

Internship Report On

**“Analysis of HR Policy and Practices on Fabrica Knit
Composite Limited”**

Prepared for
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*A Report Submitted to the Department of Business Administration, Daffodil International
University in Partial Fulfillment of the Requirements for the Degree of Master of Business
Administration (MBA)*



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Letter of Approval

I have the pleasure to certify that **Nela Islam, ID: 201-14-187, Batch: 55th** is the student of MBA program (Major in HRM), Department of Business Administration has successfully completed her Internship Program on FKCL under the supervision as the partial fulfillment for the certificate of MBA professional degree.

She has done her work according to my instructions and guidance. She has tried her utmost to make this report good. I also certify that I have gone through the draft thoroughly and it is satisfactory to serve the stated purpose.

She was found sincere, honest, hardworking and energetic during the program. I wish her prosperity and best of luck.

.....

Syed Mizanur Rahman

Associate Professor

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Daffodil International University

Acknowledgement

I would like to express my deep gratitude to all those who have been helpful in the preparation of this internship report. It certainly would not have been possible without the help of many people and I would like to acknowledge my pleasure to all those who had helped me during this entire process.

At the very beginning I would like to express my deepest gratitude to almighty for giving me the strength and the composure to finish the task. Internship report is an essential part of the MBA program and to complete the process I have worked in Fabrica Knit Composite Ltd.

It is a great pleasure to prepare internship report on “*Analysis of HR Policy and Practices in Fabrica Knit Composite Limited*”. On this manner I would like to express my deepest gratitude to my honorable academic supervisor, **Syed Mizanur Rahman, Associate Professor, Faculty of Business and Economics, Daffodil International University** for permitting and guiding me to prepare the report.

I want to thank my organizational supervisor **Nasirul Gani Saiket, Sr. Manager, HR & Compliance, Fabrica Knit Composite Limited** for supervising and helping me in the work at Fabrica Knit Composite Ltd. Above all I like to give thanks to every member of Fabrica Knit Composite Ltd for their helping hand towards me.

Thanks to all.

.....

Nela Islam

ID: 201-14-187

Batch: 55th

Department of Business Administration

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Executive Summary

The title of the study is “Analysis of HR Policy and Practices in Fabrica Knit Composite Limited”. In this report I have tried to give an overview of the HR Policies and Practice in Fabrica Knit Composite Limited which continued for three months. I have tried to portrait my internship program through this report which includes how I had to carry out different managerial functions to complete the job task and attain the desired goal.

The report covers the how employees and workers of RMG sector are trained, compensated and recruited. Even though it is not one of those huge companies where the information is easily accessible, I tried my best to cover those in this report.

Finally, it says about my findings and recommendations for Fabrica Knit Composite Limited which I think they should consider enhancing business performance and increasing the employee productivity

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Chapter 1

INTRODUCTION

1.1 STATEMENT OF THE PROBLEM:

Fabrica Knit Composite Limited is a world class cloth manufacturing company popular for its huge production capacity, extensive and unique research and development center and high skilled human resources. At present Fabrica Knit Composite Limited manufacturing more than 10 types of product. Those are T-Shirt, Polo-Shirt, Sweat-shirt, Tank-top, Jacket, Trouser, Legging, Nightwear, Undergarments and Kids-wear. Now they are exporting more than 12 countries all over the world. With continuous focus on quality improvement and value addition, adoption of updated processing technology, commitment towards maintaining safe and healthy workplace for the workers and strict adherence to customers compliance requirements, Fabrica Knit Composite Limited has become one of the most preferred suppliers of the leading global fashion retailers. Fabrica Knit Composite Ltd is a 100% export-oriented garments manufacturing industry. It has started commercial production in 2007. It's a private limited company and it is a "C" category company that means there are 100% local investors. It is located in Bashaid, Ashulia, Savar, Dhaka, Bangladesh.

The main objective of the study is analyzing the "HR Policy and Practices of Fabrica Knit composite Limited" to understand the HR functions, recruitment & selection process, training process after recruitment, to highlight the compensation & benefits provided, to know code of conduct & policy & employee welfare, to recommend necessary steps for overcoming problem.

1.2 BACKGROUND

In this section, researcher summarized the findings regarding the previous research of HR Policy and Practices used to measure the performance of the management as well as the company. Those are mostly described the different settings other than the Bangladesh RMG perspectives.

- ✓ **Kundu. Subhash C., Divya Malhan (2009)** in their article on "Human Resources Management Practices in Insurance Companies: The study was made in Indian and MNC's and explains the benefits of the organization is generated only by Human Resources. However, the advantage of giving insurance to the Human Resources is one of the

employee benefits issued by the Human Resource Management. The findings of the study says that both domestic and international Insurance companies have to improve more on their HR practices like performance appraisal, HR planning and Recruitment.


