



**Daffodil**  
*International*  
**University**

# **“An Evaluation of the Employees’ Satisfaction of Shangu Tex Ltd”**

## **Submitted To**

Dr. Mohammed Masum Iqbal

Professor

Department of Business Administration

Faculty of Business & Entrepreneurship

## **Submitted By**

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Program: BBA

Batch: 40<sup>th</sup>

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**This Internship Report is submitted to the Department of Business Administration, Daffodil International University for the Partial Requirement of the Degree of Bachelor of Business Administration (BBA)**

## **LETTER OF TRANSMITTAL**

Date:

To

Dr. Mohammed Masum Iqbal

Professor

Department of Business Administration

Daffodil International University

Dattapara, Ashulia, Savar Dhaka

**Subject: Submission of Internship Report on An Evaluation of the Employees' satisfaction of Shangu Tex Ltd.**

Sir,

It gives me immense pleasure to submit the report on “An Evaluation of the Employees' satisfaction of Shangu Tex Ltd” as the requirement of the B.B.A. programs Major in Marketing and HRM, Daffodil International University.

Apart from the academic knowledge gained, preparation of report has given me the opportunity to acquire a practical experience. I express my gratitude to you for providing me the opportunity to learn about the successful business organization. In spite of various shortcomings, I have devoted my best to this organization. I hope you will appreciate my endeavour and find the report up to your expectation.

It has to be mention further that without your expert advice and co-operation it would not have been possible to complete this report. I shall be pleased to answer any sort of query you may have regarding this report.

Sincerely Yours

.....

MD. Robiul Islam Robin

ID: 151-11-201, Session: 2015-2019

BBA (40<sup>th</sup> Batch)

Major in Marketing and HRM

Daffodil International University (DIU)

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## SUPERVISOR`S CERTIFICATION

This is to certify that Md. Robiul Islam Robin, a student of Bachelor of Business Administration, Major in Marketing, Daffodil International University, Dhaka, session 2015-2019 has successfully completed his report entitled “An Evaluation of the Employees’ Satisfaction of Shangu Tex Ltd” under my supervision and guidance as a partial fulfilment of the requirements for the degree of Bachelor of Business Administration (BBA) in Marketing.

The report is recommended for submission.

I wish him a great success.

-----  
**Signature of the Supervisor**

Dr. Mohammed Masum Iqbal

Professor

Department of Business Administration

Faculty of Business & Entrepreneurship

Daffodil International University

## **DECLARATION**

Hereby I declare that this internship report on “An Evaluation of the Employees’ Satisfaction of Shangu Tex Ltd” has been prepared as a requirement of the internship program towards the fulfilment for the degree of Bachelor of Business Administration (BBA), major in Marketing and HRM at Daffodil International University.

The preparation of this formal report is of an integral part of our BBA program and I am quite happy to submit it duty applying all that I think should have to be included.

All the works presented here is done with utmost sincerely and honestly. I have tried to make this report comprehensive and informative.

I hope and sincerely believed that this report will serve the purpose of my internship program. My effort will be rewarded only if it adds values an internship literature.

.....

Md. Robiul Islam Robin

ID: 151-11-201, Session: 2015-2019

Program: Bachelor of Business Administration (BBA)

Major in Marketing and HRM

Daffodil International University (DIU)

## **ACKNOWLEDGEMENT**

No work can be completed without taking help of others. In every step of this study many individual and institutional experts supported me. It gives me an immense pleasure to acknowledge them with my gratitude.

To this regard I would like to take the opportunity to express my gratitude to my supervisor, Dr. Mohammed Masum Iqbal Daffodil International University (DIU). His sincere guidance, valuable advice and endless inspiration enable me to overcome all of the quandaries that cropped up during the course of my Thesis report and while preparing this report.

Shangu Tex Ltd and other officials such as many Departmental Officer and Admin Officer and so on for their comments and endless assistance. I express my deepest sense of regards and gratitude to them.

I would like to take this opportunity to thank for providing me such an opportunity to come close to the real business world and gain experience about Shangu Tex Ltd.

## **EXECUTIVE SUMMARY**

This report is prepared to evaluate the employees' satisfaction of Shangu Tex Ltd. Which is entitled "An Evaluation of the Employees' Satisfaction of Shangu Tex Ltd" as a requirement of internship under the BBA program of Daffodil International University. Apart from the academic knowledge gained, preparation of report has given me the opportunity to acquire a practical experience.

This report is prepared for the internship report as a necessity of BBA program under the daffodil international university. this report will help to understand the exposure of on the job training in an organization and help to match the theoretical knowledge in a practical situation.

Authority give me the permission to place myself in SHANGU TEX LTD-2 and they choose to evaluate the employees' satisfaction of this organization under the supervision of Mr. Nurul Islam (admin officer) Shangu Tex Ltd.

The study has been carried out with some objectives such as to explain job satisfaction, to measure the satisfaction, to find out some problems and to make some recommendations for the study.

