



INTERNSHIP REPORT

ON

**COMPLIANCE MANAGEMENT POLICIES AND
PRACTICES OF DESIGNTEX FASHIONS LIMITED: AN
EVALUATION**

Date of Submission: 18th -August-2014



Internship Report
ON
COMPLIANCE MANAGEMENT POLICIES AND
PRACTICES OF DESIGNTEX FASHIONS LIMITD: AN
EVALUATION

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Date of Submission: 18th -August-2014

Letter of Transmittal

Date: 18th August, 2014

Mr. Shiekh Md.Abdur Rahim

Assistant Professor and Head

Department of Real Estate and Department of Commerce

Faculty of Business and Economics

Daffodil International University

Subject: Application for submission of Internship Report.

Dear Sir,

It is indeed a great pleasure for me to be able to hand over the result of my hardship of the **“Compliance Management Policies and Practice of Desigtex Fashions Limited: An Evaluation”** This report is the result of the knowledge which has been acquired from the respective course. I tried my level best for preparing this report. The information of this report is mainly based on Internet information. Some other details were gathered from the HR personnel of that company. I gave my hundred percent for making this report come together.

I, fervently hope that you will find this plan worth reading. Please feel free for any query or clarification that you would like me to explain. Hope you will appreciate me hard work and excuse the minor errors.

Thanking you for your cooperation.

Sincerely yours,

Md.Joynul Alam

ID # 122-12-550



DECLARATION

I declare that the student's internship report entitled **“COMPLIANCE MANAGEMENT POLICIES AND PRACTICES OF DESIGNTX FASHIONS LIMITED: AN EVALUATION”** has been prepared by me on the basis of knowledge and experience gathered during the internship. The data used in this report has been collected by me from the primary and secondary sources. **ASSISTANT PROFESSOR SHIEKH MD. ABDUR RAHIM.** Any part of the report has not been submitted to any other university or institute for any degree, diploma or for similar purposes.

MD. JOYNUL ALAM

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Letter of Acceptance

This is to certify that Md.Joynul Alam, bearing ID No-122-12-550, Major: Human Resource Management is an Executive MBA student of department of Business Administration under the faculty of Business and Economics, Daffodil International University. He has completed his internship program at Designtex Fashions Limited, Savar, Dhaka. He has prepared his internship report under any supervision. His assigned internship topic is “Compliance Management Policies and Practices of Designtex Fashions Limited: An Evaluation”

I think that the report is a worthy of fulfilling the practical requirements of MBA degree at Daffodil International University.

I wish him every success in life.

Mr. Shiekh Md.Abdur Rahim
Assistant Professor and Head
Department of Real Estate and Department of Commerce
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Daffodil International University

Acknowledgement

All praise to God, the almighty and the merciful. Without his blessing and endorsement this report would not have been accomplished. The successful completion of this report might have never been possible without the support and help of few people whose inspiration and suggestion made it happen. First of all I would like to thank my academic supervisor Mr. ShiekhMd.Abdur Rahim Assistance Professor helping me completing my report on **“Compliance Management Policies and Practices of Designtex Fashions Limited: An Evaluation”**

First of all I would like to thank and my gratitude to honorable Supervisor, Mr Sheikh Md Abdur Rahim, Assistant Professor, for letting me to prepare this report and guidance. He always gave me guidelines and suggestions during the period of completing my internship paper. I am also grateful to all my teachers of my department, who assigned me a conceptual analysis in earlier time and instructed me, how to write report. Special thanks are due to

I would also like to thank Mr. Krinan Sabromony (out sourcing & Planning) Executive Director, Mr. Nazrul Islam (Finance& Accounts) my General Manager & Mr. Mahabub Hosain (HR/Compliance) Deputy General Manger in Designtex Fashions Limited and my colleague who helped me by providing informative instruction. I was closely attached with them during my internship period. Without their help this project would have been difficult. I also thank my family, friends who directly or indirectly supported me on this long process.

I would like to take the opportunity to express my wholehearted gratitude to my fellow friends, near and dear ones who offered encouragement, information, inspiration and assistance during the period of constructing the internship report.

Finally, I would like to thanks my parents for their inspiration and support during the study period and hence would like to dedicate this report to them.

Executive Summary

The country's Garments industry is now in Bangladesh is one of the leading readymade garments exporters of the world. Every year Bangladesh earns more than 85% of its foreign currency from this sector. That is why the study of garments technology does deserve well practical practices. The global market favors more shipment from Bangladesh. Quality of products has helped Bangladesh to carve a niche in the global market; the manufacturers in this sector are taking risks while diversifying their designs into world-class standards.

Furthermore, the natural gas that is used in the kilns of the Bangladesh's Garments industry does not contain any surplus and that is why the country's garment products look brighter and shiny. The close competitors of Bangladesh are China and India, but they mostly produce traditional items. Moreover, due to recent global financial crisis and rising labor cost, the developed countries are placing more orders to low-cost countries like Bangladesh.

Designtex Fashions Limited, a concern of Designtex Fashions Limited, which has been producing Garments since 2005, is exporting its products to U.S.A, Germany, U.K, and Spain after meeting domestic demand. The company is engaged in manufacturing and marketing of various types and sizes of floor Garments and glazed wall Garments in its factory at Zirabo,Ahulia,Savar,Dhaka.

The company has created direct employment facilities for about 1500 people, 70 % of them are women. Compliance management can be defined as a process of procuring; developing & maintaining competent Compliance Management in the organization so, that goal of an organization are achieved in an effective and efficient manner. Compliance Management ‘The policies and practices involved in carrying out the “people” or Compliance management aspects of a management position, including recruiting, training, rewarding, and appraising.

Compliance Management Division of Designtex Fashions Limited is one of the most valuable departments with the responsibilities of staffing, training and development, organization development, performance appraisals, rewarding, control and maintenance, Health and Safety, Compensation benefit Industrial relation etc. The Compliance Management Policy & Practices of Designtex Fashions Limited is exactly well thought and perfectly managed.

Desigtex Fashions Limited is committed to focus all its energy on its customer as well as its employees. This is sure a strong Compliance practices will help Desigtex Fashions Limited to pave the way leading outmost destination. Compliance Division in Desigtex Fashions Limited is under massive reconstruction program ensures the future benefits and high corporate culture and the secured place of contribution and dedication the experience and the exposure of high professionalism.

In this report the Overall work of the Compliance department will be focused and described. To know the details of the company we interviewed some Compliance Management personnel of Desigtex Fashions Ltd and other information were collected and gathered with the help of the internet. Desigtex Fashions Ltd is the organization where actually the Compliance Management activities are applied with a huge effort, and the outcome is also very satisfying.

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d e s i g n t e x

CHAPTER: 01

INTRODUCTION

1.1. Introduction of Study

Compliance Management Policy and Practice plays a very much important role in every business organization. It helps the organization to run perfectly & to achieve the organizational goals. Naturally employees develop themselves day by day. They make any work broken down & divide it into small & small job, which helps to do the work more effectively; When we hear this word of Compliance Management Policy” naturally we think that it is related to human activities. As part of the internship program of Masters of Business Administration (MBA) course requirement, I was assigned for doing my internship in **Designtex Fashions Limited** for the period of 90 days starting from 15th February, 2013 to 15th April, 2014. During my Internship period in this company’s office at Savar Dhaka, I learn many things of Compliance Management Policy and Practices.

Bangladesh is a potential industrial country. It has a huge human power. Unskilled labor is the main opportunity to develop an industry in this country. When this is skilled a huge profit an economic development can be achieved easily. Compliance Management Policy & Practice is the track by which the country’s organizational activities can be developed.

With the increase in the size and complexity of business organization, man has become the most important factor in business. Business needs people as owners, employees, and consumers. Organizations need people to make them operated. An organization is nothing without human resource. Of all the resources, the most important one is human resource, because human beings play a dual role- as resource, as well as a motive force for all other resources by manipulating them, by the way of developing, utilizing, commanding and controlling. So Compliance management Policy & Practices (CMPP) functions include recruitment, selection, training and development, performance appraisal, compensation and industrial relation in an organization.

Our report is focused on the Compliance Management activities that **Designtex Fashions Limited** practices to develop its organization. After the survey and gathering all the information, it is found that **Designtex Fashions Limited** practices all the basic functions of Compliance Management. This report provides the details about the organizations:

1.2: Objectives of the Study

The study has been conducted with the following objectives:

- (i) To investigate the compliance management policies of Designtex Fashions Limited
- (ii) To explore the compliance management practices of Designtex Fashions Limited
- (iii) To analyze the gap between compliance management policies and practices of Designtex Fashions Limited

1.3: Methodology of the Study

The methodology of the study has been designed in the following ways

1.3.1: Data Sources

There are two sources of data. These are as follows;

- (a) Primary Sources
- (b) Secondary Sources

1.3.2: Data Collection Methods

The primary data has been collected from the employee of Designtex Fashions Limited through face to face interview and informal discussion. The secondary data has been collected from the following sources:

- (a) Annual Report of Designtex Fashions Limited
- (b) Website of Designtex Fashions Limited
- (c) Published books, journals, articles, magazines, etc.

1.3.3. Data Analysis and Presentation Style

In the study, the data has been analyzed through Microsoft Office Package®. The data has been presented in the form of tables, charts, graphs, etc. in the study.

1.4. Limitations of the Study

Therefore, the views expressed in this report are likely to be restricted by limitations. So, lack of experience in preparing the report is also a limitation.

- Many officials of this company are not well informed about different systems of Designtex Fashions Limited.
- The Officers are very co-operative but they are too much busy to give time to get knowledge about practical activities.
- Lack of knowledge and experience was my limitations as well.

I am lucky enough to get a chance to prepare a report on “Compliance Management Policy and Practices: An Evaluation report on Designtex Fashions Limited”. I tried heart & soul to prepare a well-informed report. But unfortunately I faced some difficulties when preparing this report. We tried to overcome the difficulties. In spite of trying our level best, some difficulties that hamper our schedule report work.



design tex

CHAPTER:02
COMPANY PROFILE

2. Historical Background

DesignTex Fashions Limited. is a leading export oriented industries in Bangladesh. It started its journey back in 2005. It has been 8 (eight) year's company is running successfully. This garments manufacturing units located at Zirabo, in Savar, which is just 21(Twenty one) km away from the city is one unified complex with 1(One) independent buildings having nearly 52,000 (13,000×4)sq ft working space at the moment 1500 employees (30% Male & 70% Female) and 350 staffs are working in the company. They are assuring smooth QA (Quality Assurance), QC(Quality Control) Manufacturing process, compliance and ethics.