- ✓ **Tripathy (2008)** explained that the organization have the optimum usage of Human resources in the organization. They follow the 3 C concept (i.e) Competencies, commitment and culture. By following these 3 C cultures in the work organization give the positive results in the organization. This practice is considered to be the best result earning which resulted in the increase in the financial growth.
- ✓ **Singh S.K (2008)** in this study he explained that for a good organizational growth employee should maintain their involvement to yield high productivity. Employee's dedication helps him to achieve his target, and increases his quality of work. Organization should also help the employee in training him to develop his interpersonal skills. Both Employer and Employee should equally contribute each for individual's growth.
- ✓ **Subramanian, V. (2005)** he expresses that the recruitment and selection process in the organization and selecting the right candidate for the correct position helps employees to work in the organization in a very positive mode. The interview process should be relevant to the job profile so that the candidates will be interested in the job profile.
- ✓ **Maitin,T.P. (2003)** In his study he explains the Human Resource Development shows the progress of the organizational growth with different process like recruitment and selection, payroll processing and maintains the rules and regulations of the office. By the way of best approach towards the employees which the in the high productive of the employees.
- ✓ **Vidya A. Salokhe (2002)** in her study he explained the Human Resource department have several processes to improve the employee's individual growth in the organization. It also helps the organization to achieve more in the profit with their effective smart work. Employees are the asset of any organization which they make profit out of them.

From the above discussion, it has seen that HR Policy and Practices already analyzed by the different researchers in different settings. These studies will try to forward the analysis of HR Policy and Practices in RMG.

1.3 SCOPE OF THE STUDY

Fabrica Knit Composite Limited is one of the leading and most economical export-oriented garments exporter in Bangladesh, which is equipped with most modern procedure to support the direct buyer. It is well known for its huge production capacity, extensive and unique research and development center and high skilled human resources. At present Fabrica Knit Composite Limited manufacturing more than 10 types of product. Fabrica Knit Composite Limited has become one of the most preferred suppliers of the leading global fashion retailers. Fabrica Knit Composite Ltd is a 100% export-oriented garments manufacturing industry. It has started commercial production in 2007. It's a private limited company and it is a "C" category company that means there are 100% local investors. It is located in Bashaid, Ashulia, Savar, Dhaka, Bangladesh.

Table-1.3.1: Fabrica Knit Composite Limited at a Glance

Name	Fabrica Knit Composite Limited.
Short Name	FKCL.
Logo	 Fabrica Knit Composite Ltd.
Corporate Office	House # 08, Road # 13, Sector # 03, Uttara, Dhaka-1230.
Factory Address	Doshai Bazar, Bashaid, Savar, Dhaka-1341
Website	www.fkcl.com.bd
Managing Director	Mijanur Rahman
EPB Registration	BD04983
IRC	0186249
ERC	0087313
BGMEA Membership Number	4686
BKMEA Membership Number	1625
Year of Foundation	2007
Date of Commercial Production	2007
Distance to airport	17 Km
Main Product	T-Shirt, Polo- Shirt, Sweat-shirt, Tank top, Jacket, Trouser, Legging, Nightwear, Undergarments & Kids wear.
Space	185000 sq ft
Employees	3500 +/-
Compliance	100 % Compliance.
Sister Concerns	1. Fashion Power Bangladesh Ltd. 2. Taharat Composite Ltd.

	3. FNF Trend Fashion Ltd. 4. ESOTIQ Life Style. 5. F.S Design Printing & Packaging. 6. Tahmid&Twalha Accessories & Printing Ltd. 7. Anik Poly & Packaging Industries Ltd. 8. Far-Sur Young Fashion.
Export Destinations	Europe, Russia and South Asia.
Total Manpower	Male- (40.00%), Female- (60.00%)
Tax Exemption Period	13 Years. (2007 to 2020)
Working Hours	8 am to 4 pm. (Normal)
Workers' Insurance Scheme	BGMEA Insurance Scheme
Workers' Council	Worker's Representative Welfare Council (WRWC), No Labor Union
Expenditure on Training (as a percentage of total expenditure)	01%
Expenditure on Human Resource Development (as a Percentage of total expenditure)	05%
Expenditure on Management Information system or IT (as a percentage of total expenditure)	10%
Security Measures adopted by the Organization:	<ul style="list-style-type: none"> • Fire extinguishers • Tow-way entry • Evaluation plan • Preventive Masks & hand gloves • Fire-fighting demonstrations' every two months.

