



**Daffodil**  
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**University**

**Faculty of Engineering**  
Department of Textile Engineering

***Report On***  
**“Comparative Study on Compliances of BSCI and  
SMETA Certified RMG Industry”**

**Course Title: Project (Thesis)**  
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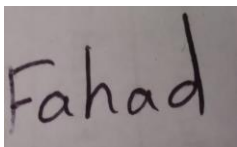
This Report Presented in Partial Fulfillment of the Requirements for the Degree of  
Bachelor of Science in Textile Engineering.

Advance in Apparel Manufacturing

Spring, 2023

## DECLARATION

We, hereby, declare that this is all our own work and all information is true except where we have given fully documented references to the work of others and that the materials contained in this report have not previously been submitted for assessment in any formal course of study. If we do anything, which is going to breach the first declaration, the examiner/supervisor has the right to cancel my report at any point of time.



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**APPROVAL SHEET**

This research entitled “**Comparative Study on Compliances of BSCI and SMETA Certified RMG Industry**” at Daffodil International University, Spring-2023” prepared and submitted by Md. Fahad Sarker (192-23-5655), Nahin Bin Momen (192-23-5693), in partial fulfilment of the requirement for the degree of BACHELOR OF SCIENCE IN TEXTILE ENGINEERING has been examined and hereby recommended for approval and acceptance.



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Also, we would like to thank the management of described Factory “**A**” and Factory “**B**” for giving us detailed information about different compliance issues and providing us with their **BSCI** and **SMETA** Report which is very confidential for an industry and yet they believe us through that.

We would also like to thank **Monim Morshel Sajib**, IE Officer of Factory “**A**” and **Morshedul Alam**, Accounts Manager of Factory “**B**”, who gave us the chance to get through their social audit reports also supervised & instructed us in a decent and helpful way.

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## ABSTRACT

The garment industry has been a true pioneer in the development of Bangladesh's industrial sector. One of our garment industry's major concerns is compliance. Most reputable global garment buyers place a high priority on RMG factory compliance. Actually, compliance ensures that all labor rights and facilities are provided in accordance with the buyer's code of conduct. Despite the fact that Bangladesh has been aware of RMG since the late 1970s, it is only recently that it has become aware of compliance issues.

In this paper, we did our best to determine whether or not the factories in Bangladesh follow the buyer's code of conduct. We attempted to gather information about compliance of two different factories. This paper compares among the barriers of different Audit Report of different factories. We discussed compliance employers, HR employers, and employees. We also investigated the company's policies and legal issues. We discussed from compliance about how we imposed it in the garment industry and recommends enhancing factory operations through compliances.

We compared between the various policies including Child labor, Force labor, Over time, Leave, Working hour, Wages and bonus, Discrimination, Health, Safety and security, Environment and Workplace condition. From these policies we went on a conclusion on which factory compliance is better in overall section. From our analysis we found Factory “**B**” which is **SMETA** certified as a better compliance regulatory than Factory “**A**” which is **BSCI** certified.

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## 1. INTRODUCTION

Compliance, also known as regulatory compliance, refers to rules and policies that prohibit or regulate specific products, services, or processes. Compliance is more than just preventing problems and ensuring that everyone follows laws, rules, and regulations. It's also about how a strong and ethical compliance program can benefit a company or organization. It is a certifiable sign or judgment that the provider of item or administration needs to meet the necessities of the relevant specifications. Compliance is accomplished with various international & national social Standards. It thinks about the ethical labor practice, health, safety & environment. Compliance is to follow the nearby laws and the Code of Conduct (COC) of the buyers.

Compliance with RMG factories is a significant consideration for the majority of reputable global garment buyers. Actually, compliance ensures that all labor rights and facilities are provided in accordance with the buyer's code of conduct. Nowadays, compliance is more important than product quality in obtaining a garments export order. Because of the high initial investment and ongoing costs, factory owners are more inclined to be dissatisfied.

In this thesis, we analysed two different certification which is **Business Social Compliance Initiative (BSCI)** and **Sedex Members Ethical Trade Unit (SMETA)** of two different industry.

**Here is the initial overview of two factories:**

Criteria	Factory "A"	Factory "B"
Year of Establishment	1997	2005
Production Capacity	400,000 pcs/month	200,000 pcs/month
Man Power	2113	1100
Floor Space	83,272 sqft	53,726 sqft



## 1.2 INITIAL REVIEW

The readymade garment (RMG) industry started around the end of the 1970s and has had a significant impact on export earnings, unemployment prevention, women empowerment, and poverty prevention in a relatively short period of time. Textiles as well as clothing account for roughly 85% of Bangladesh's total export earnings. 76% of which comes from the apparel sector, which includes knit and woven shirts, blouses, trousers, skirts, shorts, jackets, sweaters, sportswear, and many other casual and fashion items.

Bangladesh exports RMG products to the United States of America (USA) and the European Union (EU) (EU). Bangladesh's garment exports have grown at a rapid pace in recent years. The garment export earned \$17.9 billion in 2010-2011. Furthermore, it accounts for more than 78 percent of total export earnings in the country. In the fiscal year 2017-2018, Bangladesh's garment exports earned more than US\$30.6 billion, accounting for 83.49% of total export earnings. Bangladesh's economy benefited from quota-free access to European markets and desirable quotas for American and Canadian markets throughout the 10-year agreement.

In any case, the prospects of the RMG sector in Bangladesh are dependent not only on the availability of cheap labor and the government's liberal strategy, but also on compliance with the code of conduct. Bangladesh's RMG sector must improve factory working conditions and address various social issues related to the industry. Before submitting any significant order, international buyers are extremely particular about compliance with codes of conduct.

Bangladesh Garment Manufacturers and Exporters Association (BGMEA) and Bangladesh Knitwear Manufacturers and Exporters Association (BKMEA) set compliance standards such as

factories having elective stairs, essential fire hardware, sanitary sanitation facilities, and medical aid apparatus, as well as guaranteeing the lowest wages. There are numerous perceived compliance bodies, such as ILO, ISO 14001, SMETA, WRAP, and BSCI. Owners of RMG factories and the government can seek assistance from these bodies to improve the environmental and product standards of their industries. The current compliance practices of RMG factories in Bangladesh, particularly those in Dhaka, are examined in this paper.

### **1.3 OBJECTIVE OF STUDY**

- To know overall compliance issues of Factory “A” and Factory “B”.
- To understand the overall activities of compliance in RMG industry.
- To understand the better compliance practice between two industry.
- To compare the overall outcomes of compliances of two industry.
- To know the certification process of the factories.

## **2. LITERATURE REVIEW**

### **2.1 COMPLIANCE IN THE PERSPECTIVE OF BANGLADESH**

In Bangladesh, compliance is a significant concern, especially given the significance of the country's apparel sector. While being an enormous financial driver in Bangladesh, the sector has been afflicted by problems with worker safety, labor rights, and environmental effect. With more than 4 million workers, the ready-made clothing (RMG) industry is one of the key economic drivers in Bangladesh. Given that it accounts for more than 80% of Bangladesh's exports over the past few decades and creates more than 4 million jobs nationwide, the garment industry is one of the country's economic drivers (BKMEA 2018). This industry significantly raised living standards and gave underprivileged women more influence. In addition, since the industry's inception, there have been several complaints regarding widespread problems with legal and ethical compliance. The Tazreen fire and the collapse of the Rana Plaza highlighted the country's horrible working conditions and breaches of employees' health rights. These mishaps prompted governmental regulators, trade unions, retailers, and customers from around the world to reevaluate the Integrity of the Bangladeshi RMG sector. Three major plans, including the Accord on Fire and Building Safety (Accord), the Alliance for Bangladesh Worker Safety (Alliance), and the National Tripartite Plan of Action (NTPA) on Fire Safety and Structural Integrity, have started implementing factory safety assessments and remediation across Bangladesh's RMG sector. In collaboration with the actual worker's guilds, the Bangladesh Garment Manufacturers and Exporters Association (BGMEA) has established its own implicit business norms and established a compliance section that inspects the working conditions at its members' industrial facilities (UNIFEM 2008). Following 12 years of advocacy and deliberation, the government established a new employment code in 2006. All labors are covered, and new provisions that are significant to the article of clothing industry include written contracts and personality cards, convenient wage installment plans, adjusted minimum wages allowed by law, paid maternity leave, and explicit laws against inappropriate behavior. The industry's success can be attributed in large part to the export quota system and the availability of cheap labor. But tragically, it is frequently seen that workers are being denied their rights in many RMG industrial facilities. Amin, the coordinator of the

Bangladesh Garment Workers Unity Council (BGWUC), stated in 2009 "Bangladeshi garment workers may be the most discriminated-against workforce on the planet. The majority receive the lowest pay on earth, between US\$14 and US\$16 per month. He added as well "Just a few of the garment industries in this country adhere to universal standards, and a large percentage of them don't actually implement any worker health and safety safeguards.

The financial experts in the RMG region have significantly improved their profits over the last seven years, yet many business owners do not pay their employees on time. Casual recruitment, low expertise levels, wage separation, irregular instalments, and limited administrative contracts are all common occurrences in Bangladeshi RMG production lines. The data show that the country still values a relatively favorable position in garment manufacturing products that depend on affordable labor.

Concerns with Bangladeshi garment factories include leased manufacturing space, low roofing, lack of separate restrooms, access to clean drinking water, and lack of basic areas for female workers. To maintain their position favorably in the international market, Bangladesh RMG companies must handle these problems.

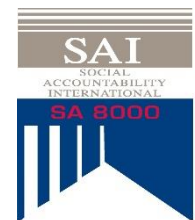
## 2.2 VARIOUS INTERNATIONAL COMPLIANCE ORGANIZATIONS

### 2.2.1 Business Social Compliance Initiative



<b>Monitored by</b>	FTA/Foreign Trade Association
<b>In operation since</b>	2004
<b>Initiative</b>	Business initiative with 60 members in 10 countries
<b>Focus</b>	Social (Labor/ILO conventions)
<b>Sector</b>	General including textile and clothing
<b>Verification/Certification</b>	Third party audits, certification possible via SA 8000
<b>Audited companies participating</b>	>1300 company audited

### 2.2.2 Social Accountability 8000



<b>Monitored by</b>	SAI/Social Accountability International
<b>In operation since</b>	1997
<b>Initiative</b>	Multi-stakeholder
<b>Focus</b>	Social
<b>Sector</b>	General, including textile and clothing
<b>Verification/Certification</b>	Third party audits leading to certification

### 2.2.3 Worldwide Responsible Accredited Production



12 PRINCIPLES

<b>Monitored by</b>	WRAP organization
<b>In operation since</b>	2000
<b>Initiative</b>	Industrial association initiative (Academia and NGOs in board)
<b>Focus</b>	Social
<b>Sector</b>	Apparel
<b>Verification/Certification</b>	Third party audits leading to certification
<b>Audited/certified companies participating textile brands</b>	App.200 factories certified in Bangladesh

### 2.2.4 Fair Labor Associations



FAIR LABOR  
ASSOCIATION

<b>Monitored by</b>	FLA organization
<b>In operation since</b>	1999
<b>Initiative</b>	Multi stake holder initiative
<b>Focus</b>	Social
<b>Sector</b>	Mainly knit garments, Third party audits, no certification
<b>Verification/Certification</b>	3.700 factories in 18 countries (2006)
<b>Audited/certified companies participating textile brands</b>	H&M, TOM TAYLOR, S. Oliver, ESPRIT, C&A

### 2.2.5 Ethical Trading Initiative



<b>Administered by</b>	<b>ETI organization</b>
<b>In operation since</b>	1998
<b>Initiative</b>	Multi stakeholder initiative
<b>Focus</b>	Social
<b>Sector</b>	General, including textile and clothing
<b>Verification/certification</b>	Verification of the member by ETI on implementation of the code

### 2.2.6 Clean Cloth Campaign



<b>Administered by</b>	<b>CCC</b>
<b>In Operation since</b>	1989
<b>Initiative</b>	Network of National standards institutes of 157 countries
<b>Focus</b>	Improving working condition and support the empowering workers
<b>Sector</b>	Global garments
<b>Verification/certification</b>	Rely on partner network of more than 200 organization and unions in garment producing countries to identify local problems
<b>Audited/certified companies</b>	

## 2.2.7 Supplier Ethical Data Exchange



<b>Administered by</b>	<b>ISO</b>
<b>In Operation since</b>	1997
<b>Initiative</b>	Alliance of organizations of 15 European countries
<b>Focus</b>	Environmental management system
<b>Sector</b>	General
<b>Verification/Certification</b>	Third party audits leading to certification

## 2.2.8 ISO 14000



<b>Administered by</b>	<b>ISO</b>
<b>In Operation since</b>	1997
<b>Initiative</b>	Alliance of organization of 15 European countries
<b>Focus</b>	Environmental management system
<b>Sector</b>	General
<b>Verification/Certification</b>	Third party audits leading to certification
<b>Audited/Certified Companies</b>	127.000 organizations in 112 countries have been certified



## 2.3 CODE OF CONDUCT

### 2.3.1 General Code of Conduct

#### **ILO Standards**

- Child Labor
- Force Labor
- Freedom of Association
- Discrimination

#### **Employment Conditions**

- Harassment & Abuse
- Wages
- Working Hour
- Leave & Holiday

#### **Occupational Health & Safety**

- Health
- Workplace Condition
- Welfare
- Safety

#### **Other Aspects**

- Environment
- Women's Right
- Management
- Employment Relationship
- Others

### 2.3.2. UN Global Principles

#### Human Rights

- **Principle 1:** Business should support and respect the protection of internationally proclaimed human rights
- **Principle 2:** Make sure that they are not complicit in human rights abuses

#### Labor Standards

- **Principle 3:** Businesses should uphold the freedom of association and the effective recognition of the right to collective bargaining
- **Principle 4:** Should eliminate all forms of forced and compulsory labor
- **Principle 5:** Ensure effective abolition of child labor
- **Principle 6:** Eliminate discrimination in respect of employment and occupation

#### Environment

- **Principle 7:** Businesses should support a precautionary approach to environmental challenges
- **Principle 8:** Undertake initiatives to promote greater environmental responsibility
- **Principle 9:** Encourage development and diffusion of environmentally friendly technologies

#### Anti-Corruption

- **Principle 10:** Business should work against all forms of corruption including extortion and bribery

### 2.3.3 BSCI CODE OF CONDUCT



The Rights of Freedom of Association and Collective Bargaining



Fair Remuneration



Occupational Health and Safety



Special Protection for Young Workers



No Bonded Labor



Ethical Business Behavior



No Discrimination



Decent Working Hours



No Child Labor



No Precarious Employment



Protection of the Environment

### 2.3.4 WRAP'S 12 PRINCIPLES

#### **Compliance with Laws and Workplace Regulations**

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

#### **Prohibition of Forced Labor**

- Facilities will not use involuntary, forced or trafficked labor.

#### **Prohibition of Child Labor**

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

#### **Prohibition of Harassment or Abuse**

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

### **Compensation and Benefits**

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

### **Hours of Work**

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

### **Prohibition of Discrimination**

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

### **Health and Safety**

- Facilities will provide a safe and healthy work environment. Where residential housing is provided for workers, facilities will provide safe and healthy housing.

## **Freedom of Association and Collective Bargaining**

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

## **Environment**

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

## **Customs Compliance**

- Facilities will comply with applicable customs laws, and in particular, will establish and maintain programs to comply with customs laws regarding illegal transshipment of finished products.

## **Security**

- Facilities will maintain facility security procedures to guard against the introduction of non-manifested cargo into outbound shipments (i.e. drugs, explosives, biohazards and other contraband).

### **2.3.4 SMETA AUDIT CODE OF CONDUCT**

SMETA uses the **Ethical Trading Initiative** Base Code and the local law as its monitoring standards. SMETA can be tailored to use with other codes based on conventions of the International Labor Organization.

In shortly, SMETA audit follows ETI Base Code and this is its Code of Conduct or COC.

#### **ETI Base Code 01: Employment Is Freely Chosen**

**1.1** There is no forced, bonded or involuntary prison labor.

**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.

#### **ETI Base Code 02: Freedom of Association and the Right to Collective Bargaining are Respected**

**2.1** Workers, without distinction, have the right to join or form trade unions of their own choosing and to bargain collectively.

**2.2** The employer adopts an open attitude towards the activities of trade unions and their organizational activities.



**2.3** Workers representatives are not discriminated against and have access to carry out their representative functions in the workplace.

**2.4** Where the right to freedom of association and collective bargaining is restricted under law, the employer facilitates, and does not hinder, the development of parallel means for independent and free association and bargaining.

### **ETI Base Code 03: Working Conditions are Safe and Hygienic**

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

**3.2** Workers shall receive regular and recorded health and 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 and safety to a senior management representative.

**ETI Base Code 04: Child Labor shall not be Used**

**4.1** There shall be no new recruitment of child labor.

**4.2** Companies shall develop or participate in and contribute to policies and programs which provide for the transition of any child found to be performing child labor to enable her or him to attend and remain in quality education until no longer a child; “child” and “child labor” being defined in the appendices.

**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.

**ETI Base Code 05: Living Wages are Paid**

**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.

**ETI Base Code 06: Working Hours are not Excessive**

**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. 6.2 to 6.6 are based on international labor 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' organization 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.

**ETI Base Code 07: No Discrimination is Practiced**

**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.

**ETI Base Code 08: Regular Employment is Provided**

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

**8.2** Obligations to employees under labor or social security laws and regulations arising from the regular employment relationship shall not be avoided through the use of labor-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.