Fig: Factory View of DesignTex Fashion`s Limited.

DesignTex fashions Limited. Is a group of company, So it was initiated by Managing Director **Mr. Md. Khandokar Rofiquel Islam** & Director **Mr. Md. Jahangir Hossain Mollah** in 2004. For having interest in Textile sector they are established their own company in the year of 2005. As they made it Manufacturer company started with producing 100% Export Oriented Readymade Garment Products. Products item are Fleece, Polar- Fleece, Basic T-shirt, Polo-shirt, Tank-top, Forge, Shorts, Trousers, Jogging Suits, Ladies Fashion wear, Kids wear etc. After running those products successfully also started to produce fashionable designed of Product from 2010. Currently, all the units are running successfully.

2.1. Mission

DesignTex fashions Limited mission is to be the consumer's number one choice in apparel products by providing valued customers with a range of the finest quality apparel, through commitment to innovation, service and value. DesignTex fashions Limited. their main target is to satisfy the end buyer with:

- **Competitive price**
- **Latest technology**
- **Time consuming**
- **In time delivery**
- **Best quality**

2.2. Vision

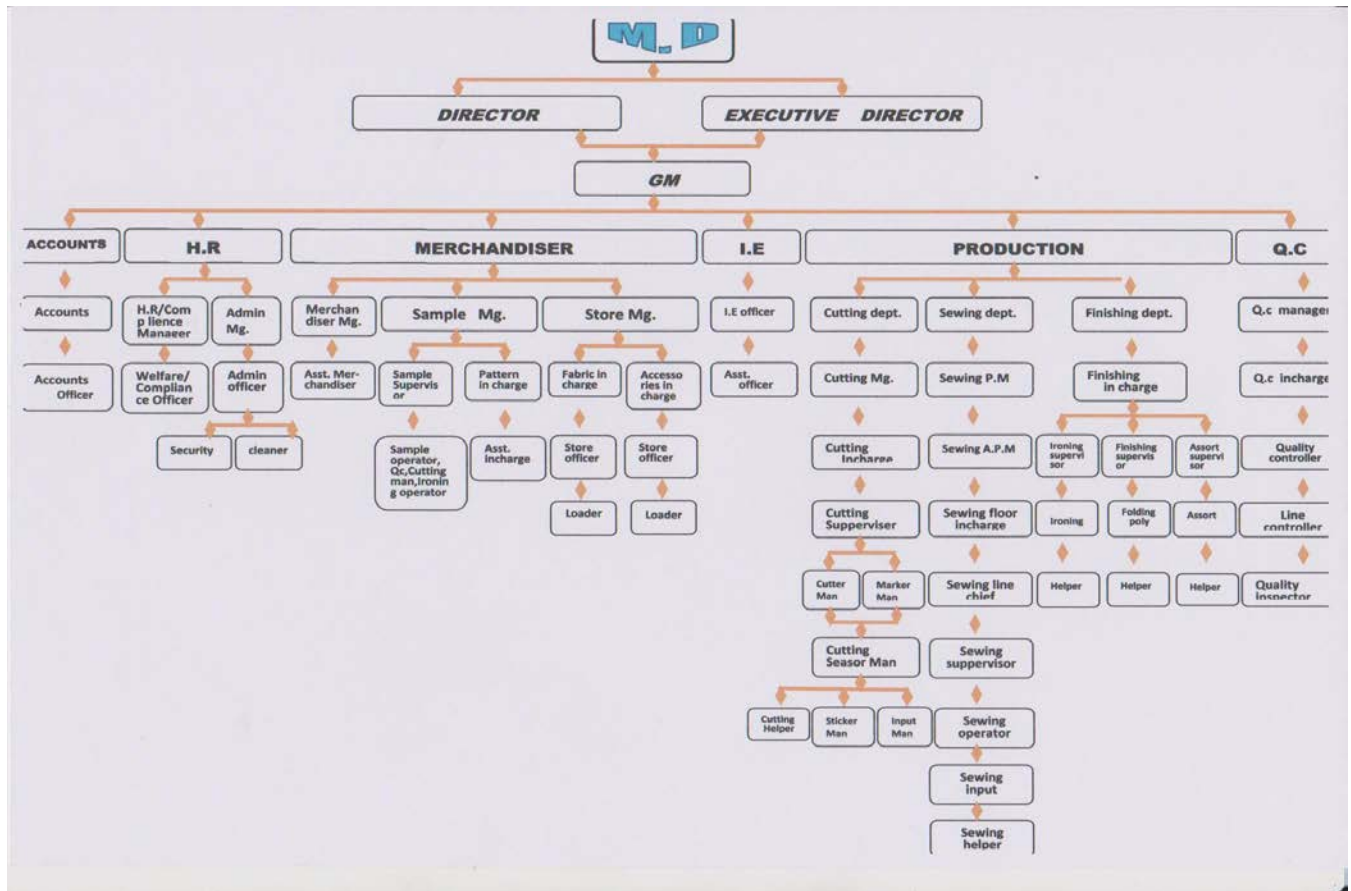
Committed to development and craftsmanship also to build up an organization that runs with a motivated work force, beliefs in customer satisfaction, posse's goods marketing strategy.

Different units of this group are

DesignTex is a group of Companies. It's sister concern companies are :

- **A TO Z ACCESSORIES**
- **A TO Z PRINTERS**
- **UNION LABEL & ACC. LTD.**
- **UNION LABEL'S (PVT) LTD.**
- **Z D D INDUSTRIES LTD.**
- **J.L. FASHION'S LTD.**
- **J.L. SWEATER LTD.**
- **DESIGNTEX FASHIONS LIMITED.**
- **DESIGNTEX SWEATER LTD.**
- **T-DESIGN LTD.**
- **T-DESIGN SWEATER LTD.**
- **GOLDENREFIT GARMENTS LTD.**

2.3. ORGAN GRAM OF THE FACTORY



2.4. Production range/capacity





SECTION		PRODUCTION			
		PER DAY		PER MONTH	
		Minimum	Maximum	Minimum	Maximum
Garments	6 Basic T-shirt lines	12,000 pieces	14,000 pieces	3,60,000 pieces	4,20,000 pieces
	4 polo shirt lines	3,200 pieces	3,500 pieces	96,000 pieces	1,05,000 pieces
Total Sales Volume : US\$ 3 Million – US\$ 4 Million					

2.5. Production items

GARMENT

<ul style="list-style-type: none"> > T-shirt > Polo shirt > Fleece > Polar- Fleece > Tank top > Ladies Fashion wear > Forge 	<ul style="list-style-type: none"> > Kids wear > Pyjamas > Shorts > Trousers > Jogging Suits > Other knit items.
---	--

2.6 Certifications

BSCI	
TUV	
HGS	
ASMIRA	

Existing buyers

DESIGNN'TEX FASHIONS LIMITED is doing business with the American and European buyers, with entire satisfaction and still we are exporting fabrics through readymade garments to the Europe and USA.

BUYERS LISTS

BUYER COUNTRY	BRAND NAME	LOGO
GERMANY	NKD	
SPAIN	EL-CORTEINGLES	
EUROPE	NEW-YORKER	
Australia	TIME-ZONE	
GERMANY	GERRY WEBER	
Europe	C & A	
CANADA	SIMONS	
Italy	SIMES	
Usa	ULLAPOPKEN	<i>Ulla Popken</i>
CANADA	BUDELEI	
CANADA	ROUTE (GGS)	
ITALY	OVIESSE	

Links with bankers

<p>Jamuna Bank Limited Mohakhali Branch, Mohakhali Corporate Area , Dhaka-1212 Bangladesh</p>	<p>Southeast Bank Limited Banani Branch, Kemal Ataturk Avenue, Banani C/A, Dhaka-1213 Bangladesh</p>
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Company address:

Head office	Factory office
<p>DesignTex Fashions Limited Md. Rofiquel Islam North Tower (11th Floor), Plot # 107, Sector #07, Uttara Model Town, Dhaka- 1230, Bangladesh. Tel : +88-02-8932034, 8931184, 8932706, 8933359, 8933269. Fax : +88-02-8931819.</p>	<p>DesignTex Fashions Limited Md. Rofiquel Islam Zirabo, Savar, Dhaka- 1341, Bangladesh. Tel : +88-02-7793017, 7792996 Fax: +88-02-7708989.</p>



design tex

CHAPTER: 03

COMPLIANCE MANAGEMENT POLICIES AND PRACTICES OF DESIGNTEX FASHIONS LIMITED: AN EVALUATION

3. INTRODUCTION

In recent years, many consumers in western countries have advocated their concerns for human right issues and the environment when making their decision to purchase a product. They expect their products to be good quality, conforming to a code of ethics during the entire manufacturing process, with no harm to the environment. Their views are shared by a growing number of consumers worldwide and have formed a strong bargaining power. Manufacturers and suppliers cannot care less in responding to their issues.

So, Social accountability standards have been developed by international organizations. Reputed brand buyers in large supply chain have taken the guideline from those organizations and formulated their own standard of COC and also the acceptable criteria.

“COC” The basic principles of COC have been derived from the principles of international human rights norms as delineated in International Labor Organization Conventions, the United Nation’s convention on the rights of the child and the universal declaration of human rights.

3.1. Definition of Compliance

Compliance means comply something i.e yield to the wishes another. Compliance is generally defined as conforming to a specification, standard or law that has been clearly defined. In readymade garment Industry, it is commonly enforced as “code of conduct” by the buyers, which refers to a ‘list of labor standards’.

The main aim of compliance is to ensuring the all labor rights and facilities according to buyer code of conduct.

3.2. Implications of compliance management

Compliance practices are aimed to ensure that production anywhere in the world is carried out according to the law and under humane and ethnical conditions. Observers of compliance practices promise to adopt implement and monitor a certain set of production principles and rectify any diversions from these principles during the manufacturing process. With globalization in trade, compliance practices have been adopted in major importing countries, such as the US and many countries in Europe.