1.3.1 Vision:

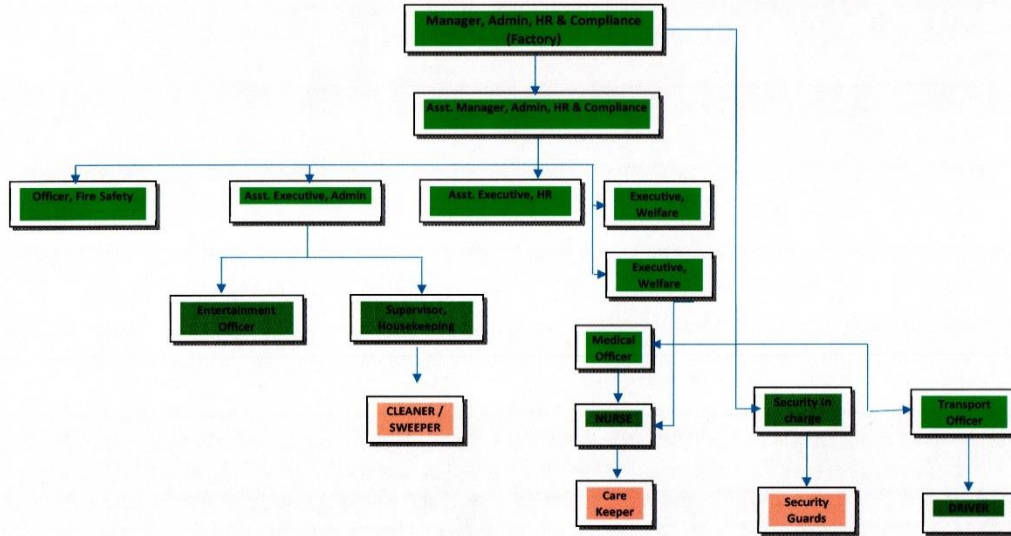
Fabrica Knit Composite Ltd strive to provide world class service and committed to venture out into the changing and challenging global market as a leading enterprise in the world apparel industry by satisfying customers.

1.3.2 Mission:

- To be a leader of the best RMG sources in the global market.

1.3.4 Organogram of Admin, HR, Compliance Department:

Fabrica Knit Composite Ltd.
Organogram for Admin, HR & Compliance Dept.



Source: Annual Report of FKCL- 2020

Table-1.3.2: General Information on factory time-table, leaves, holidays, wages and others

Daily general working hour	8 hours
Weekly general working hour	48 hours
Leisure	Along with lunch time
Daily over time	2 -4hours (if needed)
Weekly holiday	1 day (Friday)
Festival holiday in a year	12 days with full wages
Casual leave in a year	10 days with full wages
Sick leave in a year	14 days with full of the wages
Earned leave in a year	17 days with full wages
Maternity leave	113 days with basic wages
Minimum wages	8200/- monthly
Maximum wages	100000+/- monthly
Average wages	10000/- monthly
Mode of payment of regular workers	Monthly
Wages of daily laborer	Tk. 100/- per day excluding Over time.
Mode of payment of daily laborer	On daily basis.
General pay-day	Within 7 th of the following month.

1.3.5 Code of conducts of Fabrica Knit Composite Ltd:

We operate in full compliance with the applicable laws, rules and regulations, including those relating to labor, worker, health, safety and environment.

- a. **Prohibition of Forced Labor:** Facilities will not use involuntary or forced labor.
- b. **Prohibition of Child Labor:** Facilities will not hire any employee under the minimum age established by law for employment.
- c. **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.
- d. **Compensation and Benefits:** Facilities will pay at least the minimum total compensation required by local law, including all mandated wages, allowances & benefits.
- e. **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.
- f. **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.
- g. **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.
- h. **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.
- i. **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.
- j. **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.
- k. **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 /or other contraband).

1.3.6 Social Program & Responsibility:

1.3.6.1 Social program of Fabrica Knit Composite Limited: The Company is established to fulfill the following achievements through its business operation, which are directly or indirectly related with the social supplement of the nation.

- Employment Opportunity.
- Working Environment for women.
- Educational Program for the Child Labor (through BGMEA & UNDP) as BGMEA member factory.
- Not to employ the child labor.
- Donation and rehabilitation program for the distressed people affected by natural catastrophe like flood, storm, tornado etc.
- Creating business opportunity for the linkage of support industry.
- Training of the local people working in the factory through foreign experts

1.3.6.2 Social responsibility & performance: They spending worth Tk. 30.00 Lac on an average for the below mentioned social activities & donated various cultural programs.

- Bringing to the public job opportunities in the factory.
- Educational program for uneducated child labor through BGMEA.
- Keeping restriction in recruitment policy of HRD as regards child labor employment.
- Donation to Prime Minister's Relief Fund and donation to the associations engaged for helping distress people, as well sending team form the company.
- Employment of the foreign expert to train up the workforce

