

Client RAG Document Type Audit Report
QIMA Service No R-Cloud-24250733 Factory Name Eve Dress-Shirts' Limited

General Information

Audit Date	26 & 27 October 2024	Lead Auditor / Auditor	Md. Shakir Ahmed (APSCA number: CSCA 21705629) / Md. Aulad Hossain (APSCA number: CSCA 21701688)
Industry	Textile, Apparel, Footwear & Accessories	GPS Location	Latitude: 23.8938068, Longitude: 90.3277921
Supplier ID (from client)	ZXYEVE	Supplier Address	Holding no- 219, Anowar Jung Road, Block -A, Ward - 05, Ashulia, Savar, Dhaka-1341, Bangladesh

Audit Result

Overall Score	8.85	/10
Color Indicator	GREEN	Approved

CAP Status

CAP Due Date	31-Dec-2024
CAP Status	Approved
CAP Accepted by RAG?	Waiting for CAP
Expiry Date	27-Mar-2026



Valid until: 27-Mar-2026

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Basic Information

Date of Formation	05-Apr-2005	Business license No.	12706/Dhaka
Legal Status	Private Limited Company	Business Licence Issue Date	11/12/2005
Owner Name	Mr. A. D. M. Nurul Mowla	Business License Expiry Date	30-June-2025
Total Area	144438 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	56.0 million USD	Production Capacity(pieces/month)	4,00000 Pcs

Management

Factory Manager	Mr. Salahuddin Ahmad Rana- DGM (HR & Admin)	Health & Safety Manager	Md. Hossain Mollah- Safety Officer
HR Manager	Mr. Rajib Kumar Datta- Manager (Compliance, HR & Admin)	Production Manager	Mr. Yunus Ali- General Manager

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
Does factory uses any subcontractor? If yes, details	Yes, factory uses below subcontractor for washing. Factory name: AKH Washing Lt.d located at Nandakhali, Tatuljhora, Hemayetpur, Savar, Dhaka, Bangladesh.
Does factory uses any homeworkers? If yes, details	No, factory does not use any homeworkers.
Does factory uses any agency provide labour? If yes, details	No, factory does not use any agency workers.

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Workforce			
Total employees at time of audit: 1855			
Number of Shirts/Working Time: 01 shift 08:00 – 17:00. Beside security has 03 shifts, 06:00-14:00; 14:00-22:00 and 22:00-06:00 respectively.			
Employees Position	Total Employees	Male Employees	Female Employees
Management/Administration	196	160	36
Fabric Room	2	2	0
Cutting Room	83	67	16
Pattern Making	26	25	1
Sewing Lines	1012	226	786
Finishing Dept	127	36	91
Pressing Dept	68	55	13
Packing Dept	40	40	0
QC	200	58	142
Warehouse	26	26	0
Other	75	52	23
Total # of Employees	1855	747	1108

Employees Data at factory	Total Employees	Male Employees	Female Employees
In Management Positions	24	20	4
Permanent Workers	1789	716	1073
Temporary Workers	0	0	0
Apprentices	0	0	0
On Probation	0	0	0
With Disabilities	3	2	1

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Union /committee /Representative Members	18	9	9
Pregnant	11	0	11
On maternity Leave	10	0	10
Total # of workers	1855	747	1108

Employees Region	Total Employees	Male Employees	Female Employees
Permanent Local Employees	35	9	26
Permanent Migrant Employees (National Citizens)	1820	738	1082
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	1855	747	1108

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Scoring Summary			
Criteria	Amount Score / 100	CRITICAL NCs	Weight (%)
1. Monitoring and Documentation	90		5
2. Human Rights			
2.1 Forced Labour / Disciplinary Measures	100		10
2.2 Child Labour / Young Workers	100		5
2.3 Discrimination, Harassment and Abuse	100		10
2.4 Freedom of Association & Right to Collective Bargaining	90		3
2.5 Grievance Mechanism	40		2
3. Labour Practices			
3.1 Regular Employment	100		5
3.2 Working Hours	100		5
3.3 Remuneration	100		5
3.4 Health and Safety	80		20
4. Environment			
4.1 Prevention of Pollution	65		10
5. Fair Operating Practices			
5.1 Anti-corruption	100		10
6. Personnel Security	80		10
Result			100
Overall Score	8.85		/10

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 CRI	90/100
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	
1.3	Are all the concerned payroll ledgers, time records, legal benefits proof maintained?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	DR	20/20	
1.4	Are factory ethical documents such as hiring policy, female workers' rights protection policy, anti-discrimination policy etc are well maintained?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	DR	0/10	
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 CRI	
1.6	Is there one computer system for recording this information?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	MI	10/10	
1.7	Organisational Chart	<input checked="" type="checkbox"/>	<input type="checkbox"/>	MI	10/10	

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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	20/20	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	

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
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		Compliant	Non-compliant			
2.4.1	Is there a democratically elected free trade union afflicted to the factory? -Please take photos of relevant documents for evidence.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	MI/DR/WI	10/10	90/100
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	0/30 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 type="checkbox"/>	<input checked="" type="checkbox"/>	WI/DR	0/10	
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 type="checkbox"/>	<input checked="" type="checkbox"/>	MI/WI	0/30	40/100
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	40/40	
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

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
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		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.- - Worker must have at least one day off in every seven-day period, or in exceptional circumstances at least two days off after 12 consecutively worked days when allowed by law. - For exceptional circumstance when working hours exceed 60h/week (but not exceed 72h/w), all the following criteria must be met: <ul style="list-style-type: none">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><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>17:00</td><td>NA</td><td>NA</td></tr><tr><td>End</td><td>NA</td><td>NA</td><td>NA</td><td>NA</td></tr></table> <u>Daily Break:</u> <table><tr><td>Start</td><td>13: 00</td><td>NA</td><td>NA</td><td>NA</td></tr><tr><td>End</td><td>14:00</td><td>NA</td><td>NA</td><td>NA</td></tr><tr><td>Start</td><td>NA</td><td>NA</td><td>NA</td><td>NA</td></tr><tr><td>End</td><td>NA</td><td>NA</td><td>NA</td><td>NA</td></tr></table>	Shift	I	II	III	IIII	Start	08:00	17:00	NA	NA	End	NA	NA	NA	NA	Start	13: 00	NA	NA	NA	End	14:00	NA	NA	NA	Start	NA	NA	NA	NA	End	NA	NA	NA	NA	<div></div>				100/100
Shift	I	II	III	IIII																																					
Start	08:00	17:00	NA	NA																																					
End	NA	NA	NA	NA																																					
Start	13: 00	NA	NA	NA																																					
End	14:00	NA	NA	NA																																					
Start	NA	NA	NA	NA																																					
End	NA	NA	NA	NA																																					
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)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	DR/ WI	20/20																																				
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																																				

