 at 10:10:03</p>	 <p>Dec 5, 2023 at 10:10:22</p>
Factory name board	Security post

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Sample section



Cutting section



Embroidery section



Fusing section



Sewing section



Finishing section

Client RAG
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Factory Name Eve Dress-Shirts' Limited

Warehouse, Utilities & Common Facilities



Fabric store



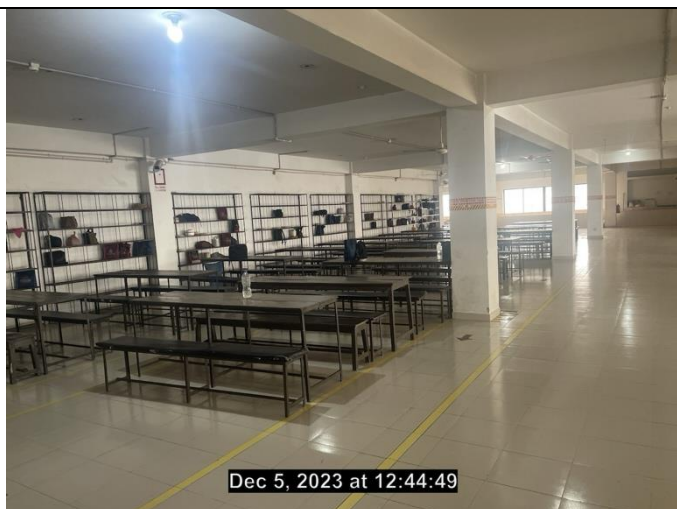
Finished goods warehouse



Accessories store



Child care room



Dining hall



Canteen

Client RAG
QIMA Service No R-Cloud-23233854

Document Type Audit Report
Factory Name Eve Dress-Shirts' Limited



Toilet facility



Drinking water point



Generator



Electrical panel



Boiler



Transformer

Client RAG
QIMA Service No R-Cloud-23233854

Document Type Audit Report
Factory Name Eve Dress-Shirts' Limited

Health & Safety / Housekeeping



First aid box



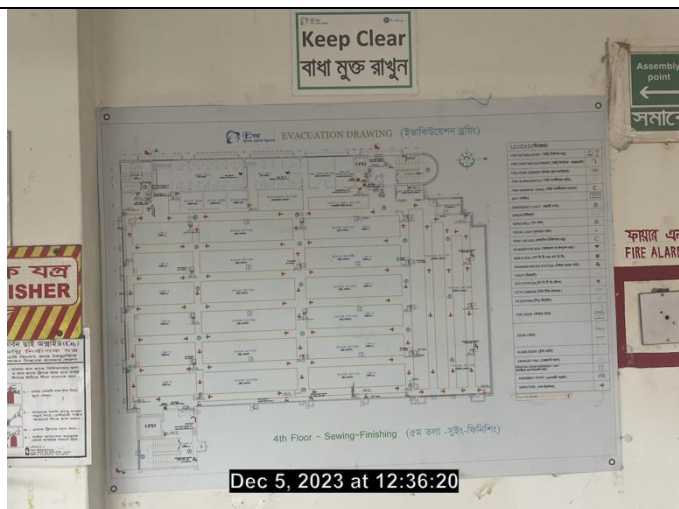
First aider



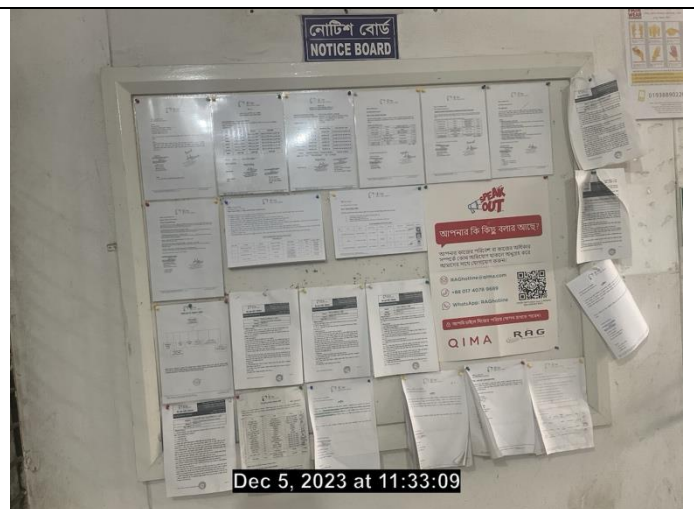
Medical centre



First aid kit expiry date



Evacuation plan



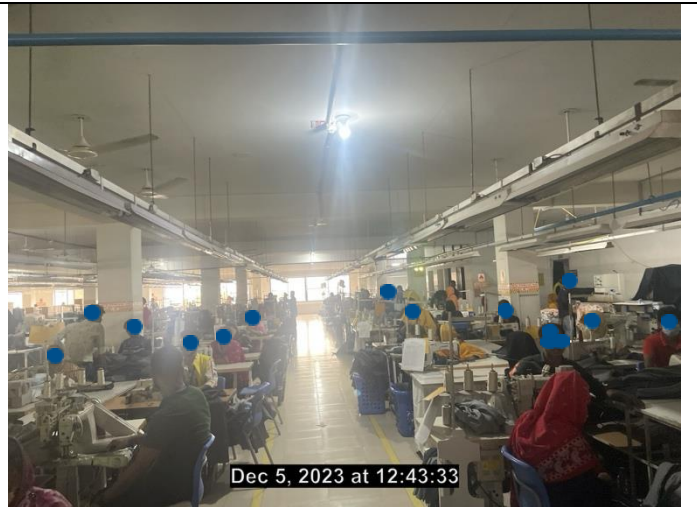
Notice board

Client RAG
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Factory Name Eve Dress-Shirts' Limited