Target population was all the employees of Shangu Tex Ltd who are the part of employees' job satisfaction in the organization. Sample size of the study is 30 Simple Random Sampling technique was used as a matter of collecting data from the target population for the purpose of conducting the study. Questionnaire method and Observation method have used to conduct the study. In questionnaire multiple choice question and open-ended question was used to collect the data. There was a questionnaire with four Likert scale used to collect the information for this report.

Many problems are identified by the study such as lack of supervision, less benefits and less opportunities, work hour problems, lack of responsible, biasness in the organization. And related to these problems some recommendations are also given in the study. So that they can overcome from those problems.

In conclusion, I can say that, Human Resources department of Shangu Tex Ltd-2 gives me a pleasure to learn the employee satisfaction properly. From this organization, I have learned practical knowledge about employee satisfaction on the basis of my research I can say that employee attitudes typically reflect the moral of the company. Satisfied employees are extremely important because they represent the company to the public.

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# **An Evaluation of the Employees’ Satisfaction of Shangu Tex Ltd**

## **Chapter One:**

### **Introduction**



## **1.1 Introduction**

After the independence, our country has become the empty basket with a hole, because there were no major industries in our country. Our economic condition was very bad. Our country stands as poorest in the world. Without enough resource it has become very hard for our country to rise again. After facing all the challenges our country has become the middle-income nation across the world. To become economically strong in the world, RMG has a big part in this glory. Nowadays our RMG is very famous in the world. In Bangladesh 80 percent of its earning come from the RMG sector.

In 1980 this industry started the journey in our country. Nurool Quader Khan(late) is the pioneer of the RMG sector in our country. In 1978 Nurool Quader Khan sent 130 people in south Korea to learn how to produce ready-made garment for export. Then he established his Desh Garments in our country. where the journey begins of our increasing export income. After that few more businessman and entrepreneur have shown their interest in this sector. now we have 6 percent of growth of this industry per year. When the golden time of jute export has fallen dramatically our RMG sector have come as light in the darkness. Now our country is one of the reputed RMG exporter nation in the world. Many brands and buyers have admitted that our RMG have better quality than others.

RMG have not only change the image of our country also increase the living standard of our population, millions of people are working in this industry most of them are female worker. This industry also ensures the women empowerment in our country. Unemployment have been reduced because of this industry. It also ensures the child labour act, workplace safety, reduce recession, workers right, minimum wages rights.

As a student of business, it feels like garment industry is the perfect place to gather some practical knowledge. For developing the professional skill of a student 'Daffodil International University 'Bangladesh has taken internship program as mandatory for BBA program. That's why our authority grant me the permission to place myself in a garment's factory name' SHANGU TEX LTD-2 'for three months.

## **1.2 Background of the Study**

This report is prepared for the internship report as a necessity of BBA program under the daffodil international university. this report will help to understand the exposure of on the job training in an organization and help to match the theoretical knowledge in a practical situation. Many students of Daffodil International University are assigned in various organization enterprises to gather the practical knowledge and evaluate and measure many terms as a project during their internship period and our university authority give me the permission to place myself in SHANGU TEX LTD-2 and I chose to evaluate the employee job satisfaction of this organization under the supervision of Mr. Nurul Islam (Admin officer) Shangu Tex Ltd-2.

## **1.3 Objectives of the Study**

The study has been carried out with the following objectives:

- To explain job satisfaction;
- To measure employees' satisfaction of Shangu Tex Ltd;
- To identify problems related to job satisfaction of Shangu Tex Ltd;
- To make some recommendations to solve the problem;

## **1.4 Limitations of the Study**

In every study some limitations will arise as a barrier of the study. Few limitations are given below:

The time period of the study is very sort and it is hard to understand and collect the information very deeply in three months.

In garments factory working pressure is another limitation in collecting the information properly by its respondents.

Confidentiality is another limitation in the study. Every organization has its own confidential information which are not revealed by the employees' in front of an intern.

Few employees lack of willing to participate is another limitation

Level of the respondent is another limitation, some are high and some are low level employee.

## **1.5 Scope of the Study**

As mentioned before this report is a reflection of three months internship program in Shangu Tex Ltd-2. And all the possible terms are used to justify or evaluate the employees' satisfaction. All the department of Shangu Tex Ltd-2 are participated in this study so that it could bring some good outcomes.

## **1.6 Methodology of the Study**

When all is said in done, Methodology is the proficient clarification of succession of enacts required. In this internship report, both the graphical and exploratory strategy has been utilized, to get internship report components and to actualize the report I worked in a few stages. Those means are Questionnaire improvement, and information gathering, information investigation.

### **Sampling Design**

Target population was all the employees of Shangu Tex LTD who are the part of employees' job satisfaction in the organization.

Sample size of the study is 30

Simple Random Sampling technique was used as a matter of collecting data from the target population for the purpose of conducting the study.

Questionnaire method and Observation method have used to conduct the study.

In questionnaire multiple choice question and open-ended question was used to collect the data.