**ETI Base Code 09: No Harsh or Inhumane Treatment is Allowed**

**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.

The provisions of this code constitute minimum and not maximum standards, and these codes should not be used to prevent companies from exceeding these standards. Companies applying this code are expected to comply with national and other applicable law and, where the provisions of law and this base code address the same subject, to apply the provisions which affords the greater protection.

### 3. COMPARISON OF INTERNATIONAL CODE OF CONDUCTS

Complete name	BSCI (Basic Social Compliance Initiative)	SMETA
Website	www.amfori.com	www.sedex.com
Year of foundation	2003	2003
Members and stakeholders	Over 2,400 retailers, importers, brands and associations from 46 countries.	74,000 members from across the world, 93,000 supplier sites on the SMETA platform, 28million workers impacted by SMETA members and 170 countries covered by SMETA membership.
Regional distribution of members	Mainly Europe (89%), other retailer from North America, South America, Asia and Oceania	Mainly Europe and Asia , other retailer from Africa , Oceania , South America , North America
Reach	The application and enforcement of the BSCI code of conduct are based on the level of development of each individual supplier and the nations in which they conduct business. Suppliers are responsible for ensuring that the code of conduct is followed by all subcontractors working on behalf of BSCI members in the production processes of the final manufacturing stages, such as confection and assembly operations.	Services and tools from SMETA the UN Sustainable Development Goals (SDGs) and the United Nations Guiding Principles for Business and Human Rights (UNGPs) In accordance with the International Labor Organization's rules and the Ethical Trading Initiative Base Code, our solutions are based on their principles. SMETA bases its monitoring requirements on the Ethical Trading Initiative Base Code and local law. The International Labor Organization's conventions can be

		used to modify SMETA for usage with other codes.
Internal structure	Governed by a board of directors made up of all regular and affiliated members, a representing committee, an advisory council, and a secretariat provided by an international trade association.	SMETA's management is under the control of the Board of Directors. The Board is in charge of establishing SMETA's strategic goals, providing the direction necessary to carry them out, overseeing the operation's administration, and reporting the Board's stewardship to SMETA's members. SMETA's management and leadership are the responsibility of the Executive Team, who collaborate to carry out our vision and fulfill member commitments.
Certification	BSCI offers a method that enables businesses to gradually improve working conditions throughout their supply chain; it is not a certification program.	No certification. There is nothing like SMETA certification. SMETA simply conducts SMETA audits, the audit reports of which are submitted to the SMETA platform. SMETA does not issue any SMETA certificates.
Monitoring	It is the responsibility of the trading business or agent to oversee the subcontracted factories. Factories must keep an eye on their subcontractors. Prior to an audit, factories are advised to self-assess their own units as well as their subcontractors. For noncompliance subjects, audit shall be conducted using the BSCI Audit Questionnaire by accredited SAI auditors. Time	Monitoring includes internal or third party audits and setting and measuring progress on key performance indicators. Regular employee surveys to gauge how well they comprehend the potential business ethics consequences of their work and to solicit comments on any compliance issues with business ethics that have not yet been found.

	<p>will be given to AP for rectification.</p> <p>If the audit is successfully completed, the factory will be qualified for three years.</p>	
Disclosure of Audit findings	<p>The audit results will be stored in the BSCI Data Bank, to which only BSCI member companies have access. The appropriate factories and retailers are given the audit results.</p>	<p>The Corrective Action Plan Report (CAPR) and SMETA audit report are typically completed using Word templates, which Audit Companies and Suppliers typically obtain from the SMETA Advance platform. Each report that an auditor completes is converted into a PDF and uploaded to SMETA Advance. After being evaluated off-platform, these will be given to a supplier who will publish the audit for the benefit of their clients.</p>
Complaints procedure	<p>BSCI members will begin talks with the impacted suppliers as soon as a violation of the code of conduct is found. They will work together to find solutions, and the BSCI members will help them do so. The employees' best interests must constantly be taken into account in the solutions. If an appropriate solution cannot be developed, accepted, and put into practice in a fair amount of time, this may result in the end of further business connections.</p>	<p>A professional member of the SMETA staff will handle the complaint fairly and in good faith. All grievances, appeals, and accusations regarding SMETA audits that are brought to SMETA's notice by Members or AACs will be examined.</p> <p>Within two days of receiving a complaint or inquiry, we will make every effort to let the complainant know why SMETA will not pursue the matter further if it is vexatious in nature, invalid, or outside the purview of the grievance process.</p> <p>SMETA reserves the authority to investigate a complaint (or an appeal)</p>

		either independently or in collaboration with the complainant, a member, or the AAC, depending on the severity of the problem. SMETA may investigate a complaint as part of its inquiry.
Funding/costs	A company's membership fee and money provided by the government or the European Union.	
Child labor	Prohibition of child labor. Minimum Age: Unless the local minimum age for employment is 15 years old, the higher of that age or the requirement to attend school must be met.	Prohibition of child labor. Outside of school hours, children between the ages of 14 and 15 are permitted to work for limited hours, but only in non-manufacturing, non-hazardous positions. If the employment is not classified as hazardous by the Secretary of Labor, children between the ages of 16 and 17 may be employed for an unlimited amount of hours. The youngest worker is 20 years old.
Freedom of association and collective bargaining	Freedom of association and collective bargaining are restricted by law, parallel means of independent and free organization and bargaining shall be facilitated.	Freedom of association and the right to collective bargaining are respected. All workers can form or join trade unions of their choice.
Harassment and abuse	N/A	Not a single harsh or unkind treatment. Physical, verbal, or other types of intimidation are not used against anyone.



Work place safety	Required: a safe and healthy working environment. If available, the standard also applies to the canteen and dorms.	Safe and hygienic working conditions are provided. Employers are required to take precautions to avoid workplace accidents or other incidents that could result in harm to employees.
Discrimination	No discrimination on basis of gender, age, religion, race, casts, birth, social background, disability, national origin, nationality, membership in unions, sexual orientation, marital status, diseases or any other conditions.	There is no discrimination, e.g., no discrimination based on gender or race in hiring, receiving promotions, or terminating employment.
Working hours	The maximum weekly schedule for a factory worker is 48 hours, plus 12 hours of overtime, if there are laxer national legal requirements. 1day of in every 7days.	Working hours are not excessive. All overtime is optional and paid at a higher rate.
Forced Labor	Prohibition of forced labor.	No forced labor is used.
Environment	The methods and regulations for waste management, handling and disposal of chemicals and other dangerous items, emissions, and wastewater treatment must meet or exceed the minimum legal requirements.	The procedures and rules for risk controls, sustainability, water stress, water pollution, atmospheric pollution, noise pollution, light pollution, land use change including deforestation , soil contamination, bio-diversity loss, energy use, waste and recycling.
Management system	N/A	Companies that complete a Self-Assessment Questionnaire will receive a Management Controls Report from SMETA. Based on your answers to the SAQ questions about

		how you run your company's labor, health and safety, environmental, and supplier management practices, a score is calculated.
Remarks	A new code has been developed and is in its final phase before disclosure. BSCI joined the Global Reporting Initiatives as an organizational stakeholder in 2006.	SMETA is revising their collaborating guidelines. New information is not available yet.

### 3.1. METHODOLOGY

Both descriptive and inferential research were conducted to identify different dimensions of compliance of garment industry such as housekeeping storage, working environment, production layout and controlling system and management policies and practices in Bangladesh. The focus of the research is the lower level male and female workers of the garment industries located in Dhaka. Both primary and secondary sources were used in this study. Primary data was collected through a structured questionnaire (with a 5 point scale) from factories. Those factories are classified as Factory “A” and Factory “B” according to their manpower. For primary data, Audit Report was taken from the Officials of the factories to go through and evaluate the overall overview of the factories. Also we conducted evaluation of technical compliance performance of factories. Secondary data was collected by consulting official documents of factory profiles, garment industries, internet, industry manuals, annual reports, articles etc. Original name of any factory hasn’t used due to some privacy issues. That’s why these factories have been named as “Factory “B” “A” and Factory “B”.

## 3.2 COMPLIANCE IN A BSCI CERTIFIED COMPANY

### 3.2.1 FACTORY “A”

### 3.2.2 FORCED LABOR

Forced labor is typically defined as the use of physical force against the will of a worker, intimidation, or acts that result in financial loss.

Factory “A” is a reputable firm that manufactures only garments for export. This organization manages in compliance with the ILO Convention No. 29 (1930), the Bangladesh Penal Code 374 (1860), and Sections 105 and 108 of the Bangladesh Labor Act 2006. It respects the fundamental rights of all workers and forbids all forms of forced/forced labor.

The management of Factory “A” is of the opinion that "Labor shall be spontaneous" and that it will depend on the willingness and reluctance of the employees. Therefore, coerced or mandatory labor is absolutely forbidden in the factory. The authorities must follow the factory's established grievance procedure if any factory employee experiences such an issue. It is always suggested that they file a complaint. The accuser faces disciplinary consequences from the authorities if the complaint is found to be accurate.

The following describes our policy on forced labor:

**Acceptance of security or interest:** In every recruitment, the applicant must apply voluntarily; intimidation or compulsion are not permitted. Additionally, no original identity card, original certificate, or post-employment money may be placed with the involved worker. If necessary, a photocopy of the original certificate should be retained. For purposes of advancement, training, or other improper pacification upon termination of employment, no financial help or the similar shall be accepted from the employee.

**Contract or Bonded Labor:**

A worker may not be required to post a bond when hired, any such restrictions won't go, destroying his freedom in the process. For instance: The recruiter should receive 5% of the pay each month, or at least for five years.

If you are unable to work for a predetermined period of time, 20% of your compensation will be withheld until you have worked for the company for one year, or chooses not to go. The aforementioned circumstances constitute compelled labor. A specific quantity of work for each employee cannot be established, and no employee may be disciplined financially or physically as a result.

**Voluntary Overtime:**

Employees must be told in advance if overtime is necessary. Only when the employees willingly consent can overtime be performed. No one shall be forced or coerced into working overtime. A worker is only permitted to work a maximum of 60 hours per week and is entitled to one day off each week.

**Giving people personal freedom:**

In the industry, all sorts of unjustifiable restrictions on workers' ability to move about, get water, eat, and drink are avoided.

**Freedom to leave a job:**

An employee has the option to leave a job voluntarily by giving two months' notice to the employer or by forgoing two months' pay in lieu of notice. Applications for resignation cannot be withheld or paid with a late fee.

**Establishing Business Relationships:**

Factory "A" will not work with any companies that use bonded or indentured labor or other types of forced or involuntary labor. Upon evidence, the business partnership with said entity is terminated.

## Policy Post:

Arrangements should be taken to post the policy or guiding principles relating to forced labor in a location that the factory's employees can see.

②

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পলিসি কার্যকর করার দায়িত্বশীল ব্যক্তি	এইচ আর, এডমিন, কমপ্রায়াল এবং সংশ্লিষ্ট বিভাগীয় প্রধানগণ।

**বাধ্যতামূলক বা বলপূর্বক শ্রম নীতি (Forced Labour Policy)**

বাধ্যতামূলক শ্রম বলতে সাধারণত কোন শ্রমিককে তার ইচ্ছার বিরুদ্ধে ভয়-ভীতি প্রদর্শন করে বা শারীরিক নির্যাতন করে অথবা আর্থিক ক্ষতি সাধনের মাধ্যমে কাজ করিয়ে নেয়াকে বুঝায়।

লিমিটেড একটি ১০০% রপ্তানীমুখী পোশাক প্রস্তুতকারী ও স্বনামধন্য প্রতিষ্ঠান। এই প্রতিষ্ঠান সকল শ্রমিকদের মৌলিক অধিকারের প্রতি শ্রদ্ধাশীল এবং আই.এল.ও কনভেনশন নং ২৯ (১৯৩০) ও বাংলাদেশ দর্ভবিধি আইন ৩৭৪ (১৮৬০) এবং বাংলাদেশ শ্রম আইন ২০০৬ এর ১০৫, ১০৮ ধারা অনুসরণ করে সমস্ত প্রকার জোরপূর্বক/ বলপূর্বক শ্রম নিষিদ্ধ করে শ্রম কার্য পরিচালনা করে থাকে।

লিমিটেড এর কর্তৃপক্ষ বিশ্বাস করেন যে, "শ্রম হবে স্বতন্ত্র" এবং শ্রমিকের ইচ্ছা-অনিচ্ছার উপরই নির্ভর করবে। তাই অত্র কারখানায় বাধ্যতামূলক বা জোরপূর্বক কাজ করানো সম্পূর্ণ নিষিদ্ধ। কারখানায় নিয়োজিত কোন শ্রমিক এই জাতীয় কোন সমস্যার সম্মুখীন হলে কারখানা ঘোষিত অভিযোগ পদ্ধতির মাধ্যমে কর্তৃপক্ষ বরাবর তাদের অভিযোগ পেশ করার জন্য পরামর্শ দেওয়া হয়। অভিযোগ সত্য প্রমানিত হলে কর্তৃপক্ষ অভিযুক্ত ব্যক্তির বিরুদ্ধে শাস্তিমূলক ব্যবস্থা গ্রহণ করেন।

**আমাদের বাধ্যতামূলক শ্রম নীতিমালা নিম্নরূপঃ**

**উৎকোচ গ্রহণ বা জামানতঃ** সকল নিয়োগের ক্ষেত্রে আবেদনকারীকে বেচ্ছায় আবেদন করতে হবে, এতে কোন প্রকার জোর বা ভয়ভীতি প্রদর্শন করা যাবে না। এছাড়া সংশ্লিষ্ট শ্রমিকের নিকট হতে নিয়োগ পরবর্তী কোন অর্থ, মূল পরিচয়পত্র বা মূল সনদ জমা রাখা যাবে না। প্রয়োজন হলে মূল সনদের ফটোকপি রাখতে হবে। পদোন্নতি বা প্রশিক্ষণ প্রদানের ক্ষেত্রে শ্রমিকের নিকট হতে কোন আর্থিক সহায়তা বা অনুরূপ কিছু গ্রহণ করা যাবে না অথবা চাকরীর অবসানে কোন অনৈতিক শাস্তি প্রদান করা যাবে না।

**চুক্তি বা দায়বদ্ধ শ্রমঃ** কোন শ্রমিককে নিয়োগদান কালে তার নিকট থেকে বন্ড নেওয়া যাবে না। এমন কোন শর্ত আরোপ করা যাবে না, যাতে তার স্বাধীনতা খর্ব হয়। যেমনঃ বেতনের ৫% প্রতিমাসে নিয়োগ দাতাকে দিতে হবে বা কমপক্ষে ৫ বছর এই প্রতিষ্ঠানে এক বছর কাজ করতে হবে অথবা নির্দিষ্ট পরিমাণ কাজ করতে না পারলে বেতন থেকে ২০% বেতন কেটে রাখা হবে বা হাজিরা দেয়া হবে না। উল্লেখিত শর্তগুলো বাধ্যতামূলক শ্রম হিসাবে গণ্য হবে। নির্দিষ্ট পরিমাণের কাজ কোন শ্রমিককে নির্ধারণ করে দেয়া যাবে না এবং এজন্য কোন শ্রমিককে শারীরিক বা আর্থিক দণ্ডে দণ্ডিত করা যাবে না।

**বেচ্ছাভিত্তিক ওভার টাইমঃ** যদি ওভার টাইম করানোর প্রয়োজন হয় তাহলে আগে থেকে শ্রমিকদেরকে জানাতে হবে। শ্রমিকপন বেচ্ছায় সম্মত হলে কেবল মাত্র ওভার টাইম করানো যাবে। কারও ইচ্ছার বিরুদ্ধে বা জোর করে ওভার টাইম করানো যাবে না। একজন শ্রমিককে সপ্তাহে ৬০ ঘন্টার বেশী কাজ করানো যাবে না এবং প্রতি সপ্তাহে ০১ দিন ছুটি প্রদান করতে হবে।

**ব্যক্তি স্বাধীনতা প্রদানঃ** কারখানার অভ্যন্তরে কার্যকালীন সময়ে শ্রমিকদের চলাচল, পানি পান, খাওয়া-দাওয়া, টয়লেটে যাওয়ার ক্ষেত্রে সকল প্রকার অযৌক্তিক বাধা পরিহার করা হয়ে থাকে।

**চাকরীতে পদত্যাগের স্বাধীনতাঃ** একজন শ্রমিক কর্তৃপক্ষকে দুই মাসের নোটিশ প্রদান করে অথবা নোটিশের পরিবর্তে দুই মাসের মঞ্জুরী সম্পূর্ণ করে বেচ্ছায় চাকুরী হতে অবসর নিতে পারবেন। পদত্যাগের আবেদন করলে তাকে আটকিয়ে রাখা যাবে না বা তার পাওনা পরিশোধে গড়িমসি করা যাবে না।

**ব্যবসায়িক সম্পর্ক স্থাপনঃ** লিমিটেড এমন কোন প্রতিষ্ঠানের সাথে ব্যবসায় নিয়োজিত হয়না যারা বিভিন্ন ভাবে বাধ্যতামূলক বা বল পূর্বক শ্রম এবং জামিন বা দায়বদ্ধ শ্রমিক নিয়োগ দিয়ে থাকেন। প্রমান সাপেক্ষে উক্ত প্রতিষ্ঠানের সাথে ব্যবসায়িক সম্পর্ক স্থির করা হয়।

**পলিসি পোষ্টঃ** কারখানায় শ্রমিকের দৃষ্টিগোচর হয় এমন স্থানে বাধ্যতামূলক শ্রম সম্পর্কিত পলিসি বা নীতিমালা প্রদর্শনের ব্যবস্থা করতে হবে।

FIGURE 1: FORCED LABOR POLICY

### 3.2.3 CHILD LABOR POLICY

National and international legislation both forbid child labor. The management authority of our factory has enacted a comprehensive ban on the hiring of child labor while adhering to the law because they firmly believe that today's children are the future of the community and of the entire nation. Adults, adolescents, and children are the subjects of manpower law.

a) Adults who are at least 18 years old.

b) A juvenile who is between the ages of 14 and 18; a child under the age of 14.

