




Sedex Members Ethical Trade Audit Report

Version 6.1



Audit Details				
Sedex Company Reference: (only available on Sedex System)	ZC: 412646173	Sedex Site Reference: (only available on Sedex System)	ZS: 412647069	
Business name (Company name):	Babylon Washing Ltd.			
Site name:	Babylon Washing Ltd.			
Site address: (Please include full address)	Plot: 169-171, 194, 203, 204, 205 Union Tetulzhora, Hemayetpur, Savar, Dhaka.	Country:	Bangladesh	
Site contact and job title:	Md. Julfikar Ali - Assistant Manager (HR, Admin & Compliance)			
Site phone:	+8801716381719	Site e-mail:	julfikar@babylon-bd.com	
SMETA Audit Pillars:	<input checked="" type="checkbox"/> Labour Standards	<input checked="" type="checkbox"/> Health & Safety (plus Environment 2-Pillar)	<input checked="" type="checkbox"/> Environment 4-pillar	<input checked="" type="checkbox"/> Business Ethics
Date of Audit:	8th November 2022			

Audit Company Name & Logo: SGS Bangladesh Limited 	Report Owner (payer): <i>(If paid for by the customer of the site please remove for Sedex upload)</i> Babylon Washing Ltd.
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Audit Conducted By					
Affiliate Audit Company	<input checked="" type="checkbox"/>	Purchaser	<input type="checkbox"/>	Retailer	<input type="checkbox"/>
Brand owner	<input type="checkbox"/>	NGO	<input type="checkbox"/>	Trade Union	<input type="checkbox"/>
Multi-stakeholder	<input type="checkbox"/>	Combined Audit (select all that apply)			

If you have any concerns or queries about this SMETA report or the associated SMETA audit, please contact grievance@sedex.com.

To confirm the validity of this report, please visit

<https://www.sedex.com/audit-verifier/>

Audit Content:

(1) A SMETA audit was conducted which included some or all of Labour Standards, Health & Safety, Environment and Business Ethics. The SMETA Best Practice Version 6.1 was applied. The scope of workers included all types at the site e.g. direct employees, agency workers, workers employed by service providers and workers provided by other contractors. Any deviations from the SMETA Methodology are stated (with reasons for deviation) in the SMETA Declaration.

(2) The audit scope was against the following reference documents

2-Pillar SMETA Audit

- ETI Base Code
- SMETA Additions
 - Universal rights covering UNGP
 - Management systems and code implementation,
 - Responsible Recruitment
 - Entitlement to Work & Immigration,
 - Sub-Contracting and Home working,

4-Pillar SMETA

- 2-Pillar requirements plus
- Additional Pillar assessment of Environment
- Additional Pillar assessment of Business Ethics
- The Customer's Supplier Code (Appendix 1)

(3) Where appropriate non-compliances were raised against the ETI code / SMETA Additions & local law and recorded as non-compliances on both the audit report, CAPR and on Sedex.

(4) Any Non-Compliance against customer code shall not be uploaded to Sedex. However, in the CAPR these 'Variances in compliance between ETI code / SMETA Additions/ local law and customer code' shall be noted in the observations section of the CAPR.

SMETA Declaration

I declare that the audit underpinning the following report was conducted in accordance with SMETA Best Practice Guidance and SMETA Measurement Criteria.

- (1) Where appropriate non-compliances were raised against the ETI code / SMETA Additions & local law and recorded as non-compliances on both the audit report, CAPR and on Sedex.
- (2) Any Non-Compliance against customer code alone shall not be uploaded to Sedex. However, in the CAPR these 'Variances in compliance between ETI code / SMETA Additions/ local law and customer code' shall be noted in the observations section of the CAPR.

Any exceptions to this must be recorded here (e.g. different sample size): None

Auditor Team (s) (please list all including all interviewers):

Lead auditor: Md. Mahmudur Rahman Shovon APSCA Number: RA 21701562

Team auditor: Most. Mahfuza Akter & Farhana Begum Remun

APSCA Number: RA 21701593, ASCA 21703465

Interviewers: Md. Mahmudur Rahman Shovon, Most. Mahfuza Akter & Farhana Begum Remun

Report writer: Md. Mahmudur Rahman Shovon

Report reviewer: Mohammed Saiful Islam

Date of declaration: 8th November 2022.

Note: The focus of this ethical audit is on the ETI Base Code and local law. The additional elements will not be audited in such depth or scope, but the audit process will still highlight any specific issues.

This report provides a summary of the findings and other applicable information found/gathered during the social audit conducted on the above date only and does not officially confirm or certify compliance with any legal regulations or industry standards. The social audit process requires that information be gathered and considered from records review, worker interviews, management interviews and visual observation. More information is gathered during the social audit process than is provided here. The audit process is a sampling exercise only and does not guarantee that the audited site prior, during or post-audit, are in full compliance with the Code being audited against. The provisions of this Code constitute minimum and not maximum standards and this Code should not be used to prevent companies from exceeding these standards. Companies applying this Code are expected to comply with national and other applicable laws and where the provisions of law and this Code address the same subject, to apply that provision which affords the greater protection. The ownership of this report remains with the party who has paid for the audit. Release permission must be provided by the owner prior to release to any third parties.

Summary of Findings

Issue (please click on the issue title to go direct to the appropriate audit results by clause) Note to auditor, please ensure that when issuing the audit report, hyperlinks are retained.	Area of Non-Conformity (Only check box when there is a non-conformity, and only in the box/es where the non-conformity can be found)				Record the number of issues by line*:			Findings (note to auditor, summarise in as few words as possible NCs, Obs and GE)
	ETI Base Code	Local Law	Additional Elements	Customer Code	NC	Obs	GE	
0A	Universal Rights covering UNGP		<input type="checkbox"/>	<input type="checkbox"/>				• None observed.
0B	Management systems and code implementation		<input type="checkbox"/>	<input type="checkbox"/>			06	GE <ul style="list-style-type: none"> Facility arranges annual picnic and cultural program for all workers once in a year The facility established a library at Tetulzhora High School, this school is nearest to the facility Facility provides winter dress to poor people. Facility provides relief to natural disastrous people Facility arranges blood donation camp for all workers The facility provides sharee and lungi as Eid gifts during Eid Ul Fitr.
1.	Freely chosen Employment	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>			• None observed.
2	Freedom of Association	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>			• None observed.
3	Safety and Hygienic Conditions	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>	05		NC: <ol style="list-style-type: none"> Generator license expired

									2. Workers not using PPE (Personal Protective Equipment). 3. Risk assessment found missing for some areas. 4. Electrician Certificate expired. 5. No PA system was installed.
4	<u>Child Labour</u>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>				<ul style="list-style-type: none"> None observed.
5	<u>Living Wages and Benefits</u>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>			03	GE: 1. Facility management provides attendance bonus BDT 300 to BDT 500 per month to all workers. 2. Financial help for education, marriage ceremony and medical purpose. 3. Scholarship program for the children of the workers and staff.
6	<u>Working Hours</u>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>				None observed.
7	<u>Discrimination</u>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>				None observed.
8	<u>Regular Employment</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				None observed.
8A	<u>Sub-Contracting and Homeworking</u>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				None observed.
9	<u>Harsh or Inhumane Treatment</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				None observed.
10A	<u>Entitlement to Work</u>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				None observed.
10B2	<u>Environment 2-Pillar</u>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				Not applicable
10B4	<u>Environment 4-Pillar</u>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	01			NC:

									<ul style="list-style-type: none"> Wastes were not properly segregated.
10C	Business Ethics		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				None observed.
General observations and summary of the site:									
<p>1. This factory is washing the garments.</p> <p>2. Factory has a policy to endorse at the highest level, covering human rights impacts and issues, and ensures it is communicated to all employees.</p> <p>3. Through plant tour, workers interview and documents review, physical verification/appearance of workers; no evidence of the use of child labour was observed. Factory checks the age before recruitment by the doctor and maintains age related documents in the workers' personnel files.</p> <p>4. Facility does not engage any forced or bonded labour. In Bangladesh, no prison labour is engaged outside the prison as per the law. Nothing identified during audit. Factory also does not keep any original documents from the workers, noted by the interviewed workers. Workers are free to leave their employer at any time giving required notices.</p> <p>5. Factory treats their workers with respect and dignity; no corporal punishment, threats of violence or other forms of physical, mental, sexual, verbal harassment and abuse is practised.</p> <p>6. Facility did not discriminate between workers in any manner while selection, pay, promotion and termination. Nothing identified by the documents verification, and nothing reported by the interviewed workers regarding discrimination. The payment and overtime record did not show any discriminatory incidents.</p> <p>7. Workers are free to join or form the trade union, no restriction has been imposed to the workers from the management. Nothing identified through policy verification and factory has formed a Trade Union. The factory has provided suggestion & complaint box in the toilet area through which workers can give their suggestion / complaints if any.</p> <p>8. First aid facility and toilet facilities have been found as per legal requirement. First aiders were well known about the first aid issues and fire fighters are well known about the operation of all firefighting equipment's and regular training is provided to them regarding this.</p> <p>9. All workers are getting ID card during their recruitment. All the workers are receiving contract letter.</p> <p>10. It was verified through document review, factory tour, management interview and employee interview that no homeworking was used by this factory.</p>									

11. The factory implemented anti-harsh or inhumane treatment policy. The policy states that physical abuse or discipline, the threat of physical abuse, sexual or other harassment and verbal abuse or other forms of intimidation shall be prohibited. Through the factory management and workers' interview, it was noted that no physical abuse or discipline happened in the factory.

12. Workers have received overtime allowance at premium rate (double of the basic).

13. All workers were provided with pay slips for each pay period which is in easily understandable language to all workers.

Comments from auditor about COVID19:

Following measures were taken by the facility during operation in every day to protect their employees from COVID-19:

- a) Regular checking temperature for each employee while entering in the factory.
- b) Arrange and ensuring hand washing facility for each employee at each entrance of production floor when entering in the factory.
- c) Posted awareness poster in the prominent places.
- d) Ensured physical distancing during entering and leaving time by marking.
- e) Ensuring face mask for each employee.
- f) Maintained same arrangement for visitors.
- g) Reporting system to medical personnel or management if suspected or causes observed.
- e) Reshuffled the lunch time for maintaining social distance.
- F) Provides training to all employees regarding Covid-19.

**Please note the table above records the total number of Non-compliances (NC), Observations (Obs) and Good Examples (GE). This gives the reviewer an indication of problem areas but does not detail severities of each issue – Reviewers need to check audit results by clause.*

Site Details

Site Details														
A: Company Name:	Babylon Washing Ltd.													
B: Site name:	Babylon Washing Ltd.													
C: GPS location: (If available)	GPS Address:	Latitude: 23.7972678 Longitude: 90.2656841												
D: Applicable business and other legally required licence numbers and documents, for example, business license number, liability insurance, any other required government inspections	<p>Trade Licence No: 000301, issued by Tetuljhora Union Parishad (Local municipality) and valid till 30th June 2023.</p> <p>Factory Licence No: 13032/Dhaka, I Category, issued by Deputy Chief Inspector of Factories and valid till 30th June 2023.</p> <p>Fire Licence No: DD/Dhaka/20868/2008 issued by Bangladesh Fire Service & Civil Defence Authority and expiry date is 30th June 2022</p>													
E: Products/Activities at site, for example, garment manufacture, electricals, toys, grower, cutting, sewing, packing etc	Garments Washing													
F: Site description: (Include size, location, and age of site. Also, include structure and number of buildings)	<p>The audited facility, Babylon Washing Ltd. is a 100% export-oriented washing garments manufacturing company which is located at plot 169-171, 194, 203, 204, 205, Union- Tetuljhora, Hemayetpur, Savar, Dhaka, Bangladesh. Main production process of this facility is Wet process and Dry process. Production capacity of the audited facility is 195,0000 pieces monthly. Production area is occupied about 72,133 square feet; land area is about 230,606 square feet and storage area is about 1026 square feet. The factory was established in 2005 as per incorporation certificate and production has started in 2005.</p> <p>Facility has 4 buildings and 7 shed in the premises. Details are given below:</p> <table border="1"> <thead> <tr> <th>Building 1 (6 storied building)</th> <th>Description</th> <th>Remark, if any</th> </tr> </thead> <tbody> <tr> <td>Ground floor:</td> <td>Wet Process Section, Batch Section, Loading and Unloading Area & Office Room</td> <td>NA</td> </tr> <tr> <td>Mezzanine floor:</td> <td>Sample Section, Chemical Distribution Store & Office Room</td> <td>NA</td> </tr> <tr> <td>1st floor:</td> <td>Dry Process Section, Laser Machine Area, PP Spray, Brush/ Whisker, grinding, 3d area, Quality Section,</td> <td>NA</td> </tr> </tbody> </table>		Building 1 (6 storied building)	Description	Remark, if any	Ground floor:	Wet Process Section, Batch Section, Loading and Unloading Area & Office Room	NA	Mezzanine floor:	Sample Section, Chemical Distribution Store & Office Room	NA	1st floor:	Dry Process Section, Laser Machine Area, PP Spray, Brush/ Whisker, grinding, 3d area, Quality Section,	NA
Building 1 (6 storied building)	Description	Remark, if any												
Ground floor:	Wet Process Section, Batch Section, Loading and Unloading Area & Office Room	NA												
Mezzanine floor:	Sample Section, Chemical Distribution Store & Office Room	NA												
1st floor:	Dry Process Section, Laser Machine Area, PP Spray, Brush/ Whisker, grinding, 3d area, Quality Section,	NA												

		Delivery Store Area & Office Room	
	2nd floor to 5 th floor:	Under construction	NA
	Is this a shared building?	No	NA
	Building 2 (3 storied building)	Description	Remark, if any
	Ground floor	Generator Area, Substation and Control Panel.	Commonly shared with Abani Knitwear Ltd. and Abani Textile Ltd.
	1st floor	Lab, EGB boiler.	Used by Abani Textile Ltd.
	2nd floor	Central store.	Used by Abani Textile Ltd.
	3rd floor	Vacant	NA
	Is this a shared building?	Yes	NA
	Building 3 (1 storied building)	Description	Remark, if any
	Ground floor	ETP Building, Office and ETP Lab	Commonly shared with Abani Textile Ltd.
	Is this a shared building?	Yes	NA
	Building 4 (8 storied building)	Description	Remark, if any
	Ground floor to 5 th floor	Used by Abani Knitwear Ltd.	Used by Abani Knitwear Ltd.
	6 th floor	Worker's dining, canteen (used by all factories), Fabric Store, Pattern, Female Prayer Room, 30 % vacant (Used by Abani Knitwear Ltd.)	Commonly used
	7 th floor	Used by Abani Knitwear Ltd.	Used by Abani Knitwear Ltd.
	Is this a shared building?	Yes	NA

	Shed details:		
	Shed 1	Description	Remark, if any
	Ground floor	Washing section, chemical store used by audited facility.	NA
	Is this a shared building?	No	NA
	Shed 2	Description	Remark, if any
	Ground floor	Fire Control Room & Security Room	Commonly used by all factories.
	Is this a shared building?	Yes	NA
	Shed 3	Description	Remark, if any
	Ground floor	Boiler Area & Compressor and WTP	Commonly used by all factories.
	Is this a shared building?	Yes	NA
	Shed 4	Description	Remark, if any
	Ground floor	Fire Pump Room	Commonly used by all factories.
	Is this a shared building?	Yes	NA
	Shed 5	Description	Remark, if any
	Ground floor	Wastage Area	Commonly used by all factories.
	Is this a shared building?	Yes	NA
	Shed 6	Description	Remark, if any
	Ground floor	Medical Center	Commonly used by all factories.