1.4 OBJECTIVE OF THE STUDY

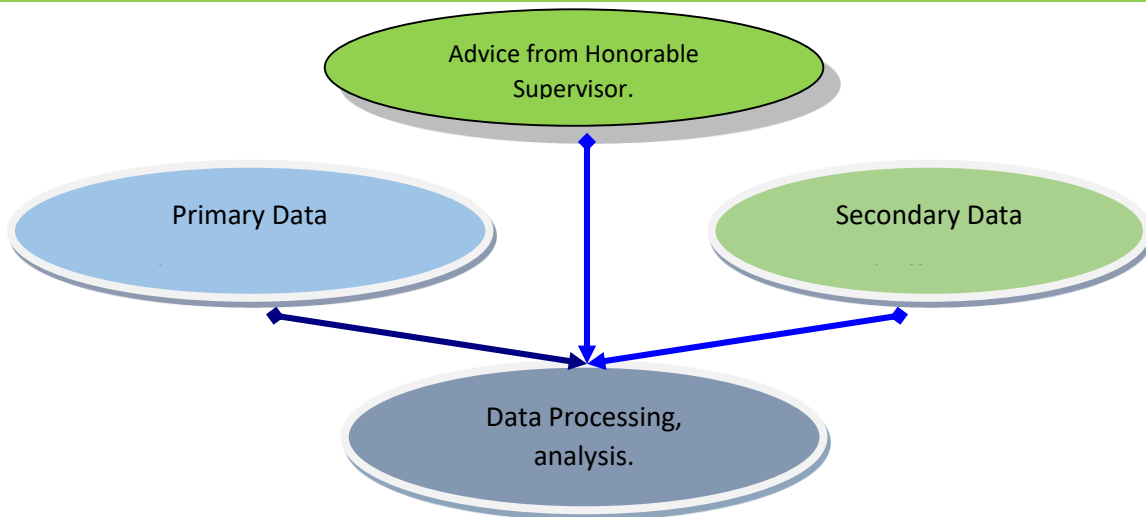
1.4.1 Broad Objective: The primary objective of this report is to Analyses "HR policies &Practices of Fabrica Knit Composite Limited."

4.2 Specific Objective:

- To understand the functions done HR department, Fabrica Knit Composite Ltd.
- To determine how Fabrica Knit Composite Ltd. maintain recruitment & selection process.

- To determine how Fabrica Knit Composite Ltd. train their employee after recruitment.
- To highlight the compensation & benefits provided by Fabrica Knit Composite Ltd.
- To know code of conduct & policy & employee welfare.
- To recommend necessary steps for overcoming problem.

1.5 METHODOLOGY:



This report has been preparing based on the experience gaining during the period of internship. The significant feature of the report is the use of both primary and secondary data. Primary data has been collected from the sample units by direct interview method and focus group method. The secondary data or the sources of secondary data were as manuals, papers, reports, periodicals, documents and records of the organization.

This report is based on primary and secondary information. Both primary and secondary information have been utilized in designing and preparing this report.

1.5.1 Primary Data: For collecting primary data, a structured questionnaire was developed to interview persons directly involved in the organization. In order to collect primary data, the following methods have been applied:

- ✓ Interview – Direct interview method was used to collect information for preparing this report.
- ✓ Observation- Surveyor while taking interview will use his own observation to collect information.
- ✓ Discussion with various officers and workers.

1.5.2 Secondary Data: To collect secondary data had to depend on various source of information- the internet, articles related to the topic and documents provided by the company.

1.5.3 Data Processing and Analysis: In order to analyze, processing of raw data is very much significant. In this stage, mainly data is being processed and analyzed for the study. Without processing raw data. It is hard to analyze the raw data. After processing, it is needed to present data for analysis in an appropriate way. All the collected data (primary and secondary) will be processed and analyzed chronologically. After conducting the research work, the findings will be processed with the help of some latest computer such as MS. Word, MS Excel has been used to present and analyze the data.

1.5.4 Limitations of the Study: Due to some legal obligation and business secrecy the company was reluctant to provide some sensitive data. Thus, this study limits only on the available published data and certain degree of formal and informal interview and limited survey. Although the particular study is extensive in nature, hard effort was given to make the study worthwhile and meaningful even then there exists some limitation. Altogether the internship period in the company was not free from limitations. Some problems are given below-

- **Lack of time:** For the short span of time (3 months internship program) it is very difficult to be familiar with all the activities of the company.
- **Lack of Supervision by the Company officers:** As the officers were busy with their daily working activities, they were not able to give me much time apart from their daily working activities.
- **Restricted Information:** There were various types of information's that the company officers cannot disclose due to the security and other corporate obligations.
- **Other limitation:** As a newcomer and had no previous experiences in the RMG sector and many practical matters in the RMG factory observations may vary from person to person.

Chapter 2

ANALYSIS AND FINDINGS OF THE EXISTING HR POLICIES & PRACTICES IN FKCL

2.1. CREATION OF POSTS:

To manage the affairs of the company, posts for employee shall be created by the HR Management and approved by Managing Director, and post for worker created by HR Management considering the organization structure, functional differentiation and job description.

Categories and Classification of Posts: The post shall be of the following categories, namely-

- Post for employee carrying a definite pay grade approved by the Managing Director deemed to be continued for an indefinite time and which is included in the organizational setup.
- Post for workers carrying a definite scale of pay deemed to be continued for a definite period of time and which is not included in the organizational setup.

Outsourcing of any task/job of a functional area may be made for the interest of company as per the role only through the approval of the HR Management

2.2 Recruitment Policy & Process:

2.2.1. Recruitment Policy: To recruit employee and workers FKCL follow local labor act and international labor union policies. Their mottos are-

- Recruitment Policy & Process.
- Fair judgment for all employees.
- No discrimination in gender, sex, religion & color.
- Right man for right job.
- Respect for individuals.