Fire hydrant



Fire alarm testing with emergency backup



Fire control panel



Stair



Fire alarm call point



Fire alarm

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Fire hose



Fire hose live testing during the audit



PA system



Fire alarm call point live testing



Emergency light



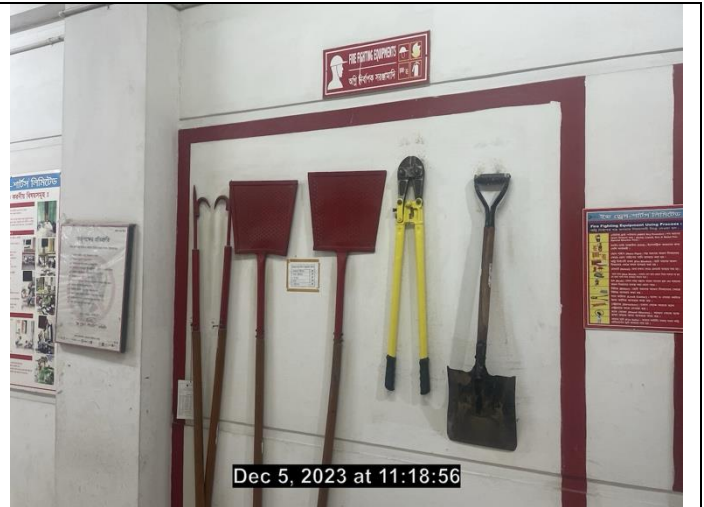
Smoke detector

Client RAG
QIMA Service No R-Cloud-23233854

Document Type Audit Report
Factory Name Eve Dress-Shirts' Limited



Fire hydrant pump house



Fire equipment

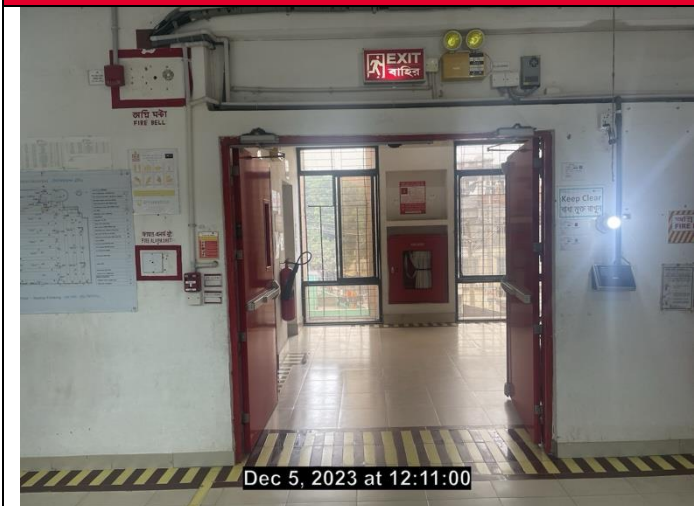


Exit sign

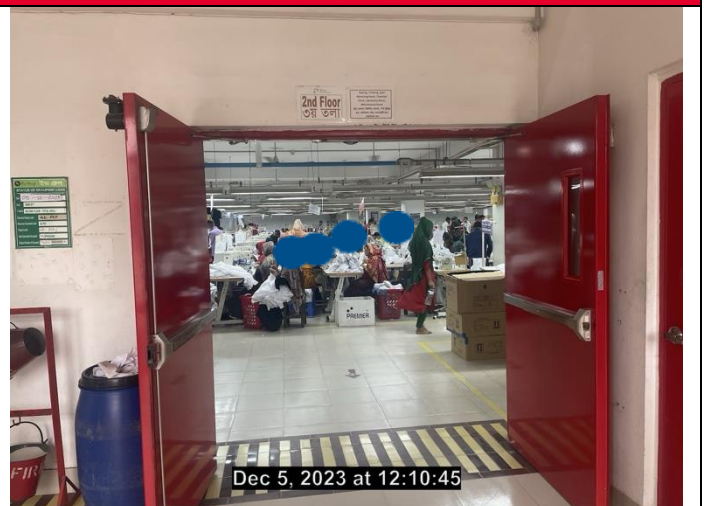


Emergency number

Client Special Requirement Photo



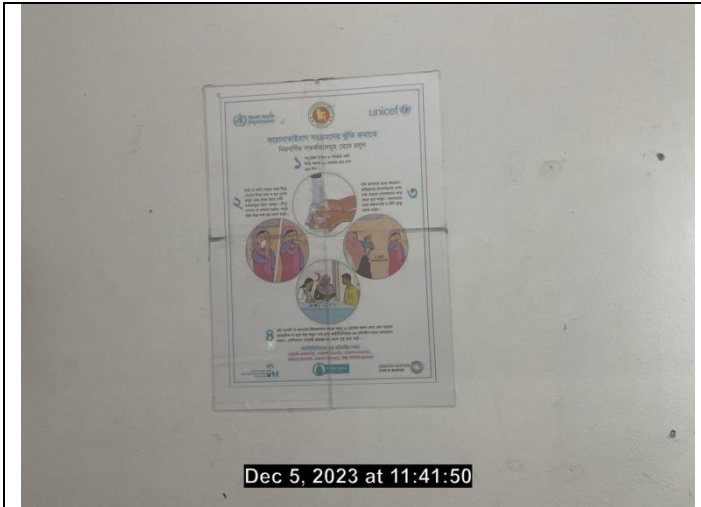
Exit door – Outward view



Exit door – Inward view

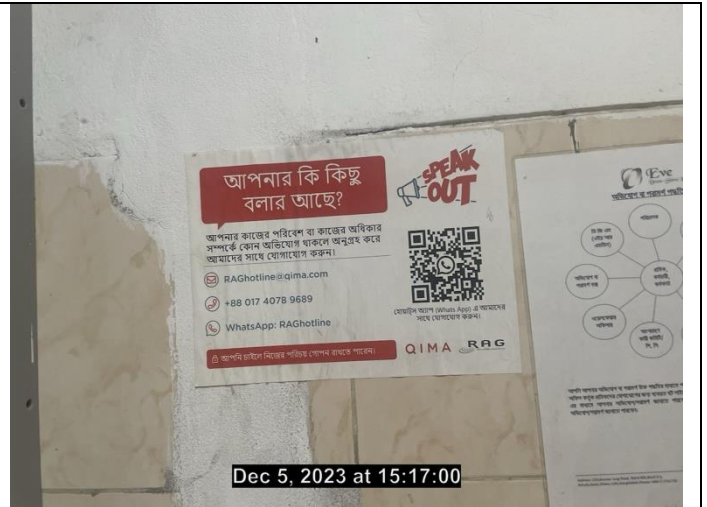
Client **RAG**
QIMA Service No **R-Cloud-23233854**

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Factory Name **Eve Dress-Shirts' Limited**