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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
Minumum (Excluding O/Time)	BDT 13,000.00	BDT 65,000.00	BDT 13,550.00	BDT 12,550.00	BDT 18,500.00	BDT 12,500.00	BDT 12,500.00	BDT 12,700.00	BDT 12,700.00	BDT 12,700.00	BDT 14,500.00	N/A
Average (Excluding O/Time)	BDT 34,500.00	BDT 160,000.00	BDT 14,025.00	BDT 23,275.00	BDT 39,750.00	BDT 14,150.00	BDT 13,750.00	BDT 13,600.00	BDT 13,850.00	BDT 18,850.00	BDT 34,250.00	N/A
Maximum (Excluding O/Time)	BDT 56,000.00	BDT 255,000.00	BDT 14,500.00	BDT 34,000.00	BDT 61,000.00	BDT 15,800.00	BDT 15,000.00	BDT 14,500.00	BDT 15,000.00	BDT 25,000.00	BDT 54,000.00	N/A
Minumum (Including O/Time)	BDT 14,555.00	N/A	BDT 13,750.00	BDT 13,550.00	BDT 22,895.00	BDT 13,500.00	BDT 13,639.00	BDT 14,357.00	BDT 13,963.00	BDT 14,226.00	BDT 16,431.00	N/A
Average (Including O/Time)	BDT 35,277.50	N/A	BDT 14,250.00	BDT 23,775.00	BDT 41,947.50	BDT 15,492.50	BDT 16,348.00	BDT 15,932.50	BDT 15,223.00	BDT 21,631.00	BDT 35,215.50	N/A
Maximum (Including O/Time)	BDT 56,000.00	N/A	BDT 14,750.00	BDT 34,000.00	BDT 61,000.00	BDT 17,485.00	BDT 19,057.00	BDT 17,508.00	BDT 16,483.00	BDT 29,036.00	BDT 54,000.00	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
Minumum (Excluding O/Time)	BDT 12,800.00	BDT 32,000.00	N/A	BDT 12,550.00	BDT 18,500.00	BDT 12,500.00	BDT 12,500.00	BDT 12,700.00	N/A	BDT 12,700.00	N/A	N/A
Average (Excluding O/Time)	BDT 20,650.00	BDT 36,000.00	N/A	BDT 13,025.00	BDT 18,500.00	BDT 14,150.00	BDT 13,750.00	BDT 13,600.00	N/A	BDT 16,850.00	N/A	N/A
Maximum (Excluding O/Time)	BDT 28,500.00	BDT 40,000.00	N/A	BDT 13,500.00	BDT 18,500.00	BDT 15,800.00	BDT 15,000.00	BDT 14,500.00	N/A	BDT 21,000.00	N/A	N/A
Minumum (Including O/Time)	BDT 14,326.00	N/A	N/A	BDT 13,550.00	N/A	BDT 13,758.00	BDT 13,639.00	BDT 13,766.00	N/A	BDT 13,963.00	N/A	N/A
Average (Including O/Time)	BDT 21,413.00	N/A	N/A	BDT 14,096.00	N/A	BDT 15,707.00	BDT 14,859.50	BDT 14,710.00	N/A	BDT 19,289.50	N/A	N/A
Maximum (Including O/Time)	BDT 28,500.00	N/A	N/A	BDT 14,642.00	N/A	BDT 17,656.00	BDT 16,080.00	BDT 15,654.00	N/A	BDT 24,616.00	N/A	N/A
Minimum wages as Local By Law per worker classification	NA	N/A	N/A	N/A	N/A	BDT 12500	BDT 12500	BDT 12500	BDT 12500	BDT 12500	BDT 12500	BDT 12500
Advise if different laws apply for Local or Migrant workers	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	The factory has calculated living wage.
LW.2	Is there calculation method of living wage identified by the factory for comparing basic wage of workers?	YES	The calculation method of living wage identified by the factory for comparing basic wage of workers
LW.3	Is there satisfactory evidence that the factory provides sufficient remuneration that allows workers to meet a decent standard of living?	NO	The factory has calculated living wage. However, they pay wages as per legal requirements.

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
12500	11192	17000	19394	21091 (Anker)	-9899	8000

*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
		Compliant	Non-compliant			
3.3.1	What is the regional legal minimum wage for the regular working time per month? <u>Statutory Minimum Wage: BDT12500 per month</u>					100/100
3.3.2	Is the company meeting the legal requirement for the lowest basic wage per month for employees?			DR/WI	10/10 CRI	

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	<div>Machinist Wage:</div> <table><tr><td></td><td>Excluding Overtime</td><td>Including Overtime</td><td>Including overtime and Benefits</td></tr><tr><td>Min</td><td>12500</td><td>13614</td><td>14114</td></tr><tr><td>Average</td><td>17000</td><td>19394</td><td>19894</td></tr><tr><td>Max</td><td>21500</td><td>25175</td><td>25675</td></tr></table> <div>(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)</div>		Excluding Overtime	Including Overtime	Including overtime and Benefits	Min	12500	13614	14114	Average	17000	19394	19894	Max	21500	25175	25675				
	Excluding Overtime	Including Overtime	Including overtime and Benefits																		
Min	12500	13614	14114																		
Average	17000	19394	19894																		
Max	21500	25175	25675																		
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	0/10																
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	80/100
3.4.2	Building Fire Inspection Certificate (Expiry date to be correspond with Audit validity period)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	OB	2/2	
3.4.3	Fire Safety					
a.	All aisles, exits and hallways are kept clear of obstruction and unblocked at all times.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	OB	4/4	
b.	All exits are unlocked during working hours and are clearly marked.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	OB	3/3 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	3/3 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 checked="" type="checkbox"/>	<input type="checkbox"/>	OB	2/2	
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 type="checkbox"/>	<input checked="" type="checkbox"/>	OB	0/3	
g.	All exits from factory are equipped of firebreak door.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	OB	2/2 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	3/3 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	4/4	

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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/ 3 CRI
	k. Fire drills and fire safety training are conducted every quarter? The records with dated photo shall be maintained.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	DR/ WI	0/3
	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	1/1 CRI
	m. Fire extinguishing equipment maintenance record and validity stamped (per item)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	DR/ OB	3/3
	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 checked="" type="checkbox"/>	<input type="checkbox"/>	OB	3/3
	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	4/4
	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	3/3
	q. Extinguishers are conformed to ABC Type	<input checked="" type="checkbox"/>	<input type="checkbox"/>	OB	3/3
	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	2/2 CRI
	s. All the workers can exit the workplace within 3 minutes in case of emergency.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	OB	4/4
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	1/1
	b. Is there a plan of the electrical system in the building?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	DR	2/2
	c. Does the factory employ qualified workers for maintenance of electrical wiring?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	DR	2/2
	d. Check each electrical employee qualification and the maintenance records	<input checked="" type="checkbox"/>	<input type="checkbox"/>	DR	2/2
3.4.5	Chemical Safety and Protective Equipment a. The factory keeps records of all chemicals used, separating hazardous and non-hazardous chemicals.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	DR	2/2
	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 checked="" type="checkbox"/>	<input type="checkbox"/>	OB/ MI	3/3
	c. Chemical containers are properly labelled in local language and English language.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	OB	2/2
	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	2/2

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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	3/3
	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 /1
3.4.7	Accident/First Aid/ Risk Assessment a. Factories maintain detailed accident/incident records.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	DR	2/2
	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	1/1
	c. Specify the # of workers trained on first aid?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	OB	1/1
	d. Factories perform and document risk assessments relating to occupational health and safety risks.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	DR	1/1
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	1/1
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 type="checkbox"/>	<input checked="" type="checkbox"/>	DR/WI	0/2
	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	1/1
	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	2/2
	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	2/2

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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 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	65/100
	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 checked="" type="checkbox"/>	<input type="checkbox"/>	DR	5/5	
	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 checked="" type="checkbox"/>	<input type="checkbox"/>	DR	5/5	
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	0/10	
	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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4.1.3	Environmental Management System					
	a. An environmental legal register is obtained and maintained.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	DR	0/10	
	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)	None
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)	GOTS and OCS

Auditor is not required to verify the data in the table "Wastewater/GHG Data Analysis", information is filled by the audited factory, and collected by auditor.

Wastewater/GHG Data Analysis		
For Information Only		
Criteria	Period 2023	Period 2024 (up to Sept)
Electricity Usage	120661 KWH	130183 KWH
Renewable Energy Usage:(If yes please advise the source of renewable of energy)	N/A	N/A
Gas Usage	334226 M ³	31984 M ³
Water Source: (please list all sources eg: local water supply, ground water, river etc)f	Ground Water	Ground Water
Water Usage	216235 Letter	136522 Letter
Water Discharged	Not calculated	Not calculated
Water Volume Discharged	Not calculated	Not calculated
Water Recycled	N/A	N/A
Water Volume Recycled	N/A	N/A
Total Waste Produced	69134 KG	44942 KG
Total hazardous waste Produced	5883 KG	404 KG
Waste recycled	N/A	N/A
Waste to Landfill	N/A	N/A
Waste to Others(please give details)	69134 KG	44942 KG
Total Product Produced	2788254 Pcs	2041958 Pcs

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Has the factory completed any Carbon Footprint Analysis?(if yes please give details)	N/A	N/A	

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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	

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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 checked="" type="checkbox"/>	<input type="checkbox"/>	OB	40/40	80/100
6.2	Is application information, such as employment history and references verified prior to employment? Civil state verified?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	OB	0/20	
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 factory license" found valid until 30/06/2025	
1.2	Based on document review and interviews it was noted that the factory has provided appointment letter and maintained personnel files.	
1.3	The factory management has demonstrated proper maintenance of the payroll ledgers, time records, and legal proof of benefits.	
1.4		Based on document review and interviews it was noted that the factory does not have written guideline to prevent sexual harassment as per legal requirements. [Ref: This violated Bangladesh Labour Rules 2015 (amendment 2022), Rule 361 (ka -3)]
1.5	All the relevant permits and approval documents related to their business operations issued by the respective authorities.	
1.6	The factory utilizes a computer system for recording this information.	
1.7	The factory has presented an organisational Chart for the auditor to review.	
Human Rights		
Forced labour / Disciplinary Measures		
2.1.1	No worker dormitory is present within the facility. It is not mandated by local law.	
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.	
2.1.3	There were no employees observed who were obliged to remain employed due to bonded labor or debt repayment.	
2.1.4	The factory solely gathers photocopies of ID cards, passports, or birth certificates.	
2.1.5	The employer does not use any agent and require employees to make monetary deposits.	
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.	