Is this a shared building?	Yes	NA
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Shed 7	Description	Remark, if any
Ground floor	Child Care Room	Commonly used by all factories.

Is this a shared building?	Yes	NA
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Facility has total 298 employees. Among them 286 male employees and 12 Female employees. All are fixed rated employees. No pieces rated worker found in the premises.

The regular working hour is 8.00 am to 5.00 pm and 8:00 pm to 5:00 am including 1-hour rest and lunch break (1:00 to 2:00) pm for day shift. All employees of the factory work 6 days (Saturday to Thursday) in a week and Friday is weekly holiday of the factory. Noted facility declared weekend on Sunday from 19th August,2022 to 16th October,2022 as per government circular to save energy. Facility is paying monthly salary by mobile banking system (ROCKET) to all the employees. The facility's wage period is 1st – 30th /31st of the month within 07 working days.

For below, please add any extra rows if appropriate.

F1: Visible structural integrity issues (large cracks) observed?
☐ Yes
☒ No

F2: Please give details: This audit has been undertaken by a qualified social auditor and not a structural engineer. As such SGS can only report on any evidence of structural defects or maintenance requirements based on external reports undertaken by local authorities or other licensed bodies. Equally SGS cannot accept any liability for subsequent failures not noted or reported as a result of their visual checks. The rating above is based on the auditor's opinion of general maintenance and cosmetic soundness of the building based on purely visual checks.

F3: Does the site have a structural engineer evaluation?
☒ Yes
☐ No

F4: Please give details: The facility has taken building construction approval plan on 21.10.2021 by Engineer of LGED.

The facility has taken existing floor layout plan from concerned Authority on 28.04.2022.

G: Site function:	<input type="checkbox"/> Agent <input checked="" type="checkbox"/> Factory Processing/Manufacturer <input type="checkbox"/> Finished Product Supplier <input type="checkbox"/> Grower <input type="checkbox"/> Homeworker <input type="checkbox"/> Labour Provider <input type="checkbox"/> Pack House <input type="checkbox"/> Primary Producer <input type="checkbox"/> Service Provider <input type="checkbox"/> Subcontractor
H: Month(s) of peak season: (if applicable)	Round the year same
I: Process overview: (Include products being produced, main operations, number of production lines, main equipment used)	<p>Product: All kinds washing garments.</p> <p>Process: Wet process> Dry process>Quality.</p> <p>Lines: NA</p> <p>Main Equipment: Hydro Machine, 3D Crinkle Machine, Horizontal Brushing Machine, Laser Machine, PP Spay Booth, Tag machine, Curing Oven Machine, Yilmak, Asian Star, Washing machine, Washing & Dyeing Machine, Paddle Dyeing Machine, Acid Wash Machine, Hand Dryer, Boiler, Generator, Etc. Total 90 sets.</p>
J: What form of worker representation / union is there on site?	<input checked="" type="checkbox"/> Union (Baybylon Washing Sromik Union) <input type="checkbox"/> Worker Committee <input type="checkbox"/> Other (specify) <input type="checkbox"/> None
K: Is there any night production work at the site?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
L: Are there any on site provided worker accommodation buildings e.g. dormitories	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No L1: If yes, approx. % of workers in on site accommodation Not applicable. Factory does not provide any living accommodation for the workers as all workers live in nearby areas and there is no legal requirement as well.
M: Are there any off site provided worker accommodation buildings	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No M1: If yes, approx. % of workers Not applicable. Factory does not provide any living accommodation for the workers as all workers live in nearby areas and there is no legal requirement as well.

<p>N: Were all site-provided accommodation buildings included in this audit</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No N1: If no, please give details Not applicable. Factory does not provide any living accommodation for the workers as all workers live in nearby areas and there is no legal requirement as well.</p>
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Audit Parameters			
A: Time in and time out	Day 1 Time in: 09:00 Day 1 Time out: 17:00	Day 2 Time in: NA Day 2 Time out: NA	Day 3 Time in: NA Day 3 Time out: NA
B: Number of auditor days used:	03 Auditors used in one day (Covered 2.5 man-days)		
C: Audit type:	<input type="checkbox"/> Full Initial <input checked="" type="checkbox"/> Periodic <input type="checkbox"/> Full Follow-up <input type="checkbox"/> Partial Follow-Up <input type="checkbox"/> Partial Other If other, please define:		
D: Was the audit announced?	<input type="checkbox"/> Announced <input checked="" type="checkbox"/> Semi – announced: Window detail: 04 weeks <input type="checkbox"/> Unannounced		
E: Was the Sedex SAQ available for review?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If No, why not		
F: Any conflicting information SAQ/Pre-Audit Info to Audit findings?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes , please capture detail in appropriate audit by clause		
G: Who signed and agreed CAPR (Name and job title)	Md. Julfikar Ali- Assistant Manager (HR, Admin & Compliance)		
H: Is further information available (If yes, please contact audit company for details)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
I: Previous audit date:	6 th November 2021.		
J: Previous audit type:	Periodic		
K: Were any previous audits reviewed for this audit	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		

Audit attendance	Management	Worker Representatives	
	Senior management	Worker Committee representatives	Union representatives
A: Present at the opening meeting?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

B: Present at the audit?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
C: Present at the closing meeting?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
D: If Worker Representatives were not present please explain reasons why (only complete if no worker reps present)	Not applicable as Union representative was present during the audit. Moreover, there is no need to form participation committee if there is a Trade union in the facility (Translated). [Amendment of 2018, section-32 (12), Labour Law 2006].		
E: If Union Representatives were not present please explain reasons why: (only complete if no union reps present)	Not Applicable.		

Worker Analysis

The term "migrant worker" refers to a person who is engaged or has been engaged in a remunerated activity in a country of which they are not a national or permanent resident or has purposely migrated on a temporary basis to another in-country region to seek and engage in a remunerated activity.

Worker Analysis								
	Local			Migrant*				Total
	Permanent	Temporary	Agency	Permanent	Temporary	Agency	Home workers	
Worker numbers – Male	286 (including management)	0	0	0	0	0	0	286 (including management)
Worker numbers – female	12 (including management)	0	0	0	0	0	0	12 (including management)
Total	298 (including management)	0	0	0	0	0	0	298 (including management)
Number of Workers interviewed – male	24	0	0	0	0	0	0	24
Number of Workers interviewed – female	2	0	0	0	0	0	0	2
Total – interviewed sample size	26	0	0	0	0	0	0	26

A: Nationality of Management	Bangladeshi	
B: Please list the nationalities of all workers, with the three most common nationalities listed first. <i>Please add more nationalities as applicable to site. Add more rows if required.</i>	Nationalities: B1: Nationality 1: Bangladeshi B2: Nationality 2: __NA____ B3: Nationality 3: __NA____	Was the list completed during peak season? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If no, please describe how this may vary during peak periods: Since facility does not have any peak season, production volume round the year is same.
C: Please provide more information for the three most common nationalities.	C: approx % total workforce: Nationality 1_100%____ C1: approx % total workforce: Nationality 2 __0____ C2: approx % total workforce: Nationality 3 __0____	
D: Worker remuneration (management information)	D: __0____% workers on piece rate D1: __0____% hourly paid workers D2: __100____% salaried workers Payment cycle: D3: __0____% daily paid D4: __0____% weekly paid D5: __100____% monthly paid D6: __0____% other D7: If other, please give details Not Applicable	

Worker Interview Summary		
A: Were workers aware of the audit?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
B: Were workers aware of the code?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
C: Number of group interviews: (Please specify number and size of groups. Please see SMETA Best Practice Guidance and Measurement Criteria. If the auditor was not able to follow the BPG, please state within the declaration)	20 employees (05 groups of 04)	
D: Number of individual interviews (Please see SMETA Best Practice Guidance and Measurement Criteria)	D1: Male: 4	D2: Female: 2
E: All groups of workers are included in the scope of this audit such as; Direct employees, Casual and agency workers, Workers employed by service providers such as security and catering staff as well as workers supplied by other contractors. Note to auditor: please record details of migrant /agency/contractor workers in section 8 – Regular Employment, under Responsible Recruitment	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If no, please give details: Not Applicable	
F: Interviews were done in private and the confidentiality of the interview process was communicated to the workers?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
G: In general, what was the attitude of the workers towards their workplace?	<input checked="" type="checkbox"/> Favourable <input type="checkbox"/> Non favourable <input type="checkbox"/> Indifferent	
H: What was the most common worker complaint?	No issue was identified during worker interview.	
I: What did the workers like the most about working at this site?	Good working environment, on time payment, Festival bonus is provided to the employees.	
J: Any additional comment(s) regarding interviews:	None	
K: Attitude of workers to hours worked:	Comfortable	
L. Is there any worker survey information available?		
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No L1: If yes, please give details: NA		
M: Attitude of workers: (Include their attitude to management, workplace, and the interview process. Both positive and negative information should be included) Note: Do not document any information that could put workers at risk		

26 employees were selected for interview including 24 male and 02 female employees, they were interviewed as 4 groups of 5 and rest of the 6 employees were interviewed individually. Individual and group interview were conducted in a private place without the presence of any representative from the management.

The employees were assured of confidentiality, and they spoke freely of their views of the facility. All employees said they were satisfied with their employment at the facility. They felt free to leave this employer and understood the notice period required. They facility management treated them with respect. They can complain directly to their supervisors or line manager and felt free to give their general concerns to their Trade Union representative who would take it to the Trade Union meeting.

N: Attitude of worker's committee/union reps:

(Include their attitude to management, workplace, and the interview process. Both positive and negative information should be included) Note: Do not document any information that could put workers at risk

Trade Union member interviews were conducted privately in a separate place. During opening meeting Trade Union representative was present and auditors clearly explained them about the audit, audit process, necessity of audit and audit criteria in local language. He replied naturally regarding their responsibilities as Trade Union member, and he also informed that they can easily carryout their daily job without any difficulties. Trade Union meetings are held on regular basis. He also stated that they could give suggestions on all parts of the site's practices.

O: Attitude of managers:

(Include attitude to audit, and audit process. Both positive and negative information should be included)

Management of the factory was positive and supportive during the whole audit and Md. Julfikar Ali -Assistant Manager (HR, Admin & Compliance) is the key person of the compliance team and he is responsible for compliance with the Code, legal requirements, development of policies and its implementation, monitoring & control. In this backdrop, management had comprehensive knowledge, as assumed, about audit requirements and scope, e.g., ETI Base Code, local laws etc. The factory management was found to be cooperative throughout the audit.

Audit Results by Clause

0A: Universal Rights covering UNGP

[\(Click here to return to summary of findings\)](#)

0.A. Guidance for Observations

0.A.1 Businesses should have a policy, endorsed at the highest level, covering human rights impacts and issues, and ensure it is communicated to all appropriate parties, including its own suppliers.

0.A.2 Businesses should have a designated person responsible for implementing standards concerning Human rights

0.A.3 Businesses shall identify their stakeholders and salient issues.

0.A.4 Businesses shall measure their direct, indirect, and potential impacts on stakeholders (rights holders) human rights.

0.A.5 Where businesses have an adverse impact on human rights within any of their stakeholders, they shall address these issues and enable effective remediation.

0.A.6 Businesses shall have a transparent system in place for confidentially reporting, and dealing with human rights impacts without fear of reprisals towards the reporter.

Note for auditors and readers. This is not a full Human Rights Assessment, but instead a check on the business's implementation of processes to meet their Universal rights covering UNGP responsibilities.

Current Systems and Evidence Examined

To complete 'current systems' Auditors examine policies and written procedures in conjunction with relevant managers, to understand, and record what controls and processes are currently in place e.g. record what policies are in place, what relevant procedures are carried out, who is /are responsible for the management of this item of the code. Evidence checked should detail any documentary or verbal evidence shown to support the systems.

Current systems:

- Facility implements and maintains systems for delivering compliance to this Code.
- Md. Julfikar Ali -Assistant Manager (HR, Admin & Compliance) is responsible for compliance with the Code.

Evidence examined – to support system description (Documents examined & relevant comments. Include renewal/expiry date where appropriate):

Details:

1. Facility Management Interview.
2. Document review (Policy record review and training register review).
3. Workers Interview.

Any other comments: Nil.

A: Policy statement that expresses commitment to respect human rights?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No A1: Please give details (mainly applicable for the parent company): Factory has policy which authorized at the highest-level human rights impacts and issues, and ensure it is communicated to all workers.
B: Does the business have a designated person responsible for implementing standards concerning Human Rights?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No B1: Please give details: Name: - Md. Julfikar Ali Job title: Assistant Manager (HR, Admin & Compliance)
C: Does the business have a transparent system in place for confidentially reporting, and dealing with human rights impacts without fear of reprisals towards the reporter?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No C1: Please give details: The factory management has provided complaint box in worker's toilet area. Through the complaint box workers can raise their suggestion and complaints. Workers can also approach the management directly for any grievances which confirmed the interviewed workers.
D: Does the grievance mechanism meet UNGP expectations? (Legitimate, Accessible, Predictable, Equitable, Transparent, Rights-compatible, a source of continuous learning and based on stakeholder engagement)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No D1: If no, please give details: Not Applicable
E: Does the business demonstrate effective data privacy procedures for workers' information, which is implemented?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No E1: Please give details: All employee information and personnel files are kept locked away in the human resources department and it is only viewed by the HR department.