(c) Children:

\* For age verification at the time of hiring new employees.

\* Birth record.

It is desired to obtain a certificate of age and, if applicable, educational qualification.

\* Voter ID card (National Identity Card).

The organization has designated a Registered Medical Practitioner (MBBS) to conduct the age verification of employment candidates. The legal age ranges for senior, adolescent, and child workers are explained to and covered in training for employers. Production Manager, Compliance Officer and Manager (Human Resource & Compliance) work together to follow policy.

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	২য় সংস্করণ
পলিসি কার্যকর করার দায়িত্বশীল ব্যক্তি	প্রশাসন বিভাগ, নিরাপত্তা বিভাগ, কমপ্লায়েন্স বিভাগ এবং সংশ্লিষ্ট বিভাগীয় প্রধানগণ।

## Child labor policy

### শিশু শ্রম নীতিমালা

শিশু শ্রম জাতীয় ও আন্তর্জাতিক আইনে নিষিদ্ধ। আইনের প্রতি শ্রদ্ধাশীল হয়ে আজকের শিশু আগামী দিনের দেশ ও জাতীর ভবিষ্যৎ এই নীতিতে বিশ্বাস করে আমাদের কারখানা এর ব্যবস্থাপনা কর্তৃপক্ষ শিশু শ্রমিক নিয়োগ সম্পূর্ণ নিষিদ্ধ ঘোষণা করেছে।

\*\* জনবলের আইনগত বিষয় হলো: বয়স্ক, কিশোর ও শিশু-

- ক) বয়স্ক ব্যক্তি : যার বয়স ১৮ বছর বা তারও অধিক।
- খ) কিশোর : যার বয়স ১৪ থেকে ১৮ বছরের মধ্যে।
- গ) শিশু : যার বয়স ১৪ বছরের নিচে।

- ❖ শ্রমিক নিয়োগের সময় বয়স প্রমানের জন্য।
- ❖ জন্মগত সার্টিফিকেট।
- ❖ বয়সসহ শিক্ষাগত যোগ্যতার (যদি থাকে) সনদ চাওয়া হয়।
- ❖ জাতীয় পরিচয় পত্র (ভোটার আইডি কার্ড)।

চাকুরী প্রার্থীর বয়স প্রমানের জন্য কোম্পানী কর্তৃক নিয়োগ প্রাপ্ত রেজিস্টার্ড চিকিৎসক (এম.বি.বি.এস.) এর মাধ্যমে বয়স যাচাই করে নিয়োগ দেওয়া হয়। শ্রমিক নিয়োগকারীদেরকে বয়স্ক, কিশোর ও শিশু শ্রমিকদের বয়সের আইনগত বিভাজন সম্বন্ধে অবগত করা হয় ও ট্রেনিং দেওয়া হয়।

ব্যবস্থাপক (মানব সম্পদ ও কমপ্লায়েন্স), কমপ্লায়েন্স কর্মকর্তা, উৎপাদন ব্যবস্থাপক যৌথভাবে এই নীতিমালার দায়িত্ব পালন করে থাকেন।

প্রস্তুতকরনেঃ  
Date: \_\_\_\_\_

ব্যবস্থাপক-মানব সম্পদ ও প্রশাসন।

অনুমোদনে  
Date: \_\_\_\_\_  
নির্বাহী পরিচালক

FIGURE 2: CHILD LABOR POLICY



### 3.2.4 OVER TIME POLICY

Factory “A” is a reputable company that manufactures only garments for export. Additional Work by Mars Stitch Limited.

Section 108 of the Bangladesh Labor Act of 2006 and Rule 99 of the Labor Rules of 2015 govern employment policy. The management of Factory “A” has 8 hours per day of production planned. However, in response to unfavorable occurrences, the government frequently goes above and above what is required of them. The authorities firmly believe that "under no circumstances is overtime compulsory for workers but optional." This is because the decision to work overtime is entirely a personal one for each employee. A rule has been created for the proper conduct of additional work in this regard).

The following describes the overtime policy:

01. The authorities ask the employees to work a maximum of 2 (two) hours of overtime each day in addition to their regular 8 (eight) hours of work. However, no employee may work more than (fifty-six) hours per week in a calendar year or more than a half-hour per week. The daily maximum working duration, including overtime, shall be 10 hours (which shall be included in local labor legislation), or 8 am to 5 pm, including a 1-hour break, plus an additional 2 hours during the standard working hours of 5 pm to 7 pm.

02. Calculation of Overtime Wages A worker receives overtime pay that is multiplied by his base pay for overtime labor.

$(\text{Value Wages} \times 2 \times \text{Total Overtime Hours}) / 208$  (26 days x 8 hours)

The same day that salaries are paid for each month, "Overtime Wages" are paid.

3. Establishing the Overtime Schedule:

a) Ahead of their overtime labor, line chiefs/supervisors of each production unit Ascertain whether it is required.

b) If overtime work is necessary, the line chiefs or supervisors must choose the type of overtime and the number of employees needed, and the related Head of Department must approve the decision.

c) Subject to the approval of the concerned Head of Department, Line Chiefs/Supervisors shall explain to the employees the need for overtime, and the required employees shall voluntarily work overtime.

d) With the workers' permission and after consulting with me, the Line Chief/Supervisor will create a list. Send it over for review to the personnel department.

	কার্যকরের তারিখঃ ০১.০৯.২০১৯
	২য় সংস্করণ
পদবিন কার্যকর করার দায়িত্বশীল ব্যক্তি	এইচ আর, এডমিন, কন্সাল্ট্যান্ট বিভাগ, এবং সফটওয়্যার বিভাগীয় প্রধানগণ।

### অতিরিক্ত কাজ করানোর নীতিমালা (Overtime Policy)

একটি ১০০% রক্তানীমূর্তী পোশাক প্রস্তুতকারী ও পুন্যামন্য প্রক্রিষ্টান কার্যকরের নীতিমালা বাংলাদেশ শ্রম আইন ২০০৬ এর ধারা ১০৮ এবং শ্রম বিধিমালা ২০১৫ এর নদি ৯৯ অনুসরণ করে থাকে।

কার্যকর দৈনিক ৮ ঘণ্টা হিসাবে উৎপাদন পরিচালনা করে থাকেন। তবে কার্যকর অনেক সময় অন্যকার্যকর ঘটনার পরিকল্পিতকৈ সময় হয়ে শ্রমিকদের ইচ্ছার ভিত্তিতে অতিরিক্ত কাজ করিয়ে থাকেন। যেহেতু কোন শ্রমিক অতিরিক্ত কাজ করবে কিনা তা সম্পূর্ণ তাঁর ব্যক্তিগত ব্যাপার তাই কার্যকর সম্পূর্ণকৈ বিশ্বাস করে যে, "কোন পরিস্থিতিতেই অতিরিক্ত কাজ শ্রমিকদের জন্য বাধ্যতামূলক নয় বরং এজিঙ্ক।" একদুইখেশো অতিরিক্ত কাজ সঠিককৈ পরিচালনার জন্য একটি নীতিমালা প্রণয়ন করা হয়েছে।

অতিরিক্ত কাজ করানোর নীতিমালা নিম্নে ক্রমে ধরা হলো।

#### ০১) অতিরিক্ত কাজের সময় (Over Time Duration) :

উৎপাদন লক্ষ্যমাত্রার ভিত্তিতে কার্যকর দৈনিক ৮(আট) ঘণ্টার অতিরিক্ত সর্বোচ্চ ২ (দুই) ঘণ্টা কাজ করার জন্য শ্রমিকদের অনুরোধ করে থাকেন। তবে কোন শ্রমিকের সাপ্তাহিক কার্যকাল ষাট ঘণ্টার বেশী বা এক বছরে প্রকৃতি সঞ্জাহের পরে ৫৬ (ছয়ষাট) ঘণ্টার বেশী হবে না। ওজারটাইম সহ দৈনিক সর্বোচ্চ কর্ম সময় হবে ১০ ঘণ্টা (যা স্থানীয় শ্রম আইনে অঙ্কিত থাকবে) যেমন- সন্ধ্যা ৮টা হইতে বিকাল ৫টা (১ঘণ্টা বিরতিসহ) মোট=৮ ঘণ্টা দৈনিক কর্মঘণ্টা এবং বিকাল ৫টা হতে সন্ধ্যা ৭টা (অতিরিক্ত কর্ম ঘণ্টা) মোট= ২ঘণ্টা।

উল্লেখ্য যে, অতিরিক্ত কর্মঘণ্টা গননার ক্ষেত্রে ৩০ মিনিটের জন্য অর্ধঘণ্টা এবং ৪৫ মিনিটের জন্য একঘণ্টা বিবেচনা করা হয়।

#### ০২) অতিরিক্ত কাজের মজুরী নির্ধারণ (Determination of Wages of Over Time) :

অতিরিক্ত কাজের জন্য একজন শ্রমিক তার মূল মজুরীর বিত্তন হারে "অতিরিক্ত কাজের মজুরী" পেয়ে থাকেন।

মূল মজুরী X ২(দুই) X মোট অতিরিক্ত কাজের সময়  
২০৮(২৬ দিন X ৮ ঘণ্টা)

প্রত্যেক মাসের মজুরী প্রদানের সাথে একই দিনে "অতিরিক্ত কাজের মজুরী" প্রদান করা হয়।

#### ০৩) অতিরিক্ত কার্যকাল নির্ধারণ (Determination of Over Time Schedule) :

- পূর্বাঙ্গ সময় পূর্বেই প্রতিটি প্রোডাকশন ইউনিটের লাইন চীফ/সুপারভাইজারগণ তাদের অতিরিক্ত কাজের প্রয়োজন আছে কিনা তা নির্ধারণ করবেন।
- যদি অতিরিক্ত সময়ে কাজ করানোর প্রয়োজন হয় তাহলে লাইন চীফ/সুপারভাইজারগণ অতিরিক্ত কাজের দায়িত্ব এবং প্রয়োজনীয় কর্মীর সংখ্যা নির্ধারণ করবেন এবং তা সংশ্লিষ্ট বিভাগীয় প্রধান কার্যকর অনুমোদন করাবেন।
- সংশ্লিষ্ট ডিপার্টমেন্ট প্রধানের অনুমোদন সাপেক্ষে, লাইন চীফ/সুপারভাইজারগণ শ্রমিকদের কাছে অতিরিক্ত সময়ে কাজ করানোর প্রয়োজনীয়তা বর্ণনা করবেন এবং প্রয়োজনীয় শ্রমিকদের পেছায় অতিরিক্ত সময়ে কাজ করার জন্য উৎসাহিত করবেন।
- শ্রমিকদের সম্মতি সাপেক্ষে লাইন চীফ/সুপারভাইজারগণ একটি তালিকা প্রস্তুত করবেন এবং মজুরী নির্ধারণের জন্য তা প্যারসোনেল ডিপার্টমেন্টে পাঠাবেন।



ওজার টাইম হিসাব করার পদ্ধতিঃ

ওজার টাইম : আমাদের কারখানায় কর্মঘণ্টা হল সন্ধ্যা ০৮খটিকা থেকে বিকাল ৫খটিকা। বিকাল ৫ টার পর কাজ করলে তাহাই ওজার টাইম বা অতিরিক্ত কর্মঘণ্টা হিসাবে বিবেচনা করা হয় শুধুমাত্র শ্রমিকদের ক্ষেত্রে।

প্রতি ঘণ্টায় ওজার টাইম হিসাব করার পদ্ধতি :  $\frac{\text{মূলবেতন X ২ (দ্বিগুন)}}{২০৮ \text{ ঘণ্টা (২৬ দিন X ৮ ঘণ্টা)}}$

উদাহরণ : ওজার টাইমের টাকা =  $\frac{৪১০০ \text{ X } ২}{২০৮} = ৩৯.৪২ \text{ টাকা}$

যদি আপনার মূল বেতন ৪১০০ টাকা হয় তবে উপরোক্ত নিয়ম অনুসারে আপনি প্রতি ০১ (এক) ঘণ্টায় ৩৯.৪২ টাকা হিসেবে ওজারটাইমের টাকা পাবেন। যদি আপনি মাসে ৩০ ঘণ্টা ওজার টাইম করেন, তবে আপনি মোট ওজার টাইমের টাকা পাবেন -  $৩০ \text{ ঘণ্টা X } ৩৯.৪২ \text{ (টাকা)} = ১১৮২.৬৯$  বা ১১৮৩ টাকা।

আপনার ওজার টাইমের হিসাব বুঝতে যদি আর কোন সমস্যা থাকে তাহলে ওজার ফেয়ার অফিসার অথবা এইচ. আর, নির্বাহীর সাথে যোগাযোগ করুন।

FIGURE 3: OVER TIME POLICY

### 3.2.4 LEAVE POLICY

Factory “A” is a reputable firm that manufactures only garments for export. The factory vacation policy has been implemented in accordance with the Bangladesh Labor Act of 2006 and the Labor Rules of 2015. The management of the factory believes that I have a right to leave and that it is a fundamental right. As of right now, all employees of Factory “A” are eligible to take time off in accordance with the following policy.

Variety of leave:

1. Weekend
2. Unscheduled leave.
3. An unhappy couple.
4. A holiday or festival
5. Earned leave
6. Maternity leave

#### **Authorizing Leave:**

1. The General Manager must authorize any leave requests from Department Heads.
2. All other people's leaves must be approved by the head of the administration department.

#### **Method of taking leave:**

1. The person requesting leave must submit their request in the company's official form.
2. Before submitting it to the head of the relevant department, the leave application form must be completed.

3. The department head will recommend the leave and submit it for final approval to the administration department. 4. All actions will be taken by the administration department for final approval.

### **Weekends:**

Every employee who works is entitled to a weekly holiday of 1 (one) day. A weekly holiday is owed to every employee.

If not, it must be given to the employee within the following 03 (three) working days. No employee may be required to work for more than ten (10) days without receiving weekly leave. However, subject to discussion with the Participating Committee in accordance with Section 104 of the Bangladesh Labor Act 2006, the employee may, if he so chooses, take weekend leave in addition to festival leave. In this case, no additional compensation will be paid for work performed on weekends.

### **Casual leave:**

A worker is entitled to 10 (ten) days of paid casual time off every year. Any annual leave cannot be taken the next year if casual leave was not taken, and neither will it be credited.

### **Pain leave:**

A worker is entitled to 14 (fourteen) days of paid sick time every year. enough to give hardship leaves.

The doctor must confirm that the employee in question is unwell and needs time off. The left will collect if it is not used.

No, and no yearly leave of any kind may be used the next year.

An employee may combine weekly or holiday leave before or after sick leave, which is not considered casual leave, if he so chooses. With the caveat that the aforementioned two fundamental holidays must be included if any weekend or festival holiday comes between casual leave or sick leave. Additionally, it is stated that the employee may take the specified leave at no cost if they begin working at any time during the year.

**Festival holiday:**

Every employee is entitled to 14 days of paid holiday time off every year. The authorities and involved committees deliberate and agree on the festival holidays and dates.

According to Section 118 of the Bangladesh Labor Act of 2006, one day of alternate time off and two days of compensating pay are offered in the event when working on a festival holiday is urgently necessary.

**Earned leave:**

After one year of service, an employee is entitled to one day of earned leave for every 18 days of work.

The worker's days worked during the previous 12 (multiplied by 3) months must be taken into account for calculating accrued leave. For periods longer than 40 days, earned leave is not credited. At the conclusion of the year, half of the accrued leave is redeemed, while the other half is carried over to the following year.

The grant of leave must be absorbed by the employee's nominee or legal heir in the event that they pass away while in leave arrears.

**Maternity leave:**

The length of maternity leave is 16 weeks (112 days). Maternity benefits are provided to female employees for a period of eight weeks prior to and eight weeks following the anticipated due date. But only if the aforementioned female employee works for the business for six months before giving birth.

Note that she will not be eligible for maternity leave if she has two or more children who are still living at the time of childbirth; but, under Section 46 of the Bangladesh Labor Act of 2006, in this situation, she is eligible for earned and hardship leave.