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2.1.7	No non-voluntary overtime observed among employees.	
2.1.8	The factory does not employ forced, bonded, or prison labor.	
Child labour / Young workers		
2.2.1	The minimum hiring age of the factory is 18 years.	
2.2.2	The factory abides by a minimum hiring age of 18 years. No worker under the age of 18 was found to be employed in the factory.	
2.2.3	During audit, the factory has submitted their child labour policy for review.	
2.2.4	N/A, there are no young workers present in the factory as the minimum hiring age is 18 years. No worker under the age of 18 was found to be employed in the factory.	
Discrimination, Harassment and Abuse		
2.3.1	Individual employees are provided compensation, benefits, job assignments, retirement provisions, access to services, etc. without any discrimination.	
2.3.2	There are no pregnancy or virginity tests included in any part of the employment procedure.	
2.3.3	There were no instances of mistreatment or termination of female employees due to pregnancy observed.	
2.3.4	All employees are given fair opportunities to work overtime.	
2.3.5	Workplaces were found free from any act of harassment, physical coercion or verbal abuse.	
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.	
2.4.2	Factory didn't have any trade union. Also, it is not a legal requirement. The factory has formed Participation Committee (PC) on 20-May-2024 where total 18 persons in the committee (06 from management side and 12 from workers side).	
2.4.3	The factory has formed Participation Committee (PC) through election on 20-May-2024 where total 18 persons in the committee (06 from management side and 12 from workers side).	
2.4.4		Based on interview and document review, it was noted that PC (Participation Committee) meetings were not held every 02 months as per local law. Last two meeting dated 23 May 2024 and 24 Aug 2024. [Ref: Bangladesh Labour Law 2013, Section-207(1)]

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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.	
2.4.6	Based on the floor tour and interviews it was noted that an anonymous grievance mechanism was there in the factory for the workers. Total 16 grievance boxes were available in the toilet areas and they check the boxes regularly (once in a week). Last checking dated 19-Oct-2024.	
Grievance Mechanism		
2.5.1		The factory has not posted "RAG Grievance Mechanism" Guidance on-site. [Ref: In accordance with RAG questionnaire 2.5.1]
2.5.2	During site tour it was noted that the factory posted "RAG Grievance Hotline" poster & stickers in all prominent places like toilet, canteen areas and on information board.	
2.5.3		Based on document review and interviews it was noted that the factory has provided one training on "RAG Grievance Mechanism" to some employees but training was not provided to worker representatives. In addition, interviewed workers were not aware. [Ref: In accordance with RAG questionnaire 2.5.3].
Labour Practices		
Regular Employment		
3.1.1	Based on document review and interviews it was noted that the factory has provided appointment letter and identity cards to all employees	
3.1.2	No foreign migrant labour was observed in the factory, and according to local law, there are no specific regulations regarding the employment of domestic migrant workers.	
3.1.3	N/A, The factory prohibits employees from working from home and no instances of at-home work found during the audit.	
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.	
3.2.2	The facility management employs an electronic attendance system to record the daily attendance of employees. Last 12 months records were available for the review.	

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3.2.3	Based on payroll documents review from randomly selected 03 sample months (Sept 2024, June 2024 and February 2024) and interviews it was noted that, regular working hour not exceeding 48hrs per week and total working hour including overtime hour not exceeded 60hrs per week in all reviewed sample months. Maximum overtime per day noted 2 hours and 12 hours per week.	
3.2.4	It was noted through document review and management interview that factory has a procedure to remain complaint with legal working hour. In addition, they have obtained working hour approval from local labour department as per legal requirments.	
3.2.5	Based on payroll documents review from randomly selected 03 sample months (Sept 2024, June 2024 and February 2024) and interviews it was noted that, regular working hour not exceeding 48hrs per week and total working hour including overtime hour not exceeded 60hrs per week in all reviewed sample months. Maximum overtime per day noted 2 hours and 12 hours per week	
3.2.6	Based on payroll documents review from randomly selected 03 sample months (Sept 2024, June 2024 and February 2024) and interviews, workers received 1 rest day after every 6 days work.	
Remuneration		
3.3.1	The factory complies with the local government's legal minimum wage declaration and pays 12500 BDT per month to workers classified as helper or assistant.	
3.3.2	Based on payroll documents review from randomly selected 03 sample months (Sept 2024, June 2024 and February 2024) and interviews it was noted that, all the selected employees are being paid the minimum wage as declared by the government.	
3.3.3	Overtime is paid 200% of the base wage as per legal requirements.	
3.3.4	Factory pays worker salaries through online mobile banking within 7 working days. Last payment date was 07-10-2024 for Sept 2024.	
3.3.5	Based on document review and interviews, maternity and other compensations were found to be in compliance with local regulations	

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3.3.6	During the audit, the factory presented a valid group insurance certificate from BGMEA and valid till 31 Dec 2024.	
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.	
3.3.8	The facility offers two bonuses annually preceding significant holidays and disburses them prior to the commencement of vacations.	
3.3.9	The factory does not have any piece rate workers.	
3.3.10	The factory does not have an illegal deduction system. However, during the audit, legal deduction such as unauthorized absence was noted.	
Health and Safety		
3.4.1		Based on document review and management interview, the factory has obtained building construction approval dated 31 Jan 2023 from Ashulia Union Parishad instead of from the legal concerned authority – RAJUK. Moreover, the factory has obtained factory layout approval from the concerned authority – DIFE but the layout of 5th floor of the production building was approved as a finished goods store but the factory is using that floor as a fabric store. [Ref: In accordance with Bangladesh Building Construction Act 1952, Section-03 and Bangladesh Labor Rules 2015, Rule-353 (4)]
3.4.2	Based on the plant tour and documents review, it was noted that the factory has fire license which is valid till 30-Jun-2025.	
3.4.3		
a	All the aisles, exits, and hallways were found unobstructed and unblocked during the floor tour.	
b	A site tour conducted during the audit revealed that all exit doors found in an unlocked condition.	
c	The exits direct individuals towards the main gate assembly point and away from the production building.	
d	During the floor visit and management interview, it was noted that the factory has installed total 578 interconnected smoke detectors, heat detector 22, and multi detector 250	
e		During site tour it was noted that all the exits were indicated with battery-powered illuminated exit lights but the factory could not provide any internal test report that those work for a minimum 90 minutes. [Ref: In accordance with RAG COC 3.4.3 (e)]

Client RAG Document Type Audit Report
QIMA Service No R-Cloud-24250733 Factory Name Eve Dress-Shirts' Limited

f		Based on site tour it was noted that the factory has fire hose and connected to fire hydrant system as per legal requirements but it was inactive during audit days. As per the statement of the management and RSC report, it was due to the ongoing renovation work as per recommendations of the RSC. [Ref: In accordance with RAG COC 3.4.3 (f) and BNBC 2006 Part 3].
g	During the site tour, it was observed that the audited factory has installed fire rated door in all areas. Total 104 fire rated doors available in the factory.	
H	During the site tour, it was observed that the audited factory has installed fire rated door in all areas. Also those close automatically in case of emergency and can be opened manually.	
I	Based on site tour it was noted that the factory has emergency window on each floor as per legal requirements.	
J	The width of the exit was found to be compliant with the legal requirement.	
K		It was noted during document review and interviews that the factory conducts fire mock drill and provides firefighting trainings. The last fire drill dated 31-Aug-2024 and firefighting training dated 05-Oct-2024. In addition, training photos found with time and date. However, the factory did not notify the nearest fire station minimum 15 days before the drills were held by the factory as per legal requirements. [Ref: In accordance with Bangladesh Labour Rules, 2015, Rule 55 (14)].
L	Based on site tour, the factory has adequate firefighting equipment with signage.	
M	Fire extinguishing equipment maintenance record and validity stamped was found available. Last fire extinguisher check date was 14-Oct-2024.	
n	Based on document review it was noted that the factory has required number of trained fire fighters as per legal requirements.	
o	The factory has a total 437 fire extinguishers and found unobstructed.	
p	All fire extinguishers found accessible to everybody in all of the areas.	
q	Extinguishers are conformed to ABC Type while randomly checking. Note that factory has total 274 ABC, 144 CO2, 05 Foam, Automatic 15 extinguishers in the premise.	
r	The factory has installed 94 interconnected fire alarms and 81 call points, during live test fire alarm found functional, and can be heard from all areas.	