Dec 5, 2023 at 11:41:50

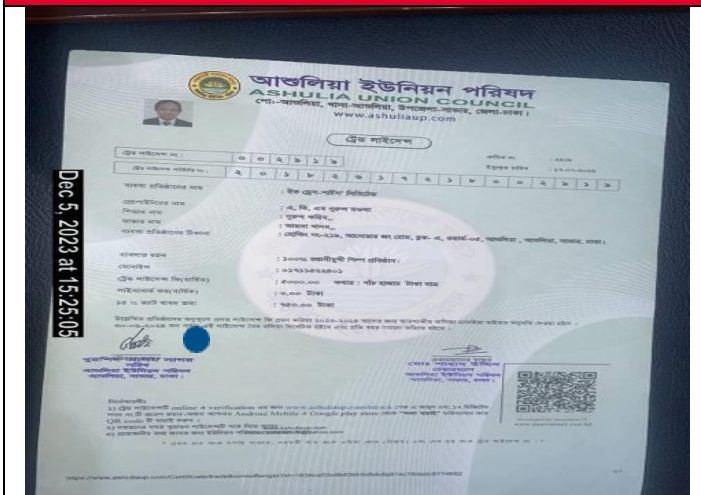
COVID-19 awareness poster



Dec 5, 2023 at 15:17:00

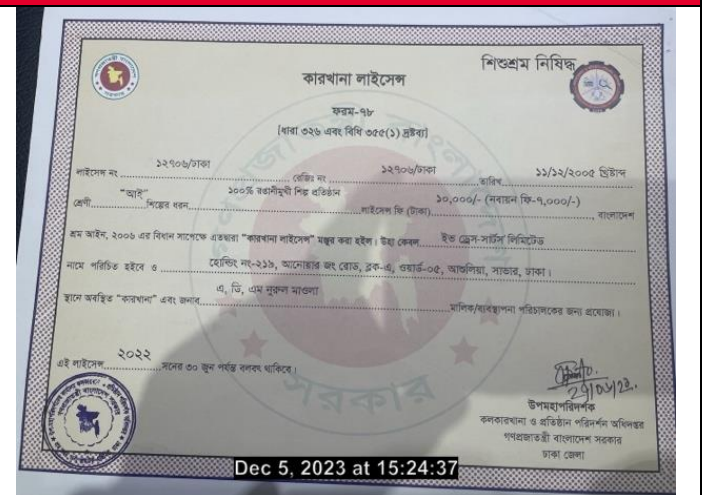
RAG hot line number

License/Certificate/Documents



Dec 5, 2023 at 15:25:05

Trade license



Dec 5, 2023 at 15:24:37

Factory license



Dec 5, 2023 at 15:39:27

Fire license

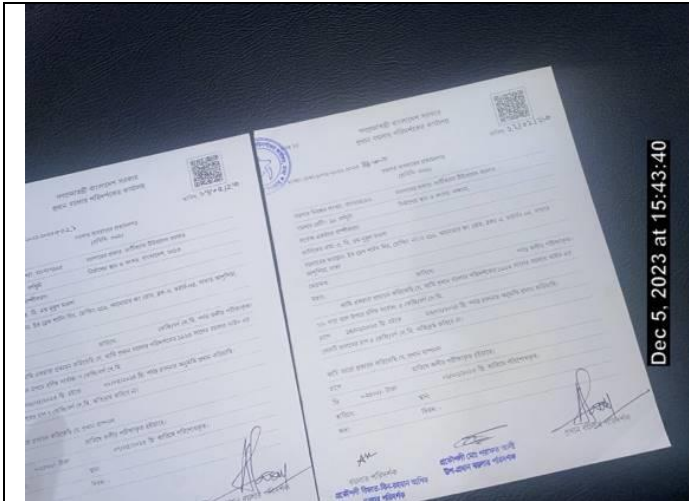


Dec 5, 2023 at 16:01:46

Group life insurance certificate

Client **RAG**
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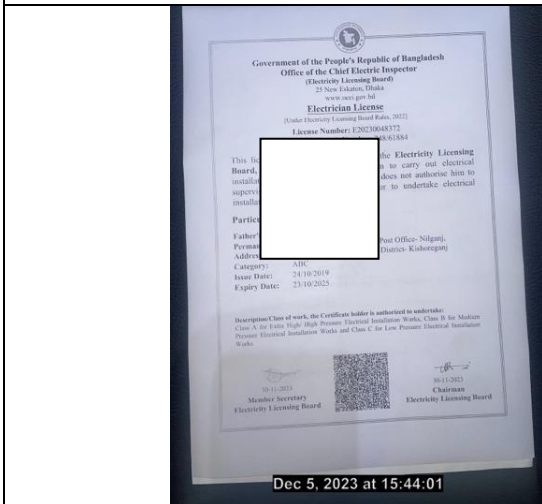
Document Type **Audit Report**
Factory Name **Eve Dress-Shirts' Limited**