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	এম সফকরণ
পদবিসি কার্যকর করার দায়িত্বশীল ব্যক্তি	এইচ আর, এডমিন, কমপ্রায়স বিভাগ, এবং সফটওয়্যার বিভাগীয় প্রধানগণ।

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**ছুটির নীতিমালা (Leave Policy)**

একটি ১০০% রক্তানীমুখী পেশাদার প্রকল্পকারী ও স্বনামধন্য প্রতিষ্ঠান। বাংলাদেশ প্রায় আইন ২০০৬ ও স্বয়ং নিয়তিমালা ২০১৫ অনুসরণ করে কার্যকরীয় ছুটির নীতিমালা প্রণয়ন করা হয়েছে। কার্যকরীয় কার্যকরীয় হলে কোন ছুটি আকার হক, ছুটি আকার প্রাপ্ত, ছুটি আকার মৌলিক অধিকার। এ নিয়তিমালা সকল ব্যক্তিগত এবং হতে নিম্নলিখিত নীতি অনুযায়ী ছুটি জোগ করতে পারবেন।

**ছুটির প্রকারঃ**

১. সাপ্তাহিক ছুটি।
২. নৈমিত্তিক ছুটি।
৩. পীড়া ছুটি।
৪. উৎসব ছুটি।
৫. অর্জিত ছুটি।
৬. মাতৃকালীন ছুটি।

**ছুটি অনুমোদনকারীঃ**

১. মহাব্যবস্থাপক সকল বিভাগের বিভাগীয় প্রধানদের ছুটি অনুমোদন করবেন।
২. প্রশাসন বিভাগের প্রধান অন্যান্য সকলের ছুটি অনুমোদন করবেন।

**ছুটি নেয়ার পদ্ধতিঃ**

১. ছুটি প্রার্থী ব্যক্তিকে কোম্পানীর নির্ধারিত ফরমে ছুটির জন্য আবেদন করতে হবে।
২. ছুটির আবেদনপত্র পূরণ করে প্রথমে যার যার বিভাগের বিভাগীয় প্রধানের কাছে জমা দিতে হবে।
৩. বিভাগীয় প্রধান ছুটির সুশারিশ করে হুডাক অনুমোদনের জন্য প্রশাসন বিভাগে পাঠাবেন।
৪. প্রশাসন বিভাগ হুডাক অনুমোদনের যাবতীয় ব্যবস্থা গ্রহণ করবেন।

**সাপ্তাহিক ছুটিঃ**

কোনময় কর্মরত কোন প্রমিক সপ্তাহে ০১(এক) দিন সাপ্তাহিক ছুটি জোগ করবেন। কোন প্রমিককে তার প্রাপ্য সাপ্তাহিক ছুটি প্রদান করা না গেলে উক্ত প্রমিককে পরবর্তী ০৩ (তিন) কর্মদিনের মধ্যে উক্তরূপ ছুটি প্রদান করতে হবে। সাপ্তাহিক ছুটি প্রদান না করে কোন প্রমিককে একসপ্তাহে ১০ (দশ) দিনের বেশী কাজ করানো যাবে না।

তবে শর্ত থাকে যে, প্রমিকগণ ইচ্ছা প্রকাশ করলে বাংলাদেশ প্রায় আইন ২০০৬, ধারা ১০৪ মোতাবেক অংশগ্রহণকারী কমিটির সহিত আলোচনা সাপেক্ষে সাপ্তাহিক ছুটি উৎসব-ছুটির সঙ্গে যোগ করে জোগ করতে পারবে এবং এইরূপ ক্ষেত্রে সাপ্তাহিক ছুটির দিনের কাজের জন্য কোনো অধিকাল ভাড়া প্রদেয় হবে না।

**নৈমিত্তিক ছুটিঃ**

একজন প্রমিক বছরে ১০ (দশ) দিন পূর্ণ বেতনসহ নৈমিত্তিক ছুটি পাবার অধিকারী হবেন। নৈমিত্তিক ছুটি জোগ না করলে ইহা জমা থাকবে না এবং কোন বছরের ছুটি পরবর্তী বছরে জোগ করা যাবে না।

**পীড়া ছুটিঃ**

একজন প্রমিক বছরে ১৪ (চৌদ্দ) দিন পূর্ণ বেতনসহ পীড়া ছুটি পাবার অধিকারী হবেন। পীড়া ছুটি মজুরের ক্ষেত্রে যথোপযুক্ত চিকিৎসক প্রত্যয়ন করলে যে, সংশ্লিষ্ট প্রমিক পীড়িত এবং তার ছুটির প্রয়োজন। পীড়া ছুটি জোগ না করলে ইহা জমা থাকবে না এবং কোন বছরের ছুটি পরবর্তী বছরে জোগ করা যাবে না।

	কার্যকরের তারিখঃ ০১.০৩.২০২০
	এম সফকরণ
পদবিসি কার্যকর করার দায়িত্বশীল ব্যক্তি	এইচ আর, এডমিন, কমপ্রায়স বিভাগ, এবং সফটওয়্যার বিভাগীয় প্রধানগণ।

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কোন প্রমিক প্রমিক ইচ্ছা পেশাদার প্রমিক নৈমিত্তিক ও পীড়া ছুটির পূর্বে বা পরে সাপ্তাহিক বা উৎসব ছুটি সংযোগ করতে পারবেন যারা নৈমিত্তিক ছুটি হিসাবে অর্জিত হবে না।

তবে শর্ত থাকে যে, নৈমিত্তিক ছুটি অথবা পীড়া ছুটির মধ্যে কোন সাপ্তাহিক বা উৎসব ছুটি পড়লে উক্ত ছুটি মূল ছুটির অর্জিত হবে।

আরও শর্ত থাকে যে, বছরের কোন অংশে কাজে যোগানোর ক্ষেত্রে প্রমিক উক্ত ছুটি হারাচারিতাবে জোগ করতে পারবেন।

**উৎসব ছুটিঃ**

প্রত্যেক প্রমিক বছরে ১৪ দিন সবেতন উৎসব ছুটি জোগ করতে পারবেন। উৎসব ছুটির দিন ও তারিখ কর্তৃপক্ষ এবং অংশগ্রহণকারী কমিটির সম্মিলিত আলোচনা সাপেক্ষে নির্ধারিত হয়।

অধিকারী প্রয়োজনে কোন উৎসব ছুটির দিনে কাজ করানো হলে বাংলাদেশ প্রায় আইন ২০০৬ এর ১১৮ ধারা মোতাবেক এক দিনের বিকল্প ছুটি এবং দুই দিনের ক্ষতিপূরণমূলক মজুরি প্রদান করা হয়।

**অর্জিত ছুটিঃ**

কোন প্রমিকের চাকরীর সময় ১ বছর পূর্ণ হলে প্রতি ১৮ দিন কাজের জন্য একদিন অর্জিত ছুটি জোগ করার অধিকারী হবেন। অর্জিত ছুটি পালনার ক্ষেত্রে পরবর্তী ১২ (বার) মাসে প্রমিকের কাজে উপস্থিত দিনগুলিকে গণনা করা হবে। অর্জিত ছুটি ৪০ দিনের বেশি জমা রাখা হয় না। বাক্যরাজ্যে অর্জিত ছুটি অর্বেক নগদায়ন করা হয় এবং অর্বেক পরবর্তী বছরের সাথে যোগ করা হয়।

কোন প্রমিক ছুটি পাওনা থাকা অবস্থায় মৃত্যুবরণ করলে, তার ছুটি বাবদ মজুরি তার মনোনীত বা আইনগত উত্তরাধিকারীকে পরিশোধ করা হবে।

**মাতৃকালীন ছুটিঃ**

প্রসবকালীন ছুটি সর্বমোট ১৬ সপ্তাহ (১১২ দিন)। কোন মহিলা প্রমিক প্রসবের পছন্দ্য তারিখের পূর্বে আট সপ্তাহ এবং পরে আট সপ্তাহ প্রসূত কল্যাণ সুবিধা পাবেন। তবে শর্ত থাকে যে, উক্ত মহিলা প্রমিককে মালিকের অধীন সন্তান প্রসবের অব্যবহিত পূর্বে ০৬ মাস কাজ করতে হবে।

উল্লেখ্য যে, সন্তান প্রসবের সময় তার দুই বা ততোধিক সন্তান জীবিত থাকিলে মাতৃকালীন ছুটি জোগ করিতে পারবে না, তবে এ ক্ষেত্রে বাংলাদেশ প্রায় আইন ২০০৬, ধারা ৪৬ অনুযায়ী তিনি অর্জিত এবং পীড়া ছুটি জোগ করতে পারবেন।

FIGURE 4: LEAVE POLICY

**Extension of Leave:**

If a worker is already on leave and wishes to prolong it, he should notify the appropriate authority well in advance of the end of the leave period if leave is still required for the extended duration. The Administration and HR Departments will be in charge of monitoring, maintaining, and controlling all leave documentation.

### **3.2.5 WORKING HOUR POLICY**

Factory “A” is a reputable firm that manufactures only garments for export. According to the country's then-current labor law from 2006, which is regularly observed, we have established the daily working hours for all adult employees participating in production in our plant as per the written schedule below.

#### **Normal working hours:**

Typically, a day's work cannot exceed eight (8) hours. As long as it adheres to section 108's rules.

The premise for this is the right to work, which allows an adult worker to put in up to ten (10) hours every day.

Your allowance will be paid to you at a wage rate of two.

Break for food or rest: one hour.

#### **Weekly Work Schedule:**

Normally, no adult worker should put in more than forty-eight (48) hours a week. An adult worker may work more than forty-eight (48) hours per week, subject to the rules of Section 108, provided that their total weekly working hours do not exceed sixty (60) hours, and their average weekly hours do not exceed in any given year.

**Weekend Off:** One Day

#### **Female Workers' Hours of Work:**

All adult ladies will work Monday through Friday from 8:00 AM to 10:00 AM. But no female employee can be forced to work from 10 p.m. to 6 a.m. without her consent.

### 3.2.6 WAGES POLICY

According to the provisions of the country's current laws, Factory “A” is entitled to minimum salaries, allowances, perks, and other benefits for the workers.

Any remuneration due under the terms of employment or pursuant to any statute, executive order, or judicial ruling is regarded as a factory sanction. House rent, provided lighting, supplied water, medical assistance, and any other perks that are not often listed are excluded items.

Wage payout schedule:

Every month, wages are paid to employees within 7 working days.

#### **Wages and bonus:**

As of 2019, Factory “A” pays the legal minimum wage (SRO No. 360-Act/2010/Procom/Adhishakha-6/Construction-9). As per government regulations, we offer salaries, overtime pay, raises, promotions, attendance bonuses, and other benefits. The factory determines monthly wages in accordance with the Bangladesh Labor Act of 2006.

We provide wages and fringe benefits to the workers as follows. Gross Wages = Basic Wages  
House Rent + Medical Allowance Travel Allowance + Food Allowance + extra work

Within seven working days, wages and overtime are paid in this factory.

$3T = (\text{Basic wages} / 208) \times 2.$

(208 hour pain: Usually 26 days worked in 1 month, 1 day worked =8 hours therefore 268 = 208 hours). Each employee receives a pay stub detailing their salary and other benefits.

#### **Payroll information:**

The following items are listed on the pay sheet or register. The following information is required: Worker's Name, Card Number, Basic Salary, Housing Rent, Medical Allowance, Other



Allowance, Total Amount, Total Working Days, Leave, Province Allowance, Deduction, Its Hours, Its Rate, Total 6 Payments, Total Payable, and Signature.

**Revenue Ticket:**

According to local stamp law, payments of more than 1000 taka must be made with 10 (ten) taka revenue tickets. The cost of revenue tickets is paid by the workers.

**Benefits:**

The factory's regular employees will receive a bonus for two festivals and two Eids.

**Deduction:**

According to Bangladesh Labor Act 2006 Section 125 Subsection 2(b)(c)(d)(3)(5)(g), all deductions are allowed. The following justifications allow for deductions of allowance:

- 1) Absence without sanction of leave
- 2) Financial penalties for carelessness
- 3) Willful exploitation of factory assets
- 4) Advance salary

**Penalty:**

The appointee shall not be subject to punishment for any other cause than for any conduct or flaws reported by the owner with the authority's prior consent and by the notice required by this subsection.

**Storage of data:**

Up to the conclusion of the company's tax audit, keeping all payment data, including pay stubs, for a year.

### **3.2.7 DISCRIMINATION**

The factory does not discriminate against any employees, as required by labor law, but they favor women over men when hiring since they can complete garment-related tasks more quickly and effectively than men. However, nobody is biased when they are working. This factory prioritizes effectiveness and quality, and all employees have equal access to training resources to advance their abilities. There is no discrimination against workers while paying salaries at this factory because wages are determined by worker productivity and governmental regulations. To help workers develop their working skills and raise awareness among them, this factory offers a variety of training opportunities. The factory offers trainings in work management, safety equipment use, fire drills, and operation skills. Without any exceptions, all employees are given the same chance to take part in the training program. The pregnant employees must adhere to a clear and detailed rule. This factory makes an effort to abide by the regulation, but they are unable to do so due to certain restrictions. Pregnant ladies are not under any work-related strain. While the law mandates that pregnant workers receive 6 months of paid leave following delivery, this plant permits them to take 8 weeks of leave before and 8 weeks of leave after giving birth. According to a medical certificate, this factory offers pregnant employees a total of 16 weeks, or 4 months, of leave. The good news is that this plant offers a nursery for baby care during working hours, and employees are permitted to take brief breaks to feed their children so they can do their jobs without interference.

### **3.2.8 HEALTH, SECURITY AND SAFETY**

A factory should have a medical team or unit that can act as needed to ensure the workers' safety in order to be a good business. There is a doctor in charge of the medical section of this factory who is concerned about the wellbeing of the employees. She has medical training in case of an emergency. Direct reports of every injury are made to her. Every floor has a first aid box in case a worker sustains an injury. There is enough medicine in all the boxes. Additionally, there are first

aid signs to make the box easily visible and accessible as needed. A note with instructions on how to utilize the first aid kit was also there. The employees are also certified paramedics for any injuries. For the purpose of recording any workplace injuries, there is an injury register. If a worker is hurt while on the job, the factory will cover all of his or her medical expenses. Additionally, he or she is given paid time off to rest. A water purifier is located on each floor to provide clean drinking water. The factory has received certification for safe drinking water from the International Centre for Diarrheal Disease Research, Bangladesh (icddr). The factory employs a submersible pump to reserve water on the roof of the structure. When a worker is thirsty, they all have equal access to drinking water. Each of them has a personal bottle that they use to store water. There are 20 fire extinguishers in total on each floor of this facility, with 70% ABC and 30% CO<sub>2</sub> extinguishers. This factory has one extinguisher for every 550 square feet. Additionally, this factory has a 12,000 liter reservoir of water for fighting fires on the roof, which is supplied through two different hose cabinets, one on each story and one on each stair side. Additionally, each floor has adequate firefighting supplies on the stair side. Each and every fire extinguisher has a clear message next to it instructing users how to use it correctly when necessary. During fire drills, employees receive training on how to utilize fire extinguishers. In this plant, there is a fire fighting crew for any emergency rescue efforts. All of the electrical apparatus is accompanied by warning signs, and everyone but the electricians is not permitted to touch the control panel. All electrical issues are maintained by the electrician team. An ID card is supplied to each permanent employee. Two exits are available for workers' convenience at this factory. The employees typically use one of these, but in an emergency, they are told to use both exits to leave the facility quickly and safely. The factory is constantly and round-the-clock being watched by security. Guards work in two shifts as a two-man squad. The factory's main gate has a guardroom next to it where fired guards can rest. In the guard registration book, every in and out detail is recorded.

### 3.2.9 ENVIRONMENT

In Bangladesh, the Environmental Conservation Act and Rules have been in effect for a while. Several Acts and Laws have been introduced to safeguard the environment. The laws and regulations that are in place, meanwhile, are not as thorough and complete as they are in the western world.

The Environmental Pollution Control Ordinance of 1977 (Ordinance XIII of 1977) was the country of Bangladesh's first official legislative framework for the regulation, prevention, and control of environmental pollution. On March 31, 1977, the Water Pollution Control Ordinance, 1970 (E. P. Ordinance V of 190) was repealed by the new ordinance. The Environmental Pollution Control Ordinance of 1977 was updated by the Government of Bangladesh when it became aware of the environment's deterioration over time. After the "Environmental Conservation Act 1995" was passed in June 1995, the Environmental Pollution Control Ordinance of 1977 was repealed. The government later drafted regulations to enforce the Act, and they became effective in 1997. The "Environmental Conservation Rules" are focused on the obligations of industries and the Department of the Environment's responsibility. The Department of Environment (DOE), which is housed inside the Ministry of Environment and Forest and is led by a Director General, was established by the government to carry out the Act's enforcement.

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**Commitment:**

is committed to protecting the environment of the Earth. To minimize environmental impacts concerning our activities and products, we must comply with applicable legal requirements and other requirements to which the Company subscribes which relate to its environmental aspects. The Company is committed to continual improvement of environmental performance.

**Objectives/Purpose:**

Prevent pollution, reduce waste and minimize the consumption of resources. Educate, train and motivate employees to carry out tasks in an environmentally responsible manner. Encourage environmental protection among suppliers and subcontractors. This Policy will be communicated to all staff, contractors and suppliers.

**Aim:**

Establish Environmentally Sustainable management at all stages of the value chain and throughout the entire life cycles of our products by reducing harmful emissions & waste, prevent pollution and minimize consumption of resources.

**Facility's significant environmental impact:**

As per our factory's significant impacts is

1. Water use for domestic and production purpose
2. Energy use for domestic and production purpose
3. Air pollution resulting from the stack emissions.
4. Noise pollution resulting from the operation of generators, boilers & other equipment.
5. Industrial solid wastages generated by the factory operational phase.