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QIMA Service No R-Cloud-24250733 Factory Name Eve Dress-Shirts' Limited

s	Based on fire drill records review it was noted that the last fire drill dated 031-Aug-2024 took 02 min 58 sec to evacuate from the workplace.	
3.4.4		
a	During site tour, no loose electrical wiring was observed at main production building as well as warehouse area.	
b	The plan for the electrical system in the building includes the installation of a substation and electrical distribution board (DB).	
c	Based on document review and interviews, the factory has 05 electrician and their licenses found valid.	
d	The audited factory has recruited 01 electricians. The last date of electrical DB checking was 01-Oct-2024, as observed during document review and management interview.	
3.4.5		
a	The factory's chemical list and inventory record for chemicals was observed through document review and interview.	
b	Based on the floor tour it was noted that chemical containers were kept with relevant secondary containers.	
c	Based on the floor tour it was noted that, chemical containers were labelled in local language and English language.	
d		Based on training documents review for last 12 months and interviews it was noted that the factory has provided training on PPE use mainly to sewing and finishing sections employees. As per records, only one cutting employees received training on PPE in last 12 months dated 17 Oct 2024. No training records for embroidery section's employees were available in last 12 month. Moreover, during site tour, approximately 10% cutting employees and 20% overlock machine operators found working without using facemask and 20% embroidery employees found working without earplug. [Ref: In accordance with Bangladesh Labor Rules, 2015 Rule 67 (2)].
e	Based on floor tour it was noted that the eyewash facility was available in spot removing section.	
3.4.6		
a	Based on floor tour it was noted that the factory has provided drinking water facility connected to RO water purifier on each floor. Drinking water test report was also available as per legal requirements.	

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QIMA Service No R-Cloud-24250733 Factory Name Eve Dress-Shirts' Limited

b		The factory has provided dining and canteen facility as per legal requirements but no health certificate was available for the canteen staff with last 12 months. [Ref: In accordance with RAG COC 3.4.6 (b)]
c	The male and female washrooms were observed to be clean and separate during the site tour. The factory has separate toilets for male and female employees. 105 for males and 149 for females.	
3.4.7		
a	The audit revealed that the factory maintains an accident and injury register, and an analysis report found to be accessible. The factory also complies with legal regulations by submitting recorded accident and injury data to the Inspector.	
b	First Aid Kits easily accessible and clearly marked and the contents within the expiry date applicable and replaced when used.	
c	Based on document review, site tour and interviews it was noted that the factory has required number of trained first aider (100) as per legal requirements. Moreover, the factory has a medical room where they have appointed 01 doctor, 01 medical assistant and 01 nurse as per legal requirements.	
d	Based on document review, factory conducted risk assessments relating to occupational health and safety risks.	
3.4.8		
a	During site tour, overall floor Housekeeping conditions relating to health and safety risks was in good condition.	
3.4.9		
a		Based on document review and interviews, the factory has not provided training to boiler and generator operators on proper and safe operation procedures. The factory has provided training to sewing and fusing machine operators only. [Ref: In accordance with RAG COC 3.4.9 (a)]
b		Based on site tour it was noted that all machines were installed with required safeguards. However, eye guard found displaced in approximately 25% visited button attaching machines and 5% visited overlock machines. In addition, needle guard found missing in approximately 5% visited sewing machines. [Ref: In accordance with Bangladesh Labour Law 2006, section: 63].

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c		Based on document review, site tour and interviews it was noted that the factory has 02 boilers and 04 generators. The factory has the valid generator license only for 01 generator having a capacity of 198 KW electricity generations. No license was available for rest three generators. However, for 2 boilers, they have valid licenses. [Ref: In accordance with Bangladesh Energy Regulatory Act 2003, Act 27 (1)]
d	Proper Lockout practices and procedures implemented to safeguard employees from unexpected start-up of machinery and equipment during service or maintenance activities. Every machine installed with emergency shutdown button.	
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.	
f	The factory provided maintenance records of the boiler and generator for review.	
Environment		
4.1 Prevention of Pollution		
4.1.1		
a	The factory does not require any permits for onsite waste disposal as per legal requirements.	
b	Based on document review and interviews it was noted that the factory keeps inventory records of wastes.	
c	The factory has a contract with third party waste collector to dispose all its wastes. The contractor has a valid license as well.	
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.	
e	Based on floor tour, material safety data sheet (MSDS) was available for chemicals.	
4.1.2		
a		Based on document review and interviews, the factory has Captive Power Plant (CPP) consists of 4 generators have a total capacity of 1.918 MW electricity generations but they have not obtained the Environmental Clearance Certificate (ECC) from Department of Environment (DoE). They have applied for the ECC. [Ref: In accordance with Environment Protection Rules 2023, rule -6]
b	Based on document review and interviews it was noted that they have tested emitted air quality and wastewater as per legal requirements. Last test air quality from third party dated 05-12-2023.	

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c	Based on document review and interviews it was noted that they have tested emitted air quality as per legal requirements. Last test from third party dated 05-12-2023.	
d		The factory does not have any procedure for reusing emitted air from generators and boilers. [In accordance with RAG questionnaire 4.1.2 (d)].
4.1.3		
a		Based on interviews, the factory does not maintain Environmental Legal Register. [Ref: In accordance with RAG COC 4.1.3 (a)]
b	The factory has adopted an environmental policy.	
5 Fair Operating Practices		
5.1 Anti-corruption		
5.1.1	The factory has implemented an anti-corruption policy that includes this aspect.	
5.1.2	The factory has implemented both an anti-corruption policy and risk assessment program.	
5.1.3	A list of suppliers was identified during the audit. Also, evidence of communication among suppliers in the same industry not to collude on pricing higher than the market rate was observed.	
6 Personnel Security		
6.1	Based on document review and interviews, the factory has a procedure to screen prospective employees and periodically check current employees.	
6.2		Based on document review and interviews, the factory does not have documented procedures to check employment history, references and civil status. [Ref: In accordance with RAG COC 6.2]
6.3	The applicant's personal data and application form were found to be filled up in accordance with the requirements during the audit.	

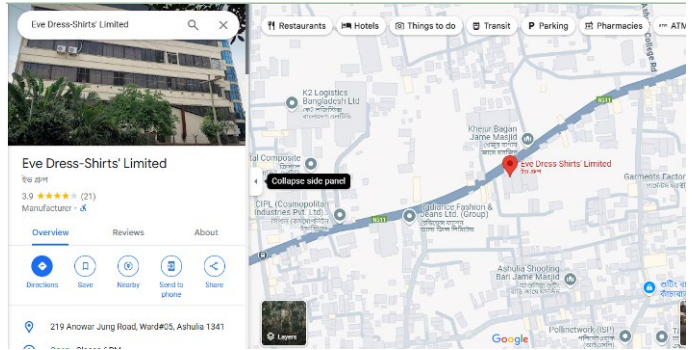
Client RAG Document Type Audit Report
QIMA Service No R-Cloud-24250733 Factory Name Eve Dress-Shirts' Limited