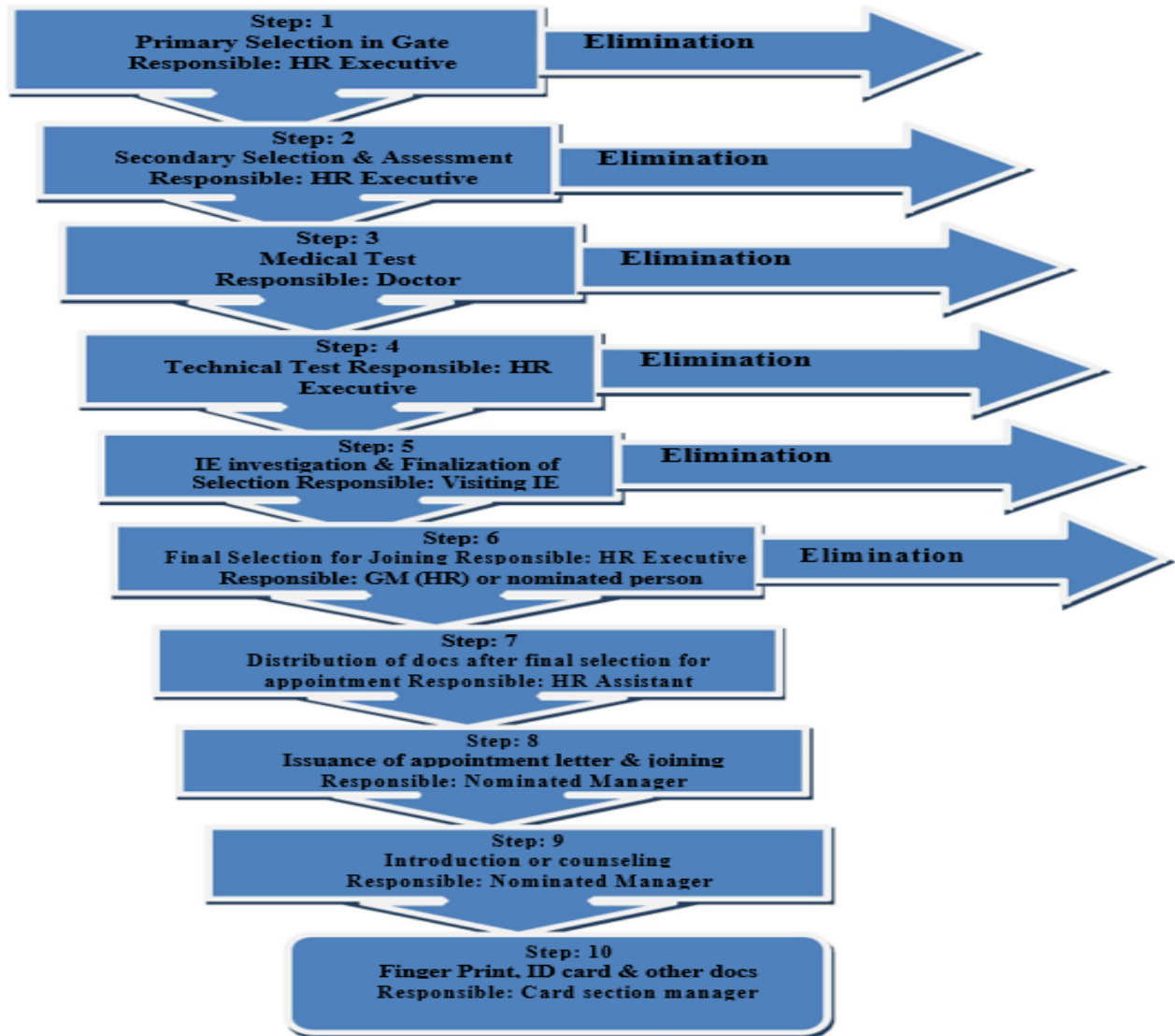
First of all, we determine the Man Power requirement as per process & machines. After preparing manpower requirement they go for advertisement in daily newspaper, and through Leaflet, Posters, Banners, Personal Contact.

2.2.2. Recruitment Conditions:

- Do not recruit any employee who is less than 18 years old.
- Do not employ any force labor & prison labor.

- Procure applications from the suitable candidates.
- Segregate the application's as per Criteria.
- Finalize the suitability of the candidates

2.2.3 Recruitment Process:



2.2.4 Interview Process for Employee:

- Candidate has to face an oral interview to the responsible department head.
- Sit for written test where candidate have to face question about relevant back ground
- Those who pass in the written test are asked for employment interview where candidate negotiate about compensation/salary

After final selection we issue appointment letter to select candidates mentioning all terms & condition of his/her employment.

2.2.5 Interview Process for Workers:

Factory maintains a policy regarding recruiting the workers. Factory mainly follows the regulations that BGMEA provided but sometimes buyer sets few regulation and company follows those and those rules are not against to any local regulations of BGMEA and govt. law. The workers recruitment policy provided in below-

- Every worker is recruited through following recruitment policy.
- Nation, religion, color or gender are not concern during recruitment.
- Recruitment committee recruits the workers.
- For recruiting the workers advertisement is given to the newspaper, posters, banners or any other means.
- Applicants must provide passport size photo with C.V. and other necessary documents.
- Under 18 years is not allowed as a worker.
- Birth certificate must be provided before joining to the company.
- Before joining workers must have to provide National ID card, doctor certificate, blood group certificate, commissioner certificate.
- Work should be done by worker's consent.
- Appointment letter provided by the company to the newly joined workers.