**FIGURE 5: ENVIRONMENT POLICY**

### 3.2.10 WORKPLACE CONDITION

There should be enough lighting for visibility and good airflow for a pleasant workplace where workers can focus on their work in order to create a better working environment and increase productivity. For clear viewing, there is enough tube lighting installed on the ground here. For simple air flow across the floor, there are five exhaust fans on each floor. A clean work environment is necessary to generate a high-quality product, and it not only aids in clean product production but also increases worker productivity by reviving their spirits. In this factory, a cleaner regularly maintains the floor. Additionally, a basket is available when it is needed to gather extra clothing pieces and keep the floor much cleaner. Temperature plays a significant role in comfort, which has a significant impact on workers' productivity. Workers' productivity can increase with thermal comfort, which can boost both the amount and quality of their output. Windows, exhaust fans, and a cooling fan maintain a reasonable temperature on the floor. However, on a hot day, the temperature is a little higher than what is comfortable at midday. There are a total of twelve restrooms, divided into two separate restrooms. Both male and female employees have their own bathrooms. There is sufficient soap and water supply for bathroom use. Cleaners appropriately maintain restroom cleanliness. Additionally, the employees are highly concerned about hygienic restroom usage. Even though wearing protective gear while working is required by law, some employees refuse to do so. The medical team keeps a close eye on it to ensure the workers' safety. All employees are required to wear masks while performing their duties, but the majority of them don't want to since it makes them uncomfortable. Workers have occasionally been caught using a fabric cutter with their bare hands.

### **3.3 COMPLIANCE IN A SMETA CERTIFIED COMPANY**

#### **3.3.1 FACTORY “B”**

#### **3.3.2 FORCED LABOR POLICY**

The management of Factory “B” is of the opinion that "Labor shall be voluntary and shall depend upon the will or unwillingness of the worker. Forced or mandatory labor is categorically forbidden at medium factories. Any type of work or service that a person performs against his or her will and under threat of penalty is referred to as "forced or compulsory labor." Everyone who works in our factory does so of their own free will never been one to improve. Employees are not coerced, forced, or intimidated. The following laws prohibit coerced or forced labor:

1. There is no sort of favoritism or prejudice of any type in the hiring of new employees.
2. Overtime work is not mandated for employees to perform. Instead, employees choose to put in extra time on a voluntary basis.
3. If necessary, a worker may resign from their position by sending a letter of resignation to the appropriate authority. The worker in this instance is not restrained, threatened, or compelled to work.
4. The imposition of coercive or mandatory labor by the proper authorities for the benefit of regular employees or when the company is unable to grant permission.
5. Items for stated workers, businesses, or organizations among the unique benefits provided to regular employees. The entire process of making manufactured items must not involve any coerced or required labor.
6. Administration officials are forbidden from pressuring the public or its members to work on behalf of the common employees or businesses, even if it is their responsibility to urge the workers who report to them to engage in any type of labor. The highest authority of the relevant company shall have the final say about any use of force or forced labor.
7. Before deciding to charge for labor, the Authority must first decide not to charge for overtime.

পলিসি কার্যকর করার দায়িত্বশীল ব্যক্তি	নির্বাহী পরিচালক (প্রশাসন এন্ড এইচ.আর), সিং ব্যবস্থাপক (এইচ.আর এন্ড কমপ্লায়েন্স) এবং সংশ্লিষ্ট বিভাগীয় প্রধানগণ।
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### বল প্রয়োগমূলক বা বাধ্যতামূলক শ্রম নীতি ( Forced Labour Policy)

**ভূমিকাঃ** শ্রমিকদের কর্তৃপক্ষ বিশ্বাস করে যে, “শ্রম হবে স্বতস্কৃত” এবং শ্রমিকের ইচ্ছা অনিচ্ছার উপরই শ্রম নির্ভর করবে। শ্রমিকদের কারখানায় জোরপূর্বক অথবা বাধ্যতামূলক শ্রম সম্পূর্ণ রূপে নিষিদ্ধ। “বলপ্রয়োগমূলক বা বাধ্যতামূলক শ্রম” বলতে বোঝানো হবে এমন কোন প্রকার শ্রম অথবা সেবা, যা কোন ব্যক্তি কোন প্রকার শাস্তির ভয়ের কারণে করে এবং যা তিনি নিজ ইচ্ছায় করছেন না। আমাদের কারখানায় যে সকল শ্রমিক কাজ করেন তারা নিজ ইচ্ছায় কাজ করেন। কাজ করানোর জন্য কখনোই কোন শ্রমিককে ভীতি প্রদর্শন, শক্তি প্রয়োগ বা জোর করা হয় না। বল প্রয়োগমূলক বা বাধ্যতামূলক শ্রম নীতি নিম্নরূপঃ

- ০১। শ্রমিক নিয়োগের ক্ষেত্রে যেমন কোন রূপ বৈষম্য করা হয় না তেমনি কোন রূপ জামানত বা বন্ড সহি নেওয়া হয় না।
- ০২। শ্রমিকদেরকে বাধ্যতামূলক ওভার টাইম কাজে অংশ গ্রহন করানো হয় না। বরং শ্রমিকরা যেচ্ছায় বা ভলান্টিয়ারি ভিত্তিতে ওভার টাইম কাজে অংশ গ্রহন করে।
- ০৩। কোন শ্রমিক প্রয়োজনে চাকুরী থেকে পদত্যাগ করতে চাইলে কর্তৃপক্ষের নিকট পদত্যাগ পত্র জমা দানের মাধ্যমে পদত্যাগ করতে পারেন। এ ক্ষেত্রে ঐ শ্রমিককে জোর করে বা আটক রেখে বা ভীতি প্রদর্শন করে কাজ করানো হয় না।
- ০৪। সাধারণ কর্মচারী বা কোম্পানির উপকারার্থে যথোপযুক্ত কর্তৃপক্ষ বল প্রয়োগমূলক বা বাধ্যতামূলক শ্রম আরোপ বা আরোপের অনুমতি প্রদান করতে পারবে না।
- ০৫। সাধারণ শ্রমিক প্রদত্ত বিশেষ সুবিধার মধ্যে উক্ত শ্রমিকদের, কোম্পানি বা সংগঠনসমূহের ব্যবহার বা তার ব্যবসায়ের জন্য পণ্য উৎপাদন বা উৎপাদিত পণ্য সমগ্র কাজ বলপ্রয়োগমূলক বা বাধ্যতামূলক শ্রমবিজরিত থাকবে না।
- ০৬। যদি কখনও কর্তৃত্বাধীন শ্রমিকদেরকে যে কোন প্রকারের কাজে ব্যাপৃত করার জন্য উৎসাহ প্রদান করা তাদের কর্তব্য থাকে, তবু প্রশাসনের কর্মকর্তারা উক্ত জনসমষ্টি বা এর সদস্য বিশেষের উপর সাধারণ শ্রমিক, কোম্পানীর পক্ষে কাজ করার জন্য চাপ প্রদান করবে না। বল প্রয়োগমূলক বা বাধ্যতামূলক শ্রম ব্যবহারের প্রত্যেক সিদ্ধান্ত গ্রহণের দায়িত্ব সর্বেশিষ্ট কোম্পানীর সর্বোচ্চ কর্তৃপক্ষের উপর ন্যস্ত থাকবে।
- ০৭। ওভারটাইম আদায়ের পূর্বে কর্তৃপক্ষ শ্রম আদায়ের সিদ্ধান্ত গ্রহণের আগে নিজে সন্তুষ্ট হবেন যে,
  - ক) করণীয় কাজটি বা দেয় সেবাটি যে জনগোষ্ঠী উক্ত কাজের বা উক্ত সেবার জন্য আহত হবে, সে জনগোষ্ঠীর প্রত্যক্ষ স্বার্থের জন্য গুরুত্বপূর্ণ।
  - খ) কাজটি বা সেবাটি বর্তমানে প্রয়োজনীয়।
  - গ) উক্ত কাজ সম্পাদনের জন্য বা সেবা প্রদানের জন্য, অনুরূপ কাজ বা সেবার জন্য সংশ্লিষ্ট এলাকার প্রচলিত মুজুরী এবং শ্রমের শর্তাদি অপেক্ষা কম সুবিধাজনক নহে, এবং মজুরী ও শর্তাদি প্রদানের প্রতিশ্রুতি সত্ত্বেও সেচ্ছামূলক শ্রমিক সংগঠন করা অসম্ভব হয়েছে;
  - ঘ) উক্ত কাজ সম্পাদন বা সেবা প্রদান প্রাপ্ত শ্রমিকেরও কাজটি সম্পাদনের ক্ষমতার প্রেক্ষিতে বর্তমান জনসমষ্টির পক্ষে গুরুত্বপূর্ণ হতে পারে।

Ref: GEL/HR & Compliance/ Policy Manual/ Revised on 18/09/2022, Version-01, Next revised 17/9/2023  
পাতাঃ ৪১ এর ৫৯

FIGURE 6: FORCED LABOR POLICY

- (a) The task at hand or the service to be provided is necessary for the immediate good of the general populace, for which the task or service is to be harmful.
- (b) There is a current need for the work or service.
- (c) it is impossible to create a voluntary labor association notwithstanding promises to offer pay and conditions, and for the performance of said work or the rendering of services, wages and conditions of labor that are not less favorable than those that are common in the area for similar work or services.



d) The burden will not be carried by the current population due to the worker's capacity to execute the aforementioned activity or service.

### 3.3.3 CHILD LABOR POLICY

**Background:** Tomorrow's future is today's children. The appropriate and regular growth of the child is one of the prerequisites for creating a happy and prosperous country. Additionally, the correct growth of the child depends on meeting all of their requirements. However, child labor is a complicated issue that affects many nations, including Bangladesh. And the complexity of the issue keeps growing. To prevent child labor, it is crucial that parents, employers, the government, the corporate sector, and international organizations all work together. To establish a workplace free of child labor, close Factory "B". Factory "B" created the Child Remediation Police with this admirable goal in mind.

#### **Child:**

The Bangladesh Labor Law defines a person as a child if they have not reached the age of fourteen.

#### **Child Labor Remediation:**

If there is any ambiguity regarding the age of any employee at work, he is under 14 years old, then he is prohibited from acting. If it is determined, after reviewing the entirety of the trial in accordance with the rules that he is less than 14 years old, all benefits are given in accordance with the Bangladesh Labor Act. And it goes by the name "Child Remediation."

পুলিসি কার্যকর করার দায়িত্বশীল ব্যক্তি	নির্বাহী পরিচালক (প্রশাসন এন্ড এইচ.আর), সিঃ ব্যবস্থাপক (এইচ.আর এন্ড কমপ্রায়োল) এবং সংশ্লিষ্ট বিভাগীয় প্রধানগণ।
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### Child Labour Remediation Policy

**পটভূমি (Background):** আজকের শিশু আগামী দিনের ভবিষ্যৎ। একটি সুখী সমৃদ্ধশালী জাতি গঠনের অন্যতম পূর্ব শর্ত হচ্ছে শিশুর সুস্থ স্বাভাবিক বিকাশ। আর শিশুর সুস্থ বিকাশে প্রয়োজন শিশুর সকল চাহিদার যথাযথ পূরণ। কিন্তু বাংলাদেশসহ বিশ্বের অনেক দেশেই শিশু শ্রম একটি জটিল সমস্যা। আর এই সমস্যা ক্রমশঃ জটিল থেকে জটিলতর হচ্ছে। শিশুশ্রম প্রতিহত করতে শিশুর অভিভাবক, নিয়োগকারী প্রতিষ্ঠান, সরকারী/বেসরকারী ও আন্তর্জাতিক সংস্থা তথা সকলের যৌথ প্রচেষ্টা একান্ত অপরিহার্য। শিশুশ্রম মুক্ত কর্ম পরিবেশ গড়ে তুলতে বাংলাদেশ শ্রম আইন অনুযায়ী সকল সুবিধাদি প্রদান করা হয়ে থাকে। আর এই প্রক্রিয়াটিকেই বলা হয়ে থাকে Child Remediation Policy প্রণয়ন করেছে।

**শিশু (Child) :**  
বাংলাদেশ শ্রম আইন অনুযায়ী চৌদ্দ বছর বয়স পূর্ণ করে নাই এমন ব্যক্তিকে শিশু (Child) বলা হয়ে থাকে।

**What Is Child Labour Remediation :**  
কর্মক্ষেত্রে কোন কর্মীর বয়স সম্পর্কে যদি এরূপ সন্দেহ দেখা দেয় যে, তার বয়স ১৪ বছরের নীচে। তখন নিয়োগকারী প্রতিষ্ঠান কর্তৃক শ্রম বিধিমালা অনুযায়ী সার্বিক বিচার বিশ্লেষণ করে যদি এটাই প্রমাণিত হয় যে, তার বয়স ১৪ বছরের কম, তবে তাকে তার কর্ম থেকে বিরত করে বাংলাদেশ শ্রম আইন অনুযায়ী সকল সুবিধাদি প্রদান করা হয়ে থাকে। আর এই প্রক্রিয়াটিকেই বলা হয়ে থাকে Child Remediation।

**উদ্দেশ্য (Objectives) :**

- ০১। শিশু শ্রমমুক্ত কর্ম পরিবেশ নিশ্চিতকরণ।
- ০২। একটি সুখী সমৃদ্ধশালী জাতি গঠনে শিশুর সুস্থ-স্বাভাবিক বিকাশে সহযোগিতা প্রদান।
- ০৩। দরিদ্র ও অধিকার বঞ্চিত শিশুদের মৌলিক অধিকার নিশ্চিতকরণ।
- ০৪। শিশু শ্রমমুক্ত কর্ম পরিবেশ গড়ে তোলার মাধ্যমে বিশ্বের দরবারে বাংলাদেশের সুনাম অক্ষুণ্ন রাখা।

**নীতিমালা (Policy) :**

কর্মক্ষেত্রে শিশু শ্রমিক নিয়োগ থেকে সম্পূর্ণ বিরত থাকে। যদি কোন সময় তুলনামূলক কোন শিশু শ্রমিক কর্মক্ষেত্রে নিয়োগ হয়ে যায়, তবে নিম্নলিখিত নীতিমালা অনুসরণ করে থাকে।


**০১।** কোন কর্মীর বয়স নিয়ে যদি এরূপ সন্দেহ হয় যে, তার বয়স ১৪ বছরের কম তবে তার বয়স যাচাইয়ের ক্ষেত্রে নিম্নলিখিত ব্যবস্থা গ্রহণ করা হয়।

(ক) কর্মীর বয়স প্রমাণের ব্যক্তিগত নথি সমূহ পূরণায় যাচাই করে দেখা হয়।

(খ) কোম্পানীর রেজিষ্টার্ড এম.বি.বি.এস ডাক্তার কর্তৃক কর্মীর বয়স পূরণায় যাচাই করে দেখা হয়।

(গ) কর্মীর পিতামাতা / অভিভাবকগণের সাথে মোবাইলে অথবা সরাসরি সাক্ষাৎকার গ্রহণের মাধ্যমে কর্মীর বয়স যাচাই করা হয়।

**০২।** উপরোক্ত পদ্ধতি সমূহ অনুসরণের মাধ্যমে যদি এটাই প্রমাণিত হয় যে, কর্মীর বয়স ১৪ বছরের কম, তবে তাকে তৎক্ষণাত তার কাজ থেকে বিরত করে কোম্পানীর নিরাপদ তফস্বানে তাকে রাখা হয়।



Ref: GEL/HR & Compliance/ Policy Manual/ Revised on 18/09/2022, Version-01, Next revised 17/9/2024, পাতা ৩৯ এর ৩৯

পুলিসি কার্যকর করার দায়িত্বশীল ব্যক্তি	নির্বাহী পরিচালক (প্রশাসন এন্ড এইচ.আর), সিঃ ব্যবস্থাপক (এইচ.আর এন্ড কমপ্রায়োল) এবং সংশ্লিষ্ট বিভাগীয় প্রধানগণ।
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- ০৩। কর্মী মধ্যে যাতে কোন উদ্বেগ বা ঊর্জিত সৃষ্টি না হয় সে জন্য তাকে সার্বিক বিষয়টি সুন্দরভাবে বুঝিয়ে বলা হয়।
- ০৪। উর্ধ্বতন কর্তৃপক্ষ এবং অন্যান্য কর্মকর্তাগণকে বিষয়টি অবগত করা হয়, যাতে সকলেই এ বিষয়ে সচেতন থাকেন।
- ০৬। কর্মীর বয়স যাচাইয়ের জন্য যতো দিন পূর্বত কর্মীকে Child Remediation-এর আওতায় আনা সম্ভব হয় না, ততো দিন উক্ত কর্মীর খাদ্য, বস্ত্র, চিকিৎসা, আবাসন ব্যবস্থাসহ প্রয়োজনীয় সকল বিষয় কোম্পানী নিজ খরচে পূরণ করবে। এই সময়ে উক্ত কর্মীকে তার কর্ম থেকে বিরত রাখা হবে। তবে সে এই সময় কাজে নিয়োজিত থাকলে সে যে মজুরী পেতো তা থেকে তাকে বঞ্চিত করা যাবে না।
- ০৫। সার্বিক যাচাইয়ের পর উক্ত কর্মী যদি শিশু শ্রমিক হিসাবে প্রমাণিত হয় তবে উক্ত কর্মী, তার পিতামাতা / অভিভাবককে Child Remediation পদ্ধতি ও আনুসঙ্গিক বিষয় সুন্দরভাবে ব্যাখ্যা করতে হবে এবং এ বিষয়ে কর্মীর পিতামাতা বা আইনগত অভিভাবকের নিকট হতে লিখিত সম্মতি নিতে হবে।
- ০৭। যতোদিন পর্যন্ত উক্ত শিশু শ্রমিকের বয়স ১৪ বছর পূর্ণ না হয় ততোদিন পর্যন্ত নিয়োগকারী প্রতিষ্ঠান উক্ত শিশু শ্রমিকের পিতামাতা / আইনগত অভিভাবকে লেখাপড়ার উদ্দেশ্যে শিক্ষা বৃত্তি হিসাবে আর্থিক সুবিধা প্রদান করবেন।
- ০৮। এই বৃত্তির পরিমাণ হবে কর্মী কর্মরত অবস্থায় তার উপার্জন অথবা সরকার কর্তৃক ঘোষিত ন্যূনতম মজুরী। এই দুইয়ের মধ্যে যেটা বেশী তার সমান অতবা তার চেয়ে বেশী।
- ০৯। কর্মীর এই শিক্ষা বৃত্তি প্রত্যেক মাস শেষ হওয়ার পর পরবর্তী মাসের প্রথম সাত কর্ম দিবসের মধ্যে কর্মীর পিতামাতা / আইনগত অভিভাবকে প্রদান করা হবে।
- ১০। সকল কর্মীর ব্যক্তিগত নথি সমূহ নিরীক্ষিতভাবে যাচাই করা হয়, যাতে বয়স যাচাইয়ের ক্ষেত্রে কোন প্রকার ত্রুটি পরিলক্ষিত না হয়।
- ১১। কর্মী এলাকায় কোন শিশু শ্রমিক পাওয়া গেলে কোন ভুলের কারণে এই শিশু শ্রমিক নিয়োগ প্রাপ্ত হলো তার কারণ উৎসর্গের জন্য Root Cause Analysis করা হয়ে থাকে এবং এই ঘটনার পুনরাবর্তি যাতে না ঘটে সে জন্য দায়িত্বপ্রাপ্ত ব্যক্তিগণকে পরামর্শমূলক নির্দেশনা দেওয়া

FIGURE 7: CHILD LABOR REMEDIATION POLICY

**Objectives:**

1. Providing a workplace free from child labor.
2. Promoting children's healthy and normal growth in order to create a prosperous and happy society.
3. Protecting the fundamental rights of marginalized and underprivileged children.
4. Maintaining Bangladesh's good name abroad by fostering an environment devoid of child labor.