There was a questionnaire with four Likert scale used to collect the information for this report.

And the data was representing by graphical tool for express the inner view of the study.

Time of data collection around 1 week.

**Primary Data:**

Primary data are actually collected from employee of the organization. employees from different departments helped to gather the primary data for the study. Many executives and officers express their willing to provide needed information for the study. Some interesting information and many important data were collected by myself during the internship time. Survey questionnaire was very efficient method to collect the primary data for this study.

Observation method also help for collection primary data for the study.

**Secondary Data**

Few secondary data were collected from the organization annual report, organization account section for the financial condition of the organization. merchandising section also help me to get the information about the order quantity of this organization. And some information was collected from its website.

# **Chapter Two:**

## **Organizational Overview**

## **2.1 Background of the Organization**

Shangu Tex Ltd was established on 05 April 2001 this factory was first established in Banani chairman Bari Dhaka in a position by paying rent. They were collecting sub contract that time. With some few orders, by ensuring the quality they gain their reputation and gain the buyers trust within few months. This is the time when they taste the success for their hard work. after one-year shangu Tex establisher their own factory in Dosaid, Ashulia near the EPZ. This this the journey of their today's success. after few years they established another factory in tongi which is known as the Shangu Tex Ltd -1. But SHANGU TEX LTD-2 is known as the head office of their garments factory which is located in Dosaid,

Ashulia. Currently more than 2500 workers are working for Shangu Tex Ltd. It has 60000 SQFT space for their production in each 4 floors. In present years this factory has annually 10 million us dollar turnover.

They have also ensured fair compensation and benefits for their workers, they offer these benefits to their workers.

- Fair compensation according to labour act
- Nice sanitary facilities
- Transportation
- Medical
- Dinning
- Refreshment

In this challenging journey EXIM Bank Ltd help, them a lot with the financial support. Exim bank ltd is handling their financial activity, all the LC was done with the help of Exim Bank. they also help the organization to handle their customer supplier financial activity. Exim Banks help them with these services.

- Prepare LC
- Handle supplier
- Handle buyer
- Provide loan
- Salary service for worker

This factory earned their huge reputation in the world garments market. Quality of their product is so good. they have expert sections for ensure the quality of their product such as;

- Expert cutting section
- Expert sample section
- Expert sewing section
- Expert quality control
- Industrial engineer for production plan
- Expert merchandising section for handle buyers
- Nice finishing section
- Huge store house for fabrics and accessories
- Expert HR department for handle the workers
- Workers welfare

Shangu Tex Ltd have many big buyers across the world. There buyers were very trustworthy towards them. worldwide known Walmart is one of their buyers they have buyers from USA, FRANCE, GERMANY, CANADA, ITALY, MEXICO, BELGIUM, NETHERLAND, JAPAN

They only prepare woven product such as top woven and under woven. Types of garment they prepare are.;

- Shirts for men and women
- Shirts for boys and girls
- Pajama sets
- Ladies dress, ladies' blouse
- Uniforms

## **2.2 Mission**

Mission of Shangu Tex Ltd is to gain effectiveness, be profitable and renowned as responsible for quality assurance. That's why they are trying to increase the production capacity so that they could meet the buyer's requirements. As described, there is a huge demand for their product in the world market. They are also working through efficiency in,

- Operations,
- Cost,
- Dedication,
- Conformance
- Innovations

## **2.3 Vision**

At Shangu Tex Ltd, they perform as one by following their qualities and moral rules set of principles as a wellspring of direction and motivation, which empower them to accomplish their vision.

Every single individual from Shangu Tex Ltd family assumes an imperative job in this interest. Worldwide Textile's development and improvement is ascribed to the commitment of aptitudes, abilities and thoughts of its kin. Worldwide Textile pursues its fundamental beliefs of Accountability, coordinated effort, Transparency and Stretch. They were glad for their responsibility that empowers them to reliably and quantifiably upgrade the nature of their items and administrations to their clients.



# **Chapter Three:**

## **Employees' Satisfaction**

### 3.1 Analyses

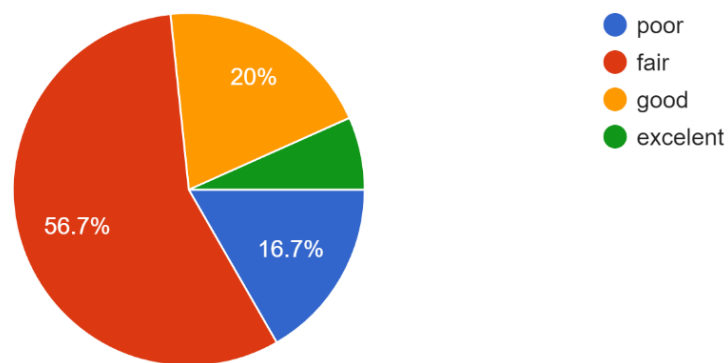
According to the response of the respondents with the questionnaire from are given below:

**Table 1**

In this table we can see what the respondents are thinking about their availability of clear job description.