Findings		
Finding: Observation <input type="checkbox"/> Company NC <input type="checkbox"/> Description of observation: None Observed Local law or ETI/Additional elements / customer specific requirement: Not Applicable Comments: Not Applicable		Objective evidence observed: Not Applicable

Good examples observed:

Description of Good Example (GE): None Observed	Objective Evidence Observed: Not Applicable
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Measuring Workplace Impact

Workplace Impact		
A: Annual worker turnover: Number of workers leaving in last 12 months as a % of average total number of workers on site over the year (annual worker turnover)	A1: Last year: 2020 __1.8__ %	A2: This year 2021 __2__ %
B: Current % quarterly (90 days) turnover: Number of workers leaving from the first day of the 90 days period through to the last day of the 90 day period / [(number of employees on the 1 st day of 90 day period + number of employees on the last day of the 90 day period) / 2]	2%	
C: Annual % absenteeism: Number of days lost through job absence in the year / [(number of employees on 1 st day of the year + number employees on the last day of the year) / 2] * number available workdays in the year	C1: Last year: 2020 __3.5__ %	C1: Last year: 2020 __03__ %
D: Quarterly (90 days) % absenteeism: Number of days lost through job absence in the period / [(Number of employees on 1 st of the period + Number of employees on the last day of the period) / 2] * Number of available workdays in the month	03%	
E: Are accidents recorded?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No E1: Please describe: Facility management has maintained an Injury register where they recorded accident.	
F: Annual Number of work related accidents and injuries per 100 workers: [(Number of work related accidents and injuries * 100) / Number of total workers]	F1: Last year: 2021 Number: 1.2%	F2: This year: 2022 Number: 1.8%
G: Quarterly (90 days) number of work related accidents and injuries per 100 workers: [(Number of work related accidents and injuries * 100) / Number of total workers]	0.9%	
H: Lost day work cases per 100 workers: [(Number of lost days due to work accidents and work related injuries * 100) / Number of total workers]	H1: Last year: 2021 0.92%	H1: Last year: 2022 0.98%
I: % of workers that work on average more than 48 standard hours / week in the last 6 / 12 months:	I1: 6 months __0__% workers	I1: 6 months __0__% workers

J: % of workers that work on average more than 60 total hours / week in the last 6 / 12 months:	J1: 6 months ___70___% workers	J2: 12 months ___80___% workers
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0B: Management system and Code Implementation

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- 0.B.1 Suppliers are expected to implement and maintain systems for delivering compliance to this Code.
- 0.B.2 Suppliers are expected to be operating legally in premises with the correct business licenses and permissions and to have systems to ensure that all relevant land rights have been complied with
- 0.B.3 Suppliers shall appoint a senior member of management who shall be responsible for compliance with the Code.
- 0.B.4 Suppliers are expected to communicate this Code to all employees.
- 0.B.5 Suppliers should communicate this code to their own suppliers and, where reasonably practicable, extend the principles of this Ethical Code through their supply chain.

Current Systems and Evidence Examined

To complete 'current systems' Auditors examine policies and written procedures in conjunction with relevant managers, to understand, and record what controls and processes are currently in place e.g. record what policies are in place, what relevant procedures are carried out, who is/are responsible for the management of this item of the code. Evidence checked should detail any documentary or verbal evidence shown to support the systems.

Current systems:

- The factory communicates their code of conduct through training program and notice board regularly including company's own COC.
- Md. Julfikar Ali -Assistant Manager (HR, Admin & Compliance) is responsible for compliance with the Code.
- Facility communicates ETL code of conduct to their suppliers and where reasonably practicable extends the principles of this ethical code through their supply chain.

Evidence examined – to support system description (Documents examined & relevant comments. Include renewal/expiry date where appropriate):

Details:

- Document review (Policy record review and training register review).
- Facility Management Interview.
- Workers Interview.

Any other comments: Nil.

Management Systems:

A: In the last 12 months, has the site been subject to any fines/prosecutions for non-compliance to any regulations?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No A1: Please give details: Site has not been subjected to any fine.
B: Do policies and/or procedures exist that reduce the risk of forced labour, child labour, discrimination, harassment & abuse?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No B1: Please give details: There are effective policy and procedures found to reduce the risk of

	forced labour, child labour, discrimination, harassment & abuse.
C: If Yes, is there evidence (an indication) of effective implementation? Please give details.	The facility communicated the policy and procedures on risk of forced labour, child labour, discrimination and harassment & abuse with the workers through training program and posted those policies in the notice board. No complaint found from interviewed workers too.
D: Have managers and workers received training in the standards for forced labour, child labour, discrimination, harassment & abuse?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No D1: Please give details: Managers and workers have received training on the standards for forced labour, child labour, discrimination, harassment & abuse.
E: If Yes, is there evidence (an indication) that training has been effective e.g. training records etc.? Please give details	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No E1: Please give details: Managers and workers have received training on the standards for forced labour, child labour, discrimination, harassment & abuse and factory preserved training records as evidence. During interview workers & management were found aware about the policies and procedures.
F: Does the site have any internationally recognised system certifications e.g. ISO 9000, 14000, OHSAS 18000, SA8000 (or other social audits). Please detail (Number and date).	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No F1: Please give details: NA
G: Is there a Human Resources manager/department? If Yes, please detail.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No G1: Please give details: Facility has an independent Human Resources Department Md. Julfikar Ali -Assistant Manager (HR, Admin & Compliance) with some other colleagues are responsible for this department.
H: Is there a senior person / manager responsible for implementation of the code	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No H1: Please give details: Facility has a senior person Md. Julfikar Ali -Assistant Manager (HR, Admin & Compliance) is put into action of the Code.
I: Is there a policy to ensure all worker information is confidential?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No I1: Please give details: Factory has the policy to ensure all worker information confidential.
J: Is there an effective procedure to ensure confidential information is kept confidential?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

	J1: Please give details: There is effective policy and procedures found to ensure confidential information is kept confidential.
K: Are risk assessments conducted to evaluate policy and procedure effectiveness?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No K1: Please give details: It was noted through documents review that facility has assessed the risk to evaluate the effectiveness of policy and procedure.
L: Does the facility have a process to address issues found when conducting risk assessments, including implementation of controls to reduce identified risks?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please give details: It was noted through documents review that facility conducts internal audit and takes initiatives to reduce the identified risks.
M: Does the facility have a policy/code which require labour standards of its own suppliers?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No M1: Please give details: Facility management communicate this code to their own suppliers and, where reasonably practicable, extend the principles of this Ethical Code through their supply chain.
Land rights	
N: Does the site have all required land rights licenses and permissions (see SMETA Measurement Criteria)?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No N1: Please give details: Factory has established the building in their own land.
O: Does the site have systems in place to conduct legal due diligence to recognize and apply national laws and practices relating to land title?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No O1: Please give details: Facility has a system in place to conduct legal due diligence to recognize and apply national laws and practices relating to land title.
P: Does the site have a written policy and procedures specific to land rights. If yes, does it include any due diligence the company will undertake to obtain free, prior and informed consent, (FPIC) even if national/local law does not require it	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No P1: If yes, how does the company obtain FPIC: Facility has a written policy and procedures regarding to land rights with due diligence of obtain free, prior and informed consent.
Q: Is there evidence that facility / site compensated the owner/lessor for the land prior to the facility being built or expanded.	<input type="checkbox"/> Yes <input type="checkbox"/> No Q1: Please give details: NA

R. Does the facility demonstrate that alternatives to a specific land acquisition were considered to avoid or minimize adverse impacts?	<input type="checkbox"/> Yes <input type="checkbox"/> No R1: Please give details: NA
S: Is There any evidence of illegal appropriation of land for facility building or expansion of footprint.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No S1: Please give details: NA

Non-compliance:	
1. Description of non-compliance: <input type="checkbox"/> NC against ETI/Additional Elements <input type="checkbox"/> NC against customer code: None Observed Local law and/or ETI requirement: Not Applicable Recommended corrective action: Not Applicable	Objective evidence observed: <i>(where relevant please add photo numbers)</i> Not Applicable

Observation:	
Description of observation: None Observed Local law or ETI requirement: Not Applicable Comments: Not Applicable	Objective evidence observed: Not Applicable

Good Examples observed:	
Description of Good Example (GE): <ul style="list-style-type: none"> Facility arranges annual picnic and cultural program for all workers once in a year. The facility established a library at Tetulzhora High School, this school is nearest to the facility. Facility provides winter dress to poor people. Facility provides relief to natural disastrous people Facility arranges blood donation camp for all workers The facility provides sharee and lungi as Eid gifts during Eid Ul Fitr. 	Objective evidence observed: Document review, workers and management interview.

1: Freely Chosen Employment

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ETI

1.1 There is no forced, bonded or involuntary prison labour.

1.2 Workers are not required to lodge "deposits" or their identity papers with their employer and are free to leave their employer after reasonable notice.

Current Systems and Evidence Examined

To complete 'current systems' Auditors examine policies and written procedures in conjunction with relevant managers, to understand, and record what controls and processes are currently in place e.g. record what policies are in place, what relevant procedures are carried out, who is/are responsible for the management of this item of the code. Evidence checked should detail any documentary or verbal evidence shown to support the systems.

Current systems:

During the audit, no complaint or violation was raised by workers against this clause. The factory has established a written policy to ensure employment is freely chosen. The policy includes the following clause:

- The factory does not hold any original certificate, experience certificate or any identity papers. The factory maintains photocopies of all hiring documents such as birth certificate, school leaving certificates, fitness certificate by registered doctor etc.
- The factory does not limit the workers' freedom. Workers are free to leave the workplace and manage their own time while not on duty. If workers choose to quit their job, they are free to do so as long as they fulfil their obligations agreed under their appointment letter/agreement.
- The factory has displayed overtime policy stating that over time work is voluntary. In case of need of actual work pressure, workers are asked and requested to work on voluntary basis except as required to meet urgent business needs. There are no records of such urgent business needs identified during the audit.
- Md. Julfikar Ali -Assistant Manager (HR, Admin & Compliance) is responsible for compliance with the Code.

Evidence examined – to support system description (Documents examined & relevant comments. Include renewal/expiry date where appropriate):

Details:

Recruitment policy, working hour policy, workers personal file, date of birth certificates, school certificates, fitness certificate by registered doctor.

Any other comments: Nil

A: Is there any evidence of retention of original documents, e.g. passports/ID's

☐ Yes

☒ No

A1: If yes, please give details and category of workers affected: NA

B: Is there any evidence of a loan scheme in operation

☐ Yes

☒ No

	B1: If yes, please give details and category of worker affected: NA
C: Is there any evidence of retention of wages /deposits	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No C1: If yes, please give details and category of worker affected: NA
D: Are there any restrictions on workers' freedom to terminate employment?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No D1: Please describe finding: NA
E: If any part of the business is UK based or registered there & has a turnover over £36m, is there a published a 'modern day slavery statement'?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Not applicable E1: Please describe finding: Not applicable
F: Is there evidence of any restrictions on workers' freedoms to leave the site at the end of the work day?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No F1: Please describe finding: NA
G: Does the site understand the risks of forced / trafficked / bonded labour in its supply chain	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable G1: If yes, please give details and category of workers affected: Facility has policy against forced/trafficked labour. No forced, trafficked and bonded evidence found during audit
H: Is the site taking any steps taking to reduce the risk of forced / trafficked labour?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No H1: Please describe finding: Facility has a policy against forced/trafficked labour which maintained by the facility. No forced, trafficked and bonded evidence found during audit.

Non-compliance:	
1. Description of non-compliance: <input type="checkbox"/> NC against ETI <input type="checkbox"/> NC against Local Law: <input type="checkbox"/> NC against customer code: None Observed Local law and/or ETI requirement Not Applicable Recommended corrective action: Not Applicable	Objective evidence observed: <i>(where relevant please add photo numbers)</i> Not Applicable

Observation:	
Description of observation: None Observed Local law or ETI requirement: Not Applicable	Objective evidence observed:

Comments: Not Applicable	Not Applicable
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Good Examples observed:	
Description of Good Example (GE): None Observed	Objective evidence observed: Not Applicable

2: Freedom of Association and Right to Collective Bargaining are Respected

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ETI

- 2.1 Workers, without distinction, have the right to join or form trade unions of their own choosing and to bargain collectively.
- 2.2 The employer adopts an open attitude towards the activities of trade unions and their organisational activities.
- 2.3 Workers' representatives are not discriminated against and have access to carry out their representative functions in the workplace.
- 2.4 Where the right to freedom of association and collective bargaining is restricted under law, the employer facilitates, and does not hinder, the development of parallel means for independent and free association and bargaining.

Current Systems and Evidence Examined

To complete 'current systems' Auditors examine policies and written procedures in conjunction with relevant managers, to understand, and record what controls and processes are currently in place e.g. record what policies are in place, what relevant procedures are carried out, who is/are responsible for the management of this item of the code. Evidence checked should detail any documentary or verbal evidence shown to support the systems.

Current systems:

Through interaction with factory management and interviews with workers, it was noted that:

- Workers without distinction, have the right to join or form trade unions of their own choosing and to bargain collectively. There are no restrictions by the factory or factory management to join the workers in union and to bargain collectively. The factory does not discriminate against workers who wish to join or to form the union.
- The facility management has formed the Trade Union (Baybylon Washing Sromik Union) through election, registration no. Dhaka-5423 and date of election is 20.08.2019.
- All the requirement of the election were sent to the Labour Department timely.
- The factory has provided suggestion/complaint boxes which are easily accessible to all the workers.
- Md. Julfikar Ali -Assistant Manager (HR, Admin & Compliance) is responsible for compliance with the Code.

Evidence examined – to support system description (Documents examined & relevant comments. Include renewal/expiry date where appropriate):

Details:

Complaint box register, Trade Union meeting minute documents.