If any worker is not retrenched within the 4 months of joining then he/she will be considered as a permanent worker.

2.3. Probation Period for Employee:

Persons selected for appointment by direct recruitment in entry level to an employee post shall be appointed on probation for a period of 3 months. Provided that the appointing authority may, by an order in writing, extend the period of probation in the case of any person or terminate his service if his performance during that period is found unsatisfactory. After successful completion of the period of probation including the extended period, the incumbent will be appointed in the permanent post.

2.4 Training:

2.4.1 Training Policy: Aims and Objectives of FKCL training policy is to introduce factory rules, Bangladesh Labor Law, ILO Convention, Good Practice and Buyers Code of Conduct etc. The training of the workers is an essential element of the company. Through this training, the only goal and objective of the company is to train the workers through instruction, physical training, discussion, presentation meeting.

2.4.2 Topics of the Training:

- a. Factory Rules and Regulation
- b. Condition of Requirement & Job
- c. Working Hour & Holiday
- d. Salary
- e. Health
- f. Security
- g. Welfare
- h. Compliance
- i. Anti-Force labor Awareness
- j. Anti-Corruption Awareness
- k. Collective bargaining
- l. Non-Discrimination Awareness
- m. Worker Rights & Responsibility
- n. Skill & Quality Development
- o. Wages & Benefits
- p. First Aid
- q. Fire
- r. Waste Management
- s. Environment
- t. Implementation of PPE
- u. Environment, Health & Security
- v. Threat awareness
- w. Aids, Bronchitis & Jaundice

- x. Entry Restriction
- y. Packing area security

2.4.3 Trainee:

- New workers and employee
- Regular workers and employee
- Supervisor Inspector
- Security Guard
- Packing Workers
- Cleaner/Swiper
- QC & QI
- Others Employee & Workers.

2.4.4 Trainer:

- In charge Quality
- In charge (Security & Transport)
- Manager, HR & Compliance
- Technical Manager
- Compliance Officer
- Welfare Officer
- Doctor
- Nurse

2.4.5 Training Duration:

- Daily
- Half Monthly
- Monthly

2.4.6 Training Time & Place:

As per training schedule prepared by HR Manager and Compliance in Conference Hall.

2.4.7 Training Process:

Every day a certain number of workers/employees are divided into different groups and given different trainings on different subjects. Those who will be dropped for any reason on that day are included in the training on any next working day.

2.5 PROMOTION POLICIES:

FKCL follows their own promotion policies which made by the body of management in the origination.

2.5.1. Objectives of the policy: The main objectives of promotion policy of the company shall be-

- To ensure the promotion at competent personnel.
- To create an internal environment for high morale and good performance of employees.
- To create a sense of belongingness among the employees.
- To have a stable, high quality and continuously improving workforce.

2.5.2. Strategies of the policy:

- Promotion shall be made keeping the long-term organizational and individual goal in view.
- Promotion in the company shall be fair and free from any influence.
- The main purpose of promotion shall be to ensure the employee motivation to continue to make persistent efforts to improve them.
- Promotion shall be administered against a vacancy with due consideration to the terms and conditions envisaged in the service rules.
- Promotion in the company shall be given without any discrimination based on sex, caste, creed, locality etc. Promotion to any post shall be on the basis of merit cum seniority.
- All company should prepare seniority list which will be approved by the competent authority. Cadre wise seniority list of all employees shall be kept by the company. The promotion of employees should be considered only on cadre basis.

2.5.3. Guidelines of promotion policy:

- Promotion of all employees shall be subject to the fulfillments of required period of service as stipulated in the schedule of Recruitment and Promotion and the rating of performance appraisal.
- Promotion to the post of Assistant Manager and equivalent shall be subject to the fulfillments of conditions stipulated in the schedule of Recruitment /Appointment and the rating of the Performance Appraisal. Each and every promotion shall be judged through an interview. The company board shall be approved the interview board for promotion.

2.6. COMPENSATION AND BENEFIT:

2.6.1. Company Compensation Policy Statement:

The Fabric knit Composite Limited authority follow local labor laws, the International Labor Organization, and the Buyers' Code of Conduct during workers, employee and officer recruitment and applying their compensation and benefits. The Fabrica Knit Composite Ltd Authority is committed to providing fair compensation to workers, employees and officials, free from discriminatory considerations and harassment. FKCL aim is to ensure the wages of workers, employees and officials, extra working hours, leave and various other benefits without any discrimination on the basis of caste, religion, creed or gender - Social Security Scheme, Life Care, Insurance, Maternity Benefit, Bonus etc.