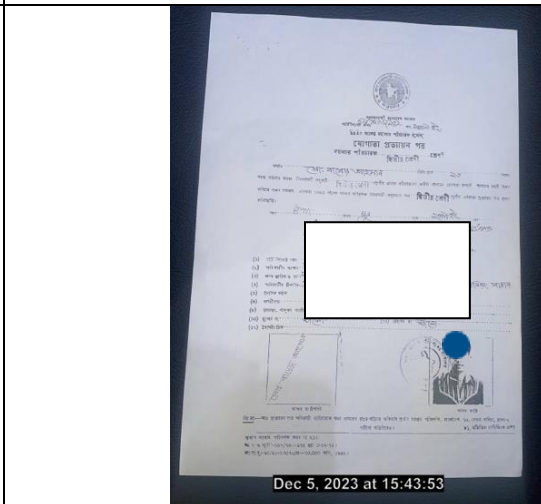
Boiler license



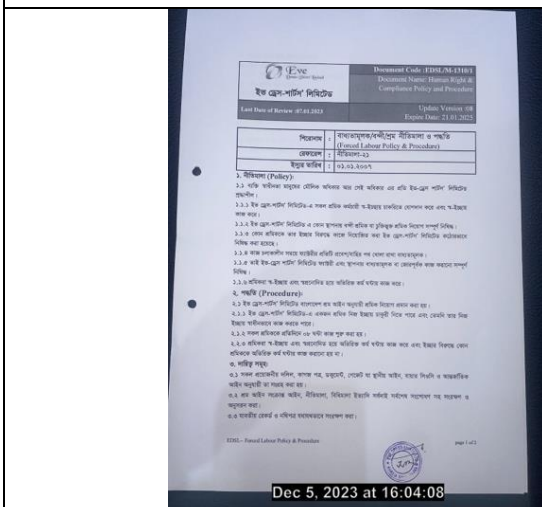
Generator certificate



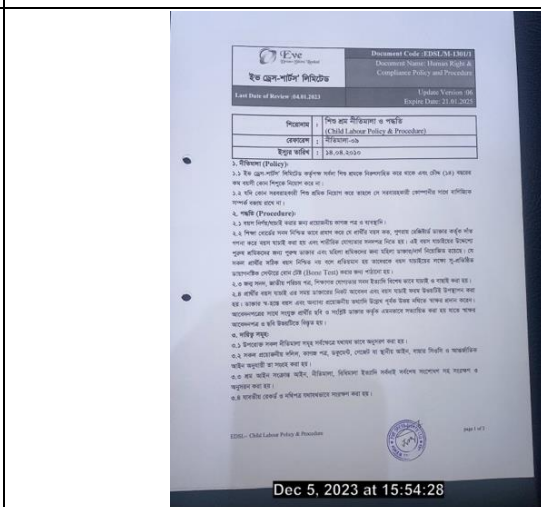
Electrician work license



Boiler operator work license



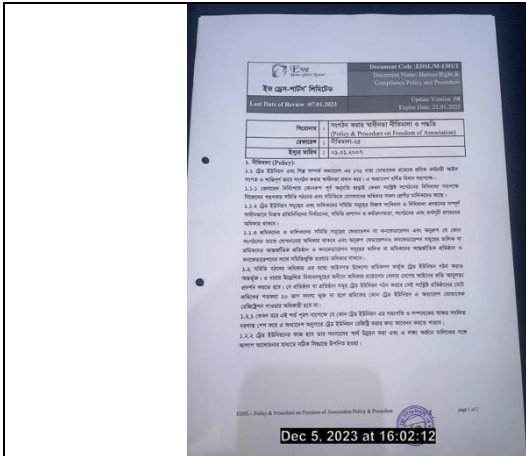
Forced labour policy



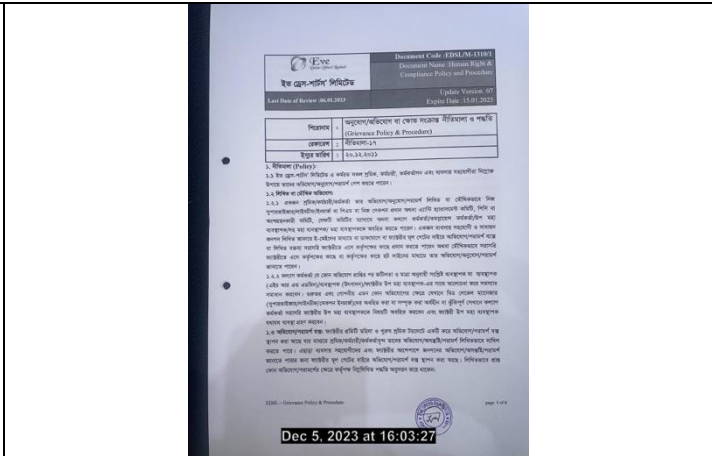
Child labor policy

Client **RAG**
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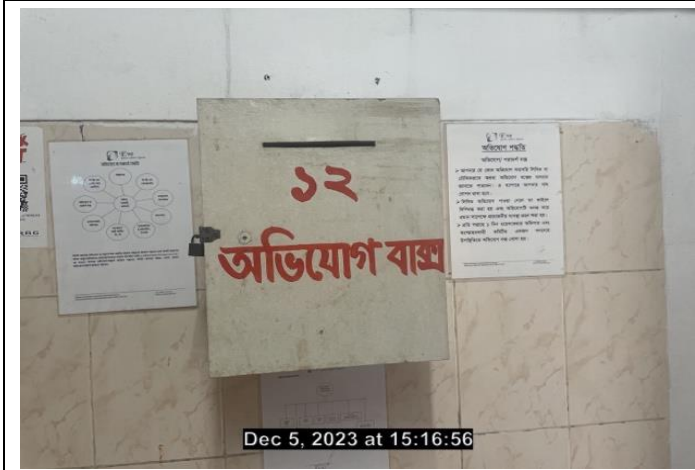
Document Type **Audit Report**
Factory Name **Eve Dress-Shirts' Limited**



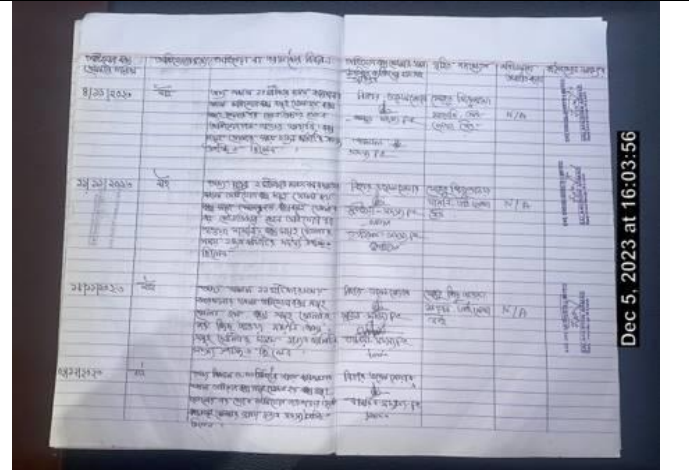
Freedom of Association Policy



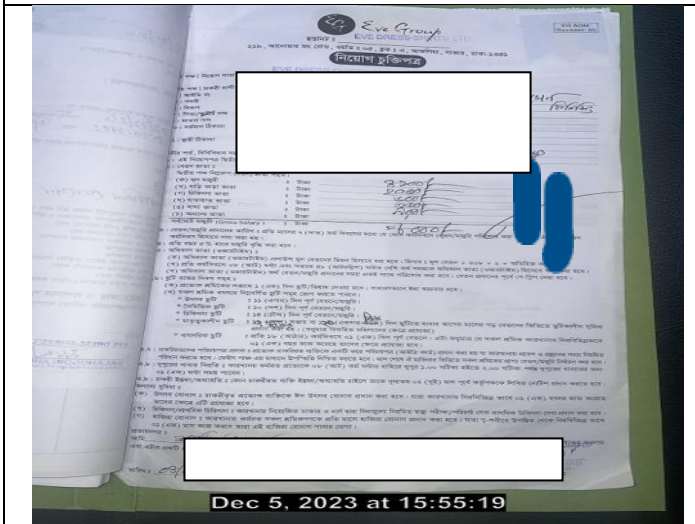
Grievance handling procedure



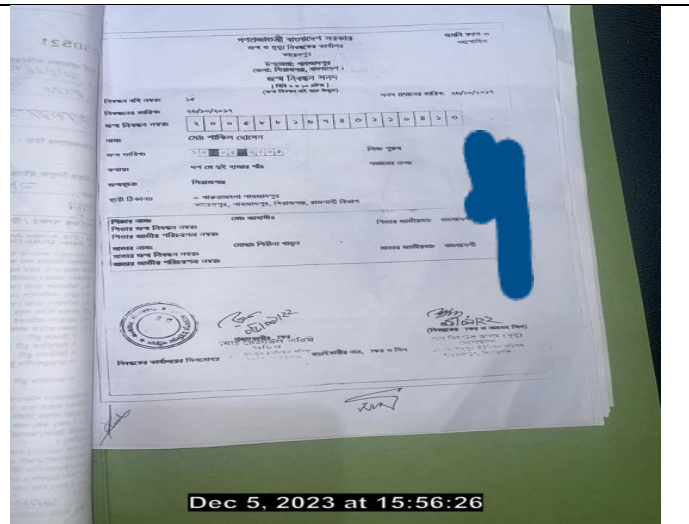
Grievance box



Grievance record



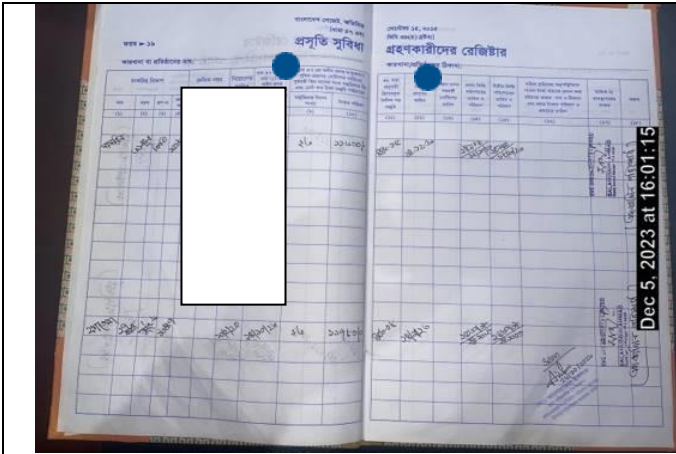
Employee personal data (Employment agreement)



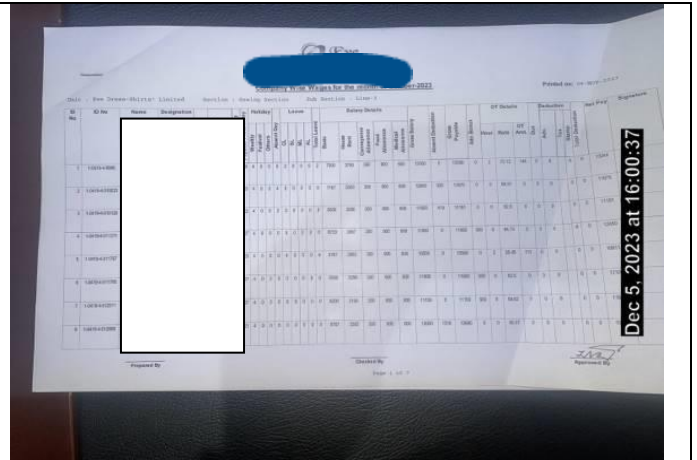
Employee personal data (Birth certificate)