#### Availability of clear job description .

30 responses



This figure shows us that 56.7 percent of its respondent think clear job description of their job is fair, 20 percent think its good, 16.7 percent thinks its poor and rest of them think its excellent.

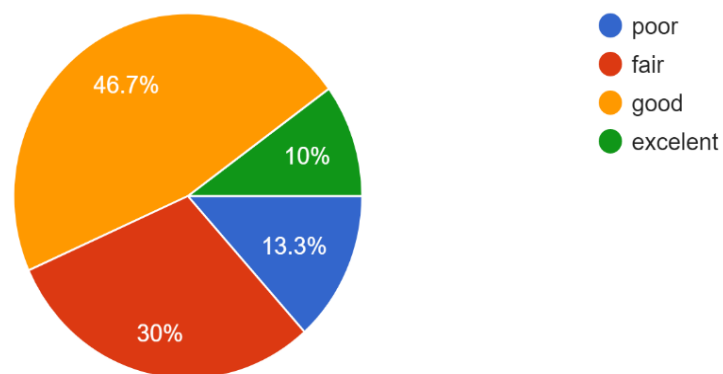
It means the availability of their clear job description is good in the organization majority of the respondent are satisfied with their clear job description.

## Table 2

This table is showing us how satisfied they are with their sufficient training material and opportunities to allow to perform their job well.

### Sufficient training material and opportunities to allow you to perform your job well.

30 responses



This figure shows that 46.7 percent of the total respondent think that their training materials and opportunities to allow them to perform their job is good. 30 percent think it's fair, 10 percent think its excellent ant 13.3 percent think its poor

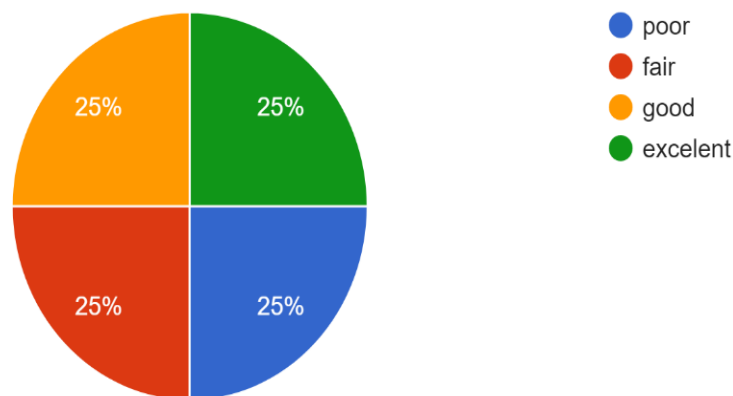
So, it seems like majority of the respondent are satisfied with their training materials and opportunities to perform their job but few thinks its poor that's why it should be implement for the betterment of the employee in the organization

### Table 3

This table show us how satisfied they are with the supervision of their supervisor for assist them and carry out their duties.

### Availability of a supervisor to answer your question and to assist you to carry out your duties.

28 responses



In this figure we can see that 25 percent of the respondent think that the supervision of the supervisor to assist them and carry out their job is poor. 25 percent thinks it's fair. 25 percent think it's good, 25 percent think its excellent.

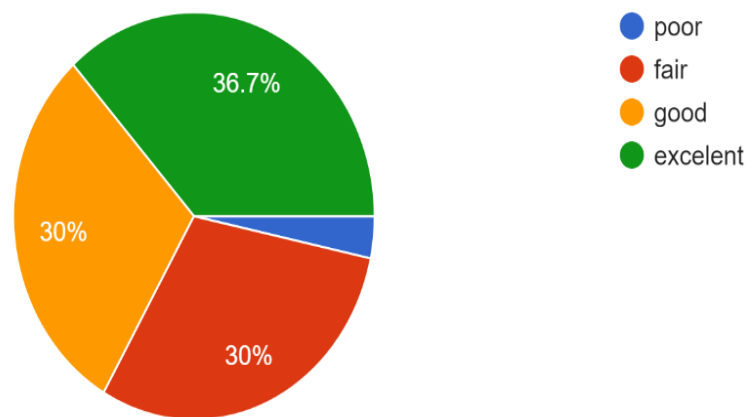
So, it seems this content has equal response but majority of the respondent are satisfied with the supervision of the supervisor but a quarter of respondent are not satisfied with the supervision. There must be some lack of good relation with their supervisor. supervisor must pay equal attention to every subordinate for the employee satisfaction.

#### Table 4

This table show us the satisfaction of the employees about the relationship between supervisor and co-worker.

### Relationship with your supervisor/co employee.

30 responses



In this figure we can see that 36.7 percent of the total respondent think that relationship between supervisor and co-worker is excellent. 30 percent think it's fair. 30 percent think it's good and rest of the respondent think its poor.