C. Audit Photos

Facility Introduction & Production Process



Auditor on-site



GPS Map



Factory Name



Factory building – Outside view

Client RAG
QIMA Service No R-Cloud-24250733

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



26 Oct, 2024 at 10:37:29

Security post



26 Oct, 2024 at 10:50:39

Embroidery section



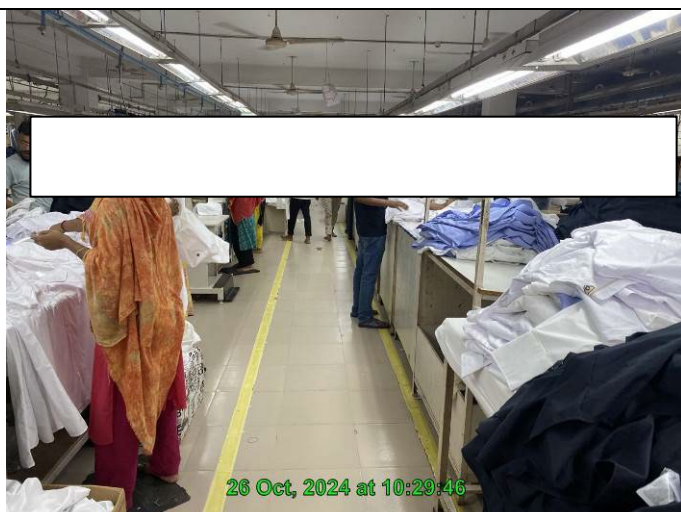
26 Oct, 2024 at 10:14:16

Cutting section



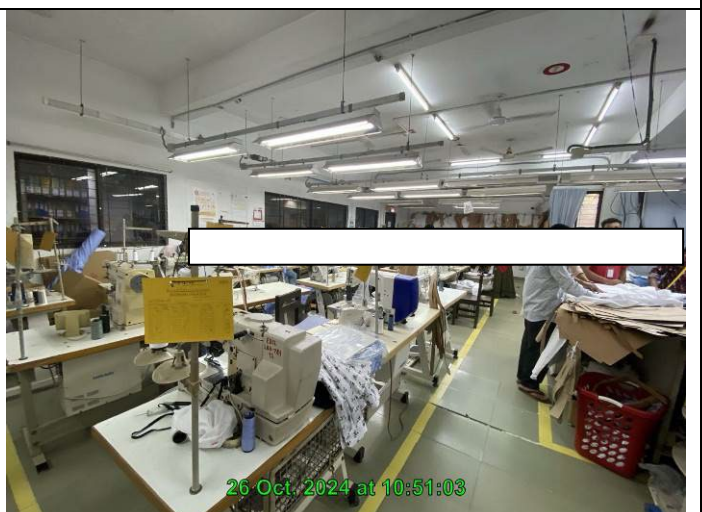
26 Oct, 2024 at 10:24:11

Sewing section



26 Oct, 2024 at 10:29:46

Finishing section



26 Oct, 2024 at 10:51:03

Sample section

Warehouse, Utilities & Common Facilities

Client	RAG	Document Type	Audit Report
QIMA Service No	R-Cloud-24250733	Factory Name	Eve Dress-Shirts' Limited



Fabric warehouse



Finished goods warehouse



Accessories store



Canteen



Dining hall



Drinking water point

Client RAG
QIMA Service No R-Cloud-24250733

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



26 Oct, 2024 at 10:13:00

Toilet facility



26 Oct, 2024 at 10:07:14

Electrical sub-station



26 Oct, 2024 at 10:40:44

Boiler



26 Oct, 2024 at 10:38:29

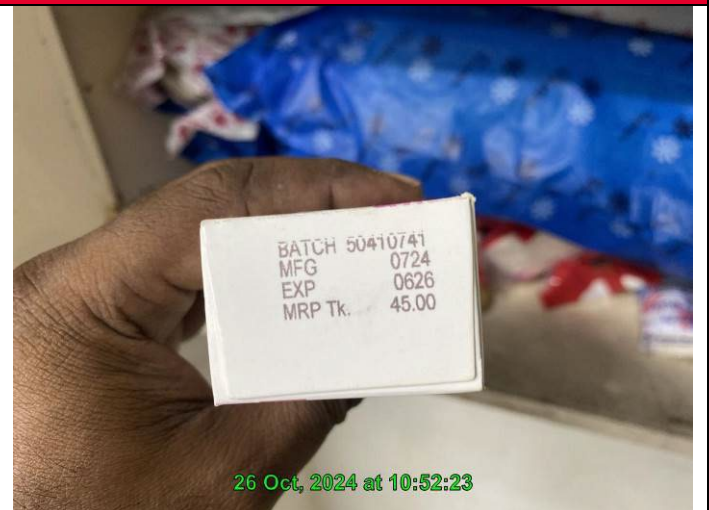
Generator

Health & Safety / Housekeeping



26 Oct, 2024 at 10:12:47

First aid box

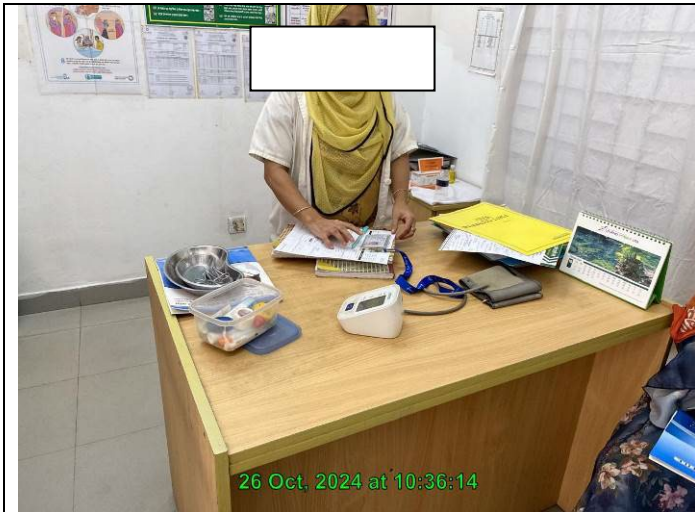


26 Oct, 2024 at 10:52:23

First aid supplies checking by auditor

Client RAG
QIMA Service No R-Cloud-24250733

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



Medical centre



Office



Evacuation plan



Illuminated exit sign



Fire extinguisher



Fire equipment

Client RAG
QIMA Service No R-Cloud-24250733

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



Gong Bell



Smoke detector



Emergency light



Fog light



Fire hose



Assemble area

Client RAG
QIMA Service No R-Cloud-24250733

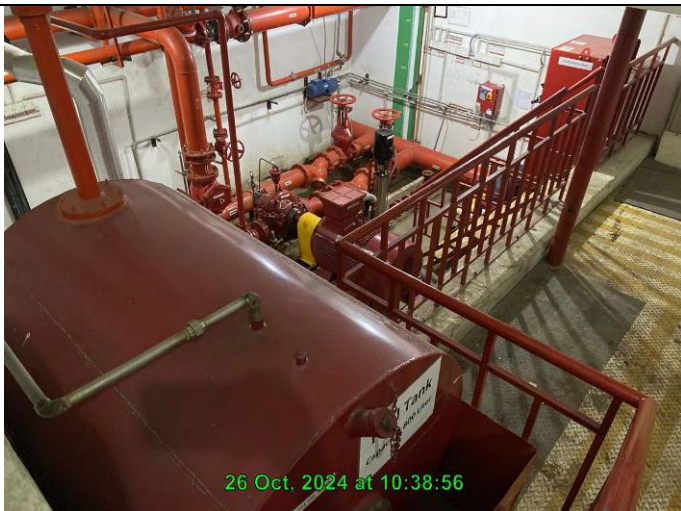
Document Type Audit Report
Factory Name Eve Dress-Shirts' Limited



Fire alarm switch



Fire alarm call point live testing



Fire hydrant pump house



Fire control panel

Client Special Requirement Photo



Exit door – Outward view





Exit door – Inward view

Client	RAG
QIMA Service No	R-Cloud-24250733

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

License/Certificate/Documents

[illegible]

		কারণানা লাইসেন্স		শিশুশ্রম নিষিদ্ধ	
		ফরম-৭৮			
[ধারা ৩২৬ এবং বিধি ৩৫৫(১) প্রাতি]					
সাইসেন্স নং	১২৭০৬/৮৮৮	জন্ম তারিখ	১২/৭/০৬/৮৮৮	জন্মস্থান	১২/৩/২০০৬ খ্রিষ্টাব্দ
পেট্রী	"আই"	১০০% রক্তস্রাব শিক্কা প্রতিষ্ঠান	ডাউসেজ বি (টাকা)	১০,০০০/- (দশহাজার টকা-০,০০০/-)	বাল্যশ্রম
প্রায় ২০০৬ এর বিধান মতে প্রথম "কারণানা লাইসেন্স" প্রদত্ত করা হইল। ইহা কেবল ইক প্রেস-সার্ভিস পরিদপ্তর সাবে পরিচালিত হইবে ও প্রেরিত নং-১১৮, আসসালামার জং রোড, টুকে-এ, গুয়াহাটী-০৫, অসমিয়া, সাতার, চাক। যাহা "কারণানা" এবং জন্ম এ, ডি, এন মুকেশ মালো ফলিক/বাল্যশ্রম পরিদপ্তর দ্বারা প্রদত্ত।					
এই লাইসেন্স	২০২২	সমস্ত ৩০ দিন পর্যন্ত কার্যকর থাকিবে।		২৭/০৮/২২ উপস্থাপনকারী কারণানা ও প্রতিষ্ঠান পরিদপ্তর অধিনায়ক গুয়াহাটী বাল্যশ্রম সচিব ঢাকা মেমোরি	