2.6.2. Routines & Procedures:

Responsibilities and descriptions of the organization and the persons in charge will play a role in the implementation of the policy. Activities related to the determination and payment of wages of the employees will be carried out through proper adherence to the program and the policy of compensation and benefits. The following compensation and benefits will be provided to the workers.

a) **Wages:** According to the government rules, 208 hours of labor per month is considered as its basic wage. Wages are paid in accordance with the minimum wage rules set by the Government of Bangladesh. If there is a change in the wage structure, wages will be paid according to the changed wage structure. Parts of wages are-

- Basic wages
- House rent (40% of basic wages).

- Medical allowance
 - Food allowance
 - Transportation allowance
 - Others (If have any)
- b) Wages paid:** Wages are paid to the workers on a monthly basis. Wages and overtime are paid together within 7 working days of the next month. In this case, no one's wages can be withheld after the stipulated time.
- c) Wages increase:** There is a provision to increase the wages of each worker at a minimum rate of five per cent the next year after the completion of one year of service. There is also an additional rate increase of 5 per cent based on their seniority, qualifications and skills.
- d) Working hours:**
- The daily working hours of each worker will be 8 hours
 - Daily extra working hours 2 hours extra working hours per day can be worked which is not voluntarily compulsory for the workers.
 - Weekly working hours- Total working hours are 60 hours, including 48 hours per week of normal working hours and 12 hours of overtime, but not more than 56 hours per year.
- e) Rest:** Every working day, one hour break is given for lunch and rest.
- f) Overtime:**
- Overtime is considered to be overtime if a worker works overtime after 8 hours daily. The total tenure is 10 hours daily with overtime and 60 hours per week and their average is 56 per week.
 - To calculate overtime at double the basic wages of a worker for overtime work.
 - Overtime is completely optional. Overtime working hours are fixed at the beginning of the day or after lunch break in consultation with the workers. Note that this issue is discussed with the participating committee.
- g) Festival Bonus:** Two festival bonuses are given on two Eid's. The minimum working age of the employees is 6 months. Only they get this bonus. In addition, other workers are given festivals at a proportional rate as per the wishes of the authorities.

2.7. General Conduct and Discipline:

Every employee shall maintain strict secrecy regarding the affairs of the company and shall not communicate directly or indirectly to any person the information which has come into his/her possession in the course of his/her duties whether from official sources or otherwise, unless he is required to do so by law or directed by a superior officer in the discharge of his/her duties. Every employee shall before join service, sign declaration of fidelity and secrecy in the prescribed form.

Every employee shall:

- Conform to and abide by these rules
- Remain aligned to the company vision, mission, policies and goals
- Demonstrate and participate in the process and show commitment through performance
- Observe, comply with and obey all orders and directions which may, from time to time, be given by the Company and any person or persons under whose jurisdiction, superintendence or control he may be.
- Serve the Company and discharge his assigned duties faithfully, honestly and diligently.

No employee shall:

- Associate himself/herself with any political organization, front organization of political parties or otherwise take active part in politics or any political demonstration
- Absent himself/herself from duties, or leave his/her station without obtaining permission from his/her controlling officer
- Make any public statement through media such as press, radio or television or e-mail or internet or web-site, unless specifically authorized to do so by the Company excepting on Company's day to day routine matters
- Accept or seek any other employment or office or part-time work, whether on payment, stipendiary or honorary, without previous sanction of the appointing authority.

Engage in any trade or business without specific approval of the appointing authority. Indulge in parochialism, favoritism, victimization, willful abuse of office, seizure (Gherao) of office or any officer or coercion to officer/staff in a body or individually.

2.8. Resignation:

Unless otherwise provided in the terms of employment, an employee may resign from the service after giving 2 (Two) months' notice in writing or refunding two months' pay in lieu of such notice or for the period by which such notice falls short of 2 months and after repaying the dues of the Company if any.

A worker may resign from the Company after giving one month's notice in writing or refunding one month's pay in lieu of such notice or for the period by which the notice falls short of one month and after repaying the dues of the Company.

2.9. Anti-Harassment and Abuse Policy:

The management authorities have completely banned harassment and harassment in order to create a conducive working environment for all the employees and officers of Fabrica Knit Composite Ltd. Under no circumstances may a worker, employee or official engage in harassment or harassment by a subordinate or superior. These policies apply equally to all related workplaces or product manufacturing areas and in the future if a new management company of Fabrica knit Composite Ltd. is formed, that company will be equally applicable.

2.9.1. Objective of Anti-Harassment and Abuse Policy:

Fabrica Knit Composite Ltd seeks to create a beautiful work environment where all workers, employees and officials get their respect and dignity. The management authorities have formulated a policy of harassment and open harassment to protect the full dignity and open work environment of the workers and officers working in the companies under the Fabrica Knit Composite Limited group.

2.9.2. Goal of the policy: The main objective of this policy is to ensure continuous improvement of the company and achievement of production targets and increase productivity by maintaining friendly relations between the workers and employees of Fabrica Knit Composite Limited. If a worker is subjected to mental or physical abuse, harassment or abuse by his or her subordinate co-workers, he / she should be remedied.