Client **RAG**
QIMA Service No **R-Cloud-23233854**

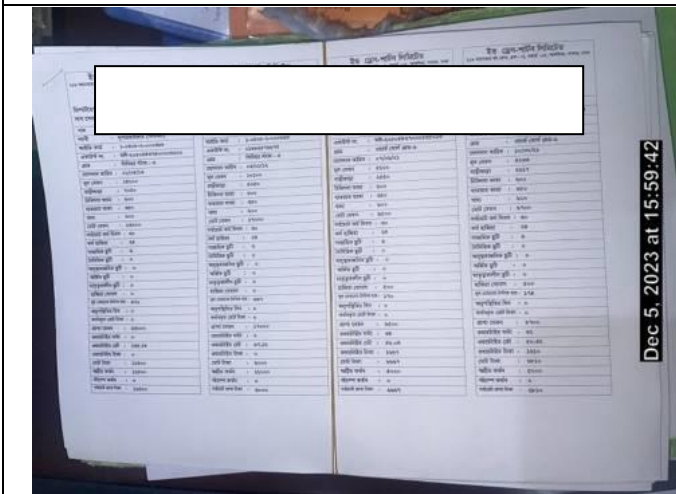
Document Type **Audit Report**
Factory Name **Eve Dress-Shirts' Limited**



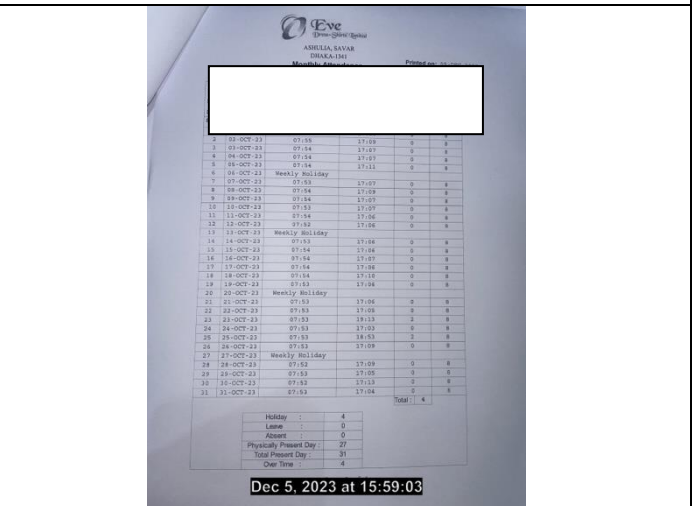
Maternity leave register



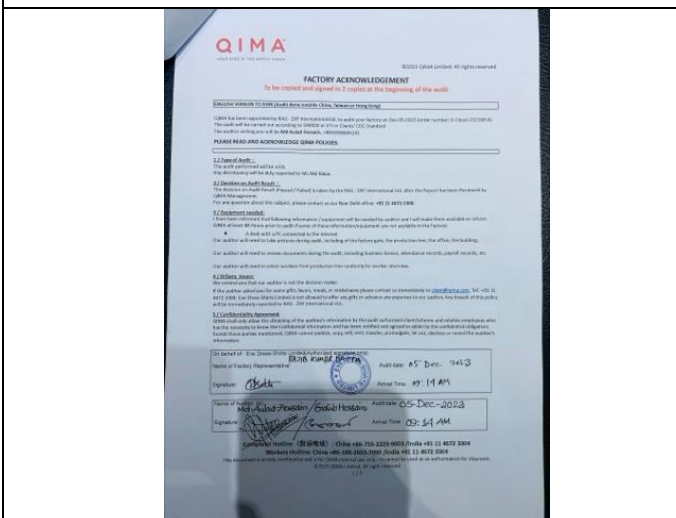
Salary sheet



Pay slip



Time Card



Signed QIMA audit Factory Acknowledgement



Signed Confirmation of QIMA COC

Client **RAG**
QIMA Service No **R-Cloud-23233854**

Document Type **Audit Report**
Factory Name **Eve Dress-Shirts' Limited**

QIMA		© 2023 QIMA Limited. All rights reserved	
Client	RAG	Document Type	Audit Corrective Action Plan
QIMA Service No.	R-Cloud-23233854	Factory Name	Eve Dress-Shirts' Limited
General Information			
Audit Date	5 th & 6 th Dec-2023	Lead Auditor / Auditor	Amita Dey (QPCQA) / Anurag Mishra (QPCQA)
Industry	Textile, Apparel, Footwear & Accessories	GPS Location	Building 23, Road 2, Sector 10, DDA Flt. II, Okhla, New Delhi-110024
Supplier ID (if any client)	ZXVE	Supplier Address	Block # A, Anahla, Sector, Okhla-110024, Delhi
No.	Problem/Violation	Corrective Action	Estimated Date for Completion
3.3.3	Upon interviewing workers and management representatives, it was observed that the discussion on "RAG Concerns/Milestones" was not taken place yet as well as no training has been given to worker and workers representatives. The factory is conducting awareness sessions on 09-Aug-2023. (Ref: RAG questionnaire 3.3.3)	The factory should aware on RAG. Drive awareness to worker and workers representatives.	5-Feb-2024
3.4.1	The factory should review and based on document review and based on document review and based on document review the factory has not taken building construction approval from the concerned authority. However, they have taken approval on 31-Jan-2023 from Chairman of Ashula Union, Delhi.	The factory should collect the building construction and machine layout approval from legal authority.	5-May-2024
3.4.1(a)	The factory has approved factory layout plan of the ground floor, 1st floor, 2nd floor, 4th floor, 5th floor, 6th floor of Building 1, and 5th floor of Building 2, and 5th floor of Building 3, and 5th floor of Building 4, which are used for production. However, the factory has not submitted the Building Construction Approval from the concerned authority. (Ref: Bangladesh Labor Rules 2015, Para-201(4))	The factory should have clear drawing of the factory plan.	5-Feb-2024

Signed CAP 01

Signed CAP 02

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Client	RAG	Document Type	Audit Corrective Action Plan
QIMA Service No.	R-Cloud-23233854	Factory Name	Eve Dress-Shirts' Limited
General Information			
3.4.3.0) The factory should ensure that all workers are provided with appropriate PPE. The factory should ensure that all workers are provided with appropriate PPE. The factory should ensure that all workers are provided with appropriate PPE.			
3.4.3.1) The factory should ensure that all workers are provided with appropriate PPE. The factory should ensure that all workers are provided with appropriate PPE. The factory should ensure that all workers are provided with appropriate PPE.			
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3.4.3.5) The factory should ensure that all workers are provided with appropriate PPE. The factory should ensure that all workers are provided with appropriate PPE. The factory should ensure that all workers are provided with appropriate PPE.			