In 1998, the Hong Kong exporters’ Association commissioned an international business consulting firm, Arthur Anderson , to a research project to study the significance for Hong Kong manufacturing industries. The findings were presented in the report - Strategic study on the implication of the compliance issues to Hong Kong’s exporting industries. It was found that

overseas buyers regard product quality to be the most important sourcing criterion, followed by compliance issues. Surprisingly, price comes only the third place when buyers setting the priority for their sourcing criteria.

So, now compliance is not an obstacle but rather an opportunity for Bangladesh's manufacturers. It helps the whole industry to establish a quality assurance system of manufacturing and improve factory management, relationships between workers and the management and safety standards.

3.3. Type of Compliance

3.3.1. Type of worldwide compliance

The common types of worldwide compliance standards for the textile and Ready Made Garments (RMG) industries are followed:

- **WRAP** (Worldwide Responsible Apparel Production),
- **CSM 2000** (Compliance and Supply Chain Management 2000),
- **SA 8000** (Social Accountability 8000),
- **ISO 14000** (International Organization for Standardization 14000).
- **BSCI (Business Social Compliance Initiative)**

Briefly Describe

3.3.2. WRAP (Worldwide Responsible Apparel Production)

In 1998, American Apparel and Footwear (AAFT) set out 12 principles for global clothing production and established in next year an independent organization known as WRAP to promote self-monitoring and familiarization of the principles to the global clothing industry.

Key Issues

- Compliance with Laws and Workplace regulations,
- Prohibition of Forced Labor,
- Prohibition of child Labor,
- Prohibition of harassment or Abuse,
- Compensation and Benefits Hours of work,
- Prohibition of discrimination
- Health and safety,
- Freedom of association & collective bargaining,
- Environment,
- Customs Compliance,
- Drug Interdiction.

3.3.3. CSM 2000 (Compliance and Supply Chain Management 2000)

A consolidated compliance system developed in 1996 by Eco-Institute for applied Ecology from various international management standards.

Key Issues

- Quality Assurance,
- Environmental performance,
- Social Responsibilities,
- Health and safety Issues,
- Trade Regulations,
- Others.

3.3.4. SA 8000 (Social Accountability 8000)

A compliance system established in 1998 by SAI (Social Accountability International) based on a treaty of International Labor Organization (ILO), a declaration of United nations on human rights and a treaty of united nations on children's rights. The countries with the most certification to SA 8000 include Brazil, India, China & Italy.

Key Issues:

- Child Labor
- Forced Labor
- Health and Safety
- Freedom of Association and Right to collective Bargaining
- Discrimination
- Discipline
- Working Hours
- Compensation/Remuneration/Wages/Salary
- Management System for Human Resources

3.3.5. ISO 14000 (International Organization for Standardization 14000):

The ISO 14000 is a standard for environmental management systems that is applicable to any business, regardless of size, location or income. The aim of the standard is to reduce the environmental footprint of a business and to decrease the pollution and waste a business produces. The most recent version of ISO 14001 was released in 2004 by the international organization for standardization (ISO) which has representation from committees all over the world. The ISO 14000 environmental management standards exist to help organizations minimize how their operations negatively affect the environment.

Key Issues:

- Environment,
- Health and Safety.

Briefly Describe**3.3.6. BSCI (Business Social Compliance Initiative)****BSCI Code of Conduct**

In accordance with the ILO Conventions, the United Nations' Universal Declaration of Human Rights, the UN's Conventions on children's rights and the elimination of all forms of discrimination against Women, the UN Global Compact and the OECD Guidelines for Multinational Enterprises, the BSCI Code of Conduct aims to attain compliance with certain social and environmental standards. Supplier companies must ensure that the Code of Conduct is also observed by subcontractors involved in Production processes of final manufacturing stages carried out on behalf of BSCI members. The following requirements are of particular importance and are implemented in a developmental approach.

1. Legal Compliance

Compliance with all applicable national laws and regulations, industry minimum standards, ILO and UN Conventions, and any other relevant statutory requirements whichever requirements are more stringent.

2. Freedom of Association and the Right to Collective Bargaining

The right of all personnel to form and join trade unions of their choice and to bargain collectively shall be respected. In situations or countries in which the rights regarding freedom of association and collective bargaining are restricted by law, parallel means of independent and free organization and bargaining shall be facilitated for all personnel. It shall be ensured that representatives of personnel have access to their members in the workplace.

- In accordance with ILO conventions 87, 98, 135 and 154.

3. Prohibition of Discrimination

No discrimination shall be tolerated in hiring, remuneration, access to training, promotion, termination or retirement based on gender, age, religion, race, caste, social background, disability, ethnic and national origin, nationality, membership in workers' organizations including unions, political affiliation, sexual orientation, or any other personal characteristics.

- In accordance with ILO conventions 100, 111, 143, 158 and 159.

4. Compensation

Wages paid for regular working hours, overtime hours and overtime differentials shall meet or exceed legal minimums and/or industry standards. Illegal, unauthorized or disciplinary deductions from wages shall not be made. In situations in which the legal minimum wage and/or industry standards do not cover living expenses and provide some additional disposable income, supplier companies are further encouraged to provide their employees with adequate compensation to meet these needs.

Deductions from wages as a disciplinary measure are forbidden. Supplier companies shall ensure that wage and benefits composition are detailed clearly and regularly for workers; the supplier company shall also ensure that wages and benefits are rendered in full compliance with all applicable laws and that remuneration is rendered in a manner convenient to workers.

- In accordance with ILO conventions 26 and 131.

5. Working Hours

The supplier company shall comply with applicable national laws and industry standards on working hours. The maximum allowable working hours in a week are as defined by national law but shall not on a regular basis exceed 48 hours and the maximum allowable overtime hours in a week shall not exceed 12 hours. Overtime hours are to be worked solely on a voluntary basis and to be paid at a premium rate. An employee is entitled to at least one free day following six consecutive days worked. - In accordance with ILO conventions 1 and 14.

6. Workplace Health and Safety

A clear set of regulations and procedures must be established and followed regarding occupational health and safety, especially the provision and use of personal protective equipment, clean bathrooms, access to potable water and if appropriate, sanitary facilities for food storage shall be provided. Workplace practice and conditions and conditions in dormitories which violate basic human rights are forbidden. In particular young workers shall not be exposed to hazardous, unsafe or unhealthy situations.

- In accordance with ILO Convention 155 and ILO Recommendations 164 and 190. In particular, a management representative responsible for the health and safety of all personnel and accountable for the implementation of the Health and Safety elements of the BSCI shall be appointed. All personnel shall receive regular and recorded health and safety training, moreover, such training shall be repeated for new and reassigned personnel. Systems to detect avoid or respond to potential threats to health and safety of all personnel shall be established.

7. Prohibition of Child Labor

Child labour is forbidden as defined by ILO and United Nations Conventions and/or by national law. Of these various standards, the one that is the most stringent shall be followed. Any forms of exploitation of children are forbidden. Working conditions resembling slavery or harmful to children's health are forbidden. The rights of young workers must be protected. In the event that children are found to be working in situations which fit the definition of child labor above, policies and procedures for remediation of children found to be working shall be established and documented by the supplier company. Furthermore, the supplier company shall provide adequate support to enable such children to attend and remain in school until no longer a child - In accordance with ILO Conventions 79, 138, 142 and 182 and Recommendation 146.

8. Prohibition of Forced Labor and Disciplinary Measures

All forms of forced labor, such as lodging deposits or the retention of identity documents from personnel upon commencing employment, are forbidden as is prisoner labor that violates basic human rights.

The use of corporal punishment, mental or physical coercion and verbal abuse is forbidden.

- In accordance with ILO Conventions 29 and 105.

9. Environment and Safety Issues

Procedures and standards for waste management, handling and disposal of chemicals and other dangerous materials, emissions and effluent treatment must meet or exceed minimum legal requirements.

10. Management Systems

The supplier company shall define and implement a policy for social accountability, a management system to ensure that the requirements of the BSCI Code of Conduct can be met as

well as establish and follow an anti-bribery / anti-corruption policy in all of their business activities. Management is responsible for the correct implementation and continuous

improvement by taking corrective measures and periodical review of the Code of Conduct, as well as the communication of the requirements of the Code of Conduct to all employees. It shall also address employees' concerns of non compliance with this Code of Conduct. Annexes to this Code of Conduct:

- Declaration of the supplier company
- Terms of implementation
- Consequences of Non-Compliance

3.3.6 Different compliance issues which they are obeyed:

Admin and Hr Department:

Personnel policies:

- Recruitment policy,
- Leave & Holiday policy.



Attendance and Leave register card:

- Their weekly working hour not more than 60 hours including overtime in a week,
- They have the approved manpower list.



Health and Hygiene:

- First aid ensures,
- Medicine registers,
- Maternity and pregnancy register,
- Pure drinking water,
- Towel for hand dry.



Safety:

- Safety committee,
- Fire fighting committee,
- Rescue committee,
- Broken needle register,
- Needle detector,
- Fire alarm & switch,
- Evacuation plan,
- Rubber mats to every iron man.



Welfare

- Welfare committee,
- Day care center,
- Canteen facility.



Salary And Wages:

- Fix wages in considering minimum wages which is declared by the government,
- Salary and wages given before 7th day of month.



Physical Security:

- They have separate cargo entrance area (receiving and unloading) from the front side,
- They do not keep any partially filled/ completed cartons on the floor at the end of any working day. They keep it to finished goods store.



Education And Training Program:

-
- They arrange security training program on regular basis for all employee of the factory.



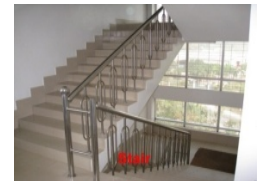
Verities Of Compliance Item Are Given Below:

First aid box,

- Water pot,
- Toilet,
- Wash basin,
- Complain box,
- Evacuation plan,
- Exhaust fan,



- Emergency exit/ light/ light set,
- Smoke detector,
- Fire extinguisher,
- Hose cabinet,
- Manila rope,
- Gas musk



POLICY ON COMPLIANCE AND HUMAN RESOURCE MANAGEMENT

DesignTex Fashions Limited.