Policy: Factory “B” abstains fully from using child labor at its facilities. If a child worker enters the workplace unintentionally, Seaview Dresses Limited adheres to the documented policy on child remediation that is below:

1. If it is believed that a worker is less than 14 years of age, the following actions must be performed to confirm his age:

(A) Personal records that attest to the employee's age are checked again.

(b) A registered MBBS doctor for the employer confirms the employee's age.

(c) The worker's parents or legal guardians are contacted via phone or in-person to verify the worker's age.

02. If it is determined through the aforementioned measures that the employee is under the legal age of 14, he is immediately suspended from work and placed in the company's safe custody.

03. The full situation is kindly conveyed to the worker in order to allay any nervousness or dread in him.

4. The issue is taken up to the higher authorities and other officials, ensuring that everyone is aware of it.

05. The company will provide all essential services, such as food, clothing, medical care, and housing for the aforementioned employee at its own expense as long as it is not practicable to bring the worker under Child Remediation to verify the worker's age. The employee will be barred from

working throughout this time. However, he won't lose out on the money he would have made if he had been working at that time.

06. If the overall verification indicates that the worker is a child laborer, the child remediation procedure and any connected issues must be addressed to the worker and his parents or legal guardians, and their written approval must be sought.

7. Until the child worker turns 14 years old, the employing organization is the child's parent. Scholarships for education are offered to legal guardians as financial aid for their children's education.

08. This stipend will have a value that is equivalent to or greater than the employee's in-service pays or the government's minimum salary, whichever is higher.

09. The employee's parent or legal representative within the first seven working days of the month that follows the month in which the employee's education scholarship expires.

10. Personal documents of every employee are routinely checked to ensure that there are no errors in age verification.

11. If a child worker is discovered at the workplace, an investigation is conducted to determine whether a hiring error led to the hiring of the child worker. The responsible parties are then given the required instructions to ensure that this situation doesn't happen again.

### **3.3.4 LEAVE POLICY**

**Purpose:** Factory “B” management has developed regulations that outline specific leave guidelines for all officers, employees, and workers employed by this firm. All individuals who are employed by the company for justifiable and practical reasons shall, going forward, be entitled to leave in accordance with the following policy. The Bangladesh Labor Act of 2006 and the 2015 Labor Rules served as a guide in developing these regulations.

**Types of holidays:**

- 1) Weekends
- 2) Casual leave.
- 3) Sick leave.
- 4) Seasonal leave.
- 5) Earned leave.
- 6) Maternity leave.

**Method of taking leave:**

The person requesting leave must submit their request in the company's predetermined form. Filling out the leave application form and submitting it to the head of the relevant department must come first. The department head will recommend leave and submit it for final approval to the administrative department.

Organization & additionally, the department will make every effort to get the go-ahead.

**Weekend:**

Every employee is entitled to one (1) day of paid vacation per week, typically on Friday. If work must be done over the weekend due to an emergency, compensatory leave must be given within the next three (three) days on any day.

**Casual leave:**

The following requirements must be met by every employee in order to take advantage of their 10 (ten) days of paid casual time off per year:

- 1) The time off cannot be carried over to the following year even if it is not used. This means that the holiday will be discontinued after December 31.
- 2) Weekend or periodic leave that overlaps the leave period or falls on a weekend or holiday does not count against the number of days off. However, in this instance, it cannot be merged either forward or backward, hence the holiday will be included in the main holiday if any weekly or festive holiday comes inside this holiday.

পলিসি কার্যকর করার দায়িত্বশীল ব্যক্তি	নির্বাহী পরিচালক (প্রশাসন এন্ড এইচ.আর), সিং ব্যবস্থাপক (এইচ.আর এন্ড কমপ্লায়েন্স) এবং সর্বশ্রেষ্ঠ বিভাগীয় প্রধানগণ।
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**ছুটির নীতি**  
**ছুটির নীতি (বাংলাদেশ শ্রম আইন ২০০৬ এর ধারা-১১৫-১১৯)**

**LEAVE POLICY**

**উদ্দেশ্য :**  
এর কর্তৃপক্ষ এই প্রতিষ্ঠানে নিয়োজিত সকল কর্মকর্তা, কর্মচারী ও শ্রমিকদের জন্য কিছু ছুটির বিধিমালা জানিয়ে দেয়ার জন্য নীতিমালা প্রণয়ন করেছে। যুক্তিসঙ্গত এবং বাস্তুবসম্মত কারণে কোম্পানীতে নিয়োজিত সকল ব্যক্তিবর্গ এখন হতে নিম্নলিখিত নীতি অনুযায়ী ছুটির অধিকারগুলো ভোগ করতে পারবে। এই বিধিমালা বাংলাদেশ শ্রম আইন ২০০৬ এবং শ্রমবিধিমালা ২০১৫ এর আলোকে প্রণয়ন করা হয়েছে।

**ছুটির প্রকার :**

- ১) সাপ্তাহিক ছুটি।
- ২) নৈমিত্তিক ছুটি।
- ৩) অসুস্থতাজনিত ছুটি।
- ৪) পূর্বজনিত ছুটি।
- ৫) অর্জিত ছুটি।
- ৬) মাতৃত্বকালীন ছুটি।

**ছুটি নেয়ার পদ্ধতি :**

- > ছুটিপ্রার্থী ব্যক্তিকে কোম্পানীর নির্ধারিত ফরমে ছুটির জন্য আবেদন করতে হবে।
- > ছুটির আবেদনপত্র পূরন করে প্রথমে যার যার বিভাগের বিভাগীয় প্রধানের কাছে জমা দিতে হবে।
- > বিভাগীয় প্রধান ছুটির সুপারিশ করে চূড়ান্ত অনুমোদনের জন্য প্রশাসন বিভাগে পাঠাবেন।
- > প্রশাসন এন্ড এইচ.আর বিভাগ চূড়ান্ত অনুমোদনের যাবতীয় ব্যবস্থা গ্রহন করবেন।

**সাপ্তাহিক ছুটি :**  
প্রত্যেক কর্মী সপ্তাহে ০১ (এক) দিন (সাধারণত শুক্রবার) সাপ্তাহিক ছুটি ভোগ করবে। জবুরী প্রয়োজনে কোন সাপ্তাহিক ছুটির দিনে কাজ করানো হলে পরবর্তী ৩ (তিন) দিনের মধ্যে কোন একদিন ক্ষতিপূরণমূলক ছুটি প্রদান করতে হবে।

**নৈমিত্তিক ছুটি :**  
প্রত্যেক কর্মী বছরে পূর্ণ বেতনসহ ১০ (দশ) দিনের নৈমিত্তিক ছুটি ভোগ করতে পারবে নিম্ন লিখিত শর্তের উপর -

- ১) নৈমিত্তিক ছুটি ভোগ না করলেও পরবর্তী বছরে এই ছুটি যোগ হবে না। অর্থাৎ এই বছরের ৩১শে ডিসেম্বর এর পর এই ছুটি বাতিল হয়ে যাবে।
- ২) ছুটি কালীন সময়ের সাথে যদি কোন সাপ্তাহিক ছুটি বা কোন পূর্বজনিত ছুটি পূর্বে বা পরে সংযোগ করে তাহলে তা ঐ ছুটির সাথে যোগ হবে না। কিন্তু এক্ষেত্রে সামনে বা পিছনে মিলানো যাবে না অর্থাৎ এ ছুটির মধ্যে কোন সাপ্তাহিক বা উৎসব ছুটি পড়িলে উক্ত ছুটি মূল ছুটির অর্ন্তভুক্ত হবে।
- ৩) নিয়োগ প্রাপ্তির পর থেকেই কর্মীরা এই ছুটি হারাহারিভাবে ভোগ করতে পারবে।

Ref: HR/HR & Compliance/ Policy Manual/ Revised on 18/09/2022, Version-01, Next revised 17/9/2024  
পাতাঃ ১০ এর ৫৯

FIGURE 8: LEAVE POLICY

3) Starting on the day of appointment, employees will be allowed to take this leave as much or as little as they like.

**Sick leave:**

Based on the following criteria, every employee is entitled to 14 days of paid sick time per year. 1) Every employee is entitled to 14 days of paid sick time each year.

2) There is no carryover of this leave to the following year.

3. Holidays do not count if a weekend or regular holiday precedes or follows the holiday period.

The holiday will be included in the main holiday if any weekly or festive holiday comes within this holiday and cannot be merged forward or backward in this situation.

4. From the date of appointment, employees will be allowed to take use of this leave pro rata.

5) To be eligible for sick leave, you must present a current doctor's note.

**Multiplied holiday:**

Every employee is entitled to at least 11 days of paid leave every year. The decision-maker for periodic holidays and their dates is If he has to work on a holiday due to an emergency, he will receive two days of paid compensatory leave in addition to an alternative leave.

**Earned leave:**

Any employee who has worked for one (one) year straight is eligible for this paid leave under the following conditions.

1) All employees whose service length has reached one year are eligible for one day of earned leave for every 18 working days the following year.

2) This leave will be added to his accrued leave the next year if it is not used in full or in part.

3) Once an adult employee has accrued 40 days of leave, he or she is no longer able to do so.

4) Any other holiday that falls within the timeframe of a holiday that has been granted must also be mentioned.

**Maternity leave:**

The following conditions must be met for the employer to grant female employees maternity leave.

- 1) A female employee must work for this organization for a minimum of 6 months consistently in order to be eligible for this leave with pay have to remain.
- 2) The child is eligible for this leave for a total of sixteen weeks, including the eight weeks prior to and eight weeks following delivery.
- 3) A woman will not be eligible for this benefit if she is the mother of two or more living children.
- 4) Eight weeks previous to the expected delivery date, submit a leave application together with a medical certification. There must be a doctor's certificate filed.
- 5) Maternity Benefit Policy will govern how the maternity allowance is provided.

**Extension leave:**

If a worker is on leave and wishes to prolong it, he must notify the appropriate authority well in advance of the end of the leave period if the absence is required for a lengthy period of time.

Administration and HR will monitor, manage, and exercise control over all leave documentation (including that for compensatory leave) according to category.

This policy may be updated at any moment by the Authority by making changes, additions, amendments, and additions.

### **3.3.5 WAGES AND BONUS POLICY**

Salary allowances and wages are determined by the management authority of Factory “B” and are in accordance with national and international labor regulations.

**Overtime:**

In case of working beyond the normal working hours, overtime wages are paid to the workers as per the following calculation. Overtime calculation method is twice the basic pay rate:

**Formula for determining over time:**  $(\text{basic salary} \times 2) / 208 = \text{Overtime rate per hour.}$



পলিসি কার্যকর করার দায়িত্বশীল ব্যক্তি	নির্বাহী পরিচালক (প্রশাসন এন্ড এইচ.আর), সিঃ ব্যবস্থাপক (এইচ.আর এন্ড কমপ্লায়েন্স) এবং সংশ্লিষ্ট বিভাগীয় প্রধানগণ।
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**বেতন ভাতা/মজুরী সংক্রান্ত নীতিমালা .**

**(বাংলাদেশ শ্রম আইন ২০০৬ এর ধারা ১৪০এর উপ-ধারা (১), ধারা ১৩৯এর প্রদত্ত ক্ষমতা বলে।**

**PAY AND ALLOWANCE / WAGES POLICY**

এই নীতিমালায় কর্তৃপক্ষের ব্যবস্থাপনা কর্তৃপক্ষ দেশের প্রচলিত আইন, আন্তর্জাতিক শ্রমিক আইন অনুসারে বেতন ভাতা এবং মজুরী প্রদান করে থাকে।

**বেতন ভাতা/মজুরী :**

ক) বেতনের গ্রেড : এই নীতিমালায় এর সকল কারখানার শ্রমিকদেও মূল বেতনের সঙ্গে ৫০% বাড়ী ভাড়াসহ সর্বমোট বেতন নিম্নবর্ণিত গ্রেড সমূহে প্রদান করে :

গ্রেড	মজুরী	বাৎসরিক মজুরী বৃদ্ধির হার	বাসা ভাড়া ভাতা	চিকিৎসা ভাতা	যাতায়াত ভাতা	খাদ্য ভাতা	সর্বমোট
১	১০৯৩৮/-	৫%	৫৪৬৯/-	৬০০/-	৩৫০/-	৯০০/-	১৮২৫৭/-
২	৯০৪৪/-	৫%	৪৫২২/-	৬০০/-	৩৫০/-	৯০০/-	১৫৪১৬/-
৩	৫৩৩০/-	৫%	২৬৬৫/-	৬০০/-	৩৫০/-	৯০০/-	৯৮৪৫/-
৪	৪৯৯৮/-	৫%	২৪৯৯/-	৬০০/-	৩৫০/-	৯০০/-	৯৩৪৭/-
৫	৪৬৮৩/-	৫%	২৩৪২/-	৬০০/-	৩৫০/-	৯০০/-	৮৮৭৫/-
৬	৪৩৮০/-	৫%	২১৯০/-	৬০০/-	৩৫০/-	৯০০/-	৮৪২০/-
৭	৪১০০/-	৫%	২০৫০/-	৬০০/-	৩৫০/-	৯০০/-	৮০০০/-

খ) ওভার টাইম : স্বাভাবিক কর্মঘণ্টার অতিরিক্ত কাজ করলে শ্রমিকদের ওভারটাইম মজুরী নিম্নবর্ণিত হিসাব মত দেওয়া হয় :

ওভারটাইম নির্ণয় পদ্ধতি : মূল বেতনের হারের দ্বিগুণ।

মূল বেতন

ওভার টাইম নির্ণয়ের সূত্র : ----- X ২ = ঘণ্টা প্রতি ওভার টাইমের হার।

২০৮

গ) টিফিন ভাতা : সন্ধ্যার পর রাত ১০টা পর্যন্ত কাজ করলে টিফিন দেওয়া হয়।

ঘ) পে-স্লীপ প্রদান : সকল শ্রমিককে মাসের ৫-৭ তারিখের মধ্যে বেতন ও ভাতা পরিশোধ করা হয়। বেতন ও ভাতাদি প্রদানের পূর্বে কর্তৃপক্ষ প্রত্যেক শ্রমিকের বিস্তারিত বেতনের হিসাব লিপিবদ্ধ করে বাংলায় 'পে-স্লীপ' প্রদান করে থাকেন।

ঈদ বোনাস : সীডিউ ডেসেস লিঃ সবসময় সকলের সাথে আনন্দ ভাগ করে নেয়ায় বিশ্বাসী। মানবতার দিক বিবেচনা করে এখানে কোন শ্রমিক-কর্মীকে ঈদ বোনাস থেকে বঞ্চিত করা হয় না। প্রথমত যাদের চাকরির বয়স ১ (এক) বছর পূর্ণ হয়েছে তারা দুই ঈদে তাদেরকে মোট মজুরির ৫০% হারে ঈদ বোনাস প্রদান করা হয়।

**অন্যান্য সুবিধাদি :**

- ❖ যোগ্য কর্মীকে বাৎসরিক বেতন বৃদ্ধি ও পদোন্নতি করা হয়।
- ❖ মাসের প্রত্যেকটি কার্যদিবসে সঠিক সময়ে উপস্থিত থাকলে ৩০০ (তিন শত) টাকা সকল সহকারী পদবী পাবে বাকী পদবী সকল ৫০০ (পাঁচ শত) টাকা করে হাজিরা বোনাস দেওয়া হয়। তবে ছুটির ক্ষেত্রে প্রযোজ্য নয়।

কর্তৃপক্ষ যেকোন সময় এই নীতিটি যুগোপযোগী করার লক্ষ্যে পরিবর্তন, পরিবর্ধন, সংশোধন ও সংযোজন করতে পারবেন।

Ref:C: /GEL/HR & Compliance/ Policy Manual/ Revised on 18/09/2022, Version-01, Next revised 17/9/2024  
পাতাঃ ৬ এর ৫৯

**FIGURE 9: WAGES POLICY**

**Tiffin Allowance:**

If you work past sunset (10 p.m.), you will receive a tiffin allowance.