Any other comments: Nil

A: What form of worker representation/union is there on site?	<input checked="" type="checkbox"/> Union (Baybylon Washing Sromik Union) <input type="checkbox"/> Worker Committee <input type="checkbox"/> Other (specify) <input type="checkbox"/> None	
B: Is it a legal requirement to have a union?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
C: Is it a legal requirement to have a worker's committee?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <p>In Bangladesh, there is no obligation to join trade union and freedom of association and collective bargaining. For an establishment where there is no trade union, until a trade union is formed, the workers 'representatives to the Participation Committee shall run activities related to workers' interests in the establishment concerned and worker's representative should be elected by direct vote of workers (amendment 22nd of July 2013, Labour Law 2006). However, this facility PC committee is not required as they have registered Trade Union.</p>	
D: Is there any other form of effective worker/management communication channel? (Other than union/worker committee e.g. H&S, sexual harassment)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No D1: Please give details: Facility has formed a safety committee. (Workers 03 & management 03) total 06. D2: Is there evidence of free elections? <input type="checkbox"/> Yes <input type="checkbox"/> No NA	
E: Does the supplier provide adequate facilities to allow the Union or committee to conduct related business?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No E1: Please give details: Factory provides adequate facility to conduct regular meeting. Trade Union meeting held on regular basis. Last Trade Union meeting was held on 04.10.2022. Trade Union meeting minutes recorded, and action taken.	
F: Name of union and union representative, if applicable:	Baybylon Washing Sromik Union Md. Mister Ali - President of Trade Union	F1: Is there evidence of free elections? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
G: If there is no union, is there a parallel means of consultation with workers e.g. worker committees?	NA	G1: Is there evidence of free elections? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A

H: Are all workers aware of who their representatives are?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	All workers were aware of who are their representatives.
I: Were worker representatives freely elected?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	I1: Date of last election: 20.08.2019
J: Do workers know what topics can be raised with their representatives?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
K: Were worker representatives/union representatives interviewed?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If Yes , please state how many: 01 representatives.	
L: Please describe any evidence that union/worker's committee is effective? Specify date of last meeting; topics covered; how minutes were communicated etc.	Trade Union is effective because they conduct meeting periodically. Last meeting was conducted in 04.10.2022. Trade Union meeting minutes recorded, and action taken. Besides the meeting minutes are communicate with the employees through notice board. Last meeting minutes were: <ol style="list-style-type: none"> 1. Regarding Re-election of Trade Union 2. Covid-19 Safety 3. Discussion of increase production. 4. Formation of safety committee 5. Others. Minutes were communicated through notice board.	
M: Are any workers covered by Collective Bargaining Agreement (CBA)?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
If Yes , what percentage by trade Union/worker representation	M1: __0__% workers covered by Union CBA	M2: __0__% workers covered by worker rep CBA
M3: If Yes , does the Collective Bargaining Agreement (CBA) include rates of pay?	<input type="checkbox"/> Yes <input type="checkbox"/> No Not Applicable	

Non-compliance:	
1. Description of non-compliance: <input type="checkbox"/> NC against ETI <input type="checkbox"/> NC against Local Law <input type="checkbox"/> NC against customer code: None Observed Local law and/or ETI requirement: Not Applicable Recommended corrective action: Not Applicable	Objective evidence observed: (where relevant please add photo numbers) Not Applicable

Observation:	
Description of observation: None Observed Local law or ETI requirement: Not Applicable Comments: Not Applicable	Objective evidence observed: Not Applicable
Good Examples observed:	
Description of Good Example (GE): None Observed	Objective evidence observed: Not Applicable

3: Working Conditions are Safe and Hygienic

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ETI

3.1 A safe and hygienic working environment shall be provided, bearing in mind the prevailing knowledge of the industry and of any specific hazards. Adequate steps shall be taken to prevent accidents and injury to health arising out of, associated with, or occurring in the course of work, by minimising, so far as is reasonably practicable, the causes of hazards inherent in the working environment.

3.2 Workers shall receive regular and recorded Health & Safety training, and such training shall be repeated for new or reassigned workers.

3.3 Access to clean toilet facilities and to potable water, and, if appropriate, sanitary facilities for food storage shall be provided.

3.4 Accommodation, where provided, shall be clean, safe, and meet the basic needs of the workers.

3.5 The company observing the code shall assign responsibility for Health & Safety to a senior management representative.

Current Systems and Evidence Examined

To complete 'current systems' Auditors examine policies and written procedures in conjunction with relevant managers, to understand, and record what controls and processes are currently in place e.g. record what policies are in place, what relevant procedures are carried out, who is/are responsible for the management of this item of the code. Evidence checked should detail any documentary or verbal evidence shown to support the systems.

Current systems:

The factory management has taken the below initiatives regarding health & safety:

- Factory management has formed a Health & Safety Committee (06 members) for monitoring and ensuring the overall health & safety condition of the factory.
- Factory management arranges fire training for the workers regularly. During interview with the fire fighters. It was noted that they are well aware about their roles and responsibilities and in the using of firefighting equipment.
- Workers receive regular and recorded health & safety training. Last Health & Safety training was provided on 26.10.2022.
- Firefighting training provided as per law. Last firefighting training was provided on 18.10.2022
- First aid, PPE training provides regularly. Last first aid & PPE training was provided on 3.10.2022& 6.11.2022
- Electric exit light installed in each exit of the factory with alternative backup. Also, sufficient number of emergency light was available and found in active condition in each floor and staircases of production building. Furthermore, sufficient firefighting equipment (like smoke detectors, fire extinguishers, visual fire alarm etc.) was found inside of production floor.
- First aid boxes with sufficient kits were provided in the different floors and sections. There is total 06 numbers of first aid boxes in the factory. First aid training provided to the workers on a regular basis. Further during interview with first aiders it was noted that first aiders have found adequate knowledge on first aid kits and first aiding.
- All interviewed workers were aware about the evacuation procedure during working time.

- Factory has regular fire equipment maintenance system.
- The facility maintains a comfortable temperature, sufficient lighting system and there is well ventilation with sufficient exhaust fan of all the production floors in this facility.
- Worker's toilet segregate male and female, adequate number (as per law) wash facility provided.
- The facility has done maintenance of the machines on regular monthly basis confirmed through the documents reviewed. All switches in the electrical control panels have been labeled.
- Md. Julfikar Ali -Assistant Manager (HR, Admin & Compliance) is responsible to look after the health and safety issues.

Evidence examined – to support system description (Documents examined & relevant comments. Include renewal/expiry date where appropriate):

Details:

During audit, different training documents on health & safety training, first aid training, PPE (personal protective equipment) handling has been checked. Besides these, machine maintenance register, electrical installation register, accident register, needle register, fire drill register, basics of firefighting & first aid, fire equipment checking register also checked by the auditors.

Any other comments: Nil

A: Does the facility have general and occupational Health & Safety policies and procedures that are fit for purpose and are these communicated to workers?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No A1: Please give details: There is an open channel for all at the facility which anybody can report to management about any act properly or corruptly and health & safety issues. Facility has communicated this procedure through orientation training confirmed from worker interview.
B: Are the policies included in workers' manuals?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No B1: Please give details: Policies are included in the workers' handbook.
C: Are there any structural additions without required permits/inspections (e.g. floors added)?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No C1: Please give details: No structural additions were done.
D: Are visitors to the site informed on H&S and provided with personal protective equipment	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No D1: Please give details: Visitors are informed on H & S and provided PPE when required.

<p>E: Is a medical room or medical facility provided for workers?</p> <p>If yes, do the room(s) meet legal requirements and is the size/number of rooms suitable for the number of workers.</p>	<p><input checked="" type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p>E1: Please give details: Factory has medical facility available with full time Doctor – Ms. Umme Habiba and Medical Assistant – Md. Kamal Uddin, Ms. Sabina Yesmin. Medical room is fully equipped with necessary equipment.</p>
<p>F: Is there a doctor or nurse on site or there is easy access to first aider/ trained medical aid?</p>	<p><input checked="" type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p>F1: Please give details: Factory has medical facility available with full time Doctor - Ms. Umme Habiba and Medical Assistant – Md. Kamal Uddin, Ms. Sabina Yesmin. Medical room is fully equipped with necessary equipment. Workers can access easily the first aiders as well as doctor.</p>
<p>G: Where the facility provides worker transport - is it fit for purpose, safe, maintained and operated by competent persons e.g. buses and other vehicles?</p>	<p><input type="checkbox"/> Yes</p> <p><input checked="" type="checkbox"/> No</p> <p>G1: Please give details: No transport facility has been providing and neither it's mandatory by local law. Rather than they provide transport allowance as per law.</p>
<p>H: Is secure personal storage space provided for workers in their living space and is fit for purpose?</p>	<p><input type="checkbox"/> Yes</p> <p><input checked="" type="checkbox"/> No</p> <p>H1: Please give details: Not applicable. Dormitory facility is not provided to the workers, and it is not required by law.</p>
<p>I: Are H&S Risk assessments are conducted (including evaluating the arrangements for workers doing overtime e.g. driving after a long shift) and are there controls to reduce identified risk?</p>	<p><input checked="" type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p>I1: Please give details: Facility has conducted risk assessment for the process including evaluating the arrangements for workers doing overtime. Last risk assessment conducted on 19.10.2022. Noted the facility did not assess specific work-related risks in the PP spray section, hydro extractor machine, tagging section, grinding section, laser section, sample section, acid wash section, and chemical store.</p>
<p>J: Is the site meeting its legal obligations on environmental requirements including required permits for use and disposal of natural resources?</p>	<p><input checked="" type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p>J1: Please give details: Facility meets legal obligation of disposing natural resource.</p>

K: Is the site meeting its customer requirements on environmental standards, including the use of banned chemicals?

☒ Yes

☐ No

K1: Please give details: Facility does not use any banned chemical.

Non-compliance:

1. Description of non-compliance:

☒ NC against ETI ☒ NC against Local Law ☐ NC against customer code:

Issue title: Generator license expired.

Description of non-compliance:

Through document review, management interview, and facility visit, it was noted that the facility is using 04 generators capacity of 3.26 MW for production purposes, and that the CPP (Captive Power Plant) permission for power generators has expired from 05.03.2022. However, the facility applied for renewal on 02.03.2022 but the updated certificate has not yet been received.

Local law and/or ETI requirement:

In accordance with ETI Base Code 3.1 and Energy Regulatory Commission Rules 2006, Rule 16 (1&3)

ETI base code 3.1:

A safe and hygienic working environment shall be provided, bearing in mind the prevailing knowledge of the industry and of any specific hazards. Adequate steps shall be taken to prevent accidents and injury to health arising out of, associated with, or occurring in the course of work, by minimizing, so far as is reasonably practicable, the causes of hazards inherent in the working environment.

Energy Regulatory Commission Rules 2006, Rule 16 (1&3):

1. In general validity of the license will be 2 years.

3. For the purpose of the renewing the license, an application has to be submitted to the commission in the prescribed form, after depositing the fees mentioned in the schedule- B, 30 days before the expiry of validity.

Recommended corrective action:

It is recommended that the facility should have valid generator license for power generation from concern authority.

Action By: Md. Julfikar Ali -Assistant Manager (HR, Admin & Compliance)

Time frame: 180 Days

2. Description of non-compliance:

Objective evidence observed:

(where relevant please add photo numbers)

01.Documents review and management interview

☒ NC against ETI
 ☒ NC against Local Law
 ☐ NC against customer code:

02. plant tour, documents review and management interview

Issue title: Workers were not using PPE (Personal Protective Equipment).

NC Photo No: 1,2,3,4

Description of non-compliance:

Following issues were noted during plant tour:

- a. Randomly checked 04 out of 04 dryer machine operators were not using ear plug during work time located at shed 1 and 1st floor of building 1.
- b. 01 out of 04 grinding machine operator was not using hand gloves during work at 1st floor of building 1.
- c. 02 out 02 hydro extractor machine operators were not using hand gloves and eye goggles at ground floor of building 1.

Local law and/or ETI requirement:

In accordance with Bangladesh Labour Rules, 2015, Rule 67 (2) and ETI Base code 3.1.

ETI base code 3.1:

A safe and hygienic working environment shall be provided, bearing in mind the prevailing knowledge of the industry and of any specific hazards. Adequate steps shall be taken to prevent accidents and injury to health arising out of, associated with, or occurring in the course of work, by minimizing, so far as is reasonably practicable, the causes of hazards inherent in the working environment.

Bangladesh Labor Rules, 2015, rule 67 (2):

In addition to the arrangement of safety and health protection measures mentioned in Sub-section (1), the concerned manufacturing institute must provide necessary equipment, including safety shoes, helmets, goggles, masks, hand gloves, ear muffs, ear plugs, waist belts, aprons etc. and arrange training programs for the workers in using these materials and ensure their usage.

Recommended corrective action:

It is recommended that factory management should provide awareness training to the workers and ensure proper use of PPE where required.

Action By: Md. Julfikar Ali -Assistant Manager (HR, Admin & Compliance)

Time frame: 30 Days

3. Description of non-compliance:

☒ NC against ETI
 ☒ NC against Local Law
 ☐ NC against customer code:

03.Documents review and management interview

Issue title: Risk assessment found missing for some areas.

Description of non-compliance:

It was noted through a risk assessment record review and management interview that factory management did not assess specific work-related risks in the PP spray section, hydro extractor machine, tagging section, grinding section, laser section, sample section, acid wash section, and chemical store.

ETI or Local Law requirement:

In accordance ETI Base code 3.1 and Bangladesh Labour Rules 2015, Schedule 4(2) B (1)

ETI Base code 3.1: A safe and hygienic working environment shall be provided, bearing in mind the prevailing knowledge of the industry and of any specific hazards. Adequate steps shall be taken to prevent accidents and injury to health arising out of, associated with, or occurring in the course of work, by minimising, so far as is reasonably practicable, the causes of hazards inherent in the working environment.

Bangladesh Labor Rules 2015, Schedule 4(2), B (1):

(c) Following matters shall be included in the guideline prepared under clause (a), namely: -

1. Risk and safety related management of the firm:

- (a) Identifying risky areas (like parts of building, stairs, premises, electric lines, machinery, etc);
- (b) Nature of risk (like crack, gate locked during working hours, dangerous electric connection, etc);
- (c) Risk level (like high/medium/general/not satisfactory);
- (d) Assessment of immediate duties (like prohibition of use, immediate repair, reforms, closure);
- (e) Assessment of necessary protection system in different nature and levels of risk; and
- (f) Assessment of technical and administrative liability.

Recommended corrective action:

It is recommended that facility management should conduct proper risk assessment for the mentioned areas.

Action By: Md. Julfikar Ali -Assistant Manager (HR, Admin & Compliance)

Time frame: 30 Days

4. Description of non-compliance:

☒ NC against ETI ☒ NC against Local Law ☐ NC against customer code:

Issue title: Electrician Certificate expired.

Description of non-compliance:

04.Documents review and management interview

It was noted from documents review and management interview that, 01 out of 01 electrician certificate was expired from 21st December 2021.

Local law and/or ETI requirement:

In accordance with Bangladesh Labor Rules 2015, Rule 58 (8) and ETI Base Code 3.1

ETI Base code 3.1: A safe and hygienic working environment shall be provided, bearing in mind the prevailing knowledge of the industry and of any specific hazards. Adequate steps shall be taken to prevent accidents and injury to health arising out of, associated with, or occurring in the course of work, by minimising, so far as is reasonably practicable, the causes of hazards inherent in the working environment.

Bangladesh Labor Rules 2015, Rule 58 (8)

(8) To ensure the secure power system, after every 12 (twelve) months or before ending of the term given in the certificate at least for one time by a appropriate license holder Wiring Inspector or Institution making experiment of the full earthing of wiring of the factory or the company certificate have to be kept with result.

Recommended corrective action:

It is recommended that; facility should collect updated electrician competency certificate from concern authority.

Action By: Md. Julfikar Ali -Assistant Manager (HR, Admin & Compliance)

Time frame: 60 Days

5. Description of non-compliance:

☒ NC against ETI ☐ NC against Local Law ☐ NC against customer code:

Issue title: No PA system was installed.