Trade license

Factory license

কমিক নং		অনিশ্চিত ০০৩ প্রথম সংস্করণ ২০২২
ফায়ার লাইসেন্স		
[নাইলেন নম্বর] [ডি] [ডি] [টা] [কা] / ১ ৯ ০ ৪ ০ / ২ ০ ০ ৫		
এতদ্বারা অগ্নি প্রতিরোধ ও নিবারণ আইন ২০০৩ এবং ৪ ধারা অনুযায়ী এবং উল্লিখিত শর্তাবলী মেনেচল ফায়ার লাইসেন্স ইস্যু করা হইবে।		
১। মালকদ্বারা/কারখানার মালিক/স্বত্বস্বত্বকারী/কর্তৃপক্ষের নাম, পদবী ও ঠিকানা হৈ ইউ এস-সার্ভিস লিমিটেড হোডিং নং-২১৯, আনোয়ার জং রোড, ওয়ার্ড-০৫, ব্লক-এ, আলিনিয়া, সাতার, ঢাকা-১৩৪১।		
ফোন নং	ফ্যাক্স	ই-মেইল
২। মালকদ্বারা/কারখানার স্বত্বস্বত্বকারী (ক) প্রুট ম্য/হোল্ডার নং (খ) দাগ নং (গ) মৌজা (ঘ) থানা		
(ক) ডিউরেন্স (খ) ডিউরেন্স (গ) ডিউরেন্স (ঘ) ডিউরেন্স		
৩। কবনের ব্যবহার প্রার্থী হৈ তৃকুশেলি প্রৌ-ইন্ডাস্ট্রিয়াল 'জি-২' ৪। কবনের নির্মাণ প্রার্থী ও পরিচালক হৈ 'টাইন-১'		
প্রার্থী-১	প্রার্থী-২	প্রার্থী-৩
স্বার্থ	স্বার্থ	স্বার্থ
স্টেট প্রোবের প্রেক্ষাপট (কর্তৃপক্ষের) ১,৪৪,৪০৮ বর্গফুট		

 BGMEA	
BANGLADESH GARMENT MANUFACTURERS & EXPORTERS ASSOCIATION (BGMEA) বাংলাদেশ পোশাক প্রস্তুতকারক ও রপ্তানীকারক সমিতি -বাংলাদ্রাশ্য জি-১-	
BGMEA Complex, House # 7/7A, Block # H 1, Sector 17, Uttara, Dhaka-1230	
<h2 style="margin: 0;">Certificate of Compensation/ Insurance Benefit</h2>	
Commencement Date: 01 January 2021	Factory Registration Number: 4173 Certificate Number: 20241353
BGMEA hereby certifies that all eligible workers and employees of <u>Eye Dress-Shirts Ltd.</u> will be entitled to compensation/insurance benefit in the event of Natural Death, Accidental Death, Permanent Total Disability (PTD) and Permanent Partial Disability (PPD) from the Central Fund (RMG Sector) of The Bangladesh Government.	
Date of issue: 27-Feb-2024 Expiry date: 31 December 2024	 Sr. Vice-President / Vice-President / Vice-President (F) BGMEA
 Joint Secretary (Insurance) BGMEA	

Fire license

Group life insurance certificate

[illegible]

322365

322365

Certificate of Incorporation

No. 666540 (3223)65

I hereby certify that Five Days Month
Months

is this day incorporated under the Companies Act (Act XVIII) of
1994 and that the Company is Limited.

Given under my hand at Dhaka
this Eight day of April
Two thousand five

Registrar of Joint Stock Companies & Firms
Bangladesh.

J.B.C. - 34
B.G.P. - 2003/04 - 2007/78 Comp. C - 2003/04 - 2007/78

28 Oct 2024 14:30:25

Boiler license

Certificate of incorporation

Client

RAG

Document Type

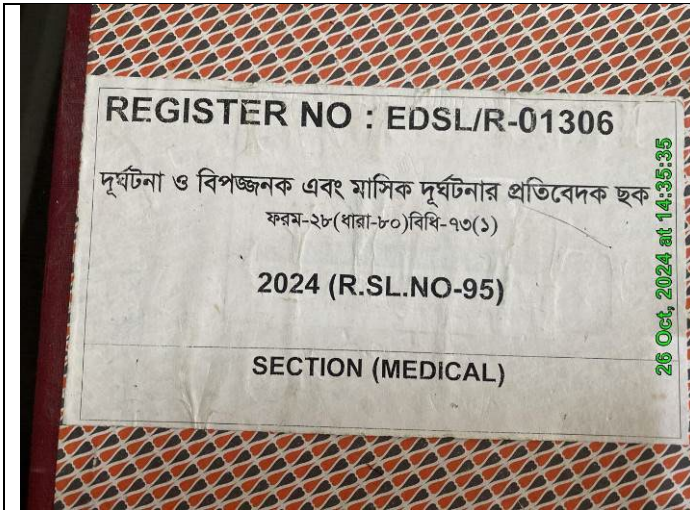
Audit Report

QIMA Service No

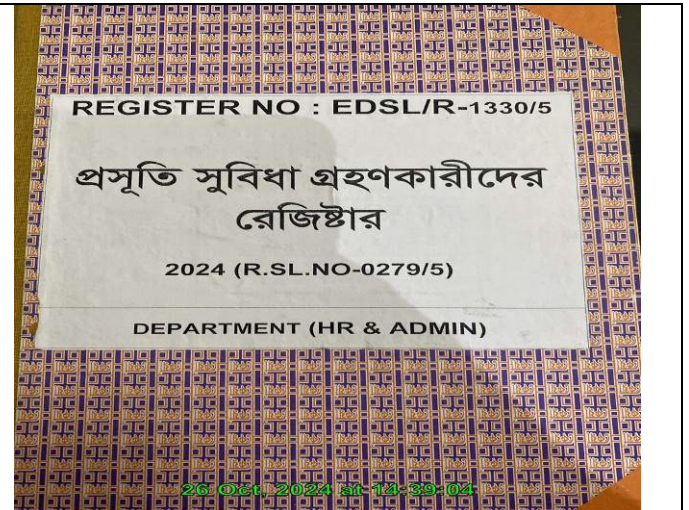
R-Cloud-24250733

Factory Name

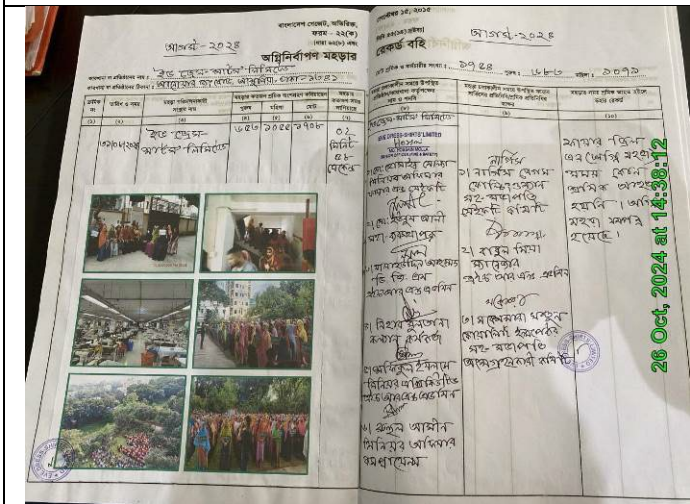
Eve Dress-Shirts' Limited



Injury register



Maternity benefit register



Fire drill register



Notice board



Risk assessment document



Policy board

Client RAG Document Type Audit Report
QIMA Service No R-Cloud-24250733 Factory Name Eve Dress-Shirts' Limited



Complain box



Attendance record system

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FACTORY ACKNOWLEDGEMENT
(English version to sign (Audit done outside China, Taiwan or Hong Kong))

QIMA has been appointed by RAG - Texcom International Ltd. to audit your factory on Oct 26 2024 (order number: R-Cloud-24250733). The audit will be carried out according to ISO9001 or (ET or Client) CDC Standard. The auditor visiting you will be Mr. Shafiq Ahmed, (CIB) (0191874761).

PLEASE READ AND ACKNOWLEDGE QIMA POLICIES:

1 / Type of Audit:
The audit performed will be a EA.
Any discrepancy will be duly reported to Mr. Nurul Islam.

2 / Duration of Audit Result:
The decision on Audit Result (Passed / Failed) is taken by the RAG - Texcom International Ltd. after the Report has been Reviewed by QIMA Management.
For any question about this subject, please contact us our New Delhi office: +91 11 4672 3300.