Signed CAP 03

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Client	RAG	Document Type	Audit Corrective Action Plan
QIMA Service No.	R-Cloud-23233854	Factory Name	Eve Dress-Shirts' Limited
General Information			
3.4.3.6) The factory should ensure that all workers are provided with appropriate PPE. The factory should ensure that all workers are provided with appropriate PPE. The factory should ensure that all workers are provided with appropriate PPE.			
3.4.3.7) The factory should ensure that all workers are provided with appropriate PPE. The factory should ensure that all workers are provided with appropriate PPE. The factory should ensure that all workers are provided with appropriate PPE.			
3.4.3.8) The factory should ensure that all workers are provided with appropriate PPE. The factory should ensure that all workers are provided with appropriate PPE. The factory should ensure that all workers are provided with appropriate PPE.			
3.4.3.9) The factory should ensure that all workers are provided with appropriate PPE. The factory should ensure that all workers are provided with appropriate PPE. The factory should ensure that all workers are provided with appropriate PPE.			
3.4.3.10) The factory should ensure that all workers are provided with appropriate PPE. The factory should ensure that all workers are provided with appropriate PPE. The factory should ensure that all workers are provided with appropriate PPE.			

Signed CAP 04

QIMA		© 2023 QIMA Limited. All rights reserved	
Client	RAG	Document Type	Audit Corrective Action Plan
QIMA Service No.	R-Cloud-23233854	Factory Name	Eve Dress-Shirts' Limited
General Information			
3.1.2.1) The factory should ensure that all workers are provided with appropriate PPE. The factory should ensure that all workers are provided with appropriate PPE. The factory should ensure that all workers are provided with appropriate PPE.			
3.1.2.2) The factory should ensure that all workers are provided with appropriate PPE. The factory should ensure that all workers are provided with appropriate PPE. The factory should ensure that all workers are provided with appropriate PPE.			

Signed CAP 05

QIMA		© 2023 QIMA Limited. All rights reserved	
Client	RAG	Document Type	Audit Corrective Action Plan
QIMA Service No.	R-Cloud-23233854	Factory Name	Eve Dress-Shirts' Limited
General Information			
3.1.2.3) The factory should ensure that all workers are provided with appropriate PPE. The factory should ensure that all workers are provided with appropriate PPE. The factory should ensure that all workers are provided with appropriate PPE.			
3.1.2.4) The factory should ensure that all workers are provided with appropriate PPE. The factory should ensure that all workers are provided with appropriate PPE. The factory should ensure that all workers are provided with appropriate PPE.			
3.1.2.5) The factory should ensure that all workers are provided with appropriate PPE. The factory should ensure that all workers are provided with appropriate PPE. The factory should ensure that all workers are provided with appropriate PPE.			
3.1.2.6) The factory should ensure that all workers are provided with appropriate PPE. The factory should ensure that all workers are provided with appropriate PPE. The factory should ensure that all workers are provided with appropriate PPE.			
3.1.2.7) The factory should ensure that all workers are provided with appropriate PPE. The factory should ensure that all workers are provided with appropriate PPE. The factory should ensure that all workers are provided with appropriate PPE.			
3.1.2.8) The factory should ensure that all workers are provided with appropriate PPE. The factory should ensure that all workers are provided with appropriate PPE. The factory should ensure that all workers are provided with appropriate PPE.			
3.1.2.9) The factory should ensure that all workers are provided with appropriate PPE. The factory should ensure that all workers are provided with appropriate PPE. The factory should ensure that all workers are provided with appropriate PPE.			
3.1.2.10) The factory should ensure that all workers are provided with appropriate PPE. The factory should ensure that all workers are provided with appropriate PPE. The factory should ensure that all workers are provided with appropriate PPE.			

Void

Nil

Client RAG
QIMA Service No R-Cloud-23233854

Document Type Audit Report
Factory Name Eve Dress-Shirts' Limited

NC Evidence Photo



Dec 5, 2023 at 12:24:07

NC# 3.4.3 (a): Aisle not marked



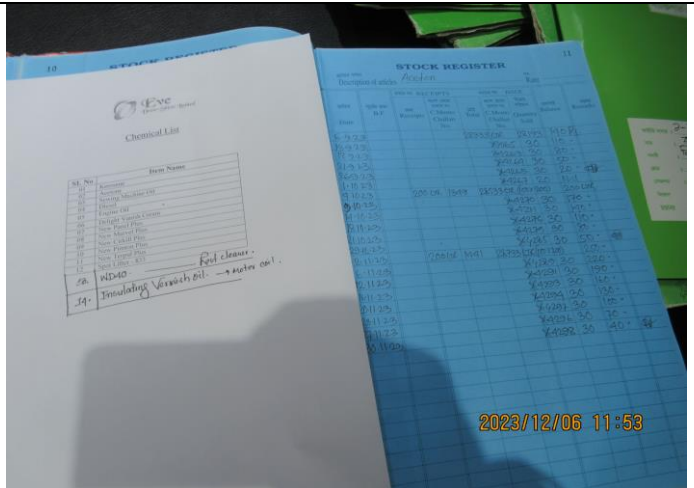
Dec 5, 2023 at 11:35:31

NC # 3.4.3 (d): Automatic fire detection disconnected

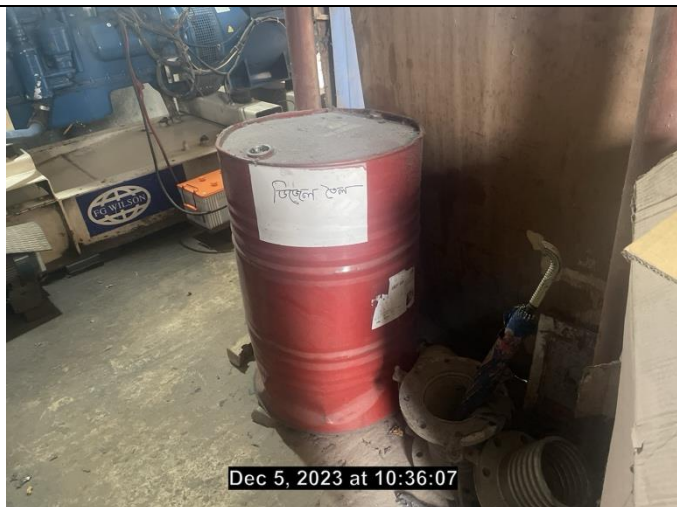


Dec 5, 2023 at 12:26:06

NC# 3.4.3 (e): Exit not marked

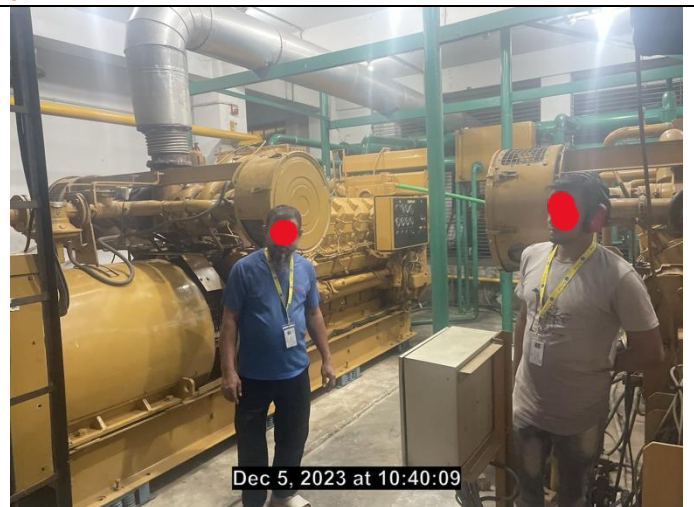


NC# 3.4.5 (a): No chemical inventory record was being maintained for the usage of WD40 and insulating varnish oil.