Description of non-compliance:

It was noted during the plant tour that facility management didn't install a public address system (PA) at shed 1 (washing section).

ETI or Local Law requirement:

In accordance ETI Base code 3.1.

ETI Base code 3.1: A safe and hygienic working environment shall be provided, bearing in mind the prevailing knowledge of the industry and of any specific hazards. Adequate steps shall be taken to prevent accidents and injury to health arising out of, associated with, or occurring in the course of work, by minimising, so far as is reasonably practicable, the causes of hazards inherent in the working environment.

Recommended corrective action:

05.Plant tour

It is recommended that factory should install the P.A system in mentioned area.

Action By: Md. Julfikar Ali -Assistant Manager (HR, Admin & Compliance)

Time frame: 30 Days

Observation:

Description of observation: None Observed

Local law or ETI requirement: Not Applicable

Recommended corrective action: Not Applicable

Objective evidence observed:

Not Applicable

Good Examples observed:

Description of Good Example (GE):

None Observed

Objective Evidence Observed:

None Observed

4: Child Labour Shall Not Be Used

[\(Click here to return to summary of findings\)](#)

[\(Click here to return to Key Information\)](#)

ETI

- 4.1 There shall be no new recruitment of child labour.
- 4.2 Companies shall develop or participate in and contribute to policies and programmes which provide for the transition of any child found to be performing child labour to enable her or him to attend and remain in quality education until no longer a child.
- 4.3 Children and young persons under 18 shall not be employed at night or in hazardous conditions.
- 4.4 These policies and procedures shall conform to the provisions of the relevant ILO Standards.

Current Systems and Evidence Examined

To complete 'current systems' Auditors examine policies and written procedures in conjunction with relevant managers, to understand, and record what controls and processes are currently in place e.g. record what policies are in place, what relevant procedures are carried out, who is/are responsible for the management of this item of the code. Evidence checked should detail any documentary or verbal evidence shown to support the systems.

Current systems:

1. Factory established a policy which discourages the employment of child labour and no child labour found in the factory during the audit.
2. Factory has strong recruitment process to verify the worker's age. 26 sampled workers' personal files were provided for review.
3. In addition, every worker's file includes a bio-data sheet, a recent photo, age proof records (copy of birth registration certification, national ID card). Moreover, if there is any doubt regarding any one's age factory's registered doctor certifies his/her age.
4. There was no child or young employee observed in the facility.
5. Md. Julfikar Ali -Assistant Manager (HR, Admin & Compliance) who is responsible to look after the management of the code.

Evidence examined – to support system description (Documents examined & relevant comments. Include renewal/expiry date where appropriate):

Details:

1. Policy review
2. Document review
3. Management interview
4. Worker interview
5. Factory tour

Any other comments: Nil

A: Legal age of employment:	14 years (With some restriction)
B: Age of youngest worker found:	20 years

C: Are there children present on the work floor but not working at the time of audit?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
D: % of under 18's at this site (of total workers)	0 %
E: Are workers under 18 subject to hazardous work assignments? (Go to clause 3 – Health and Safety)	<input type="checkbox"/> Yes <input type="checkbox"/> No E1: If yes, give details Not applicable

Non-compliance:	
1. Description of non-compliance: <input type="checkbox"/> NC against ETI <input type="checkbox"/> NC against Local Law <input type="checkbox"/> NC against customer code: None Observed Local law and/or ETI requirement: Not Applicable Recommended corrective action: Not Applicable	Objective evidence observed: <i>(where relevant please add photo numbers)</i> Not Applicable

Observation:	
Description of observation: None Observed Local law or ETI requirement: Not Applicable Comments: Not Applicable	Objective evidence observed: Not Applicable

Good Examples observed:	
Description of Good Example (GE): None Observed	Objective Evidence Observed: Not Applicable

5: Living Wages are Paid

[\(Click here to return to summary of findings\)](#)

[\(Click here to return to Key information\)](#)

ETI

5.1 Wages and benefits paid for a standard working week meet, at a minimum, national legal standards or industry benchmark standards, whichever is higher. In any event wages should always be enough to meet basic needs and to provide some discretionary income.

5.2 All workers shall be provided with written and understandable information about their employment conditions in respect to wages before they enter employment and about the particulars of their wages for the pay period concerned each time that they are paid.

5.3 Deductions from wages as a disciplinary measure shall not be permitted nor shall any deductions from wages not provided for by national law be permitted without the expressed permission of the worker concerned. All disciplinary measures should be recorded.

Current Systems and Evidence Examined

To complete 'current systems' Auditors examine policies and written procedures in conjunction with relevant managers, to understand, and record what controls and processes are currently in place e.g. record what policies are in place, what relevant procedures are carried out, who is/are responsible for the management of this item of the code. Evidence checked should detail any documentary or verbal evidence shown to support the systems.

Current systems:

1. The facility is providing local legal minimum wage BDT 8000/month for all the employees.
2. Facility management pay wage to the employee within 7th working days at the end of wage period.
3. All employees are provided with written and understandable information about their employment conditions in respect to wages before they enter employment and about their wages for the pay period concerned each time that they are paid.
4. Each employee was given a pay slip and signed for their wages.
5. Employees are aware of their minimum wage.
6. Wages have been recorded according documents checked.
7. The factory management is deducting absent amount from basic wage from the wage of last and first working month only for the respective resigned and newly joined workers that month's salary calculation, which was as per law.
8. There is a good practice by the facility; see below GE section.
9. Md. Julfikar Ali -Assistant Manager (HR, Admin & Compliance) who is responsible to look after the management of the code.

Evidence examined – to support system description (Documents examined & relevant comments. Include renewal/expiry date where appropriate):

Details:

1. Document review (wage sheet review, worker's personal file, bonus payment sheet review, maternity register review, wage & benefit policy etc.)
2. Worker interview

3. Management interview
4. Compensation policy and randomly selected resigned file with benefit.

Any other comments: Nil

Non-compliance:

1. Description of non-compliance:

☐ NC against ETI ☐ NC against Local Law ☐ NC against customer code:

None Observed

Local law and/or ETI requirement: Not Applicable

Recommended corrective action: Not Applicable

Objective evidence observed:
(where relevant please add photo numbers)

Not Applicable

Observation:

Description of observation: None Observed

Local law or ETI requirement: Not Applicable

Comments: Not Applicable

Objective evidence observed:
Not Applicable

Good Examples observed:

Description of Good Example (GE):

1. Facility management provides attendance bonus BDT 300 to BDT 500 per month to all workers.
2. Financial help for education, marriage ceremony and medical purpose.
3. Scholarship program for the children of the workers and staff.

Objective Evidence Observed:

- Management, workers interview and document review
- Document review, workers and management interview.

Summary Information

Criteria	Local Law (Please state legal requirement)	Actual at the Site (Record site results against the law)	Is this part of a Collective Bargaining Agreement?
A: Standard/Contracted work hours: (Maximum legal and actual required working hours excluding overtime, please state if possible per day, week, and month)	Legal maximum: 8 hours per day and 48 hours per week.	A1: 8 hours/day 48 hours/week	A2: <input type="checkbox"/> Yes <input type="checkbox"/> No Not applicable

<p>B: Overtime hours: (Maximum legal and actual overtime hours, please state if possible per day, week, and month)</p>	<p>Legal maximum: 2 hours per day and 12 hours per week. However, an adult worker may work for more than 8 (eight) hours in a day or 48 (forty-eight) hours in a week, provided that the total hours of work of an adult worker shall not exceed 60 (sixty) hours in any week and on the average 56 (fifty-six) hours per week in any year.</p> <p>Exception for 6 months; Government has exempted section 100 and 102 of the Bangladesh Labour Law-2006 publishing a Gazette notification in August 2011 as per section 324 Bangladesh Labour Law-2006 for 06 months relaxing daily overtime hours. In accordance with the Clause/Condition No. – 3 of this notification, no worker shall work more than 04 hours of overtime in any day without his/her consent.</p> <p>This exemption has been extended several times in last few years and latest extension was on 6 November 2022 and it will be in effect from 17 October 2022 to 16 April, 2023.</p>	<p>B1: Maximum OT hours found 3 hours/day and 18 hours/week</p> <p>In all sample months (October 2022 (Current Month), June 2022 (Random month), December 2021 (Random Month))</p>	<p>B2:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Not applicable</p>
<p>C: Wage for standard/contracted hours: (Minimum legal and actual minimum wage at site, please state if possible per hr, day, week, and month)</p>	<p>Legal minimum: For Garments and Grade 7. BDT. 8000 per month (Basic BDT 4100, House rent 50% of the Basic</p>	<p>C1: BDT 8000/Month</p>	<p>C2:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Not applicable</p>

	which is BDT. 2050, Medical allowance BDT. 600, Conveyance allowance. BDT.350, Food Allowance BDT.900.)		
D: Overtime wage: (Minimum legal and actual minimum overtime wage at site, please state if possible per hr, day, week, and month)	Legal minimum: 200% of the basic wage rate per hour.	D1: 200% of the basic wage rate per hour.	D2: <input type="checkbox"/> Yes <input type="checkbox"/> No Not applicable

Wages analysis: (Click here to return to Key Information)																													
A: Were accurate records shown at the first request?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No																												
A1: If No , why not?	Not applicable																												
B: Sample Size Checked (State number of worker records checked and from which weeks/months – should be current, peak, and random/low. Please see SMETA Best Practice Guidance and Measurement Criteria)	26 attendance records and payroll records from October 2022 (Current Month) 26 attendance records and payroll records from June 2022 (Random month) 26 attendance records and payroll records from December 2021 (Random Month)																												
C: Are there different legal minimum wage grades? If Yes , please specify all.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>C1: If Yes, please give details: The Government has announced the new pay structure which was implemented from 1st December 2018 for the workers of the Garments Industries. The Gazette Notification has been published on 25th November 2018 and amendment was done on 24 January 2019. There are two separate pay structures: for the garment workers (Schedule A), For the stuff (Schedule B). Schedule A is as follows:</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th>Grade</th> <th>Monthly basic wage</th> <th>House rent 50% of the basic wage</th> <th>Medical allowance</th> <th>Conveyance allowance</th> <th>Food subsidy</th> <th>Gross monthly wage</th> </tr> </thead> <tbody> <tr> <td>Grade 1</td> <td>Tk. 10938</td> <td>Tk. 5469</td> <td>Tk. 600</td> <td>Tk. 350</td> <td>Tk. 900</td> <td>Tk.18257</td> </tr> <tr> <td>Grade 2</td> <td>Tk. 9044</td> <td>Tk. 4522</td> <td>Tk. 600</td> <td>Tk. 350</td> <td>Tk. 900</td> <td>Tk.15416</td> </tr> <tr> <td>Grade 3</td> <td>Tk. 5330</td> <td>Tk. 2665</td> <td>Tk. 600</td> <td>Tk. 350</td> <td>Tk. 900</td> <td>Tk. 9845</td> </tr> </tbody> </table> </div>	Grade	Monthly basic wage	House rent 50% of the basic wage	Medical allowance	Conveyance allowance	Food subsidy	Gross monthly wage	Grade 1	Tk. 10938	Tk. 5469	Tk. 600	Tk. 350	Tk. 900	Tk.18257	Grade 2	Tk. 9044	Tk. 4522	Tk. 600	Tk. 350	Tk. 900	Tk.15416	Grade 3	Tk. 5330	Tk. 2665	Tk. 600	Tk. 350	Tk. 900	Tk. 9845
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Grade 7	Tk. 4100	Tk. 2050	Tk. 600	Tk. 350	Tk. 900	Tk. 8000																								
D: If there are different legal minimum grades, are all workers graded and paid correctly?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	D1: If No , please give details: Not Applicable																												
E: For the lowest paid production workers, are wages paid for standard/contracted hours (excluding overtime) below or above the legal minimum?	<input type="checkbox"/> Below legal min <input checked="" type="checkbox"/> Meet <input type="checkbox"/> Above	E1: Lowest actual wages found: <i>Note: full time employees and please state hour / week / month etc.</i> BDT. 8420 per month.																												
F: Please indicate the breakdown of workforce per earnings:	F1: <u>0</u> % of workforce earning under minimum wage F2: <u>0</u> % of workforce earning minimum wage F3: <u>100</u> % of workforce earning above minimum wage																													
G: Bonus Scheme found: Please specify details:	Bonus Scheme found: <i>Note: type of employee (e.g. full time, temp, etc.) and please state which units e.g. /hour /week /month etc.</i> Factory management provides attendance bonus BDT 300 to BDT 500 per month to all workers as per their policy for the full presence in a month.																													
H: What deductions are required by law e.g. social insurance? Please state all types:	As per section 125 of the Bangladesh Labour Law, 2006, factory may deduct wages for un-authorized absence, for fines, housing facility, advance payments, loans, income tax, provident fund, etc. As per the Rules of 250(1) of Bangladesh Labour Rules 2015, wages of the workers is provided in which way, the payable donation rate will be determined by calculating on the basis of not less than seven and not more than eight percent of the monthly original wages.																													
I: Have these deductions been made?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	I1: Please list all deductions that have been made. Based on document review it was noted that facility management deduct for below issues- A. Unauthorized absent. Please describe: Facility deduct wage as per law.																												

		<p>I2: Please list all deductions that have not been made.</p>	<p>Based on document review factory does not deduct for below issues-</p> <ol style="list-style-type: none"> 1. Fines, 2. Housing facility, 3. Advance payments, 4. Loans, 5. Income tax, Revenue stamp. 6. Provident fund etc. <p>Please describe: Factory may deduct wages for un-authorized absence, for fines, housing facility, advance payments, loans, income tax, provident fund etc as per law</p>
J: Were appropriate records available to verify hours of work and wages?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
K: Were any inconsistencies found? (if yes describe nature)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
L: Do records reflect all time worked? (For instance, are workers asked to attend meetings before or after work but not paid for their time)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <p>L1: Please give details: All working hours are reflected in the attendance record.</p>		
M: Is there a defined living wage: <i>This is <u>not normally</u> minimum legal wage. If answered yes, please state amount and source of info: Please see SMETA Best Practice Guidance and Measurement Criteria.</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <p>M1: Please specify amount/time: Factory did not define living wages as it is not required by law. However, factory is providing the minimum wage as Minimum Wages Gazette for Ready made Garments Sector published on 24th January 2019."</p>		
M2: If yes, what was the calculation method used.	<input type="checkbox"/> ISEAL/Anker Benchmarks <input type="checkbox"/> Asia Floor Wage <input type="checkbox"/> Figures provided by Unions <input type="checkbox"/> Living Wage Foundation UK <input type="checkbox"/> Fair Wear Wage Ladder <input type="checkbox"/> Fairtrade Foundation <p>Other – please give details: Not applicable</p>		
N: Are there periodic reviews of wages? If	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		

Yes give details (include whether there is consideration to basic needs of workers plus discretionary income).	N1: Please give details: Facility management is annually reviewed the wages as per local law. Facility increase minimum 5% on basic wages as increment for all grade's worker annually.
O: Are workers paid in a timely manner in line with local law?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No All workers are paid within the 7 th working days of the following month.
P: Is there evidence that equal rates are being paid for equal work:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No P1: Please give details: Through factory policy review, payroll records review and employees' interview, it is confirmed that equal rates are being paid for equal work.
Q: How are workers paid:	<input type="checkbox"/> Cash <input type="checkbox"/> Cheque <input type="checkbox"/> Bank Transfer <input checked="" type="checkbox"/> Other (ROCKET) Q1: If other, please explain:

6: Working Hours are not Excessive

[\(Click here to return to summary of findings\)](#)

[\(Click here to return to Key Information\)](#)

ETI

6.1 Working hours must comply with national laws, collective agreements, and the provisions of 6.2 to 6.6 below, whichever affords the greater protection for workers. Sub-clauses 6.2 to 6.6 are based on international labour standards.