3 / Equipment needed:
I have been informed that following information / equipment will be needed by auditor and I will make them available or inform QIMA at least 48 hours prior to audit if some of these information/equipment are not available in the factory:
• A desk with a PC connected to the internet.
Our auditor will need to take pictures during audit, including of the factory gate, the production line, the office, the building.
Our auditor will need to review documents during the audit, including business licenses, attendance records, payroll records, etc.
Our auditor will need to select workers from production line randomly for worker interviews.

4 / Bribe/Issues:
We remind you that our auditor is not the decision maker.
If the auditor asked you for some gifts, favors, meals, or misbehaves please contact us immediately to complaint@qima.com. We: +86 755 8228 9334. Eve Dress-Shirts Limited is not allowed to offer any gifts or advance any expenses to our auditors. Any breach of this policy will be immediately reported to RAG - Texcom International Ltd.

5 / Confidentiality Agreement:
QIMA shall only allow the obtaining of the auditee's information by the audit authorized client/employee and relative employees who has the necessary to know the Confidential Information and has been notified and agreed to abide by the confidentiality obligation. Except those parties mentioned, QIMA cannot publish, copy, sell, rent, transfer, promulgate, let out, disclose or reveal the auditee's information.

On behalf of: Eve Dress-Shirts Limited (Authorized signature only)

Name of Factory Representative: **RAJIB KUMAR DATTA** Audit date: **26 OCT 2024**
Manager, Compliance, HR & Admin
Signature: *[Signature]* Arrival Time: **08:55 AM**

Name of Auditor (s): **Mr. Shafiq Ahmed** Audit date: **26 Oct-2024**
Signature: *[Signature]* Arrival Time: **08:55 AM**

Complaint Hotline (投诉电话): +86-755-8228-9334
Workers Hotline: China +86-189-2655-7090 / India +91-11-4672-3304
This document is strictly confidential and is for QIMA internal use only - it cannot be used as an authorization for shipment.
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1 / 3

28/10/2024 09:08

Signed QIMA audit Factory Acknowledgement

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Confirmation of Compliance with QIMA Code of Conduct
To be copied and signed in 2 copies at the end of the audit

(English version to sign (Audit done outside China, Taiwan or Hong Kong))

Order No.: R-Cloud-24250733 Audit Date: Oct 26 2024
Factory Name: Eve Dress-Shirts' Limited

I hereby confirm the following, on behalf of my company, in regard to the compliance of the code of conduct during audit:

1. The auditor was not offered any gift, money, or bribe by factory	<input checked="" type="checkbox"/> Confirmed (Not confirmed (describe))
2. The auditor was not invited to any restaurant by factory	<input checked="" type="checkbox"/> Confirmed (Not confirmed (describe))
3. The auditor did not ask for any money, gift or sample that is not requested by the customer	<input checked="" type="checkbox"/> Confirmed (Not confirmed (describe))
4. The auditor did not ask for any unreasonable favor or service	<input checked="" type="checkbox"/> Confirmed (Not confirmed (describe))
5. The auditor did not request transportation to or from factory	<input checked="" type="checkbox"/> Confirmed (Not confirmed (describe))

I hereby declare that all the information given above is true and correct.

On behalf of:

Name of Factory Representative: **RAJIB KUMAR DATTA** Factory Stamp:
Signature: *[Signature]* Audit date: **27/10/2024**
Departure Time: **05:30 PM**

Name of Auditor: **Mr. Shafiq Ahmed** Audit date: **27 Oct 2024**
Signature: *[Signature]*

If our auditors breach the code of conduct, please contact us immediately. We will send our internal auditor to follow up as soon as possible.

Complaint Hotline (投诉电话): +86-755-8228-9334
Workers Hotline: China +86-189-2655-7090 / India +91-11-4672-3304
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28/10/2024 09:07

Signed Confirmation of QIMA COC

Client RAG
QIMA Service No R-Cloud-24250733

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

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YOUR EYES IN THE SUPPLY CHAIN

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Client: RAG
QIMA Service No: R-Cloud-24250733

Document Type: Audit Corrective Action Plan
Factory Name: Eve Dress-Shirts' Limited

General Information			
Audit Date	26 & 27 October 2024	Lead Auditor / Auditor	Md. Shavar Ahmed (APSCA number: CSCA 21705629) / Md. Aulad Hossain (APSCA number: CSCA 21701688)
Industry	Textile, Apparel, Footwear & Accessories	GPS Location	Latitude: 23.893606, Longitude: 90.3277921
Supplier ID (from client)	ZXEVE	Supplier Address	Holding no. 218, Anwar Jung Road, Block 'A', Ward - 05, Ashula, Savar, Dhaka-1341, Bangladesh

No.	Findings / Violations	Corrective Action	Estimated Date for Completion
1.4	Based on document review and interview it was noted that the factory does not have written guideline to prevent sexual harassment as per legal requirements. [Ref: The violated Bangladesh Labour Rules 2015 (amendment 2022), Rule 36(1)(a)-(3)]	The factory should have a written guideline to prevent sexual harassment and share the guideline with all workers as per legal requirements.	31 Dec 2024
2.4.4	Based on interview and document review, it was noted that PC (Participation Committee) meetings were not held every 02 months as per local law. Last two meeting dated 23 May 2024 and 24 Aug 2024. [Ref: Bangladesh Labour Law 2013, Section-20(1)]	The factory should conduct PC meeting every two months as per legal requirements.	31 Dec 2024
2.5.1	The factory has not posted "RAG Grievance Mechanism" Guidance on-site. [Ref: in accordance with RAG questionnaire 2.5.1]	The factory should post "RAG Grievance Mechanism" in all prominent places.	31 Dec 2024
2.5.3	Based on document review and interview it was noted that the factory has provided one training on "RAG Grievance Mechanism" to some employees but training was not provided to worker representatives. In addition, interviewed workers were not aware. [Ref: in accordance with RAG questionnaire 2.5.3]	The factory should provide training on "RAG Grievance Mechanism".	31 Dec 2024
3.4.1	Based on document review and management interview, the factory has obtained building construction approval dated 31 Jan 2023 from Ashula Union Parishad instead of from the legal concerned authority - RAJUK. Moreover, the factory has obtained factory layout approval from the concerned authority - DIFE but the layout of	The factory should obtain the building construction approval from the concerned authority - RAJUK and update the layout and take approval from DIFE	31 Dec 2024

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Signed CAP 01

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YOUR EYES IN THE SUPPLY CHAIN

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Client: RAG
QIMA Service No: R-Cloud-24250733

Document Type: Audit Corrective Action Plan
Factory Name: Eve Dress-Shirts' Limited

General Information			
Audit Date	26 & 27 October 2024	Lead Auditor / Auditor	Md. Shavar Ahmed (APSCA number: CSCA 21705629) / Md. Aulad Hossain (APSCA number: CSCA 21701688)
Industry	Textile, Apparel, Footwear & Accessories	GPS Location	Latitude: 23.893606, Longitude: 90.3277921
Supplier ID (from client)	ZXEVE	Supplier Address	Holding no. 218, Anwar Jung Road, Block 'A', Ward - 05, Ashula, Savar, Dhaka-1341, Bangladesh

No.	Findings / Violations	Corrective Action	Estimated Date for Completion
1.4	Based on document review and interview it was noted that the factory does not have written guideline to prevent sexual harassment as per legal requirements. [Ref: The violated Bangladesh Labour Rules 2015 (amendment 2022), Rule 36(1)(a)-(3)]	The factory should have a written guideline to prevent sexual harassment and share the guideline with all workers as per legal requirements.	31 Dec 2024
2.4.4	Based on interview and document review, it was noted that PC (Participation Committee) meetings were not held every 02 months as per local law. Last two meeting dated 23 May 2024 and 24 Aug 2024. [Ref: Bangladesh Labour Law 2013, Section-20(1)]	The factory should conduct PC meeting every two months as per legal requirements.	31 Dec 2024
2.5.1	The factory has not posted "RAG Grievance Mechanism" Guidance on-site. [Ref: in accordance with RAG questionnaire 2.5.1]	The factory should post "RAG Grievance Mechanism" in all prominent places.	31 Dec 2024
2.5.3	Based on document review and interview it was noted that the factory has provided one training on "RAG Grievance Mechanism" to some employees but training was not provided to worker representatives. In addition, interviewed workers were not aware. [Ref: in accordance with RAG questionnaire 2.5.3]	The factory should provide training on "RAG Grievance Mechanism".	31 Dec 2024
3.4.1	Based on document review and management interview, the factory has obtained building construction approval dated 31 Jan 2023 from Ashula Union Parishad instead of from the legal concerned authority - RAJUK. Moreover, the factory has obtained factory layout approval from the concerned authority - DIFE but the layout of	The factory should obtain the building construction approval from the concerned authority - RAJUK and update the layout and take approval from DIFE	31 Dec 2024