Dec 5, 2023 at 10:36:07

NC# 3.4.5 (b): No secondary containment for diesel container

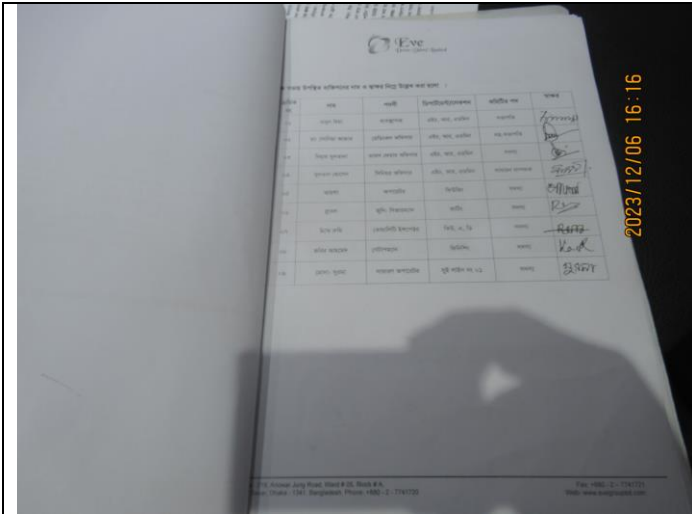


Dec 5, 2023 at 10:40:09

NC# 3.4.5 (d): PPE was not used

Client RAG
QIMA Service No R-Cloud-23233854

Document Type Audit Report
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NC# 3.4.6 (b): Number of representatives in the Canteen Management Committee is unequal.

NC# 3.4.9 (b): Needle guard of machine displaced



NC# 3.4.9 (b): Needle guard of machine displaced

NC# 4.1.1 (e): No MSDS for diesel

Client RAG Document Type Audit Report
 QIMA Service No R-Cloud-23233854 Factory Name Eve Dress-Shirts' Limited

D. Audit Workers Interviews

Group Interview

Questions	Comments from Auditor
2.1.1 Is dormitory provided for all employees? - Does the dormitory appear to be structurally sound and safe? - Is the dormitory not located in the same building of production and/or warehouse? - Are there sufficient exit routes for the dormitory? - Are sufficient and functional fire equipment such as fire alarm, fire extinguishers, exit panel, emergency lights etc available in the dormitory?	N/A. Factory does not have any dormitory facility. Also, it is not a legal requirement.
2.1.2 Are security guards (armed or unarmed) hired only to ensure the safety of the workforce but do not pose any kind of threat to them?	Based on workers' interview, no threat noted from security guards.
2.1.3 Are there employees who are not allowed to quit their jobs because of bonded labour or that they have to repay debts?	Based on workers' interview, no restriction to quit jobs.
2.1.4 Are documents such as ID-cards, passports or birth certificates returned to the workers immediately after hiring?	Based on workers' interview, only photocopy of personal documents taken during hiring.
2.1.5 Are employees requested to make monetary deposits?	Based on workers' interview, no monetary deposit required by office.
2.1.6 Is there any employee who is working under the threat of illegal penalty or any other illegal sanctions? If yes, please describe:	Based on workers interview, no threat, or illegal penalty has taken to them. Also, no such deduction been happened so far from wage verification.
2.1.7 Are employees working overtime on a voluntary basis? With a wage more important?	Based on workers' interview, OT is always on voluntary basis.
2.2.1 Are all employees at least 15 years of age, or above the national legal age for employment, including apprenticeship?	Based on workers' interview, minimum age requirement is 18 years.
2.3.1 Are compensation, benefits, job assignment, retirement provisions, access to service etc. provided to individual employees without any discrimination?	Based on workers' interview, no discrimination regarding employment condition was noted.
2.3.2 Does any part of the employment procedure include pregnancy or virginity tests?	Based on workers' interview, employment process never requires pregnancy or virginity test.
2.3.3 Is any female employee getting mistreated or fired because of pregnancy?	Based on workers' interview, no female employee got mistreated so far.
2.3.4 Are the opportunities to work overtime fairly given to all employees?	Based on workers' interview, workers get fair opportunity to work overtime.
2.3.5 Is the workplace free from any act of harassment, physical coercion or verbal abuse?	Based on workers' interview, no history of physical or verbal abuse was noted.
2.4.1 Do the employees enjoy the freedom to establish or join in their own will any independent workers' organizations? If yes, please provide the names of workers' organization and representative(s).	Based on workers' interview, management do not have any restriction on joining worker organization. The factory has a participation committee formed through election.
2.4.2 Are representatives of the workers' organization allowed to get in touch with their members in the workplace within the legal framework?	Based on workers' interview, workers get in touch with Participation Committee in case of any support needed. Also, grievance, anti-harassment committee meeting was done periodically.

Client RAG Document Type Audit Report
 QIMA Service No R-Cloud-23233854 Factory Name Eve Dress-Shirts' Limited

2.4.3 Do workers have the possibility to complain without being sanctioned? Can they easily be on strike? Ever happened?	During worker interviews, it was observed that there is no opportunity for workers to lodge complaints without being penalized. No instances of strikes have been reported in the factory. Nonetheless, there have been reports of some recent incidents of local violence due to which the factory management decided to halt work for a day and provided full attendance to the workers.
2.5.3 Has "RAG Grievance Mechanism" been discussed or training provided with workers and representative?	Factory didn't discuss regarding RAG grievance mechanism to workers representatives.
3.1.1 Within the legal framework, the suppliers have the obligation to issue an employment contract to all employees. Permanent workers have long term contract, not only short-term contract renew.	Based on workers' interview, workers received copy of appointment letter after confirmation of hiring.
3.1.2 Unless prior approval is given by the client, the suppliers shall not engage in any kind of home working.	Based on workers' interview, no home working is in practice in this factory.
3.2.3/3.2.4 Are there procedures and systems in place to ensure that no employee works more than 60h/week (ILO recommendation)? No More than 72h/week?	Based on workers' interview, they work overtime hours more than 02 hours daily and weekly 60 hours maximum.
3.2.5 Does the company ensure that all employees have at least one free day after six consecutive days worked (or 2 days free in 14 days period when allowed by Law)?	Based on workers' interview, they enjoy 01 off-day all of the week. Holiday, Leave has been provided per law.
3.3.1 Is the company meeting the legal requirement for the lowest basic wage per month for employees?	Based on workers' interview, minimum wage is 8,000 BDT.
3.3.2 Are the wages for all workers, for both normal and overtime work performed meet the legal standard, whichever is higher?	Based on workers' interview, minimum wage is 8,000 BDT. Payment rate for overtime is double of the basic wage per hour.
3.3.3 Does the company provide all legally required benefits to the worker? (This includes paid leave, maternity benefits, social insurance and any other mandated by the local law)	Based on workers' interview, factory provides all kinds of legally required leave benefits.
3.3.4 Are compensations paid in a timely manner as stipulated by the relevant labour regulations? Is there any cash advance possible? If there is bonus, is it paid every 6 months at least?	Based on workers' interview, they get salary payment by 07th of every following month and also get 02 festival bonuses every year. Further, all legal benefits like-maternity, resign, annual leave encashment etc. have been paid as per local regulations.
3.3.5 Are the dates of payment for all bonuses defined by contract between employer and employee?	Based on workers' interview, payment of both bonuses disbursed before festival leave starts.