6.2 Working hours, excluding overtime, shall be defined by contract, and shall not exceed 48 hours per week.

6.3 All overtime shall be voluntary. Overtime shall be used responsibly, taking into account all the following: the extent, frequency and hours worked by individual workers and the workforce as a whole. It shall not be used to replace regular employment. Overtime shall always be compensated at a premium rate, which is recommended to be not less than 125% of the regular rate of pay.

6.4 The total hours worked in any 7-day period shall not exceed 60 hours, except where covered by clause 6.5 below.

6.5 Working hours may exceed 60 hours in any 7-day period only in exceptional circumstances where **all** of the following are met:

- this is allowed by national law;
- this is allowed by a collective agreement freely negotiated with a workers' organisation representing a significant portion of the workforce;
- appropriate safeguards are taken to protect the workers' health and safety; and
- The employer can demonstrate that exceptional circumstances apply such as unexpected production peaks, accidents or emergencies.

6.6 Workers shall be provided with at least one day off in every 7-day period or, where allowed by national law, 2 days off in every 14-day period.

Current Systems and Evidence Examined

To complete 'current systems' Auditors examine policies and written procedures in conjunction with relevant managers, to understand, and record what controls and processes are currently in place e.g. record what policies are in place, what relevant procedures are carried out, who is/are responsible for the management of this item of the code. Evidence checked should detail any documentary or verbal evidence shown to support the systems.

Current systems:

Noted through working hour policy review that facility has implemented working hour as per law. Facility has maintained working hour related document accurately. No inconsistency identified during document review.

1. Standard working hours found 48 hours in the facility.
2. Through employees' interview it was noted that they were aware about voluntary overtime policy.
3. As per the company policy all overtime will be compensated at a premium rate (200%).
4. Casual leave, sick leave, festival leave was provided as per Local Law.
5. Md. Julfikar Ali -Assistant Manager (HR, Admin & Compliance) who is responsible to look after the management of the code.

Evidence examined – to support system description (Documents examined & relevant comments. Include renewal/expiry date where appropriate):

Details:

1. Employee interview
2. Payroll records
3. Job card records
4. Production records
5. Working hour and overtime hour policies & procedures etc.
6. Management interview.

Any other comments: Nil.

Non-compliance:

1. Description of non-compliance:

☐ NC against ETI ☐ NC against Local Law ☐ NC against customer code:
Not applicable

Local law and/or ETI requirement:

Not applicable

Recommended corrective action:

None

Objective evidence observed:

(where relevant please add photo numbers)

Not applicable

Observation:

Description of observation: None Observed

Local law or ETI requirement: Not applicable

Comments: Not applicable

Objective evidence observed:

Not applicable

Good Examples observed:

Description of Good Example (GE): None Observed

Objective Evidence Observed:

Not applicable

Working hours' analysis

Please include time e.g. hour/week/month

[\(Go back to Key information\)](#)

Systems & Processes

A. What timekeeping systems are used: time card etc.	Describe: Electronic time keeping (face Punch machine) is used for recording working hour of workers.				
B: Is sample size same as in wages section?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If no, please give details: Not Applicable				
C: Are standard/contracted working hours defined in all contracts/employment agreements?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	C1: If NO, please give details including % and which type of workers do NOT have standard hours defined in contracts/employment agreements. Please give details: Not Applicable			
D: Are there any other types of contracts/employment agreements used?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	D1: If YES, please complete as appropriate:			
		<input type="checkbox"/> 0 hrs	<input type="checkbox"/> Part time	<input type="checkbox"/> Variable hrs	<input type="checkbox"/> Other
		If "Other", Please define:			
		Not Applicable			
E. Do any standard/contracted working hours defined in contracts/employment agreements exceed 48 hours per week?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	E1: If yes , please detail hours, %, types of workers affected and frequency Please give details: Not Applicable			
F: Are workers provided with at least 1 day off in every 7-day-period, or 2 in 14-day-period?	F2: Please select all applicable: <input type="checkbox"/> 1 in 7 days <input checked="" type="checkbox"/> 2 in 14 days <input type="checkbox"/> No If 'No', please explain:	F3: Is this allowed by local law? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
	Maximum number of days worked without a day off (in sample):				
	13 days. Facility was open on 2 and 9 October 2022 and 10 June 2022 which was adjusted with Eid-UI-Fitr and Eid-UI-Adha festival holiday.				
Standard/Contracted Hours worked					
G: Were standard working hours over 48 hours per week found?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	G1: If yes, % of workers & frequency:			
		N/A			

H: Any local waivers/local law or permissions which allow averaging/annualised hours for this site?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	H1: If yes, please give details: N/A
Overtime Hours worked		
I: Actual overtime hours worked in sample (State per day/week/month)	Highest OT hours: 80 Hours in the month of October 2022 (Current Month) 78 Hours in the Month of June 2022 (Random Month) 75 Hours in the Month of December 2021 (Random Month)	
J: Combined hours (standard or contracted + overtime hours = total) over 60 found? Please give details:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
K: Approximate percentage of total workers on highest overtime hours:	____50____%	
L: Is overtime voluntary?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Conflicting Information	L1: Please detail evidence e.g. Wording of contract / employment agreement / handbook / worker interviews / refusal arrangements: Overtime work was found voluntary confirmed through worker interview, contract letter & employment agreement papers review.
Overtime Premiums		
M: Are the correct legal overtime premiums paid?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A – there is no legal requirement to OT premium	M1: Please give details of normal day overtime premium as a % of standard wages: 200% of basic wage
N: Is overtime paid at a premium?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	N1: If yes, please describe % of workers & frequency: Workers who work overtime get premium rate as per local law.
O: If the site pays less than 125% OT premium and this is allowed under local law, are there other considerations? Please complete the boxes where relevant.	<input type="checkbox"/> No <input type="checkbox"/> Consolidated pay (May be standard wages above minimum legal wage, with no/low overtime premium) <input type="checkbox"/> Collective Bargaining agreements <input type="checkbox"/> Other	
	O1: Please explain any checked boxes above e.g. detail of consolidated pay / CBA or Other	

	Not Applicable
P: If more than 60 total hours per week and this is legally allowed, are there other considerations? Please complete the boxes where relevant.	<input checked="" type="checkbox"/> Overtime is voluntary <input type="checkbox"/> Onsite Collective bargaining allows 60+ hours/week <input type="checkbox"/> Safeguards are in place to protect worker's health and safety <input type="checkbox"/> Site can demonstrate exceptional circumstances <input type="checkbox"/> Other reasons (please specify)
	P1: Please explain any checked boxes above e.g. detail of consolidated pay / CBA or other:
	Not Applicable
Q: Is there evidence that overtime hours are being used for extended periods to make up for labour shortages or increased order volumes?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Q1: If yes, please give details: Not Applicable
R: If sufficient workers cannot be hired, are new working time arrangements explored to ensure that overtime is the exception rather than the rule.	<input type="checkbox"/> Yes <input type="checkbox"/> No N/A

7: No Discrimination is Practiced

[\(Click here to return to summary of findings\)](#)

ETI

7.1 There is no discrimination in hiring, compensation, access to training, promotion, termination or retirement based on race, caste, national origin, religion, age, disability, gender, marital status, sexual orientation, union membership or political affiliation.

Current Systems and Evidence Examined

To complete 'current systems' Auditors examine policies and written procedures in conjunction with relevant managers, to understand, and record what controls and processes are currently in place e.g. record what policies are in place, what relevant procedures are carried out, who is/are responsible for the management of this item of the code. Evidence checked should detail any documentary or verbal evidence shown to support the systems.

Current systems:

1. There is no discrimination in hiring, compensation, access to training, promotion, termination, or retirement based on race, caste, national origin, religion, age, disability, gender, marital status, sexual orientation, union membership or political affiliation.

1. No gender discrimination was found in the facility; both female and male employees were distributed in all types of work.

2. The facility provides the same wage amount to male/female employees of the same rank.

3. No complain or records found for pregnancy test.

4. There is no restriction for formation of trade union in the facility.

5. Md. Julfikar Ali -Assistant Manager (HR, Admin & Compliance) who is responsible to look after the management of the code.

Evidence examined – to support system description (Documents examined & relevant comments. Include renewal/expiry date where appropriate):

Details:

1. Management interview
2. Worker interview
3. Local and national law
4. Personal files
5. Compensation records
6. Termination & retirement records
7. Training records
8. Complaint register

Any other comments: Nil

A: Gender breakdown of Management + Supervisors (Include as one combined group)

A1: Male: __100__ %
A2: Female __0__ %

B: Number of women who are in skilled or technical roles e.g. where specific qualifications are needed i.e. machine engineer / laboratory analyst:	No
C: Is there any evidence of discrimination based on race, caste, national origin, religion, age, disability, gender, marital status, sexual orientation, union membership or political affiliation?:	<input type="checkbox"/> Hiring <input type="checkbox"/> Compensation <input type="checkbox"/> Access to training <input type="checkbox"/> Promotion <input type="checkbox"/> Termination or retirement <input checked="" type="checkbox"/> No evidence of discrimination found C1: Please give details: Not applicable as no such discrimination was noted.

Professional Development	
A: What type of training and development are available for workers?	<p>Following training are available-</p> <ul style="list-style-type: none"> Workers receive regular and recorded health & safety training. Last Health & Safety training was provided on 26.10.2022. Firefighting training provided as per law. Last firefighting training was provided on 18.10.2022 First aid, PPE training provides regularly. Last first aid & PPE training was provided on 03.10.2022 & 06.11.2022

B: Are HR decisions e.g. promotion, training, compensation based on objective, transparent criteria?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If no, please give details: Not Applicable
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Non-compliance:	
<p>1. Description of non-compliance:</p> <input type="checkbox"/> NC against ETI <input type="checkbox"/> NC against Local Law <input type="checkbox"/> NC against customer code: None Observed Local law and/or ETI requirement: Not applicable Recommended corrective action: Not applicable	<p>Objective evidence observed: <i>(where relevant please add photo numbers)</i></p> Not applicable

Observation:	
Description of observation: None Observed Local law or ETI requirement: Not applicable Comments: Not applicable	Objective evidence observed: Not applicable

Good Examples observed:	
Description of Good Example (GE): None Observed	Objective Evidence Observed: Not applicable

8: Regular Employment Is Provided

[\(Click here to return to summary of findings\)](#)

[\(Click here to return to Key Information\)](#)

ETI

8.1 To every extent possible work performed must be on the basis of recognised employment relationship established through national law and practice.

8.2 Obligations to employees under labour or social security laws and regulations arising from the regular employment relationship shall not be avoided through the use of labour-only contracting, sub-contracting, or home-working arrangements, or through apprenticeship schemes where there is no real intent to impart skills or provide regular employment, nor shall any such obligations be avoided through the excessive use of fixed-term contracts of employment.

Additional Elements: Responsible Recruitment

8.3 Suppliers have full understanding of the entire recruitment process and assess all labour recruiters and intermediaries against legal and/or ethical requirements.

8.4 There are effective management systems in place to identify and monitor the hiring and management of all migrant workers, contract workers, agency workers, temporary or casual labour. The supplier shall implement processes to enable adequate control over agencies with regards the above points and related legislation.

8.5 Employment agencies must only supply workers registered with them.

8.6 Workers pay no recruitment fee at any stage of the recruitment process.

8.7 Worker contracts accurately reflect the agreed payment and terms in the recruitment process and are understood and signed by workers.

Current Systems and Evidence Examined

To complete 'current systems' Auditors examine policies and written procedures in conjunction with relevant managers, to understand, and record what controls and processes are currently in place e.g. record what policies are in place, what relevant procedures are carried out, who is/are responsible for the management of this item of the code. Evidence checked should detail any documentary or verbal evidence shown to support the systems.

Current systems:

1. Facility provides ID card for all workers in the time of recruitment.
2. Factory maintains service books for all workers.
3. There is no home working from the site.
4. All workers are getting appointment letter in local language.
5. Md. Julfikar Ali -Assistant Manager (HR, Admin & Compliance) who is responsible to look after the management of the code.

Evidence examined – to support system description (Documents examined & relevant comments. Include renewal/expiry date where appropriate):

Details:

1. Management interview
2. Worker interview
3. Local and national law
4. Workers' personal files and service books
5. Policies and procedures
6. Wage sheets

Any other comments: Nil.