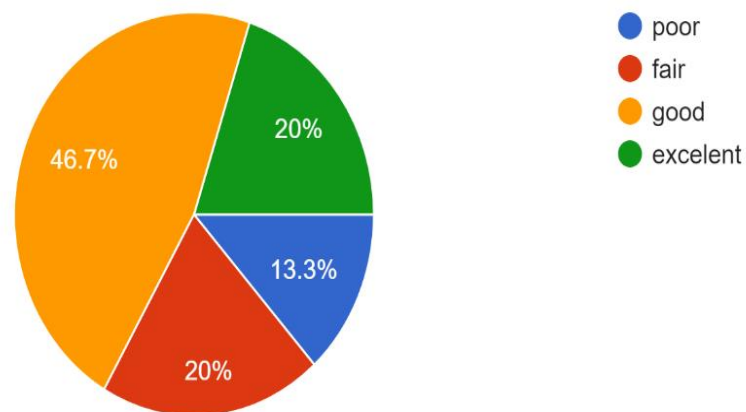
So, it seems that majority of the respondent are satisfied with the relationship with their supervisor and co-worker ,96.7 percent are satisfied. So overall observation we can see employee are satisfied.

### Table 5

This table show us how satisfied the employees are with the evaluation and feedback regarding their performance

### Feedback and evaluation regarding your performance.

30 responses



In this figure it shows that 46.7 percent of the total respondent think that evaluation and feedback of their performance is good. 20 percent think its fair .20 percent think its excellent and 13.3 percent think its poor.

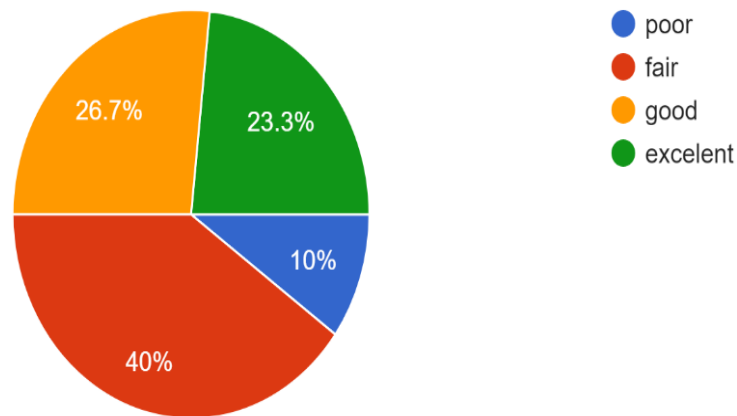
So, it seems that majority of the respondent are satisfied with the evaluation and feedback regarding their performance it shows 86.7 percent are satisfied.

**Table 6**

This table shows us how satisfied the employees with the recognition by their supervisor for their accomplishment

### Recognition by your supervisor for your accomplishment.

30 responses



In this figure we can see that 40 percent of the total respondent thinks that recognition of the supervisor for their accomplishment is fair, 26.7 percent think its good, 23.3 percent think its excellent and 10 percent of the respondent thinks its poor.

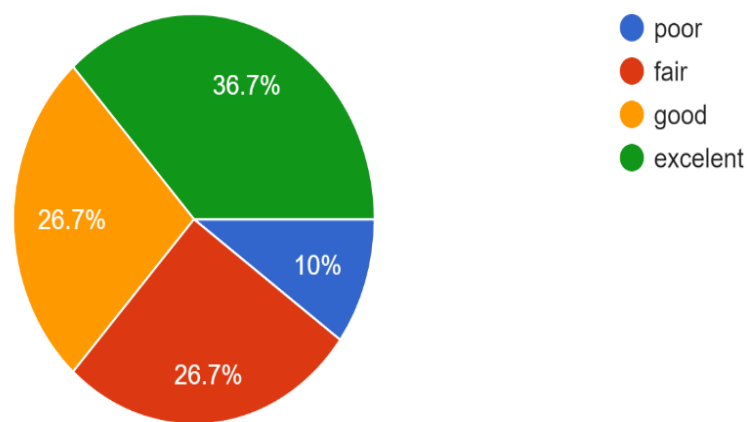
It seems that the majority of the employee are satisfied with the recognition by their supervisor for their accomplishment. 90 percent of the employee are satisfied.

### Table 7

This table is showing that how satisfied the employees' are with the fairness in supervision and employment opportunities.

### Fairness in supervision and employment opportunities.

30 responses



In this figure it shows that 36.7 percent of the total respondent thinks that fairness in supervision and employment opportunities are excellent in the organization, 26.7percent thinks that its good, 26.7 percent thinks that its fair and rest of the 10 percent think its poor.

So, it seems that majority of the respondent are satisfied with the fairness in supervision and employment opportunities, 90 percent of the respondent are satisfied.