Final Comments from Auditor

During the audit, the auditor assigned to the agreed factory conducted confidential interviews with workers who were selected freely, without any influence from the factory management. The interviews took place in an independent room located at the workshop, and the workers maintained a cooperative attitude throughout the process. Evidence gathered from these interviews demonstrated that the workers had a positive attitude towards the management and workplace. The workers expressed agreement with the factory's rules and management, and confirmed that no threats or illegal penalties have been imposed on them. Additionally, the audit revealed that the workers received fair opportunities to work overtime, and there were no instances of excessive weekly work exceeding 60 hours among the employees.

Client RAG Document Type Audit Report
 QIMA Service No R-Cloud-23233854 Factory Name Eve Dress-Shirts' Limited

Individual Interview

Questions	Comments from Auditor
2.1.1 Is dormitory provided for all employees? - Does the dormitory appear to be structurally sound and safe? - Is the dormitory not located in the same building of production and/or warehouse? - Are there sufficient exit routes for the dormitory? - Are sufficient and functional fire equipments such as fire alarm, fire extinguishers, exit panel, emergency lights etc available in the dormitory?	N/A. Factory does not have any dormitory facility.
2.1.2 Are security guards (armed or unarmed) hired only to ensure the safety of the workforce but do not pose any kind of threat to them?	Based on workers' interview, no threat noted from security guards. They are ensuring the premise security only. No threat noted from security guards.
2.1.3 Are there employees who are not allowed to quit their jobs because of bonded labor or that they have to repay debts?	Based on workers' interview, no such cases happen ever.
2.1.4 Are documents such as ID-cards, passports or birth certificates returned to the workers immediately after hiring?	Based on workers' interview, only photocopy of personal documents taken during hiring.
2.1.5 Are employees requested to make monetary deposits?	Based on workers' interview, no monetary deposit required by office.
2.1.6 Is there any employee who is working under the threat of illegal penalty or any other illegal sanctions? If yes, please describe:	Based on documentary evidence and worker interview no threat or illegal penalty was noticed by them. Also, no such deduction been happened so far from wage.
2.1.7 Are employees working overtime on a voluntary basis? With a wage more important?	Based on workers' interview, OT is always on voluntary basis.
2.2.1 Are all employees at least 15 years of age, or above the national legal age for employment, including apprenticeship?	Based on workers' interview, minimum age requirement is 18 years.
2.3.1 Are compensation, benefits, job assignment, retirement provisions, access to service etc. provided to individual employees without any discrimination?	Based on workers' interview, no discrimination regarding employment condition was noted. Workers are getting relevant all legal benefits.
2.3.2 Does any part of the employment procedure include pregnancy or virginity tests?	Based on workers' interview, employment process never requires pregnancy or virginity test.
2.3.3 Is any female employee getting mistreated or fired because of pregnancy?	Based on workers' interview, no female employee got mistreated so far.
2.3.4 Are the opportunities to work overtime fairly given to all employees?	Based on workers' interview, workers get fair opportunity to work overtime.
2.3.5 Is the workplace free from any act of harassment, physical coercion or verbal abuse?	Based on workers' interview, workplace free from any act of harassment, physical coercion or verbal abuse.
2.4.1 Do the employees enjoy the freedom to establish or join in their own will any independent workers' organizations? If yes, please provide the names of workers' organization and representative(s).	Based on workers' interview, management do not have any restriction on joining worker organization. The factory has a participation committee formed through election process.
2.4.2 Are representatives of the workers' organization allowed to get in touch with their members in the workplace within the legal framework?	Based on workers' interview, workers get in touch with Participation Committee in case of any support needed. Also, grievance, anti-harassment committee meeting was done periodically.

Client RAG Document Type Audit Report
 QIMA Service No R-Cloud-23233854 Factory Name Eve Dress-Shirts' Limited

2.4.3 Do workers have the possibility to complain without being sanctioned? Can they easily be on strike? Ever happened?	During worker interviews, it was observed that there is no opportunity for workers to lodge complaints without being penalized. No instances of strikes have been reported in the factory. Nonetheless, there have been reports of some recent incidents of local violence due to which the factory management decided to halt work for a day and provided full attendance to the workers.
3.1.1 Within the legal framework, the suppliers have the obligation to issue an employment contract to all employees. Permanent workers have long term contract, not only short term contract renew.	Based on workers' interview, workers received copy of appointment letter after confirmation of hiring.
3.1.2 Unless prior approval is given by the client, the suppliers shall not engage in any kind of home-working.	Based on workers' interview, no home working is in practice in this factory.
3.2.3/3.2.4 Are there procedures and systems in place to ensure that no employee works more than 60h/week (ILO recommendation)? No More than 72h/week?	Based on workers' interview, they work excessive overtime hours. Normally they do 02 hours daily overtime and weekly 60 hours of work maximum.
3.2.5 Does the company ensure that all employees have at least one free day after six consecutive days worked (or 2 days free in 14 days period when allowed by Law)?	Based on workers' interview, they enjoy 1 off-day in all of the week. Also, they enjoyed EID leave and get full compensatory holiday by per law.
3.3.1 Is the company meeting the legal requirement for the lowest basic wage per month for employees?	Based on workers' interview, minimum wage is 8,000 BDT.
3.3.2 Are the wages for all workers, for both normal and overtime work performed meet the legal standard, whichever is higher?	Based on workers' interview, minimum wage is 8,000 BDT. Payment rate for overtime is double of the basic wage per hour.
3.3.3 Does the company provide all legally required benefits to the worker? (This includes paid leave, maternity benefits, social insurance and any other mandated by the local law)	Based on workers' interview, factory provides all kinds of legally required leave benefits.
3.3.4 Are compensations paid in a timely manner as stipulated by the relevant labour regulations? Is there any cash advance possible? If there is bonus, is it paid every 6 months at least?	Based on workers' interview, they get salary payment by 07th of every following month and also get 02 festival bonuses every year. Further, all legal benefits like-maternity, resign, annual leave encashment etc. have been paid as per local regulations.
3.3.5 Are the dates of payment for all bonuses defined by contract between employer and employee?	Based on workers' interview, payment of both bonuses disbursed before festival leave starts.

Final Comments from Auditor

The factory's auditor was able to conduct confidential interviews with workers who were freely chosen and not influenced by management. The interviews were conducted in an independent room within the workshop, and the workers were cooperative. Based on the evidence collected, the workers expressed positivity towards the workplace and management, stating agreement with factory rules. No workers reported any illegal penalties or discrimination; all workers receive legal benefits. The factory adheres to the maximum legal limit of 60 hours per week. There is no physical or verbal abuse or coercion in the workplace. However, improvements are needed in general health and safety conditions and the environment.

END