3.3.7 INTRODUCTION

Introduction: Readymade garments industry of Bangladesh is 100% export oriented. Huge number of foreign currency is earned annually from this section. At the beginning of the new century, the development, enhancement and diversity of this sector are quite encouraging Experience DesignTex Fashions Limited. Is a very renowned name in the garment sector in this country. As 100% export oriented Garments Industry DesignTex Fashions Limited started functioning in 2005. This factory is committed to develop its entire factories to maintain the highest possible standard of product safety, quality and compliance. Dedication is focused to improve upon the working environment and coordinate the principles of compliance & human rights.

DesignTex Fashions Limited has formulated its various policies to operate its factories in line with the convention and all other relevant laws existing in the country, like The Labor Law of 1965, The Apprenticeship Rules of 1967, The Minimum Wages Rules of 1961, The maternity Benefit Act of 1939, the employment of children act of 1938 Bangladesh Labor Law Polices are subjected to changes with reference to any amendment and changes by the government.

These Polices are equally applicable for all officers, staff and workers of the DesignTex Fashions Limited.

We also respect & comply with the SA 8000@: 2001

NON-DISCRIMINATION POLICY

3.3.8 Non-Discrimination:

a. DesignTex Fashions Limited does not follow any discrimination like rich-poor, superior-inferior etc. Political belief or social position of a person is never considered. Recruitment, promotion and all other management are done on the basis of “equality” in DesignTex Fashions Limited.

b. DesignTex Fashions Limited recruits worker on the basis of skill & efficiency irrespective of gender, complexion, age or religion. Eligibility is the only identity of a worker.

c. Designtex Fashions Limited not believe that the female workers are weak and Male workers are strong. Women are given proper respect. Their becoming mother in the natural way is considered to be a normal phenomenon. That is why no question is asked during recruitment regarding her pregnancy and no pregnant workers become victim discrimination.

d. Religion is considered as a matter of personal feelings or belief of an individual. Each worker is allowed to follow his / her own religion without any interference.

RECRUITMENT POLICY

3.3.9 Recruitment: Designtex Fashions Limited implements the following policies to recruit efficient work force:

a. All the factories of Designtex Fashions Limited ensure recruitment without Discriminating religion, race, gender, age, complexion etc.

b. The candidate should be a citizen of Bangladesh and should have sound physical and mental health. He/she should have the educational qualification as required for the post.

C. Generally following procedure is followed for recruitment:

i. Job circular against vacancy is the main gate of the factory.

ii. Head hunting is done by staff at different levels.

iii. For important vacancy / higher post circular is published through national newspaper.

iv. Applicants are scrutinized basing on their educational qualifications, efficiencies and experience.

v. Interview is conducted by the concerned Production Manager/ Factory In-Charge.

vi. Basing on the result of interview and job test a candidate is selected for the appointment.

Child Labor: Children (candidate below the age of 14 years) are never recruited in Designtex Fashions Limited.

Forced Labor: It is totally prohibited in every factory of Designtex Fashions Limited to detail workers for job under pressure. It is mandatory to keep all entrance and exits of this factory open during working hours. It is totally contract labor in any installation of this Designtex Fashions Limited. It is strictly forbidden in Designtex Fashions Limited to detail labor for any job against his desire; All workers of this Designtex Fashions Limited join and work voluntarily.

Appointing Authority:

- a. Generally the candidates for important appointment of the Group like Merchandiser, Commercial officer, Safety officer, Medical officer, Security officer, Compliance officer, etc are recruited by the Central Recruitment Committee of the head office.

- b. Factory management or the Factory based Recruitment Committee recruits candidates for Assistant Production Manager (APM) and other staff below APM and all others workers of the production floor.

Central Recruitment Committee:

- a) Mr. Chairman / Mr. MD - Chairman
- b) Finance Director - Member
- c) Department Head - Member
- d) Head of H R/ Compliance - Member

Factory Based Recruitment Committee:

- a) Factory In-charge - President
- b) General Manager (Production) - Member
- c) Production Manager - Member
- d) Unit HR Executive - Member
- e) Welfare Officer - Member

Documents Required: For any type of recruitment, a candidate should submit the following documents:

- a) Properly filled in Application Form (as prescribed and provided by factory) along with four copies of passport size photograph (Personal file 02, Service Book 01 and ID card

b) Education Qualification Certificates are essential in the following cases:

- (i) A Testimonial or School Leaving Certificate from the Head Master is required for candidates having education up to Class Eight.
- (ii) Certificate mentioning date of Birth and “Able to Singe / Can Identify Letters” is to be collected from local government authority (Chairman of Municipality/ Union Council).
- (iii) Registration Card is to be submitted by candidates passing Class Nine or Studying in Class Ten.
- (iv) Marks Sheet and Certificate of the Board/ Provisional Certificate are to be submitted by candidates having education of SSC and above. The examination can be considered if certificate from the concerned Head Master / Principal is obtained.

c) Technical / Other Certificates:

- (i) Technical Examination Certificates (Mechanical/ Electrical) from respective board are to be submitted for Technical Appointments.
- (ii) For special appointments, related qualification / experience certificate is to be submitted.
- (iii) Age Verification certificate by the Factory Doctors is to be submitted by all candidates.

a. Disposal of Certificate: Original certificates are returned to the individual after verification. Only the attested photocopy of the certificate and mark sheets should be kept in the personal file.

Verification of Age: Following process should be followed:

a. Age verification by the registered doctor is not required for those candidates who have educational certificate where date of birth is mentioned and the adequate physical growth is observed. However, certificate of physical fitness is required for them. Doctors Age Verification Certificate are necessary for other cases. Male and Female doctors are appointed for verifying the age of male and female candidates respectively. Bone test is also conducted through renowned diagnostic center if confusion arises regarding identification of correct age.

b. Subsequent interview of a candidate is subjected to qualification of his /her age verification.

c. Job application and age verification certificate is placed before the doctor. Doctor registers the age in those documents personally and puts initial on the photograph in a way that spreads over both job application form and the photograph.

Final Selection and Employment: Following process is followed:

a. Candidates are finally selected after qualifying in interview, experience / job test and age verification by the doctor.

b. Pay & allowances and other benefits are fixed on consolation / individual bargaining and basing on skill and experience. Those along with the date of joining are mentioned the application form.

c. Appointment letter is issued on a specific form of the company duly mentioning pay, Allowances, other benefits and condition of the service as per present labor law. A handbook (applicable for the workers) containing short description of service regulation, various policies and service benefits is issued along with the appointment letter. As a proof of handing over all the documents, signature of the concerned worker is kept on office copy. Of the time of handing over the appointment letter the concerned worker is briefed about his pay & allowance, other benefits, rights and service regulation.

Probationary Period: Every worker is kept on probation for a period of 3 months. During this period if this discipline and performance is found satisfactory he is employed as a regular worker, otherwise this period is extended for further 3 months. It can be mentioned that if any worker fails to proof his /her worth within that extended time limit is released from the service without showing any reason.

POLICI ON ATTENDANCE AND WORKING TIME

3.3.10 Recording of Attendance / Working Time:

- a) At present attendance and working time of the workers of all units of Designtex Fashions Limited. Are determined by sweeping individual ID cards in an electronic attendance Control Machine.
- b) A bar code number is allotted on temporary basis to all newly recruited workers on the day of employment of a new worker. There after identity card having ID number are issued to them.
- c) Every individual sweeps his/her ID card at the beginning of the work and while departing from the Factory in the pre designated Electronic Attendance Control Machine.
- d) Individual Daily working hours and the OT hours are calculated automatically basing on the sweeping of individual ID cards. A new ID card bearing the same number is provided if any ID card is lost or damaged.

17.Normal Working Time : A total of 08(eight) hours per day is fixed as normal working time for workers of all the factories of Designtex Fashions Limited. This working time is followed as shown below:

- a) 8.00 am to 1.00 pm = 05 hours working
- b) 1.00 pm to 2.00 pm = 01 hour lunch break
- c) 2.00 pm to 5.00 pm = 03 hours working

Overtime: Overtime hours are voluntary basis and not mandatory. No worker is allowed to do overtime more than 2 hours in a day and 12 hours in a week. For overtime, workers are paid double the rate of normal working hour.

Working Days: Weekly working days for workers are 6 days i.e. from Saturday to Thursday.

Weekly Holidays: There is a provision of weekly break of one day (Friday) after working 06(six) days. In case of any emergency or on special ground if weekly holiday cannot be given, then one day leave is given on any other day within next 02(two) days.

Salary and Allowance in the Designtex Fashions Limited.

- a. **Salary Grade.** Designtex Fashions Limited Pays salary and allowance as per Bangladesh Government Gazette instruction.

A) SALARY AND WAGES SCALE:

All employees of **Designtex Fashions Limited** are classified in 07 categories as per their rank and nature of job. The grading and wages scale of workers are given below.