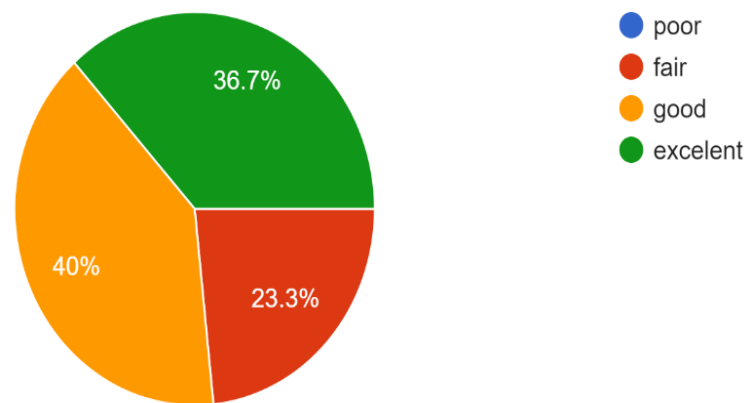


**Table 8**

This table shows how satisfied the respondent are with their rate of pay

### Your rate of pay for your work.

30 responses



In this figure it shows that 40 percent of the total respondent think that their rate of pay for their work is good, 36.7 percent thinks that its excellent, 23.3 percent thinks that its fair.

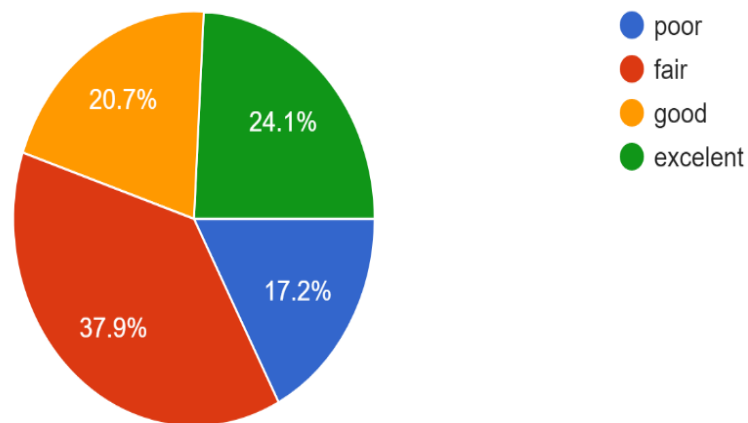
So, it seems that total respondents are satisfied with the rate of their pay for their work. No one is dissatisfied by the rate of their pay.

**Table 9**

This table shows that how satisfied the respondents are with the benefits they received from the organization

### Benefits you receive (medical, insurance)Benefits you receive (medical, insurance)

29 responses



In this figure it shows that 37.9 percent of the total respondent thinks that the benefits they receive from the organization is fair, 24.1 percent thinks that its excellent, 20.7 percent thinks that its good and 17.2 percent of the respondent thinks that its poor.

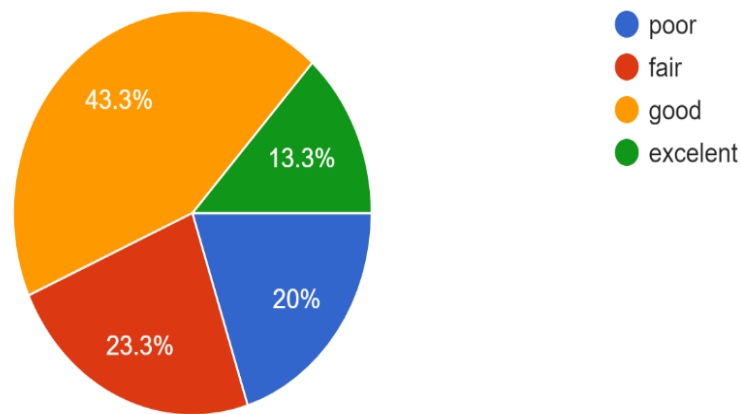
So, it seems that majority of the respondent are satisfied with the benefits they received from their organization. But few are not satisfied with the benefits they receive.

**Table 10**

This table shows that how satisfied the employees are with the opportunities to share your ideas about improving the service.

### Opportunities to share your ideas about improving the service.

30 responses



In this figure it shows that 43.3 percent of the total respondent thinks that the opportunities to share their ideas about improving the service is good. 23.3 percent thinks that its fair, 13.3 percent thinks that its excellent and 20 percent thinks that its poor.

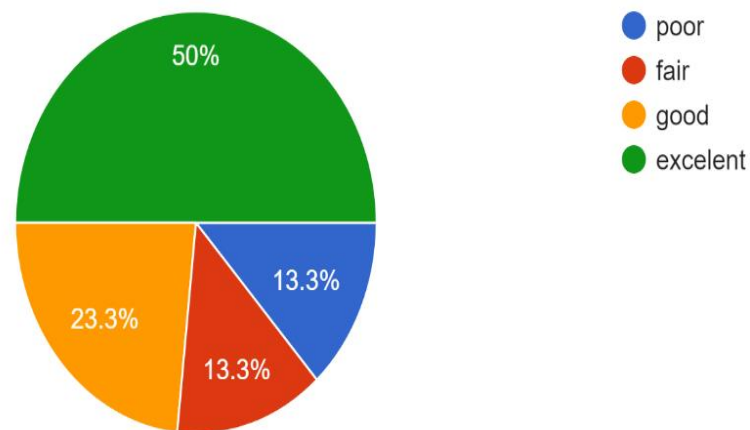
So, it seems that majority of the respondents are satisfied with opportunities to share their ideas about improving the service. 80 percent employee are satisfied.