Between the fifth and seventh day of the month, all employees will receive their pay slips, along with their salaries and allowances, payment of wages and benefits

In the past, the government would keep a thorough record of each employee's income and issue 'pay-sheep' in Bengali.

**Eid Bonus:**

Bonus for Eid Everybody should be able to experience happiness, according to Factory “B”. No employee in this situation is denied their Eid bonus due to considerations of humanity. First, those with one (one) year of service or more receive a bonus for Eid equal to 50% of their gross salary.

**Others Facilities:**

Eligible employees receive annual wage increases and promotions. If present on time on each working day of the month, you'll receive 300 Taka (three hundred). 500 (Five Hundred) rupees will be awarded as a balance attendance bonus to all assistant designations. But not in relation to holidays. In order to maintain this policy current, the Authority may at any moment make changes, additions, amendments, and additions.

### 3.3.6 WORKING HOUR POLICY

**Purpose:** The goal of Factory “B” is to safeguard the general wellbeing of its workforce. The management of Factory “B”, firmly thinks that daily working hours play a significant part in establishing a lovely and healthy work environment. Each person's everyday life primarily consists of work, eating, sleeping, and entertainment. Each of these steps requires a specific amount of time.

পলিসি কার্যকর করার দায়িত্বশীল ব্যক্তি	নির্বাহী পরিচালক (প্রশাসন এন্ড এইচ.আর), সিঃ ব্যবস্থাপক (এইচ.আর এন্ড কমপ্লায়েন্স) এবং সংশ্লিষ্ট বিভাগীয় প্রধানগণ।
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**কর্ম-ঘণ্টা নীতি**  
**বাংলাদেশ শ্রম আইন ২০০৬ এর ধারা ১০০ ও ১০৮ অনুযায়ী**  
**WORKING HOUR POLICY**

**উদ্দেশ্য :**

শ্রমিকদের সার্বিক কল্যাণ রক্ষার্থে বন্ধ পরিচালনা। সুন্দর ও সুস্থ কর্ম পরিবেশ সৃষ্টির নিমিত্তে দৈনিক কর্ম-ঘণ্টা প্রধান ভূমিকা পালন করে থাকে কথোপকথন। কর্তৃপক্ষ মনে প্রাণে বিশ্বাস কর। প্রত্যেক মানুষের দৈনন্দিন জীবনের প্রধান অংশ সমূহ হলো- কাজ, আহারা, বিশ্রাম, বিনোদন ইত্যাদি। এই সব অংশ সমূহের জন্য একটি নির্দিষ্ট সময় ব্যয় করতে হয়। এদের কোন একটি খুব বেশী বা কম হলে অন্য একটি ব্যাঘাত ঘটে ফলে সুন্দর জীবনের অবসান হয়। কর্তৃপক্ষ বিশ্বাস করে যে, বেশী কর্ম ঘণ্টা ধরে কাজ করলে শ্রমিকের কাজের দক্ষতা হ্রাস পায় এবং ফলশ্রুতিতে অতিরিক্ত ওভার টাইম শ্রমিক ও মালিক উভয়ের ক্ষতি সাধিত হয়। তাই কর্তৃপক্ষ কর্ম ঘণ্টাকে খুব বেশী গুরুত্ব দিয়ে থাকে এবং নিম্ন লিখিত পদক্ষেপ গ্রহণ করে থাকে :

দৈনিক (In a day)	: ৮ ঘণ্টা
সাপ্তাহিক (In a week)	: ৪৮ ঘণ্টা

**Overtime (অধিককাল)**

অতিরিক্ত কাজসহ সপ্তাহে সর্বোচ্চ	: ৬০ ঘণ্টা
অতিরিক্ত কাজসহ বাৎসরিক সর্বোচ্চ সাপ্তাহিক গড়	: ৫৬ ঘণ্টার বেশি নয়।

- ✦ কাজের অর্ডার পাওয়ার পর একটি সুন্দর প্রডাকশন প্লান তৈরী করা হয় যেখানে দৈনিক ৮/১০ ঘণ্টা কাজ করার প্রয়োজন।
- ✦ ঘণ্টায় উৎপাদন লক্ষ্য মাত্রা অর্জন করতে পারলে ওভার টাইম করার প্রয়োজন হয় না। তাই উৎপাদন লক্ষ্য মাত্রা অর্জন করার জন্য সবাই সচেতন থাকে।
- ✦ যদি কোন দিন জরুরী শিপমেন্টের জন্য ওভার টাইম করার প্রয়োজন হয় তবে অংশগ্রহণ কর্মিটির (PC) সদস্য ও শ্রমিকদের সাথে আলোচনা করে সিদ্ধান্ত নেওয়া হয়। কারও ইচ্ছার বিরুদ্ধে জোর করে ওভার টাইম করানো হয় না।
- ✦ কোন শ্রমিক দিনে ৮ ঘণ্টা সময়ের অধিক কাজ করলে তা ওভার টাইম হিসেবে গণ্য করা হয়। ওভারটাইম মূল মজুরীর ২০০% (দ্বিগুন) হারে প্রদান করা হয়।

কর্তৃপক্ষ যেকোন সময় এই নীতিটি যুগোপযোগী করার লক্ষ্যে পরিবর্তন, পরিবর্ধন, সংশোধন ও সংযোজন করতে পারবেন।

**FIGURE 10: WORKING HOUR POLICY**

A wonderful life ends if one of them is too much or too little because it disrupts the other. According to the authorities, working longer hours decreases employee productivity, and the extra overtime that results is bad for both the employee and the company. The government therefore places a high value on working hours and takes the following actions:

In a day : 8hours

In a week : 48hours

**Overtime:**

Annual maximum weekly average : 60 hours

Including maximum overtime week with overtime : Not more than 56 hours

1. A solid production plan is created after receiving the work order, requiring daily work of 8 to 10 hours.
  2. If the hourly production target level is met, overtime is not necessary. Therefore, everyone works hard to reach the production goal level.
  3. If an urgent cargo necessitates overtime on any given day, the participation committee (PC) members and employees are consulted before the decision is made. Nobody is compelled to work overtime against their desire.
  4. Any employee who works longer than 8 hours in a day is regarded to have produced overtime. Basic earnings are paid at a 200% rate for overtime.
- In order to maintain this policy current, the Authority may at any moment make changes, additions, amendments, and additions.

### 3.3.7 OVERTIME POLICY

**Purpose:** According to domestic and international labor rules, the Management Authority of Factory “B” pays overtime and offers overtime benefits. The government is always concerned with production scheduling. Overtime for employees is never required but always optional.

পলিসি কার্যকর করার দায়িত্বশীল ব্যক্তি	নির্বাহী পরিচালক (প্রশাসন এন্ড এইচ.আর), সিঃ ব্যবস্থাপক (এইচ.আর এন্ড কমপ্লায়েন্স) এবং সংশ্লিষ্ট বিভাগীয় প্রধানগণ।
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**ওভার টাইম নীতি**  
**বাংলাদেশ শ্রম আইন ২০০৬ এর ধারা ১০৮,**

**OVER TIME POLICY**

**উদ্দেশ্য :**

এর ব্যবস্থাপনা কর্তৃপক্ষ দেশের প্রচলিত আইন, আন্তর্জাতিক শ্রমিক আইন অনুসারে অতিরিক্ত সময় নির্ধারণ এবং অতিরিক্ত সময়ের মজুরী প্রদান করে থাকে। কর্তৃপক্ষ উৎপাদন পরিকল্পনার ব্যাপারে সবসময় সচেতন থাকেন। কোন পরিস্থিতিতেই অতিরিক্ত কাজ শ্রমিকদের জন্য বাধ্যতামূলক নয় বরং ঐচ্ছিক। এতদুদ্দেশ্যে অতিরিক্ত কাজ সঠিকভাবে পরিচালনার জন্য একটি নীতিমালা প্রণয়ন করা হয়েছে।

**ওভার টাইম নীতিমালা নিম্নরূপ :**

- ১। ওভারটাইম কাজ পুরোপুরিভাবেই কর্মীদের স্বেচ্ছাধীন।
- ২। আমরা ওভারটাইমকে নিম্নোক্ত গণ্ডির মধ্যে সীমিত রাখতে সর্বোচ্চ চেষ্টা করব :  
ক) ওভারটাইম সহ দৈনিক কার্যঘণ্টা হবে সর্বোচ্চ ১০ ঘণ্টা।  
খ) ওভারটাইম সহ সাপ্তাহিক কার্যঘণ্টা হবে সর্বোচ্চ ৬০ ঘণ্টা।
- ৩। আমরা নিশ্চিত করব যে, সকল কর্মী ওভারটাইম ডিউটি করার আগে স্ব-প্রণোদিত হয়ে একটি স্বেচ্ছাধীন অতিরিক্ত কার্যঘণ্টা শীটে স্বাক্ষর করবেন।
- ৪। কোন আকস্মিক এবং অনিবার্য কারণে ওভার টাইম সহ সপ্তাহে ৬০ ঘণ্টার বেশী কার্যঘণ্টার প্রয়োজন দেখা দিলে এ ব্যাপারে কর্তৃপক্ষের সংগে কর্মীদের সহযোগিতার মনোভাবকে ইতিবাচক ভাবে মূল্যায়ন করা হবে।
- ৫। যদি অতিরিক্ত সময়ে কাজ করানোর প্রয়োজন হয় তাহলে সুপারভাইজারগণ অতিরিক্ত কাজের ধরণ এবং প্রয়োজনীয় কর্মীর সংখ্যা নির্ধারণ করবেন এবং তা সংশ্লিষ্ট বিভাগীয় প্রধান কর্তৃক অনুমোদন করাবেন।
- ৬। সংশ্লিষ্ট ডিপার্টমেন্ট প্রধানের অনুমোদন সাপেক্ষে, সুপারভাইজারগণ শ্রমিকদের কাছে অতিরিক্ত সময়ে কাজ করানোর প্রয়োজনীয়তা বর্ণনা করবেন। অধিককাল কাজ শুরুর কমপক্ষে দুই ঘণ্টা পূর্বে শ্রমিকদের অবহিত করা হয় এবং শ্রমিকদের সম্মতিপত্রের রেকর্ড যথাযথভাবে এইচ আর ডিপার্টমেন্টে পাঠানো হয়।
- ৭। প্রতিটি শ্রমিক কর্মচারীর 'অতিরিক্ত কার্যকাল' সঠিকভাবে লিপিবদ্ধ করা হয়। মাসিক মজুরী প্রদানের সাথে অতিরিক্ত সময়ের কাজের মজুরী একই সাথে প্রদান করা হয় এবং প্রতিটি শ্রমিকের 'পে-স্লিপে' অতিরিক্ত কাজের সময় এবং অতিরিক্ত কাজের সময়ের মজুরী হার উল্লেখ করা হয়।
- ৮। ওভারটাইমের সকল পাওনা বেসিকের দ্বিগুণ হার হিসাবে পরিশোধ করা হবে।

ওভারটাইম নির্ণয় পদ্ধতি : মূল বেতনের হারের দ্বিগুণ।

মূল বেতন

ওভার টাইম নির্ণয়ের সূত্র :  $\text{মূল বেতন} \times 2 = \text{ঘণ্টা প্রতি ওভার টাইমের হার}$

২০৮

উদাহরণ : একজন ব্যক্তির মোট বেতন ৮০০০.০০ টাকা হলে তার ঘণ্টা প্রতি ওভার টাইমের হার হবে নিম্নরূপ :

মূল বেতন বের করার নিয়ম :  $৮০০০.০০ \text{ (মোট বেতন)} - ১৮৫০.০০ \text{ (মোট ভাতা)} \div ১.৫ = ৪১০০.০০ \text{ টাকা}$

মূল বেতন(৪১০০.০০)

ওভার টাইম বের করার নিয়ম :  $\text{মূল বেতন} \times 2 = ৩৯.৪২ \text{ টাকা (ঘণ্টা প্রতি ওভার টাইমের হার)}$

২০৮

কর্তৃপক্ষ যেকোন সময় এই নীতিটি যুগোপযোগী করার লক্ষ্যে পরিবর্তন, পরিবর্ধন, সংশোধন ও সংযোজন করতে পারবেন।

Ref: /GEL/HR & Compliance/ Policy Manual/ Revised on 18/09/2022, Version-01, Next revised 17/9/2024  
পাতা: ৯ এর ৫৯

**FIGURE 11: OVER TIME POLICY**

**The following is the overtime policy:**

1. Employees may choose not to work overtime.
2. We shall try to keep overtime within the following parameters:
  - A) Weekly working hours, including overtime, must not exceed 60 hours;
  - b) Daily working hours, including overtime, must not exceed 10.
3. Before performing overtime duties, we will make sure that every employee is self-motivated to sign the sheet.
4. In the event of any unforeseen circumstance that necessitates working more than 60 hours a week, including overtime.

Employees' attitudes of cooperation with the authorities will be positively assessed.

5. If overtime labor is necessary, the supervisors will decide what kind of extra work will be performed, how many workers will be needed, and get the respective department head's approval.
6. Supervisors may allow employees to work overtime with the concerned department head's permission.

Describe the specifications. Before beginning overtime work, the employees are told at least two hours in advance, and the HR department is promptly supplied a record of their approval.

7. The 'overtime' for each laborer is accurately recorded. Paid overtime but not monthly wages work wages are paid concurrently, and each employee's pay slip includes information about overtime pay and overtime payment rates.

8. The basic rate will be doubled for all overtime payments.

Method of determining overtime: Combination of basic pay rates.

Over time determination:

$(\text{Basic salary} \times 2) / 208 = \text{Overtime rate per hour}$

**Example:** If a person's gross salary is Rs.8000.00, his overtime rate per hour will be as follows:

Basic Salary Calculation Rule:  $8000.00 (\text{Total Salary}) - 1850.00 (\text{Total Allowance}) + 1.5 = \text{Tk } 4100.00.$

### 3.4 COMPARATIVE REVIEW ON COMPLIANCE OF THE SELECTED FACTORIES ON DIFFERENT ISSUES

Both factory reports (BSCI & SMETA) have been rated for different issue out of 5. Here

- 5 = Very Much Above Average
- 4 = Above Average
- 3= Average
- 2 = Below Average
- 1 = Very Much Below Average

Some legal questions about compliance criteria	<b>BSCI</b> <b>(Factory "A")</b>	<b>SMETA</b> <b>(Factory "B")</b>	Comment
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#### CHILD LABOR

Does the audit highlight current use of children below the legal minimum age?	Audit didn't highlight.	Yes, Currently this factory doesn't have any worker under 18 and also they don't have such previous record.	SMETA report shows much descriptive and was more transparent than BSCI regarding minimum wage policy.
Is an employment policy implemented to prevent child labor?	Yes, Minimum Age Convention, 1973, No. 138,	Yes, Minimum Age Convention, 1973, No. 138,	Both report worked really well on this regard.

	which is hanged in the entry gate.	which is hanged in the entry gate.	
Is the age of young workers checked? How?	Child worker is not allowed	Child worker is not allowed	Both report worked really well on this regard.
Are documents indicating the age kept on record? Which one?	Yes, NID, Birth certificate	Yes. ID card, birth certificate.	Both report shows that factories do collect each one's NID card.
Are the working conditions for young workers in compliance with government law?	Yes	Yes.	Both report shows the working conditions are good.
Are the apprentices working conditions compliant with local regulations?	No apprentices in the factory	No apprentices in the factory.	No apprentices practices.
Overall rating	3.5	4	

## FORCED LABOR

Does the audit highlight forced labor?	No forced labor in the factory	No forced labor in factory	Both report highlighted enough on this regard.
All the workers employed with applicable authorizations?	Yes	Yes.	Both report highlighted enough on this regard.
No deposit is required or the amount is justified + reasonable?	Audit didn't highlight	Yes	SMETA did better in this regard.
All employees free to leave at the end of working shift?	Yes	Yes	Both report worked really well on this regard.
Can workers resign from the company at their option?	Yes	Yes	Both report worked really well on this regard.
Overall rating	3.5	4	



## DISCRIMINATION

Does the audit highlight systematic discrimination beyond local culture described above?	No, audit didn't highlight	No, audit didn't highlight	No information was found on both Audit reports.
Are employees hired without any discrimination?	Yes	Yes	Both report highlighted enough on this regard.
Are women paid equally as men for same work?	Yes	Yes	Both report highlighted enough on this regard.
Do all employees have equal access to training?	Yes	Yes	Both report highlighted enough on this regard.
Do all employees have equal opportunities to work legal overtime?	Yes	Yes	Both report highlighted enough on this regard.
Are unionized employees treated equally to non-unionized?	There is no union	There is no union	No trace of union on both of this report.
Overall rating	4	4	

## HARASSMENT AND ABUSE

Does the audit highlight use of corporal punishment, mental or physical coercion?	Yes	Yes	Both report highlighted enough on this regard.
Access to toilets is never restricted as disciplinary measures?	Yes	Yes, every employee has the equal access to toilets.	Both report highlighted enough on this regard.
Do the disciplinary measures applied in the factory respect local regulations or if none, are they reasonable defined and communicated to the employees in explicit manner?	Yes	Yes	Both report highlighted enough on this regard.
Do employees have access are familiar to file complaints on disciplinary issues?	Audit didn't highlight	Yes	No report was found on this regard on BSCI reports.
Overall rating	3.5	4	