2.9.3. Aim of the policy: Authorities are committed to redressal of any grievances or allegations against a worker in the workplace if he or she is subjected to any mental or physical abuse or harassment by his or her subordinate co-worker. In order to enforce this policy in the Fabrica Knit Composite Limited garment industry, buyers must follow the ILO Convention of Conduct and Bangladesh Labor Act 2006 and Labor Rules 2015.

2.10. Grievance Management Policy:

2.10.1. Company policy statement: Good working environment is essential to ensure smooth workflow in the factory. Acceptable grievance redressal management is essential for a good working environment. This is because if the grievances are not settled properly, the outburst of accumulated resentment is inevitable or can lead to extreme chaos. In view of this, the authorities of Fabrica Knit Composite Ltd. have formulated a written complaint policy which they determine to follow.

2.10.2. Objective and Target: Ensuring a conducive work environment and complaints in the workplace by following the universal grievance redressal system.

2.10.3. Scope of The Policy: This policy will be applicable to the employees working in Fabrica Knit Composite Limited.

2.10.4. Policy Reference: This policy is based on the Bangladesh Labor Act 2006 and the ILO Convention and Fabrica Knit Composite Limited's Honorable Customer Policy.

2.10.5. Commitment: Complaints and suggestions at any time and in any need by the employees working at Fabrica Knit Composite Ltd. for conducting the business with honesty and integrity such as unjust, harassment, harassment abuse, and physical or mental torture, corruption, bribery or in any form Bangladesh Labor Act 2006 and Bangladesh Rules 2015 Management of the organization to ensure ideal working environment through proper resolution of complaints received.

2.11 FINDINGS:

After working three months with FKCL researcher learnt a lot about an organization's HR policies and practices. It was understood that there is a huge difference between the reality and the study. As a student of HRM always try to find out the effectiveness of the existing system as well as their weakness. Now the researcher wanted to point out some problems which existed within the originations policies and practices.

1. Loyalty scarcity among the workers.
2. Uncontrollable absence rate of workers.
3. High factory switching tendency among workers.
4. Workers don't understand or give values to the company provided benefits and facilities.
5. Misbehave of Supervisor.
6. Excessive Work Load.
7. Excess of overtime.
8. Lack of Motivation.

Chapter 3

RECOMMENDATION AND CONCLUSION

3.1 RECOMMENDATION

Through this study researcher gained some practical knowledge and put some suggestion here which would definitely help FKCL to improve their performance and there-by its contribution in the whole economy-

- ✓ FLCL should try to improve their overall management-style to overcoming their global challenges in different situation such as Covid-19.

- ✓ To increase loyalty of workers FKCL should-
 - ✚ Increase Confidence in Leadership
 - ✚ Improve Company Culture
 - ✚ Enhance Education and Equipment
 - ✚ Offer Benefits
 - ✚ Invest in their Progression
 - ✚ Dispute Resolution
 - ✚ Rewards
 - ✚ Remain Fair
 - ✚ Promotion.

- ✓ To control unnecessary absence of workers which was dangerously hamper production, FKCL should give more importance to the worker health issue by providing proper mask, hand gloves to stay safe in Covid-19 situation, not only before buyer coming but for the permanent use when this will be required.

- ✓ Arrange seminar to aware them about the value of benefit provided by the company.

- ✓ Special training and seminars can be arranged for workers and floor supervisor to practice the corporate culture in the factory.

- ✓ FKCL should increase the expertise in human resource department for the proper performance appraisal analysis, which provide the power to FKCL for retain the expert

qualified, skillful personnel's also increase the overall performance of the employee, increase the service quality of the employees to achieve company goals.

- ✓ To reduce Excessive work load HR should move toward automation and determine capacity levels of workers and split them where they needed to get required production in time and arrange extra benefit for them.
- ✓ To motivate workers and employee FKCL should recognize their work, celebrate their achievement, be transparent for all, arrange reward for them, allow employees to work remotely and take immediate action against any kind of crime or harassment occur with workers or employee.

Finally, it can be said that FKCL should properly take the above-mentioned steps for overcoming the prevailing problems.

3.2 CONCLUSION:

In a nutshell, it is said that researcher have tried to provide best efforts to prepare this report in such a manner that the report contains least level of technical knowledge to understand the main contents of this report. Researcher collected relevant information through direct/indirect interview and presented reasons and solutions point by point.

FKCL is a well-established, modernly facilitated manufacturing private organizations in Bangladesh. It has maintained a strong market position by providing quality service to its buyers. It earns a lot of foreign currency as revenue from its byers which enriched and accelerated the economy of the country. The pictures of HR management are satisfactory. Month to month they focused how to grow more. This is the time of change. FKCL should take more important steps which will helpful for them. Above all, Fabrica Knit Composite Limited should consider enhancing business performance and increasing the employee productivity.

Without developing and making proper use of human resource the development of an organization is considered as impossible. For development of human resources company needs proper HR policy and fair practice of those policy. Researcher analyze policies and practices of FKCL and suggest some steps to solve this issue and forward the study.

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