**Table 11**

This table shows that how satisfied the employees are with their work our flexibility.

### Your work hour flexibility.

30 responses



In this figure it shows that 50 percent of the total respondent thinks that their work hour flexibility is excellent, 23.3 percent thinks that its good, 13.3 percent thinks that its fair, and rest of the 13. 3 percent thinks that its poor.

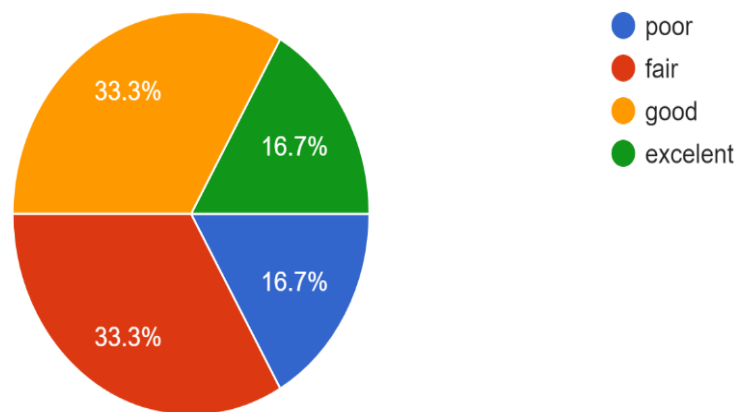
So, it seems that majority of the total respondent are satisfied with their work hour flexibility. Total 86.7 percent are satisfied with their work hour flexibility.

**Table 12**

This table shows that how satisfied the respondents are with the opportunities for ongoing professional development.

### Opportunities for ongoing professional development.

30 responses



In this figure it shows that 33.3 percent of the total respondent thinks that the opportunities for ongoing professional development is fair, 33.3 percent thinks that its good, 16.7 percent thinks that its excellent and rest of the 16.7 percent thinks that its poor.

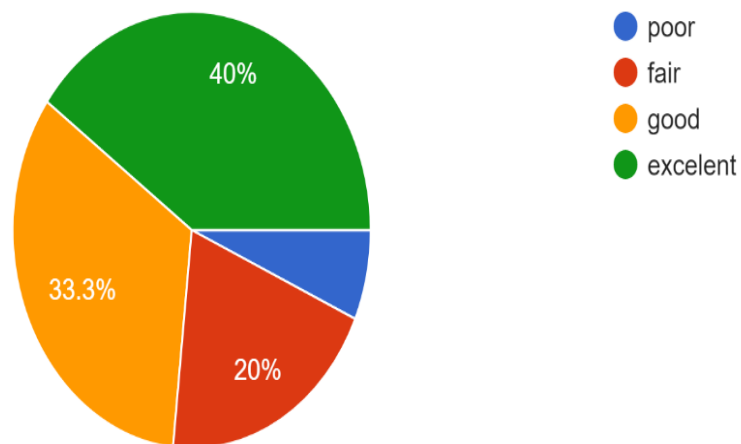
So, it seems that majority of the total respondent are satisfied with the opportunities for ongoing professional development. 83.3 percent employee of the organization are satisfied with their scope of ongoing professional development.

**Table 13**

This table shows that how satisfied the employees are with the safety and security issue at their workplace.

### Safety and security at your workplace.

30 responses



In this figure it shows that 40 percent of the total respondents thinks that safety and security at their workplace is excellent, 33.3 percent thinks that its good, 20 percent thinks that its fair and rest of the respondent thinks that its poor.

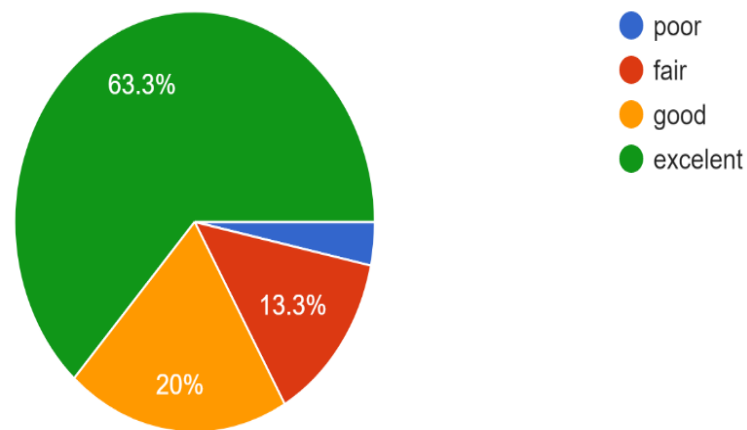
So, it seems that majority of the respondent are satisfied with the safety and security at their workplace. 93,3 percent of the total respondent are satisfied with safety and security at their workplace.