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Client: RAG
QIMA Service No: R-Cloud-24250733

Document Type: Audit Corrective Action Plan
Factory Name: Eve Dress-Shirts' Limited

3.4.3 (e)	5th floor of the production building was approved as a finished goods store but the factory is using that floor as a fabric store. [Ref: in accordance with Bangladesh Building Construction Act 1962, Section-03 and Bangladesh Labour Rules 2015, Rule-35(3)(4)]	The factory should ensure all exit lights work for a minimum 90 minutes.	31 Dec 2024
3.4.3 (f)	During site tour it was noted that all the exits were indicated with battery-powered illuminated exit signs but the factory could not provide any internal test report that those work for a minimum 90 minutes. [Ref: in accordance with RAG COC 3.4.3 (e)]	The factory should ensure fire hydrant system is functional.	31 Dec 2024
3.4.3 (g)	Based on site tour it was noted that the factory has fire hose and connected to fire hydrant system as per legal requirements but 4 per the statement of the management and RSC report, it was due to the ongoing renovation work as per recommendations of the RSC. [Ref: in accordance with RAG COC 3.4.3 (f) and BNBC 2006 Part 3]	The factory should notify the nearest fire station minimum 15 days before the drills are held.	31 Dec 2024
3.4.3 (h)	It was noted during document review and interview that the factory conducts fire mock drill and provides firefighting trainings. The last fire drill dated 31-Aug-2024 and firefighting training dated 05-Oct-2024. In addition, training photos found with time and date. However, the factory did not notify the nearest fire station minimum 15 days before the drills were held by the factory as per legal requirements. [Ref: in accordance with Bangladesh Labour Rules, 2015, Rule 55 (14)]	The factory should provide training on PPE and ensure proper use of PPE.	31 Dec 2024
3.4.5 (d)	Based on training documents review for last 12 months and interview it was noted that the factory has provided training on PPE use mainly to sewing and finishing sections employees. As per records, only one cutting employees received training on PPE in last 12 months dated 17 Oct 2024. No training records for embroidery section's employees were available in last 12 months. Moreover, during site tour, approximately 10% cutting		

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QIMA Service No: R-Cloud-24250733

Document Type: Audit Corrective Action Plan
Factory Name: Eve Dress-Shirts' Limited

3.4.6 (b)	employees and 20% overlook machine operators found working without using facemasks and 20% embroidery employees found working without earplugs. [Ref: in accordance with Bangladesh Labour Rules, 2015 Rule 67 (2)]	The factory should ensure the canteen staff have the health certificate.	31 Dec 2024
3.4.9 (a)	The factory has provided dining and canteen facility as per legal requirements, but no health certificate was available for the canteen staff. [Ref: in accordance with RAG COC 3.4.6 (b)]	The factory should provide training on proper and safe operation procedures.	31 Dec 2024
3.4.9 (b)	Based on document review and interview, the factory has not provided training to seller and generator operators on proper and safe operation procedures. The factory has provided training to sewing and finishing machine operators only. [Ref: in accordance with RAG COC 3.4.9 (a)]	The factory should ensure proper use of machine safeguards.	31 Dec 2024
3.4.9 (c)	Based on site tour it was noted that all machines were installed with required safeguards. However, eye guard found displaced in approximately 25% visited fullon attaching machines and 5% visited overlook machines. In addition, needle guard found missing in approximately 5% visited sewing machines. [Ref: in accordance with Bangladesh Labour Law 2006, section 65]	The factory should obtain the generators license.	31 Dec 2024
4.1.2 (a)	Based on document review, site tour and interview it was noted that the factory has 02 boilers and 04 generators. The factory has the valid generator license only for 01 generator having a capacity of 198 KW electricity generations. No license was available for rest three generators. However, for 2 boilers, they have valid licenses. [Ref: in accordance with Bangladesh Energy Regulatory Act 2003, Act 27 (1)]	The factory should obtain the ECC for CPP.	31 Dec 2024

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Client RAG Document Type Audit Report
QIMA Service No R-Cloud-24250733 Factory Name Eve Dress-Shirts' Limited

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Client: RAG
QIMA Service No: R-Cloud-24250733
Document Type: Audit Corrective Action Plan
Factory Name: Eve Dress-Shirts' Limited

4.1.2 (d)	applied for the ECC. (Ref: In accordance with Environment Protection Rules 2023, rule -6) The factory does not have any procedure for reusing emitted air from generators and boilers. (In accordance with RAG questionnaire 4.1.2 (d)).	The factory should have a procedure for reusing emitted air.	31 Dec 2024
4.1.3 (a)	Based on interviews, the factory does not maintain Environmental Legal Register. (Ref: In accordance with RAG CDC 4.1.3 (a)).	The factory should maintain Environmental Legal Register.	31 Dec 2024
6.2	Based on document review and interviews, the factory does not have documented procedures to check employment history, references and civil status. (Ref: In accordance with RAG CDC 6.2)	The factory should have documented procedures to check employment history, references and civil status.	31 Dec 2024

Site Representative Signature: 
Date: 27-10-2024

Auditor Signature: 
Date: 27-Oct-2024

28/10/2024 09:08:019

Nil

Signed CAP 05

NA

NC Evidence Photo



NC# 3.4.1_ Factory has obtained building construction approval dated 31 Jan 2023 from Ashulia Union Parishad instead of from the legal concerned authority – RAJUK.



NC# 3.4.3 (f)_ Fire hydrant system was inactive

Client RAG
QIMA Service No R-Cloud-24250733

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



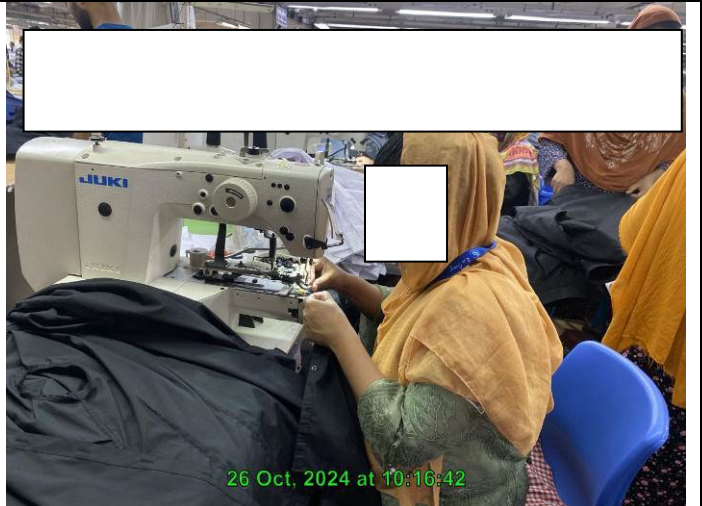
NC# 3.4.5 (d)_ Few cutting employees were not using mask



NC# 3.4.5 (d)_ Few overlock employees were not using mask



NC# 3.4.5 (d)_ Few embroidery employees were not using ear plug



NC# 3.4.9 (b)_ Button attach machine eye guard was displaced



NC# 3.4.9 (b)_ Overlock machine eye guard was displaced



NC# 3.4.9 (b)_ Sewing machine needle guard was missing

Client RAG Document Type Audit Report
QIMA Service No R-Cloud-24250733 Factory Name Eve Dress-Shirts' Limited

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 as well as trade union.
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-24250733 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 its workers and 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 worked overtime hours not more than 60 hours per week.
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, workers received 1 days off every week.
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 12,500 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 12,500 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. However, it's better to have sick and other leaves more supportive manner.
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. Total working hour not exceeded 60 hours per week. However, improvements needed in general health and safety conditions and the environment.

Client RAG Document Type Audit Report
QIMA Service No R-Cloud-24250733 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 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. Also, trade union is available.
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-24250733 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 worked overtime hours not more than 60 hours per week.
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, workers received 1 days off every week.
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 12500 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 12,500 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. Total working hour not exceeded 60 hours per week. However, improvements needed in general health and safety conditions and the environment.

Client	RAG	Document Type	Audit Report
QIMA Service No	R-Cloud-24250733	Factory Name	Eve Dress-Shirts' Limited

END