Non-compliance:	
1. Description of non-compliance: <input type="checkbox"/> NC against ETI <input type="checkbox"/> NC against Local Law <input type="checkbox"/> NC against customer code: None Observed Local law and/or ETI requirement: Not applicable Recommended corrective action: Not applicable	Objective evidence observed: <i>(where relevant please add photo numbers)</i> Not applicable

Observation:	
Description of observation: None Observed Local law or ETI requirement: Not applicable Comments: Not applicable	Objective evidence observed: Not applicable

Good Examples observed:	
Description of Good Example (GE): None Observed	Objective Evidence Observed: Not applicable

Responsible Recruitment

All Workers	
A: Were all workers presented with terms of employment at the time of recruitment, did they understand them and are they same as current conditions?	<input checked="" type="checkbox"/> Terms & Conditions presented <input checked="" type="checkbox"/> Understood by workers <input checked="" type="checkbox"/> Same as actual conditions A1: If any are unchecked, please describe finding and specific category(ies) of workers affected: NA
B: Did workers' pay any fees, taxes, deposits or bonds for the purpose of recruitment/placement?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No B1: If yes, please describe details and specific category(ies) of workers affected: NA

C: If yes, check all that apply:	<input type="checkbox"/> Recruitment / hiring fees <input type="checkbox"/> Service fees <input type="checkbox"/> Application costs <input type="checkbox"/> Recommendation fees <input type="checkbox"/> Placement fees <input type="checkbox"/> Administrative, overhead or processing fees <input type="checkbox"/> Skills tests <input type="checkbox"/> Certifications <input type="checkbox"/> Medical screenings <input type="checkbox"/> Passports/ID's <input type="checkbox"/> Work / resident permits <input type="checkbox"/> Birth certificates <input type="checkbox"/> Police clearance fees <input type="checkbox"/> Any transportation and lodging costs after employment offer <input type="checkbox"/> Any transport costs between workplace and home <input type="checkbox"/> Any relocation costs after commencement of employment <input type="checkbox"/> New hire training / orientation fees <input type="checkbox"/> Medical exam fees <input type="checkbox"/> Deposit bonds or other deposits <input type="checkbox"/> Any other non-monetary assets <input type="checkbox"/> Other – C1: If other, please give details: Not Applicable
D: If any checked, give details:	Nil

Migrant Workers: <i>The term "migrant worker" refers to a person who is engaged or has been engaged in a remunerated activity in a country of which they are not a national or permanent resident or has purposely migrated on a temporary basis to another in-country region to seek and engage in a remunerated activity</i>		
A: Type of work undertaken by migrant workers:	Not applicable; No migrant workers employed by the factory.	
B: Please give details about recruitment agencies for migrant workers:	Total number of (in country recruitment agencies) used: Total number of (outside of local country) recruitment agencies used Not applicable; No migrant workers employed by the factory.	
C: Are migrant workers' voluntary deductions (such as for remittances) confirmed in writing by the worker and is evidence of the transaction supplied by the facility to the worker?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No C1: Please describe finding: Not applicable; No migrant workers employed by the factory.	C2: Observations: NA
D: Are Any migrant workers in skilled, technical, or management roles	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No D1: If yes, number and example of roles:	

Migrant Workers (this should include all migrant workers including permanent workers, temporary and/or seasonal workers)	Not applicable; No migrant workers employed by the factory.
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NON-EMPLOYEE WORKERS

Recruitment Fees:	
A: Are there any fees?	<input type="checkbox"/> Yes <input type="checkbox"/> No N/A
B: If yes, check all that apply:	<input type="checkbox"/> Recruitment / hiring fees <input type="checkbox"/> Service fees <input type="checkbox"/> Application costs <input type="checkbox"/> Recommendation fees <input type="checkbox"/> Placement fees <input type="checkbox"/> Administrative, overhead or processing fees <input type="checkbox"/> Skills tests <input type="checkbox"/> Certifications <input type="checkbox"/> Medical screenings <input type="checkbox"/> Passports/ID's <input type="checkbox"/> Work / resident permits <input type="checkbox"/> Birth certificates <input type="checkbox"/> Police clearance fees <input type="checkbox"/> Any transportation and lodging costs after employment offer <input type="checkbox"/> Any transport costs between work place and home <input type="checkbox"/> Any relocation costs after commencement of employment <input type="checkbox"/> New hire training / orientation fees <input type="checkbox"/> Medical exam fees <input type="checkbox"/> Deposit bonds or other deposits <input type="checkbox"/> Any other non-monetary assets <input type="checkbox"/> Other B1 – If other, please give details: Not applicable
C: If any checked, give details:	Nil

Agency Workers (if applicable) (workers sourced from a local agent who are not directly paid by the site, but paid by the agency, Usually the agencies are paid by the site and the wages of the individual workers are paid by the agency.)	
A: Number of agencies used (average):	A1: Names if available: Nil
B: Were agency workers' age / pay / hours included within the scope of this audit?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Not applicable

C: Were sufficient documents for agency workers available for review?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Not applicable
D: Is there a legal contract / agreement with all agencies?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No D1: Please give details: Not applicable
E: Does the site have a system for checking labour standards of agencies? If yes, please give details.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No E1: Please give details: Not applicable

Contractors: <i>Note: contractors in this context are generally individuals who supply several workers to a site. Usually the contractors are paid by the site and the wages of the workers are paid by the contractor. Common terms include, gang bosses, labor provider,</i>	
A: Any contractors on site?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No A1: If yes, how many contractors are present, please give details: Not applicable
B: If Yes , how many workers supplied by contractors?	Not applicable
C: Do all contractor workers understand their terms of employment?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No C1: Please describe finding: Not applicable
D: If Yes , please give evidence for contractor workers being paid per law:	Not applicable

8A: Sub-Contracting and Homeworking

[\(Click here to return to summary of findings\)](#)

[\(Click here to return to Key Information\)](#)

8A.1 There should be no sub-contracting unless previously agreed with the main client.

8A.2 Systems and processes should be in place to manage sub-contracting, homeworking and external processing.

Note to auditor on homeworking:

Report on whether it is direct or via agents. How many workers, relationship with site and what control systems are in place.

Note to auditor on subcontracting: auditor should use this section for subcontractors of part made or wholly made finished goods, this section should not be used for raw material manufacturers unless instructed otherwise by customers

Current Systems and Evidence Examined

To complete 'current systems' Auditors examine policies and written procedures in conjunction with relevant managers, to understand, and record what controls and processes are currently in place e.g. record what policies are in place, what relevant procedures are carried out, who is/are responsible for the management of this item of the code. Evidence checked should detail any documentary or verbal evidence shown to support the systems.

Current systems:

Babylon Washing Ltd. is a garments washing factory. Since facility does not need any subcontractor so that no sub-contractor is being used by the factory. Md. Julfikar Ali -Assistant Manager (HR, Admin & Compliance) who is responsible to look after the management of the code.

Evidence examined – to support system description (Documents examined & relevant comments. Include renewal/expiry date where appropriate):

If any processes are sub-contracted – please populate below boxes

Process Subcontracted	Process 1	Process 2
Name of factory	Nil	Nil
Address	Nil	Nil

Details:

1. Management Interview
2. Workers Interview
3. Documents Review

Non-compliance:

1. Description of non-compliance:

☐ NC against ETI/Additional Elements

☐ NC against Local Law

☐ NC against customer code:

None Observed

Local law and/or ETI /Additional Elements requirement: Not applicable

Recommended corrective action: Not applicable

Objective evidence observed:

(where relevant please add photo numbers)

Not applicable

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Observation:	
Description of observation: None Observed Local law or ETI/Additional elements requirement: Not applicable Comments: Not applicable	Objective evidence observed: Not applicable

Good Examples observed:	
Description of Good Example (GE): None Observed	Objective Evidence Observed: Not applicable

Summary of sub-contracting – if applicable <input checked="" type="checkbox"/> Not Applicable please x	
A: Has the auditor made a simple calculation to compare capacity with workers' work load in order to identify possible unrecorded work or undeclared sub-contracting	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No A1: Please describe: Not applicable as no subcontractor is used.
B: If sub-contractors are used, is there evidence this has been agreed with the main client?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No B1: If Yes , summarise details: Not applicable as no subcontractor is used.
C: Number of sub-contractors/agents used:	Not applicable as no subcontractors/agent is used.
D: Is there a site policy on sub-contracting?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No D1: If Yes , summarise details: Not applicable as no subcontractor is used.
E: What checks are in place to ensure no child labour is being used and work is safe?	Not applicable as no subcontractor is used.

Summary of homeworking – if applicable			
<input checked="" type="checkbox"/> Not Applicable please x			
A: If homeworking is being used, is there evidence this has been agreed with the main client?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No A1: If Yes , summarise details: Not applicable		
B: Number of homeworkers	B1: Male: 0	B2: Female: 0	Total: 0
C: Are homeworkers employed direct or through agents?	<input type="checkbox"/> Directly <input type="checkbox"/> Through Agents Not applicable		C1: If through agents, number of agents:
			Not applicable
D: Is there a site policy on homeworking?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Not applicable		
E: How does the site ensure worker hours and pay meet local laws for homeworkers?	Not applicable		
F: What processes are carried out by homeworkers?	Not applicable		
G: Do any contracts exist for homeworkers?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No G1: Please give details: Not applicable		
H: Are full records of homeworkers available at the site?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Not applicable		

9: No Harsh or Inhumane Treatment is Allowed

[\(Click here to return to summary of findings\)](#)

ETI

9.1 Physical abuse or discipline, the threat of physical abuse, sexual or other harassment and verbal abuse or other forms of intimidation shall be prohibited.

Additional elements:

9.2 companies should provide access to a confidential grievance mechanism for all workers

A: Are there published, anonymous and/or open channels available for reporting any violations of Labour standards and H&S or any other grievances to a 3 rd party?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No A1: Please give details: There is an open channel for all at the facility which anybody can report to management about any act properly or corruptly, or to accept or give a bribe or gift and health & safety issues.
B: If Yes , are workers aware of these channels and have access? Please give details.	Factory has communicated this procedure through orientation training confirmed from worker interview.
C: If yes, what type of mechanism is used e.g. hotline, whistle blowing mechanism, comment box etc. Please give details.	Factory has fixed some complaint boxes in workers toilet area. No complaint records found regarding physical abuse or harassment.
D: Which of the following groups is there a grievance mechanism in place for?	<input checked="" type="checkbox"/> Workers <input checked="" type="checkbox"/> Communities <input checked="" type="checkbox"/> Suppliers <input type="checkbox"/> Other D1: Please give details: Facility has grievance mechanism system in place for the workers, suppliers and communities.
E: Are there any open disputes?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No E1: If yes, please give details
F: Does the site encourage its business partners (e.g. suppliers) to provide individuals and communities with access to effective grievance mechanisms (e.g. helplines or whistle blowing mechanism)?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No F1: If no, please give details:
G: Is there a published and transparent disciplinary procedure?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No G1: If no, please explain

H: If yes, are workers aware of these the disciplinary procedure?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No H1: If no, please give details
I: Does the disciplinary procedure allow for deductions from wages (fines) for disciplinary purposes (see wages section)?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No I1: If yes, please give details

Current Systems and Evidence Examined

To complete 'current systems' Auditors examine policies and written procedures in conjunction with relevant managers, to understand, and record what controls and processes are currently in place e.g. record what policies are in place, what relevant procedures are carried out, who is /are responsible for the management of this item of the code. Evidence checked should detail any documentary or verbal evidence shown to support the systems.

Current systems:

The facility established anti-harsh or inhumane treatment policy. The policy states that physical abuse or discipline, the threat of physical abuse, sexual or other harassment and verbal abuse or other forms of intimidation shall be prohibited. Through the factory management and workers' interview, it was noted that no physical abuse or discipline happened in the factory. Factory install complaint box in workers toilet area. No complaint records found regarding physical abuse or harassment. Md. Julfikar Ali -Assistant Manager (HR, Admin & Compliance) who is responsible to look after the management of the code.

Evidence examined – to support system description (Documents examined & relevant comments. Include renewal/expiry date where appropriate):

Details:

1. Policy review
2. Document review
3. Management interview
4. Worker interview
5. Factory tour

Any other comments: Nil

Non-compliance:

1. Description of non-compliance:

☐ NC against ETI
☐ NC against Local Law
☐ NC against customer code:

None Observed

Local law and/or ETI requirement: Not applicable

Recommended corrective action: Not applicable

Objective evidence observed:

(where relevant please add photo numbers)

Not applicable

Observation:	
Description of observation: None Observed Local law or ETI requirement: Not applicable Comments: Not applicable	Objective evidence observed: Not applicable

Good Examples observed:	
Description of Good Example (GE): None Observed	Objective Evidence Observed: Not applicable

10. Other Issue areas: 10A: Entitlement to Work and Immigration

[\(Click here to return to NC-table\)](#)

Additional Elements

10A.1 Only workers with a legal right to work shall be employed or used by the supplier.

10A.2 All workers, including employment agency staff, must be validated by the supplier for their legal right to work by reviewing original documentation.

Current Systems and Evidence Examined

To complete 'current systems' Auditors examine policies and written procedures in conjunction with relevant managers, to understand, and record what controls and processes are currently in place e.g. record what policies are in place, what relevant procedures are carried out, who is/are responsible for the management of this item of the code. Evidence checked should detail any documentary or verbal evidence shown to support the systems.

Current systems:

It was noted through documents review and workers interview that there are no agency staffs, employment agencies and immigration workers in the factory. Md. Julfikar Ali -Assistant Manager (HR, Admin & Compliance) who is responsible to look after the management of the code.

Evidence examined – to support system description (Documents examined & relevant comments. Include renewal/expiry date where appropriate):

Details:

1. Management interview
2. Worker interview
3. Employment records
4. Appointment letter
5. Personal files

Any other comments: Nil

Non-compliance:

1. Description of non-compliance:

- ☐ NC against ETI/Additional Elements
 ☐ NC against Local Law
 ☐ NC against customer code:

None Observed

Local law and/or ETI /Additional Elements requirement: Not applicable

Recommended corrective action: Not applicable

Objective evidence observed:

(where relevant please add photo numbers)

Not applicable

Observation:

Description of observation: None Observed Local law or ETI/Additional Elements requirement: Not applicable Comments: Not applicable	Objective evidence observed: Not applicable
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Good examples observed:	
Description of Good Example (GE): None Observed	Objective Evidence Observed: Not applicable

10. Other issue areas 10B4: Environment 4–Pillar

[\(Click here to return to summary of findings\)](#)

To be completed for a 4–Pillar SMETA Audit and remove the previous page which is 10B2 environment 2 pillar

B.4. Compliance Requirements

10B4.1 Businesses as a minimum must meet the requirements of local and national laws related to environmental standards.

10B4.2 Where it is a legal requirement, businesses must be able to demonstrate that they have the relevant valid permits including for use and disposal of resources e.g. water, waste etc.

10B4.3 Businesses shall be aware of their end client's environmental standards/code requirements

10B4.4 Suppliers should have an environmental policy, covering their environmental impact, which is communicated to all appropriate parties, including its own suppliers.

10B4.5 Suppliers shall be aware of the significant environmental impact of their site and its processes.

10B4.6 The site should measure its impacts, including continuous recording and regular reviews of use and discharge of natural resources e.g. energy use, water use (see 4–pillar audit report and audit checks for details).

10B4.7 Businesses shall make continuous improvements in their environmental performance.

10B4.8 Businesses shall have available for review any environmental certifications or any environmental management systems documentation

10B4.9 Businesses should have a nominated individual responsible for co–ordinating the site's efforts to improve environmental performance.

B4. Guidance for Observations

10B4.10 Suppliers should have completed the appropriate section of the SAQ and made it available to the auditor.

10B4.11 Has the site recently been subject to (or pending) any fines/prosecutions for noncompliance to environmental regulations.