**Table 14**

This table shows that how satisfied the employees are with the opportunities for learning and growing.

### Opportunities for learning and growing.

30 responses



In this figure it shows that 63.3 percent of the total respondent are thinks that opportunities for learning and growing is excellent, 20 percent thinks that its good, 13.3 percent thinks that its fair and rest of the respondent thinks that its poor.

So, it seems that the majority of the total respondent are satisfied with the opportunities for learning and growing. 96.6 percent of the employee are satisfied.

## **Chapter Four:**

# **Problems and Recommendations**



## **4.1 problems Identified**

There are some problems in the study and those are given below:

1. Partiality of supervision among the employees' in the organization. A quarter of the respondent think they are not well guided to carry out their duties.
2. Benefits they received is not so good.
3. Lack of opportunities to share their ideas about service.
4. Work hour is another problem, as it is a garments factory work hour vary for different schedule.
5. Employee don't take responsibilities in a bad situation. One department blame another if anything goes wrong in the production.
6. Strong relative biasness in the organization is visible. Authority is biased with the relative's opinion in the workplace.
7. There is no sufficient worker in many sectors.

## **4.2 Recommendations**

Few recommendations are given bellow according to the problems of the study:

1. Supervisor must treat all the employee equally. Supervision towards all the employees' must be fair and equal, there is no scope to give it more or less.
2. Benefits towards employee must be increase. In a garments factory any accident can happen any time. So, benefits like (medical, life insurance) should be increase.
3. Employees' of the organization should be empowered to take decisions and share their views in the organization.
4. Work hour should be well structured carefully to avoid work hour problems.
5. Try to increase the responsiveness among the employee to stop blaming each other.
6. Relative biasness must be reduced to prevent unwanted complications among employees.
7. Hire needed worker for reducing the unwanted work pressure in the organization.

# **Chapter Five:**

## **conclusion**

## **5.1 Conclusion**

In conclusion, I can say that, Human Resources department of Shangu Tex Ltd-2 gives me a pleasure to learn the employee satisfaction properly. From this organization, I have learned practical knowledge about employee satisfaction on the basis of my research I can say that employee attitudes typically reflect the moral of the company. Satisfied employees are extremely important because they represent the company to the public.

So, Shangu Tex Ltd-2 should develop strategies that strengthen the work environment and employee morale and employee satisfaction to enhance employee performance and productivity, which ultimately results in high profits. Customer satisfaction as well as customer retention.

Since my temporary job program was coordinated to comprehend the dimension of occupation fulfilment, I needed to pick up the down to earth zone of duties and of accountabilities of the worker so I could associate with them to survey their perspectives about and relations with the association. I attempted best to ask the staffs straightforwardly and by implication to accumulate my data. Be that as it may. My undertaking was intended to comprehend the dimension of occupation fulfilment of the worker of the Shangu Tex Ltd-2. For setting up this report I utilized essential and optional information. The goals of the report were comprehended dimension of occupation fulfilment of the workers of the Shangu Tex Ltd-2. Along these lines, the exploration was intended to accomplish it. The past examinations on this issue for all intents and purposes and exactly discovered that activity fulfilment generally relies upon the quantity of interrelated segments, for example, work environment, absence of sexual orientation segregation, impartial promotion strategies. Notwithstanding contrasts in assessments made by the workers of the association on what the examination was led, what the investigation finds is that they are very fulfilled in their activity.

## 5.2 REFERENCES

### Web References:

- <http://www.bgmea.com.bd/home/pages/aboutgarmentsindustry>
- <https://shangutexbd.com/>
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## 5.3Appendix

### Employee Job Satisfaction.

Dear valued respondents,

This survey is for the employee of “**SHANGU TEX LTD-2**”. As an intern student of **Daffodil International University**, I am doing my internship in your organization. It would be great if you kindly answer this questionnaire and help me to measure employee satisfaction of this organization.

Name:

Gender:

	Poor	Fair	Good	Excellent
1 Availability of clear job description.	1	2	3	4
2 Sufficient training material and opportunities to allow you to perform your job well.	1	2	3	4
3 Availability of a supervisor to answer your question and to assist you to carry out your duties.	1	2	3	4
4 Relationship with your supervisor/co employee.	1	2	3	4
5 Feedback and evaluation regarding your performance.	1	2	3	4
6 Recognition by your supervisor for your accomplishment.	1	2	3	4
7 Fairness in supervision and employment opportunities.	1	2	3	4
8 Your rate of pay for your work.	1	2	3	4
9 Benefits you receive (medical, insurance)	1	2	3	4
10 Opportunities to share your ideas about improving the service.	1	2	3	4
11 Your work hour flexibility.	1	2	3	4
12 Opportunities for ongoing professional development.	1	2	3	4
13 Safety and security at your workplace	1	2	3	4
14 Opportunities for learning and growing.	1	2	3	4
15 Your opinion/ any suggestion if needed.				

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