## FREEDOM OF ASSOCIATION

Is there any evidence that these rights are systematically suppressed?	No	No	Both report highlighted enough on this regard.
Are employees free to form /join independent trade unions?	Yes	Yes	Both report highlighted enough on this regard.
Can employees address grievances to management representatives above their direct superior?	Yes	Yes	Both report highlighted enough on this regard.
Are similar means available in the factory?	Yes	Yes.	Both report highlighted enough on this regard.
Are worker representatives within the factory freely elected?	Yes.	Yes, there were workers representatives in the factory.	SMETA describes more on this regard.
Are employees aware of their rights regarding relevant working conditions?	Yes	Yes.	Both report highlighted enough on this regard.
Have the employees the right for collective bargaining of remuneration work conditions?	Yes	Yes.	Both report highlighted enough on this regard.
Overall rating	4	4	

## WORKING HOURS AND OVERTIME

Are the working hours systematically recorded?	Yes	Yes	Both report highlighted enough on this regard.
Are the breaks compliant to local regulations?	Yes	Yes	Both report highlighted enough on this regard.
Is the max overtime per day/week/month according to local law respected?	No	No	Both report highlighted enough on this regard.
Can employees refuse overtime without consequences?	Yes	Yes	Both report highlighted enough on this regard.
Have employees 1 day off within 7days period or other combinations as per local law?	Yes	Yes	Both report highlighted enough on this regard.
Are the max regular working hours per day/week/month according to local law respected?	Yes	Yes	Both report highlighted enough on this regard.
Are working hours records available indicate separately overtime?	Yes	Yes	Both report highlighted enough on this regard.
Is the international recommendation of max? 48h regular working week and max. 12h/ week overtime respected?	No	No	Both report highlighted enough on this regard.
Overall rating	4	4	

## REMUNERATION / BENEFITS

Is there any evidence that the legal minimum wage is not paid for regular working hours?	No	No	Both report highlighted enough on this regard.
Is there any evidence that overtime hours are not paid at all?	No	No	Both report highlighted enough on this regard.
Are employment conditions on remuneration + working hours covered by individual contracts?	Yes	Yes	Both report highlighted enough on this regard.
Is overtime paid with legal premium?	Yes	Yes	Both report highlighted enough on this regard.
Are all mandatory benefits / social insurances paid according to legal regulations to all employees?	Yes	Yes.	Both report highlighted enough on this regard.
Are holidays paid as per regulations?	Yes	Yes.	Both report highlighted enough on this regard.
Is maternity leave paid as per regulations?	Yes	Yes	Both report highlighted enough on this regard.
Are seniority bonuses paid to longstanding employees?	Yes	Yes.	Both report highlighted enough on this regard.
Are trainees / apprentices + new employees during the probation period paid at least the legal minimum wage?	Yes	Yes	Both report highlighted enough on this regard.
Are wages paid on regular basis in compliance with the local law?	Yes	Yes	Both report highlighted enough on this regard.

Are deductions in compliance with local regulations?	Yes	Yes	Both report highlighted enough on this regard.
Is the amount of deposit required at the beginning of employment justified? Specify amounts + justification:	Null	Null	No information was found on both of the report on this regard.
Overall rating	3.5	3.5	

## HEALTH AND SAFETY

Is there evidence of critical safety hazards on the manufacturing site?	No	No	Both report highlighted enough on this regard.
Are required safety + health certificates available?	Yes	Yes	Both report highlighted enough on this regard.
Are the overall working conditions acceptable for local conditions?	Yes	Yes	Both report highlighted enough on this regard.
Is a management member nominated + active for occupational health + safety issues?	Yes	Yes	Both report highlighted enough on this regard.
Are safety instructions communicated to all employees	Yes	Yes	Both report highlighted enough on this regard.

through posters + other individual instructions?			
Are safety trainings conducted?	Yes	Yes	Both report highlighted enough on this regard.
Are training records available?	Yes	Yes	Both report highlighted enough on this regard.
Does an accident / injury / sickness register exist?	Yes	Yes	Both report highlighted enough on this regard.
Has the supplier official documents confirming compliance with legal Building standards for his activity?	Yes	Yes	Both report highlighted enough on this regard.
Are adequate emergency exits re?	Yes	Yes	Both report highlighted enough on this regard.
Are these exits easily accessible + unblocked?	Yes	Yes	Both report highlighted enough on this regard.
Is the way to the emergency exits clearly marked?	Yes	Yes	Both report highlighted enough on this regard.
Are emergency evacuation exercises conducted for all employees?	Yes	Yes	Both report highlighted enough on this regard.
Is adequate fire-fighting equipment available?	Yes	Yes	Both report highlighted enough on this regard.
Is this equipment properly maintained?	Yes	Yes	Both report highlighted enough on this regard.
Is this equipment easily accessible?	Yes	Yes	Both report highlighted enough on this regard.
Does the factory conduct fire drills for the use of the fire-	Yes	Yes	Both report highlighted enough on this regard.

fighting equipment to a sufficient number of employees?			
Are the electrical installations adequately protected?	Yes	Yes	Both report highlighted enough on this regard.
Does competent electrician periodically check the electrical installations?	Yes	Audit didn't highlight	BSCI showed more information on this regard.
Does the building equipment such as elevators, boilers, pressure vessels etc. appear to be safe?	Yes	Yes	Both report highlighted enough on this regard.
Is this equipment regularly inspected as per local regulations?	Audit didn't highlight	Audit didn't highlight	Both report didn't have any information on this regard.
Are the production machines fitted with adequate safety guards?	Yes, but not all machines	Yes, but not all machines	Both report highlighted enough on this regard.
Are the machines fitted with emergency switch off buttons?	Yes	Audit didn't highlight	BSCI showed more information on this regard.
Are workers specifically trained regarding the risk of accidents at their work place?	Yes	Yes	Both report highlighted enough on this regard.
Are hazardous materials / chemicals properly stored?	Yes	Yes	Both report highlighted enough on this regard.
Are the designated employees properly trained for the handling of these hazardous materials?	Audit didn't highlight	Yes	SMETA showed more information on this regard.
Is adequate personal protective equipment provided to exposed workers?	Yes	Yes	Both report highlighted enough on this regard



Is this equipment at disposal of the workers free of charge?	Yes	Yes	Both report highlighted enough on this regard
Is the use of this equipment actively promoted / enforced by the management?	Yes	Yes	Both report highlighted enough on this regard
Is a sufficient number of toilets available?	Yes	Yes	Both report highlighted enough on this regard
Is drinking water in free access for all employees?	Yes	Yes	Both report highlighted enough on this regard
Are the eating facilities clean + in compliance with the food hygiene requirements?	Yes	Audit didn't highlight	BSCI showed more information on this regard.
Is a first aid / sickroom available with adequate first aid supply?	Yes	Yes	Both report highlighted enough on this regard
Is trained medical staff available on site?	Yes	Yes	Both report highlighted enough on this regard
	3.5	3	

## Environment

Does the factory have Environmental Clearance Certificate?	Yes	Yes	Both report highlighted enough on this regard
Which category does the factory belong to?	Green	Green	Both report highlighted enough on this regard
Do they run the ETP unit on daily basis?	Yes	Yes	Both report highlighted enough on this regard
Overall rating	4	4	

## 4. RESULTS AND DISCUSSION

This study was about measuring the extent to which Compliance Organization is working better in the garment industries also how garments industries are following their compliance obligations or not. Collected data were analyzed and interpreted in line with the objective of this study. From the analysis, the mean and standard deviation of all variables have been calculated separately. Means are indicative of the variables acceptability, on the basis of compliance standard, whereas standard deviations are indicative of deviation among the respondents response.

All the data have been compared with each and every other factory's corresponding data and later have been rated individually. At first each section has been rated and then the average value has been used to rate the whole issue. Later each industry has been rated on overall findings about their existing compliance.

## 4.1 FINAL AVERAGE RATING OF THE FACTORIES

### Summary of the Issues of different Factories:

Those two factories were evaluated in total 09 issues. Each Issue has a total of 5 rating

Here,

- 5-Very Much Above Satisfactory
- 4-Above Satisfactory
- 3-Satisfactory
- 2-Below Satisfactory
- 1-Very Much Below Satisfactory

**The summary of those issues are given below:**

## 4.2 POINTS EARNED BY FACTORIES

Criteria	Factory "A"	Factory "B"
Child Labor	3.5	4
Forced Labor	3.5	4
Discrimination	4	4
Harassment and Abuse	3.5	4
Freedom of Association	4	4
Working Hours and Overtime	4	4
Remuneration / benefits	3.5	3.5
Health and Safety	3.5	3
Environment	4	4

### 4.3 FINAL RESULTS FOR THE FACTORIES

	Factory "A"	Factory "B"
Total Rating Point Available	45	45
Total Rating Points Earned	33.5	34.5
Avg. Rating Point	3.72	3.82

### 4.4 OVERALL FACTORY RATING

#### 4.4.1 Factory A

<b>B</b>	<b>A</b> Very good	Range A: 4 to 5
	<b>B</b> Good	Range B: Less than 4 to 3
	<b>C</b> Acceptable	Range C: Less than 3 to 2
	<b>D</b> Insufficient	Range D: 1 to less than 2
	<b>E</b> Unacceptable	Range E: 1

#### 4.4.2 Factory B

<b>B</b>	<b>A</b> Very good	Range A: 4 to 5
	<b>B</b> Good	Range B: Less than 4 to 3
	<b>C</b> Acceptable	Range C: Less than 3 to 2
	<b>D</b> Insufficient	Range D: 1 to less than 2
	<b>E</b> Unacceptable	Range E: 1

## 4.5. DISCUSSION

### 4.5.1 RECOMMENDATION FOR BSCI CERTIFIED FACTORY “A”

Factory “A” manages to score the average score. It has moderate resource support and manpower. There are many things which can be improved.

**1. Child Labor:** Though according to the laws of Bangladesh, persons above the age of 14 can work in the factory due to the socio-economic condition, it is not the age for them to work in the industry. They can make this happen by not taking labor below 18.

**2. Forced Labor:** In this issue the factory has performed very well. No worker is forced to work here and they are free to leave after their working shift.

**3. Discrimination:** In several factories, it is seen that female workers are preferred than male workers for various reasons. This type of discrimination should not be allowed and every person should get an equal chance to get hired. The factory should create level working ground for each worker. Pregnant women do not get anywhere discriminated as what should be. But still there are lots of things that can be done. They can practically implement every step to ensure safety and comfortability of any pregnant women, such as permitting them to work in ground floor or 1<sup>st</sup> floor rather than going up in the building or give them the permission to use the lift.

**4. Freedom of Association:** Though it may get tough, but with precise planning they can give laborers the opportunity to form a labor organization.

**5. Working Hours and Overtime:** Though no extra overtime work was observed presently but there is a record of extra overtime. The factory should not take too much order and do extra overtime.

**6. Wages and Bonus:** SMETA principles played a great role in this issue. They follow a fixed salary structure for every worker and also pay exact overtime payment properly.

**7. Health and Safety:** The Factory has performed satisfactory. But still there are always chances for improvement to prevent any type of accident.

**8. Workplace Condition:** The factory has also performed very well in this issue also. It is providing almost everything to the workplace more comfortable but there are chances for improvement, such as using less heating bulb in QC, monitoring floor temperature, take necessary steps to keep floor warm during winter, changing the fatigue matt every once in a while, keeping the washrooms germ free etc.

**9. Environment:** The factory has performed satisfactory in this issue. It has been categorized in green category. But there are always chances to make environment safer.

#### **4.5.2 RECOMMENDATION FOR SMETA CERTIFIED FACTORY “B”**

From the result, it is clear that Factory “B” which is **SMETA Certified**, is way more ahead than other factory because of their huge resources and the proper obligations of **SMETA Principles**. They have scored above satisfactory in almost every issue and are ahead of implementing necessary steps to ensure compliance with a few barriers. Those barriers are practically very hard to overcome in Bangladesh in present satiations with the lacking in several sectors like IT. Infrastructure and some other. All the issues have been restated below with recommendations if required for Factory “B” according to the issues:

**1. Child Labor:** Regarding this issue the factory seemed quite strict and according to the authority. They don't support child labor. It is expected to execute this speech in real life every time from the factory.

**2. Forced Labor:** In this issue the factory has performed very well. No worker is forced to work here and they are free to leave after their working shift.

**3. Discrimination:** Factory “B” has also performed in this issue very well. During offering job, they do not discriminate between man and women like other type of factories and also maintain a level working ground for both men women worker. Pregnant women do not get anyhow discriminated as what should be. But still there are lots of thing that can be done. They can practically implement every steps to ensure safety and comfort ability of any pregnant women, such as permitting them to work in ground floor or 1<sup>st</sup> floor rather than going up in the building or give them the permission to use the lift.

**4. Freedom of Association:** Practically, there is no factory with proper labor organization in Bangladesh. Just like other factories they have WPC (Workers Participatory Committee) Factory “B” should implement this thing as they have huge resource. They may have to face some hassle due to the huge number of manpower. As they are the Factory “B” so they should initiate the process so that other type of factory also follow them and let their worker or the opportunity to create labor organization of their own.

**5. Working Hours and Overtime:** In these issue, Factory “B” has done unbelievably well. The factory strictly follows the working duration limit as well as overtime limit. Factory also allows its workers their genuine earned leave on proper causes. One most important thing is they allows woman worker four month of full paid maternity leave with 52 hrs/month overtime payment.

**6. Wages and Bonus:** As usual, Factory “B” has also performed well in this issue too. They follow a fixed salary structure for every worker and also pay exact overtime payment properly.

**7. Health and Safety:** The Factory has performed comparatively well than other type of factories. Though all of them are providing almost every facility but due to huge resource of Factory “B” it can execute everything perfectly and can ensure all the safety and securities better than other factories. But still there are always chances for improvement to prevent any type of accident.

**8. Environment:** The factory has performed well in this issue as they follow ZDHC rules and belong to green category. But there are always chances to make environment safer.

### **4.5.3 OVERALL RECOMMENDATIONS OF COMPLIANCES FOR RMG INDUSTRIES OF BANGLADESH.**

1. RMG factories should assure good production and official layout with perfect location, resources, and tools. Organizations should tape up idle machines and properly store them away from the manufacturing plant.
2. To avoid a conflict of interest, all personnel associated with this future industry should be excited. This means that employees and employers should not put themselves in situations where they must choose between their own, business or financial interests and the interests of the readymade garment companies.
3. Employees must be correctly seated for the waist and footrest. Any organization's workforce is its beating heart. RMG manufacturers should ensure the workforce's proper rest for the fixed duration, which can readily enhance this industry's productivity.
4. Chairs with backrests should be provided by industries. Fatigue will undoubtedly occur while work in a place; to alleviate this form of tiredness, garment manufacturers should provide a place with a proper chair, which can assure the backrest of the labor at the appropriate moment.
5. RMG industries should have adequate leg space to allow easy leg movement of the workers. That means the manufacturing plant's layout should be more spacious.
6. To be competitive, industries should comply with international standard code, such as ISO or recommended standards of buyers
7. Factories should have effective fire distinguisher and separate and adequate space for entrance and exit of the workers. Every display and control system must be understandable to all employees and workers.
8. RMG industries must provide a healthy, safe, and standard working environment for their employees. In this circumstance, organizations should give adequate ventilation, light, and air. Owners of such facilities should adhere to legal regulations as much as possible, minimize the use and discharge of hazardous substances, and promote resource recycling.



## 5. CONCLUSION

The international textile business is tremendously competitive. In the context of growing competition among RMG exporting countries and consumer preference for products that meet internationally recognized standards, it is essential for Bangladesh's RMG suppliers to improve compliance in their factories. RMG authorities in Bangladesh should implement effective policies on housekeeping, material storage and handling, workstation design, fair wage, fair disciplinary action, and workplace violence. RMG is, however, the most flourishing sector in Bangladesh and it would be imperative that each and every issue related to improvement of productivity as well as quality is strictly followed to survive in the global market. On the other hand, to achieve the buyer requirement it is necessary to implement compliant factors. The RMG industries of Bangladesh are aware of the importance of social and environmental code of conduct. The government, private sector and development partners are pushing for full compliance with mandatory requirements as specified in the law. The Bangladesh labor law 2006 is a strong piece of legislation and covers most international standards. By complying with this law, manufactures are only a few steps away from meeting international standards, a point they should capitalize on. In the quota free apparels market, Bangladesh must compete with all major players to sustain its existing share as well as expand into new territories. Compliance is a key requirement for all global buyers, hence Bangladeshi manufacturers must equip themselves with these tools in order to maintain the dynamism of their industry. Owners of RMG factories must emphasize on employment conditions, working conditions and occupational safety and health management to be more competitive in the international trade of textile and clothing business era. Moreover, regular practice of compliance codes of conduct can bring higher price of products, lower labor unrest, less worker turnover rate, highest worker morality, highest productivity and product quality, smooth industrial relation as well as global image and reputation. So, Bangladesh RMG firms need to deal with above mentioned compliance issues strictly in order to remain competitive in the global market.

## 5.1 REFERENCE

- ✓ <https://compliancebangladesh.com/>
- ✓ [SMETA Audit Code of Conduct \(compliancebangladesh.com\)](#)
- ✓ [amfori - trade with purpose | amfori](#)
- ✓ [Sustainable Supply Chain Solutions - Sedex](#)
- ✓ [Compliance - Business Dictionary](#)
- ✓ [How the 4th Industrial Revolution Is Changing the RMG Sector \(lightcastlebd.com\)](#)
- ✓ [BSCI Supplier Audits Sample Report | QIMA](#)
- ✓ [International Associates - Supplier Ethical Data Exchange | International Associates \(ia-uk.com\)](#)

## Compliance

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