3.3.11 WAGES SCALE:

NAME OF POST / GRADE	BASIC WAGES	H / RENT 40% OF BASIC	MEDICAL,TA,DA	TOTAL WAGES
Grade – 1 Pattern Master , Chief Cutting Master, Chief Quality Controller, Chief Mechanics	8500	3400	1100	13000
Grade - 2 Senior Mechanics , Cutting Master	7000	2800	1100	10900
Grade – 3 Mechanics, Sr. Electrician, Sr. Operator, Sr. Cutter, Sr. Quality Inspector, Sr. Roaming Q/C, Sr. Marker, Sr. Drawing Man	4075	1630	1100	6805
Grade – 4 Machine Operator, Marker, Drawing Man, Sr. Folding Man, Sr. Packer, Quality Inspector, Roaming Q/C	3800	1520	1100	6420
Grade – 5 Jr. Operator, Jr. Marker, Jr. Drawing Man, Jr. Cutter, Jr. Ironman, Folding Man, Jr. Electrician, Jr. Packer, Jr. Roaming Q/C	3530	1412	1100	6042
Grade – 6 General Machine Operator, Process Checker	3270	1308	1100	5678
Grade – 7 Asst. Operator, Asst. Cutter, Asst Drawing Man, Asst. Ironman, Asst. Folding Man, Asst. Packer, Jr. Process Checker.	3000	1200	1100	5300

EXTRA Trainee	2200	808	1100	4180
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As per Scale suggested by Wage board 1993

SPECIAL GRADE

NAME OF POST / GRADE	BASIC WAGES	H / RENT 40% OF BASIC	MEDICAL. TA.DA	TOTAL WAGES
Grade – 1 Store keeper	6500	2600	1100	10200
Grade-2 Accounts Assistant Store Assistant Cashier/Import/Export Assistant	5000	2000	1100	8100
Grade-3 Typist/Clerk/Office assistant Telephone operator Time keeper/Senior security Guard Driver	4500	1800	1100	7400
Grade-4 Peon Guard/Checker/Sweeper	3250	1300	1100	5650
EXTRA Trainee	2300	920	1100	4320

As a policy **DESIGNTEX FASHIONS LIMITED** is committed to pay not less than the above mentioned scales.

b. **Overtime:** If any worker works beyond normal working hours i.e. Overtime (OT) hours his payment is calculated in following ways.

c. **Wages per OT Hours =**
$$\frac{\text{Basic} \times 2}{26 \text{ day} \times 8}$$

d. Payment of Salary and Allowances: Salary & Allowances of all workers of DesignTex Fashions Limited are paid in cash between 7th of each month. Pay slips mentioning detail salary in Bengali are handed over to every worker before payment.

Other Facilities.

- a) **Bonus:** Two festival bonus@50% of gross salary (on completion of continuous 6 months service).
- b) **Increment/Promotion:** Increment and Promotion for the deserving employees as per Bangladesh Labor Law Instruction.
- c) **Provident Fund:** Permanent employee is subjected to contributory provident fund facility as per Bangladesh Labor Law.
- d) **Tiffin Allowance :** Tk. 5.00 to 8.00 (In case of overtime work)
- e) **Transport Facilities:** Free transport facilities for workers up & down.
- f) **Medical Facilities:** Whole time first aid treatment provided by companies nurse & in case of serious sickness / injury / accident free treatment is provided by BGMEA medical centre.

LEAVE POLICY

3.3.12 Existing leave rules approved by the Government for all industries are also followed by the factories of DesignTex Fashions Limited Types of leave for workers are as follows:

- a. **Earned Leave.**
- b. **Festival Leave.**
- c. **Causal Leave.**
- c. **Sick Leave.**
- d. **Maternity Leave.**

Earned Leave: Workers having one year's continuously service in the factory are entitled for this type of leave with full pay. The leave is counted at the rate of one day leave for 22 working days of the completed working year. This leave is enjoyed in the second year of service, however it can be accumulated for the next subsequent years but it will never exceed the total of 30 days.

Festival Leave:

- a) There is a provision of 10 days festival leave in a year with full pay. The dates are linked with government-approved festivals and are predetermined by the Head Office.
- b) A worker may be employed to work on festival day if required. In that case he/she will be paid wages at a double rate and will get leave on an alternate day.

Casual Leave: In case of any necessity such leave can be granted but not exceeding 10 days in a year. But on special ground Authority may grant more leave to worker. Worker gets full pay for casual leave. Mentionable that casual leave will not be added with next year's annual or earn leave and ceases automatically at the end of the year.

Sick Leave: Sick leave is the period when a worker is given rest on recommendation of doctors due to sickness. The worker will get wages at the half rate for the Sick Leave period but it will not exceed the total of 14 days in a year

Maternity Leave: The pregnant female workers are entitled for maternity leave. The details are given in the policy on maternity benefit.

POLICY ON MATERNITY BENEFIT

3.3.13 pregnant female workers having continuous service of ten months up to the Expected Date of Delivery are entitled for Maternity Leave and Maternity Benefits.

Maternity Leave: The entitled female worker will get leave for six weeks before (and including) the expected date of delivery and six weeks after (and including) the actual delivery. Total maternity leave will be 16 weeks.

Maternity Benefit: The entitled female workers will receive maternity benefit at the rate of their average daily wages (calculated for the last three months) for a period of sixteen weeks for every child birth, i.e. eight weeks immediately preceding and six weeks immediately following the child birth. She may take the payment in three ways viz:

a) Six weeks salary within 48 hours of the production of a certificate from doctor/ factory doctor stating that the woman is expected to delivery a child within 8 weeks and the salary of the remaining eight weeks will be paid within 48 hours on production delivery certificate or .

b) For the said period up to and including the day of delivery within 48 hours of the production of proof that she has given birth to a child and for the remaining of the said period, within eight weeks of the production of such proof or

c) For the whole period (16 weeks) within 48 hours of the production of proof that she has given birth to a child.

Payment of Maternity Benefits in case of worker's death: In case of death of the entitled female workers during the period of Maternity Leave and if the newly born baby remains alive, her nominee or caretaker of the baby will get the financial benefits. If both the woman and the child die, the benefit will be payable to the woman's nominee or her legal representative. If the woman dies during the period of Maternity Leave but before giving birth to a child, the employer shall be liable only for the period up to and including the day of her death, provided that any amount already given to her will not be recovered from her legal representatives. If any amount is due to her, it will be paid to her nominee or legal representatives.

Procedure to get the maternity benefit: The entitled worker will apply for 16 weeks leave in the prescribed form with a certificate of doctor and fill up a notice form before 48 hours of leave. Notice form and leave application will be available with unit executive. On receipt of notice & leave application, record keeper will verify those and will place those to Unit Accountant who will prepare 8 weeks payment sheet, take approval of the authority within 48 hours and make payment. Similarly, after production of delivery certificate to the Unit executive, she will get remaining 8 weeks pay within 48 hours.

A female worker is not allowed to work during maternity period or within 8 weeks from the date of delivery.

Female worker will not be entitled to any maternity benefit, if she does not produce the proof of birth of a child within 8 weeks of her delivery.

HEALTH POLICY

3.3.14 First Aid: One first aid box is to be kept in the factory for each 150 worker. Contents of each box will be as follows:

a) Pain relief tablet (Paracetamol), Nix, OR Saline, and Roller bandage, Surgical Gauge, Cotton, Surgical Scissor, Tourniquet, Adhesive Tape, Surgical Gloves and Antiseptic Cream (Savlon Cream).

b. In each first aid box there will be an instruction how to use those medicines, Names of two first aid qualified workers along with their photographs are written and displayed in a suitable place of the box. In case of any undesirable incident in the factory trained workers will provide first aid treatment.

Facilities of Doctors, Hospital & Ambulance: One Nurse will remain available in the factory M.I room till the factory work continues. During this period any worker can visit doctor and get free treatment. Arrangement of ambulance service is to be available for sick workers / employees. But as an alternative arrangement vehicles of the factory are to be kept reserved for use as ambulance.

Drinking Water:

- a) Arrangement of drinking waters is to be made in suitably located places in the factory for the workers of the factory.
- b) Drinking water is to be examined regularly.

Ventilation and Temperature: Free circulation of air is to be ensured for the factory and required thermometers are installed in each floor.

Dust and Smoke:

- a) At times, dust and dirt are stored or smoke exerts due to production system of special time of garments in the factory, which may become harmful for health. Preventive measures are to be taken does that, dust and dirt are not stored and smoke can go out easily.
- b) Machines, which may contaminate environment in the factory, are to be kept in open place and measures are adopted to prevent contamination.

Toilet:

- a) Arrangement of adequate numbers of toilets are to be there at all times in easily useable advantageous places for workers/ staffs of the factory.
- a) Separate toilets are to be kept for male and female workers.
- b) Toilets are cleaned properly and hygienically with toiletries & antiseptics.

Prohibition of Smoking: Smoking is fully prohibited in the vicinity of garments

Factory/unit:

Water Drainage: Attentions are to be given to have properly drainage system.

SAFETY POLICY

3.3.15 Personal / Collective Safety: It is the primary responsibility of officers and workers serving in garment factories to pay attention towards personal safety. It is possible to maintain group/ collective safety if everybody is alert. Attention is paid to the under mentioned points.

- a) To obey standing instruction of unit/factory regularly and properly.
- b) To know and teach all rules & instructions correctly before operation machines.
- c) To take help of electricians before starting and after completing works in piece iron or finishing sections.

- d) Not to engage new workers in unscheduled work.
- e) To take prompt action by the trained first aids for injured persons.
- f) To keep wastage of food etc in the dust bin.
- g) Not to enter unauthorized in the Boiler Room.
- h) To take advice of doctor immediately, if affected by any type of communicable disease.
- i) Not to use thinner/ chemicals openly.
- j) To ensure regular use of personal protective equipment (PPE)
- k) To use water and flash commode after use.
- l) Not to throw wastage in to the commode from the basket kept for the women workers.
- m) Not to allow accumulate any dust on tube light shade, as that is a fire hazard.
- n) To use ear plug / eardrum where sound is more.

Mechanical Safety: The rules to be followed regarding machines are given below:

- a) Machine will not be operated if the snap button machine does not have any belt cover (top cover).
- b) Machine to be connected with chains will not be operated if connected with thread, wire or rope in lieu of chain.
- c) c) Machine to with missing nuts, solder opened or moves on table stand for any other reasons, are not allowed to be operated.
- d) It's a discouraged to talk while operating machine.
- e) There will be sharp parts in paddle or stand, which may injure any operation.
- f) Machine will not be operated if it vibrates or makes any abnormal sound during operation.
- g) Machines will not be operated if the operators is sick / or sleepy.

- h) While pressing snap button machine, should be careful whether finger is in secured place or not.
- i) Attention to be paid to protect fingers while operating in Snap Button Machines.
- j) Operators to be careful while operating machine so that their clothes (Saree, Scurf, Salwar-kamiz etc) do not roll down with the rolling part of machine.
- k) Hair should be fastened while working.
- l) Safety glass should be there in button hole, button stitch, over lock, bar tack machine or goggles should be used.
- m) Operator of over lock machine must use mask.
- n) All sewing machines should have needle safety guide
- o) Steel hand of cutting machine to be smoothed.
- p) Base plate of cutting machine to be smoothed.
- q) Cutter/Scissor should be bound with rope in such a way that, in case of falling, there will be no injury.