Note for auditors and readers. This environment section is intended to take not more than 0.25 auditor days. It is an assessment only and the main requirement is to establish whether a site is meeting applicable environmental laws and/or has any certifications or environmental management systems in place. Following this assessment, the client/supplier may decide a full environmental audit is required (see also best practice guidance/environment and guidance for auditor)

Current Systems and Evidence Examined

To complete 'current systems' Auditors examine policies and written procedures in conjunction with relevant managers, to understand, and record what controls and processes are currently in place e.g. record what policies are in place, what relevant procedures are carried out, who is/are responsible for the management of this item of the code. Evidence checked should detail any documentary or verbal evidence shown to support the systems.

Current systems:

1. Facility has an environmental policy which covers all the system and complies with the legal requirement.
2. Factory surrounding environment found acceptable.
3. Facility assessed noise level, air emission which was found acceptable limit conducted on 28.12. 2021.
3. Facility has conducted Environmental Impact Assessment (EIA) in June 2018.
4. Mr. Manjurul Alam, Deputy Manager (EMS) is responsible person to look after environmental issues of the facility.

Evidence examined – to support system description (Documents examined & relevant comments. Include renewal/expiry date where appropriate):

Details:

1. Document review
2. Factory tour
3. Management interview
4. Environmental Impact Assessment (EIA) Report
5. Air emission & noise level test review

Any other comments: Nil

Non-compliance:

1. Description of non-compliance:

- ☒ NC against ETI/Additional Elements
☐ NC against customer code:

- ☒ NC against Local

Issue title: Wastes were not properly segregated.

Description of non-compliance:

It was noted during the facility visit that wastes like empty cartons, sacks, empty drums, and construction materials were kept in an unsegregated manner under an open sky without weather protection.

Local law and/or ETI requirement:

In accordance with ETI base code 10B4.3 and Bangladesh Labour Law, 2006, section-54:

ETI Base code 10B4.3:

Businesses shall be aware of their end client's environmental standards/code requirements

Bangladesh Labour Law, 2006, section-54:

Disposal of wastes- Effective arrangements shall be made in every establishment for the disposal of wasters and effluents due to the manufacturing process carried on therein.

Recommended corrective action:

It is recommended that the facility management segregate waste properly.

Action By: Md. Julfikar Ali -Assistant Manager (HR, Admin & Compliance)

Time frame: 30 Days

Objective evidence observed:
(where relevant please add photo numbers)

01.Plant tour

NC photo no 5

Observation:

Description of observation: None observed

Local law and/or ETI/Additional Elements requirement: Not applicable

Comments: None

Objective evidence observed:

None observed

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Good examples observed:	
Description of Good Example (GE): None observed	Objective Evidence Observed: Not applicable

Environmental Analysis	
(Site declaration only – this has not been verified by auditor. Please state units in all cases below.)	
A: Is there a manager responsible for Environmental issues (Name and Position):	Mr. Manjurul Alam, Deputy Manager (EMS) is responsible person to look after environmental issues of the facility.
B: Has the site conducted a risk assessment on the environmental impact of the site, including implementation of controls to reduce identified risks?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No B1: Please give details: Facility has conducted risk assessment (19.10.2022) on environment including implementation of controls to reduce identified risks.
C: Does the site have a recognised environmental system certification such as ISO 14000 or equivalent? Please give details.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No C1: Please give details: Facility does not have any recognised environmental system certification such as ISO 14000 or equivalent.
D: Does the site have an Environmental policy? (For guidance, please see Measurement criteria)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No D1: If yes, is it publicly available? Policy has been posted in the production floor.
E: If yes, does it address the key impacts from their operations and their commitment to improvement?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No E1: Please give details: In policy a long-term strategy to continual improvement has been set. Besides that, The facility management has identified key impacts by their operation through EIA on June 2018 and facility management provide environment training to the employee on 06.10.2022 & participation was 13 employees.
F: Does the site have a Biodiversity policy? (For guidance, please see Measurement criteria)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
G: Is there any other sustainability systems present such as Chain of Custody, Forest Stewardship Council (FSC), Marine Stewardship Council (MSC) etc.? Please give details. (For guidance, please see Measurement criteria)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No G1: Please give details: No such type of system is available.
H: Have all legally required permits been shown? Please give details.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No H1: Please give details: It was noted through documents review and management interview that facility have legally required permits such as underground water extraction Permission.
I: Is there a documentation process to record hazardous chemicals used in the manufacturing process?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A I1: Please give details: Facility maintains a chemical register and inventory.
J: Is there a system for managing client's requirements and legislation in the destination	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

countries regarding environmental and chemical issues?	J1: Please give details: Facility has a system to manage requirements of clients in the destination countries.	
K: Facility has reduction targets in place for environmental aspects e.g. water consumption and discharge, waste, energy and green-house gas emissions:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No K1: Please give details: Facility has set a target 25% (by year 2024) to reduce water and energy consumption.	
L: Facility has evidence of waste recycling and is monitoring volume of waste that is recycled.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No L1: Please give details: Facility does not recycle waste yet. However, the facility reuses wastewater for other work.	
M: Does the facility have a system in place for accurately measuring and monitoring consumption of key utilities of water, energy and natural resources that follows recognised protocols or standards?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No M1: Please give details: Facility has a system of maintaining record for water, energy and natural resources & calculate monthly basis.	
N: Has the facility checked that any Sub-Contracting agencies or business partners operating on the premises have the appropriate permits and licences and are conducting business in line with environmental expectations of the facility?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No N1: Please give details:	
Usage/Discharge analysis		
Criteria	Previous year: Please state period: _____2021_____	Current Year: Please state period: _____2022_____
Electricity Usage: Kw/hrs	340115 kw/hrs	418461 kw/hrs
Renewable Energy Usage: Kw/hrs	6813 kw/hrs	4226 kw/hrs
Gas Usage: Kw/hrs	1680371 m ³	153789.7 m ³
Has site completed any carbon Footprint Analysis?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If Yes , please state result	NA	NA
Water Sources: Please list all sources e.g. lake, river, and local water authority.	<ul style="list-style-type: none"> Underground water 	<ul style="list-style-type: none"> Underground water
Water Volume Used: (m ³)	312715 m ³	181218 m ³
Water Discharged: Please list all receiving waters/recipients.	<ul style="list-style-type: none"> Municipal drainage system 	<ul style="list-style-type: none"> Municipal drainage system

Water Volume Discharged: (m ³)	279643 m ³	179004 m ³
Water Volume Recycled: (m ³)	NA	NA
Total waste Produced (please state units)	18588 Kg	12361 Kg
Total hazardous waste Produced: (please state units)	16979 Kg	11714 Kg
Waste to Recycling: (please state units)	NA	NA
Waste to Landfill: (please state units)	NA	NA
Waste to other: (please give details and state units)	18588 kg	12361 Kg
Total Product Produced (please state units)	4309342 KG	3244125 KG

10C: Business Ethics – 4-Pillar Audit

[\(Click here to return to summary of findings\)](#)

To be completed for a 4-Pillar SMETA Audit

10C. Compliance Requirements

10C.1 Businesses shall conduct their business ethically without bribery, corruption, or any type of fraudulent Business Practice.

10C.2 Businesses as a minimum must meet the requirements of local and national laws related to bribery, corruption, or any type of fraudulent Business Practices.

10C.3 Where it is a legal requirement, businesses must be able to demonstrate that they comply with all fiscal legislative requirements.

10C.4 Businesses shall have access to a transparent system in place for confidentially reporting, and dealing with unethical Business Ethics without fear of reprisals towards the reporter.

10C.5 Businesses should have a Business Ethics policy, covering bribery, corruption, or any type of fraudulent Business Practice,

10C.6 Businesses should have a designated person responsible for implementing standards concerning Business Ethics

10C.7 Suppliers should ensure that the staff whose job roles carry a higher level of risk in the area of ethical Business Practice e.g. sales, purchasing, logistics are trained on what action to take in the event of an issue arising in their area.

10C. Guidance for Observations

10C.8 Businesses should communicate their Business Ethics policy, covering bribery, corruption, or any type of fraudulent Business Practice to all appropriate parties, including its own suppliers.

10C.9 Has the site recently been subject to (or pending) any fines/prosecutions for non-compliance to Business Ethics regulations. If so is there evidence that sustainable corrective actions have been implemented

Note for auditors and readers. This Business Ethics section is intended to take not more than 0.25 auditor days. It is an assessment not an audit.

Current Systems and Evidence Examined

To complete 'current systems' Auditors examine policies and written procedures in conjunction with relevant managers, to understand, and record what controls and processes are currently in place e.g. record what policies are in place, what relevant procedures are carried out, who is /are responsible for the management of this item of the code. Evidence checked should detail any documentary or verbal evidence shown to support the systems.

Current systems:

- 1.The factory management has business policy, anti-corruption, and anti-bribery policy.
2. Md. Julfikar Ali -Assistant Manager (HR, Admin & Compliance) is responsible for the business ethics.

Evidence examined – to support system description (Documents examined & relevant comments. Include renewal/expiry date where appropriate):

Details:

1. Document review
2. Management interview
3. Site tour

Any other comments: Nil

Non-compliance:	
1. Description of non-compliance: <input type="checkbox"/> NC against ETI/Additional Elements <input type="checkbox"/> NC against Local <input type="checkbox"/> NC against customer code: None observed Local law and/or ETI/Additional Elements requirement: Not applicable Recommended corrective action: Not applicable	Objective evidence observed: <i>(where relevant please add photo numbers)</i>

Observation	
Description of observation: None observed Local law and/or ETI/Additional Elements requirement: Not applicable Comments: None	Objective evidence observed: None observed

Good examples observed:	
Description of Good Example (GE): None observed	Objective Evidence Observed: Not applicable

A: Does the facility have a Business Ethics Policy and is the policy communicated and applied internally, externally or both, as appropriate?	<input checked="" type="checkbox"/> Internal Policy <input checked="" type="checkbox"/> Policy for third parties including suppliers A1: Please give details: Facility has business ethics policy both internal and for suppliers.
B: Does the site give training to relevant personnel (e.g. sales and logistics) on business ethics issues?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No B1: Please give details: It was noted through documents review and management interview, staff e.g. sales, purchasing, logistics were getting training on ethical Business Practices as their job roles carry a higher level of risk in that area.
C: Is the policy updated on a regular (as needed) basis?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No C1: Please give details: Facility updates their policy as per the requirement.

D: Does the site require third parties including suppliers to complete their own business ethics training

☒ Yes
☐ No

D1: Please give details: Facility requires business ethics training from the third parties.

Other findings

Other Findings Outside the Scope of the Code
None Observed

Community Benefits (Please list below any specific community benefits that the site management stated that they were involved in, for example, HIV programme, education, sports facilities)
None observed

Appendix 1

<p>Comparison between ETI code and Customer's Supplier's Code. Any areas where a site complies with the Customer's Supplier Code, but not with the ETI code are discussed at the audit close out meeting and recorded on the CAPR. Note to supplier "for this customer it may not be necessary to complete corrective actions where NC's DO NOT meet the ETI code, but DO meet your customer's code. If the audit is shared with other customers who work to the ETI code or an equivalent international standard, corrective actions will be necessary."</p> <p><input checked="" type="checkbox"/> Not Applicable please x</p>	
<p>NOTE: The provisions of the ETI base Code constitute minimum and not maximum standards, and this code should not be used to prevent companies from exceeding these standards. Companies applying the ETI Base Code are expected to comply with national and other applicable law and, where the provisions of law and the ETI Base Code address the same subject, to apply that provision which affords the greater protection.</p>	<p>Instruction to Audit Company: fill in the relevant clauses from the Customer Supplier Code - where applicable.</p>

Photo Form

Adding Images To help keep the size of the Report as small as possible for ease of sending and saving the document we recommend that you use Microsoft Paint to resize your photos. To do so please follow these instructions:

- 1) To start Microsoft Paint, click 'Start', 'Programs', 'Accessories', then 'Paint'.
- 2) Open the image file you wish to edit.
- 3) Click the 'Image' Menu at the top and select "Stretch/Skew Image".
- 4) Choose a percentage figure to resize the image: to avoid distortion, choose the same percentage for horizontal and vertical stretch. Click OK.
- 5) Once you have the desired size, click File > Save As... (To prevent overwriting the original image).

Save As jpeg (this provides compression to make the file smaller).




- 6) Please delete this text once complete.

Photo Form

Best Practice Photos:

Annual picnic	Facility provides winter dress to poor people	Facility arranges blood donation camp
	Void	Void
Scholarship program for the children of the workers and staff.	Void	Void













Non-Conformity photos:













		
Nc picture 1: Dryer machine operators were not using ear plug during work time.	Nc picture 2: Grinding machine operator was not using hand gloves during work.	Nc picture 3: Hydro extractor machine operators were not using eye goggles.
		Void
Nc picture 4: Hydro extractor machine operators were not using hand gloves.	Nc picture 5: Wastes were not properly segregated.	Void

General Facility Tour Photos:

		
Facility Entrance point	Facility building	Security point

		
Washing section	Dryer area	PP spray machine area
		
Laser area	Grinding area	Quality checking area
		
3D section	Chemical store	Factory nameplate
		
Fire fighting equipment	Fire Hose Cabinet	Emergency light

		
Illuminated exit sign	Public address system	Evacuation plan
		
Fire rated door	Fire alarm control panel	Fire hose demonstration
		
Smoke detector	Fire Extinguishers	Fire pump room
		
Fire alarm system	Fire alarm bell	Fog light

		
First aid box	Doctor room	Patient bed
		
Staircase	No smoking sign posted	Electrical distribution board
		
Dining hall	Canteen	Complaint box
		
Toilet area	Drinking water point	Emergency phone number posted

		
Notice board	Risk assessment posted	ETI base code posted
		
Power Generator	Boiler	Eye wash station
		
Compressor	Substation	Worker's locker
		
Childcare room	Hand washing system	Covid-19 poster



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Your feedback on your experience of the SMETA audit you have observed is extremely valuable. It will help to make improvements to future versions.

You can leave feedback by following the appropriate link to our questionnaire:

[Click here for Buyer \(A\) & Buyer/Supplier \(A/B\) members:](https://www.surveymonkey.com/s.aspx?sm=riPsbE0PQ52ehCo3Inq5lw_3d_3d)

[http://www.surveymonkey.com/s.aspx?sm=riPsbE0PQ52ehCo3Inq5lw_3d_3d](https://www.surveymonkey.com/s.aspx?sm=riPsbE0PQ52ehCo3Inq5lw_3d_3d)

[Click here for Supplier \(B\) members:](https://www.surveymonkey.com/s.aspx?sm=d3vYsCe48fre69DRgIY_2brg_3d_3d)

[http://www.surveymonkey.com/s.aspx?sm=d3vYsCe48fre69DRgIY_2brg_3d_3d](https://www.surveymonkey.com/s.aspx?sm=d3vYsCe48fre69DRgIY_2brg_3d_3d)

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