Electrical Safety: Electrical wire is a common source of fire. Electricity is used throughout the working hours of the factory. So the under mentioned steps are to be taken to prevent electric Fire Hazard.

- a) To switch on/off all electric connection of floor / unit while starting or ending work and to write down the timing in the register.
- b) To keep the Boiler Room tidy and not to keep any leaked / open pipe.
- c) Do not keep any wire naked.
- d) To display the Danger plate in D.B. board and hang posters with instructions / actions on electric shock.
- e) To keep all D.B boards neat and clean and no goods to be kept nearest to it. The boards are to be kept under lock & key.
- f) Working place in never to be left without disconnecting the piece iron socket.
- g) Piece iron and vacuum iron are to be kept completely serviceable and it should always be kept in iron stand.
- h) All machines must have motor pulley cover.
- i) It is no accepted to have any bad sound of motor, fan or machine.
- j) It is not accepted to have any broken and burnt plug, socket & switch.
- k) Starters of tube light are to be kept serviceable and all lights are switched on at a time.
- l) All lights are to be put on.
- m) All wires of motors and machines are to be dressed properly.
- n) All channels are to be kept neat & clean. No dust is allowed to be deposited inside.
- o) Instructions/ actions to be taken in case of fire or smoke from electric wire are to be written in English / Bengali and hung nearby.

Fire Safety: Damage caused by fire cannot be foreseen. There are two ways to be safe from fire firstly, prevention of fire and secondly, extinguishing the fire as per planned activities to prevent fire or extinguish it:

- a) To keep the team ready after identifying the places of fire.
- b) To check and ensure that glass, hammer of alarm & switch boxes are kept near the places of exit.
- c) To check and ensure that the gong bell is hung up & fire hose cabinet is all right, that water is available inside tank and there is clear approach way to hose cabinet.
- d) To check and ensure that each motor of the machine has its motor pulley. Report to be given to OIC through concerned in-charge.
- e) To keep the Fire Extinguishing Team always ready and fit to operate the Fire Extinguishing machine by continuous training.
- f) To keep the Exit Light on till the working goes on.
- g) To keep the Emergency Lights serviceable.
- h) To ensure that fire service instruments are always clean and the Monthly Inspection Cards are properly maintained.
- i) To keep the fire mark always correctly and not to keep any blockade towards the approach to the fire equipment.

POLICY ON USE OF CHEMICALS

3.3.16 It is a fact that chemical materials have helped to develop our life safely, but it can also cause damage or even death to us if it is misused or used carelessly. It is necessary to follow special care while washing garments with different chemicals in washing plant.

Damage by improper use of Chemical Materials: Serious accident may occur due to bad use of chemical materials like fire hazards, explosion, environmental effects which may lead to serve damage of human beings or death or both. The under mentioned damages may occur at the time of using chemicals in washing plant.

- a) Intolerable or abnormal situation may occur inside the body, if any excess chemicals enter to the body beyond its tolerance through respiration.
- b) Great damage can cause to the body if it is taken with food or water.
- c) There is a chance to get injured, paralyzed or wound for ever if it comes in contact with sensitive organs of the body, like mouth, eye, nose etc.
- d) Skin burn or skin bulge may occur for the bad effects of acid or base of these chemicals used in washing plant.
- e) It may cause even death by creating hindrance of respiration due to evaporation of gas/vapor after explosion if it is not properly handled.

Safe Storage: The under mentioned safety precautions are to be taken for storage of chemicals items.

- a) Unserviceable items must not be stored with serviceable items.
- b) Avoid processing of unserviceable chemical items.
- c) The containers of chemicals must not be rusted, cracked or damaged.
- d) Ensure arrangement of sufficient light and ventilation to eliminate risk of explosion.
- e) Chemical items are to be kept in a cold and well-ventilated place.
- f) Chemical stores are to be separated from the source of drinking water, plant and living place.
- g) Free entrance for fire fighting vehicle is to be made available.
- h) Electric circuit, switch box and fixture are to be kept in a safe place to be avoid any sudden accident.
- i) The Store area is to be kept free from all types of flame, welding, smoke and heat radiation.
- j) Only authorized workers are to be done in stores and plant.

Poisoning: The under mentioned precautions are to be taken to prevent from poisoning by chemicals during use.

- a) To know about the behavior of chemicals to avoid risk as far as possible.
- b) Select proper equipment while working with the chemicals in the plant.
- c) Necessary steps are to be taken to avoid any accident due to lack of knowledge.
- d) Controlling authority is take necessary safety precaution during maintenance and repair of machines / equipment at the working place.

The following steps are to be taken to ensure safety while working with chemicals:

- a) Check the equipment properly before you start the job and inform inspector during emergency.
- b) All are to be careful and attentive about the danger of chemicals while using.
- c) Healthy atmosphere is to be ensured at the time using dangerous chemical, especially for the female workers, pregnant ladies and breast-feeding children.
- d) To provide treatment and compensation for the victims of chemicals.

Personal Safety Equipment: The under mentioned personal safety equipments are to be kept available.

- a) Nose Mask
- b) Protective Gloves
- c) Apron (For washing)
- d) Rexene Apron (For sand blast)
- e) Gum Boot / Short Boot
- f) Eye Protector
- g) Immediate eye wash facilities.

Education and Training: Importance of education and training is essential to reduce the risk of chemicals. All personnel dealing with the chemicals are to be given necessary education. Safe guarding equipment is to be used and first aid treatment is to be given if there is any risk of chemicals. It becomes easier to reduce the risk in using dangerous chemicals if the workers are given training on chemicals.

Thinner and Machine Oil are risky chemicals. Enough safety precautions are to be observed during maintenance and use them. Under mentioned procedures are to be followed during use.

- a) Thinner and machine oil containers are to be preserved in a protected place with proper label and identification mark.
- b) Smoking is prohibited in the preservation area of thinner and machine oil, and other similar items, like matchbox and welding machine are prohibited to carry and preserve in the same storage area.
- c) Containers of thinner and machine oil are to be stored in such a way that, at least two feet area are to be kept free and only authorized persons are allowed to enter.
- d) thinner and machine oil and also at the time of refilling.
- e) Special care is to be taken during refilling, so that hand pump does not come out from the container or the container does not overflow.
- f) Refilling is to be done only up to the red mark of the small container.
- g) If any thinner and machine oil falls on the body of the container or on the floor during refilling, that must be cleaned /wiped out with dry cloth or sponge.
- h) Cloth or sponge, which is used to clean / wipe out thinner and machine oil, is to be preserved in a closed box and necessary safety precautions must be followed during disposal.
- i) The container of thinner and machine oil must be preserved in a barrel filled with sand and this place must be well demarcated.
- j) The container of thinner and machine oil can never be cut.
- k) The empty containers of thinner and machine oil can not be used for other jobs in the factory and these containers can not be issued to the employees of the factory.
- l) It is totally prohibited to handle thinner and machine oil except the trained and authorized person.
- m) All employees of the factory are to be informed about the harmful effect of thinner and machine oil.

POLICIES ON USED AND BROKEN NEEDLE

3.3.17. **Needle plays a vital role in the Garment:** Broken parts of a needle may remain inside a garment undetected and it may cause injury to a person using that garment. It is more dangerous for the children. Similarly, if a needle is used for a long time, it may get bent, or blunt which may damage the fabrics of a garment. That is why, it is essential to be careful while dealing with needles. The under mentioned procedures are to be followed to deal with broken or used needles.

Broken Needle:

It is very important to deal with broken needle carefully for the safety of the children when producing their garments. The under mentioned procedures are to be followed if a needle is broken during production of garments.

- a) Operator must return the needle to the supplier of the needle.
- b) The supplier of the needle is to confirm all parts of broken needle with the specimen needle kept with him.
- c) After receiving the broken needle, the supplier of the needle is to issue another new needle to the operator writing his/her name and card no in the register.

The under mentioned procedures are to be followed if the operator fails to deposit all parts of broken needle:

- a) The supervisor will stop to pass this garment for the next process immediately after the detection of broken needle.
- b) That garment or part of it is to be marked for edification.
- c) The bundle of this produced garments or part of it is to be examined by the needle detector machine.
- d) The Surrounding area of this sewing machine is to be examined by rolling magnet/ hand held metal detector.
- e) This garment is to be preserved in a separate place and to keep its record.

Used Needle

The sharpness of a needle is reduced or head of the needle gets curved if it is used for long time. It may raise the following problem:

- a) The thread of the fabric may get cut which may subsequently create a hole within the fabric during wash.

- b) If a needle is used for a long time, then head of that needle gets blunt which may create marks in the fabric. It may be one of the reasons to reject the body after wash.

POLICY ON SAFETY AND C-T PAT

Security

3.3.18 Entrance of unauthorized personnel and security of equipment in the Designtex Fashions Limited are ensured through an effective security and C-T PAT system. Security of the Designtex Fashions Limited is ensured through an effective security and C-T PAT system. Security of the Designtex Fashions Limited is ensured for 24 hours under the supervision of a Security Officer. The detailed policies on Security are mentioned below:

- a) One Officer in Charge will be responsible for the entire security system.
- b) Security guards will work under different guard commanders, which will be supervised by the Security Officer.
- c) The entrance, exit and different Vital Points of the factories are guarded for 24 hours.
- d) A mobile team is detailed under a guard commander to inspect the security system of different installations of the Designtex Fashions Limited at night.
- e) Visitors Books are kept at the main Gates of all factories to record movement of the visitors.
- f) Movement of fabric, garments and other materials are checked and recorded in the Main Gate.
- g) Pay, allowances and other facilities are given to the security guards as per the factory rules.
- h) Disciplinary actions are taken against the security personnel when they commit any offence.
- i) Only authorized people are allowed to enter the factory after identification.

Customs, Trade and Partnership Against Terrorism (C-T PAT) is an organization of the Homeland Security Bureau of the USA who are working to ensure safety and security of supply system around the world to protect custom and border security against terrorism. Designtex Fashions Limited has recently taken step to work under this policy. Some important aspects add the policies are mentioned below.

Security of Boundary Fencing: Each Boundary fencing must be strong enough to protect from terrorist activities. Following steps to be taken to ensure security of boundary fencing:

- a) Entrance and Exit doors must have locking device.
- b) Important items, dangerous items and other items to be identified and kept separately.
- c) Sufficient lighting arrangement should be made for personal transports and cargo transports.
- d) Separate parking arrangement should be made for personal transports and cargo transports.
- e) Must have communication system to inform the Local Security Organization about any incidence regarding security.

Entrance Control

Entrance will be controlled as under:

- a) Entrance to all officers, staff and workers will be allowed after proper identification
- b) System must be devolved to challenge unauthorized.

Procedural Security

The following procedures will be followed for security:

- a) One Security Officer will be details to ensure security of materials while getting in or going out.
- b) Materials are to be identified, counted and weighed as per list.
- c) System must be prevailed to check the containers intactness.
- d) Empty containers to be preserved properly to avoid illegal entrance.
- e) Only approved personnel with specials dress to be detailed to work in packing and loading areas.

Security of Personnel:

Recruitment of Officers and Staff to be done through proper and elaborate interviews. Previous identities given in application forms are to be verified from time to time.

Education and Training:

One Training Program on Security to be made and all Officers and Staff must have adequate knowledge on policies regarding C-T PAT. Policies on C-T PAT must be followed properly to ensure Security System of the Designtex Fashions Limited.

WELFARE POLICY

3.3.19 No law, rules and regulations can bring peace to the employees / Workers unless it is properly formulated and effectively implemented. So, in order to ensure welfare of the workers Designtex Fashions Limited has provided certain facilities which are narrated below:

a) **Canteen Facilities.** Canteen /During Hall Facilities are available for the workers of the Factory. Plenty of pure drinking water are supplied in the canteen / Drinking Hall.

b) **Child Care Room.** Separate room has been arranged for the children of the workers Designtex Fashions Limited Mothers of those children can work in the factory keeping their in this room. One Caretaker always looks after the children. The mothers sometimes come to see their children and breast-feeding mothers also feed their children when it is necessary.

Welfare Officer. To enhance possibilities of the management to monitor welfare of the workers, Designtex Fashions Limited has appointed one welfare officer in each factory where the worker strength is more than 500. The welfare officer has to perform following duties and responsibilities.

- a) To arrange / meeting between the workers and the authority in order to establish co-operation.
- b) To apprise authority for quick settlement if there is any complaint of any individual worker or a group of workers.
- c) To help authority and the workers in order to remove the mis-understanding among them after hearing the statement of the workers.
- d) Self-judgment is to be used for the settlement of any dispute, if there is any difference between workers and the authority.
- e) To discuss with the representative of workers and the authority about the conditions of service and wages/salary of the workers.
- f) To work in order to improve the relation between the workers and the owner of the factory.
- g) To liaise with the medical officer for better medical treatment of the workers.
- h) To encourage workers to form different committees like Joint Production Committee, Co-Operative Society Welfare Committee and to supervise their work.
- i) To look after different facilities like Canteen / Dining Hall, Rest Room, Children Room, Toilets, Drinking water etc.
- j) To apprise owner of the factory about the worker's leave with salary and to make workers understand about their leave and other rules and regulation.
- k) To perform duties about the labor welfare activities, like social and recreational facilities, health care, Children's education along with retail priced co-operative society, housing and food.

- l) To recommend and advise for the improvement of their life style and also careful for their welfare activities.
- m) To advise authority for the training of newly joined workers in any Technical Institute and to encourage.

POLICY ON HARASSMENT & ABUSE

3.3.20 Designtex Fashions Limited is determined to prevent harassment and abuse to any worker at any time. If any one does it or any one instigates others to do it, authority takes disciplinary action that defaulter.

Following Abuse and Harassment are strictly forbidden in the Factories and Premises of the Designtex Fashions Limited.

- a) **Verbal Abuse.** (Use of unpleasant language / shouting at a high voice).
- b) **Verbal Harassment** (To threaten someone directly or indirectly)
- c) **Mental Harassment** (To create mental depression, upsetting or misbehave to create mental pressure).
- d) **Sexual Harassment** (Unexpectedly taking/ giving chance to or from other sex without consent, any physical or verbal attitude which falls under the definition of sexual act).
- e) **Physical Assault** (Unlawful physical touch, physical oppression or any corporal punishment which may cause injury to health or cause any disease).
- f) **Threading** (To throw anything or pretend to throw something at any one to scare)
- g) **Expulsion** (To keep waiting outside the factory as a punishment).
- h) **Quarantine** (Preventing from drinking water or using Toilet)
- i) **Over Worker** (Forcing to do extra work as punishment)
- j) **Deduction** (Deduction or treating about deduction from pay for any unjustified act attitude of any worker).

POLICY ON GRIEVANCES

3.3.21 Having strict policies on no-discrimination and equality, there may even arise cases of abuse and harassment. It is not possible for any management to monitor unpleasant happenings and take care of them unless any monitoring system is followed Designtex Fashions Limited has got pre set ways and systems to get the feedback or information regarding any violation / miss-deeds.

The victim of the circumstance may ventilate his or her grief and sorrows by putting up grievances to the authority for further necessary actions. Workers of Designtex Fashions Limited may submit their grievances in 4 different ways as mentioned below:

- a) Written or verbal Complaints
- b) Complaint Box
- c) Independent Social Survey
- d) Social Survey by the External Auditor.

Written or Verbal Complaint

- a) Every worker may place his / her grievances in writing or verbally to his supervisor, line chief, In-charge or APM.
- b) Supervisor in consultation with Line chief, In-charge & PM will try to solve the problem, immediately.
- c) If PM fails to solve the problem, immediately he will bring it to the notice of GM & OIC of the factory. The GM & OIC will solve the problem as per law.
- d) If any worker does not get the solution after written or verbal complaint to his supervisor, Line-chief, In-charge, or PM in that he/she can put complaint through welfare officer/ compliance officer or directly to OIC.
- e) After receiving the complaint, welfare officer will try to solve it in consultation with PM/AGM/GM. Any secret or important issue, which cannot be disclosed to mid level officers, welfare officer will bring it to the notice of OIC & OIC will take appropriate action to solve it.

Any worker can drop written complaint without giving their identity. The following procedures are followed in case of any complaint comes through complain box:

- a) Complaint box is placed in such a way so that the workers are free from any fear or hesitation to drop their complain.
- b) Any worker can put complain without his / her identity.
- c) Complaint box is always kept under lock & key and key is kept with welfare officer or OIC, welfare or OIC opens the complain box twice in a day.
- d) Each complaint is noted down in a register and it is preserved in a separate file. OIC takes appropriate action in consultation with other related officer, after examining the complaint.
- e) If the complaint is general in nature, its action is circulated to all through notice. If it is confidential its action is informed to the complainer and if it is secrete, its action its preserved separately, so the complainer is not face any harassment or his/her security has not been hampered.

Independent Social Survey: Human recourse & compliance department try to find out the exiting relation between the workers and employer through independent social survey. During survey the authority follow the under mentioned process:

- a) Date, time & place of survey after discussion with factory In-Charge.
- b) Survey team finds out the information through interview to the workers without interference.
- c) After survey the team compiles the information and after verification of the genuineness of information, they prepare a secret report and submit it to the factory the In-Charge or Chief-Executive of the factory for necessary action and later on they implement the decision of the Chief Executive.

Social Survey by the External Auditor: Authority employs external auditor in addition to the internal surveyor who takes the interview of the workers independently. After interview, he prepares a report on the basis of information and submits it to the authority. Authority takes appropriate action as per law.

POLICY ON DISCIPLINARY PRACTICE

3.3.22 like any other Companies/ Factories, the Designtex Fashions Limited has formulated a set of disciplinary actions to maintain law and order within its factories and to rectify the defaulters, if any. Initially, the following steps are taken:

- a) Motivation – at least 3 times.
- b) Verbal warning – at least 3 times.
- c) Show cause notice – As require.
- d) Written warning – at least 3 times.

After applying above-mentioned procedures, if no fruitful result is achieved then authority takes action as per law. Workers are made active and attentive to the job through training & briefing. Physical / Mental / Sexual Harassments. Financial deductions or cut down of any facilities for indiscipline cases are strictly prohibited in the Designtex Fashions Limited.

The following activities are considered as indiscipline case:

- a) Any violation of good order of the superior authority by any individual or a group.
- b) Any loss, damage or theft of the property of the company.
- c) Receiving / giving bribe or illegal money to or from any one.
- d) Habitual / frequent absent from duty without leave or continues absent more than 10 days without leave.
- e) Violation of rules /regulation of the company.
- f) Habit of showing unwillingness to work or not to work properly.
- g) Willful absence from duties individually or in a-group.
- h) Any unlawful act in the factory.
- i) To participate alone or in-group in any work / act which is harmful for the company.
- j) Any financial transaction in the name of company without the knowledge of the authority.
- k) Smoking in the factory premises which is the declared “No smoking area”.
- l) Willful disobey company policy like health policy like health policy, environment policy etc.
- m) To display any poster or leaflet in the factory premises or near to the factory without permission of the authority.
- n) Gambling in side the factory or factory premises.
- o) To leave the working place without premises.
- p) Sleeping in the working place.
- q) To give false statement about name, age, eligibility or experience.
- r) To destroy /damage of the document / property of the company.
- s) Willingly work slowly or to instigate any one to do so, alone or in a group.

79. **Retirement from service:** To retire any permanent / temporary worker for no fault of his / her, the following actions will be taken:

- a) In case of a permanent worker, he or she will be served with a warning notice for 120 days in advance or will be paid the salary of 120 days and will be retired there after.
- b) In case of a temporary worker, he or she will be served with a warning notice for 60 days in advance or will be paid the salary of 60 days and will be retired there after.
- c) Provident fund, money for left over Earned Leave and salary of the worker will be paid before retirement.
- d) Worker on probationary period may be retired from the factory at any time. In that case, his / her dues for working days only will be paid.

Removal: Any worker may be removed from service at any time due to his or her inefficiency or indiscipline activities or violation of any regulation of the factory or company. In that case, a notice is to be served to the worker mentioning the reason. No worker will be removed without giving proper notice to him or her.

81. **Discharged from the service:** Authority can discharge any worker from the service for physical or mental disorder or long illness.

Dismissal from the service: If any worker is blamed as per labor; aw of the country, he may be dismissed from service after paying the following benefits:

- a) Payment of salary for actual working days.
- b) Payment of the 14 days basic pay for each year.
- c) Payments of left over earn leave pay.
- d) Payment of the provident fund money.

Resignation from the service: If any permanent worker wants to resign from the service, he or she has to submit written notice before one month. If he or she fails to serve the notice, he or she has to surrender one month's salary Designtex Fashions Limited follows labor law of the country for all matters.

POLICY ON FREEDOM OF ASSOCIATION

3.3.23 Every worker has got the freedom to join in any organization legally and peacefully as per the Section 3 of **Industrial Ordinance 1967**. According to this ordinance:

- a) Every worker has the right to form and to join in any Association indiscriminately, complying the rules and regulations of that society without the prior permission of the factory.
- b) Every owner has the right to form and to join in any Association indiscriminately, complying the rules and regulations of that society without the prior permission of the factory.
- c) Trade Union and Owner's Association have got the full independence in selecting their representatives, administration of the society and their activities and to formulate their policies.
- d) Association of Workers and the Association of Owners have the right to join in any Federation or Confederation of workers and the owners have the right to join in any association of international labor organization or any other Confederation.

Formation of a Trade Union for any legally accepted aim is also covered in the section while mentioning the Formation of Association. Every worker is to comply with the law of the land at the time of implementation of their rights as per section 3.

No Trade Union will be eligible for Registration unless a minimum of 30% of the total workers of the organization are member of the proposed Trade Union. Applications for registration may be processed with the signature of the President and the Secretary of the proposed Trade Union only after fulfilling the above mentioned condition.

The job of the trade union will be to develop the interest of its members and to come to right decisions after discussion with the owner.

POLICY ON SOCIAL ACOUTABILITY

3.3.24 In principle, the Designtex Fashions Limited is committed to all of its officers and workers. The authority feels it to be important to keep the environment suitable for continuous working for 8-10 hours in the factories. Workers soul will remain fresh and standard of production will be good if the working environment is good. Production may be hampered due to different diseases among the workers if the environment is good. Production may be hampered due to different diseases among the workers if the environment is not hygienic. So all efforts are taken to all keep the environment.

In the same way, the authority is concerned about the environment of the surrounding areas Designtex Fashions Limited keeps an eye to prevent pollution of environment from garbage, smoke, noise etc of its factories. In addition Designtex Fashions Limited. participates on public welfare activities of the local areas like donation to religious installation, schools, colleges, orphanage etc. It also extends co-operation in service to humanity in natural calamities.

PERFORMANCE EVALUATION POLICY

3.3.25 Management has the firm belief that all the workers must be rewarded according to evaluation on the basis of their individual performance. Evaluation will be done irrespective of sect, group, gender, rank or place. Evaluation of personal efficiency is the best way to evaluate working efficiency. Management does not believe in evaluation the extraordinary performers only, but also takes step to build a skilled manpower through education and training of the weak cause. A simple but procedural and scientific method is applied to carry out perfect evaluation every year. Management believes that no evaluation be surprising and exciting. A worker must have clear idea about their good or bad performance. Mentionable efficiencies of each worker must be recorded throughout the year and those should be consulted during the final evaluation. Each worker must have clear ides on the points on which emphasis are put in the system of performance evaluation.

Transparency of Evaluation System.

Transparency of Workers Evaluation System is important to make it effective. The only way for transparency is to make all aspect of evaluation clear to both the evaluation as well as the worker to be evaluated. The management will follow the under mentioned points to keep the transparency:

- a) All workers, supervisors, line chiefs and management staff are informed about evaluation system through training.
- b) All supervisors, line chiefs and other evaluators are directed not to make any discrimination during evaluation.
- c) Evaluation to be done through discussion between the evaluator and the person to be evaluated.
- d) Workers to be informed on their weak areas throughout the year instead of informing during the evaluation time only.
- e) Progress of Daily /Monthly/ Tri-monthly evaluation to be recorded and to be analyzed regularly. This record to be consulted during the final evaluation.
- f) Workers, who will be evaluated, must be advised regularly to improve their performance.

The under mentioned directives will help the evaluation and the person to be evaluation in understanding Evaluation System properly.

Subject	Evaluation-factors	Source of Information	Total Score
Hourly Production	EVALUATION ON PRODUCTION CAPACITY	Daily Production report	20
Production Quality	Mistakes, number of warnings for mistake, Quality of Production as per customers requirement, Rejection etc	Inspection, own record, QC record etc.	20
Security	Knowledge on security, number of incidence, training others etc.	Inspection and reports of different incidence	20
Punctuality	Coming late, going early, unauthorized exit during working hour, over stay during leave, absence, without leave, violation of factory rules, quarreling with colleagues etc	Attendance, leave records and observation	15
Behavior	Responsibility, initiative, co-operation general behavior etc.	Observations and others opinions	15
House keeping	Cleanliness of working place, daily routine of cleanliness, etc.	Inspection and daily personal interaction	10
Total			100

It is obvious that training enhances skill to any staff. It also encourages and builds better career/ Management of the Designtex Fashions Limited is not an exception to this concept. The authority arranges formal and informal training on different activities. The training cell with the co-operation of the management determines the requirement of training for the workers and officers of all other sections and also arranges their formal and informal training with the help of the existing as well as external resources. The activities of the Training on compliance and human rights, general behavior, health and hygiene, pollution of environment and other social awareness like Family Planning, AIDS, Pollution of Arsenic, Dengue, Diarrhea, Child Care and other contamination diseases.

POLICY ON TRAINING AND DEVELOPMENT

3.3.26 The company arranges the under mentioned types of Formal and Informal training for the officers, workers and staff to raise consciousness on different aspects:

- a) **Orientation Training for the Officers and workers.** This training is imparted to newly recruited officers and workers to appraise about the structure, policies and other aspects of the company.
- b) **Training for the Compliance Officers/Welfare Officers.** Compliance/Welfare Officers, Time Clerks, HR, Admin and Accounts Staff are trained on compliance matters.
- c) **Training for Mid level Manager.** PM, APM Line chief and Supervisors are trained on the workers right, compensation and benefits, different policies, labor laws, general behavior etc.
- d) **Training for Workers.**
 - i) **Trade Training:** Trade Training is arranged for workers of sewing, cutting, finishing and other sections to make the workers skilled.
 - ii) **Training on Personal Health and Social Awareness.** Workers are trained on different diseases and their cure, like Dengue, Jaundice, Fever, Eye problem, Diarrhea, Skin and Venereal disease, more so on Family Planning, Child Care, Sanitation, Plantation etc.
 - iii) **Training on use of Personal Safety Equipment for all workers.**
 - iv) **Training on Duties, Rights and Benefits of Workers.** Workers are trained on Duties, Rights and Benefits (Leave, Complaint Procedure, Discipline etc).
- e) **Training on Fire Fighting.** Training on Fire Fighting is conducted by skilled and training fire service train at least 40% of the man power.
- f) **Training on First Aid.** First Aid training is conducted in the factory to make at least 20% manpower trained as First Aids.
- g) **Product Safety.** Officers and workers are trained on production of safe and high quality garments.



CHAPTER:04
FINDINGS, RECOMMENDATIONS,
CONCLUSIONS

4. Findings of the Study

The findings of the study are as follows:

- Designtex Fashions Limited Garments Industries have a strong and effective Compliance management Policies and Practices. They have about 1500 employees whose are directly involved with company's operation.
- They have about 1050 female workers, which is large portion of the total employee in the company and this company is involved with women empowerment in the Garments industry.
- They have a well organized Compliance managements planning for organizational objectives and future plan and others.
- Designtex Fashions Limited Garments Industry believes in the process of attracting qualified job applicants and the process of finding and attempting to attract job candidates who are capable of effectively filling job vacancies.
- Regarding the selection of perfect candidate background investigation is mostly done for the experienced one.
- Although there are certain circumstances where-even through complaint is within jurisdiction the company can dismiss any employee without considering its merits, the service of a permanent employee by giving him or her in a written notice under a certain period of time.
- The training of Designtex Fashions Limited involves the change of skills, knowledge, attitude and behavior of an employee. The training system of this company's is more present day oriented and job specific and designed to make effective and efficient employee in their current position.
- The motivation process of Designtex Fashions Limited is basis for an exchange. The employee offers specific behaviors desired by the organization to meet its goals and objectives in return offer money, goods and services.
- Performance appraisal system of Designtex Fashions Limited is highly useful tool by which they measure the performance of an individual and identify the gaps and plan future development in order to enable a better fit between the job and the incumbent.

- Designtex Fashions Limited does not use any software Compliance Management.
- The company does not have any practice of “Compliance Management Survey”, which is a negative point for the company’s Administrative Department.
- At present, the company does not have any systematic practice of employee counseling.
- The company does not have any practice of “Compliance Management Survey”, which is a negative point for the company’s Administrative Department. Therefore, this practice should be introduced to the company’s Compliance Management policies.
- At present, the company does not have any systematic practice of employee counseling. Such a practice might be beneficial to the employees.

4.1 Recommendations

In the light of the findings, the recommendations are as follows:

- Designtex Fashions Limited has a strong and effective Compliance management system. They may use software for the Compliance management.
- They have a well organized Compliance management system planning for organizational objectives and future plan and others. However, they need to assigning necessary manpower for every job.
- Regarding the selection of perfect candidate background investigation is mostly done for the experienced one. For the selection of manpower of the industrial projects, proper study should be conducted in time.
- The training of Designtex Fashions Limited involves the change of skills, knowledge, attitude and behavior of an employee. However, the company should improve the knowledge of the system through more training and proper managerial observation and cooperation is required for the manpower development.
- The motivation process of Designtex Fashions Limited is basis for an exchange. The company should introduce gain-sharing approaches to motivate its employees. Non-monetary incentives might be a great motivation for the officers and service workers.

4.2 Conclusions

4.3 Demands of garment industries are increasing day by day with the expansion of civilization. The quality of Bangladeshi garments has found its identity in the outside world. In order to enhance the earning of foreign currency through this industry as well as to uphold this industry is essential to look into its root stem first. And the root stem of this industry is the working force. Secured working environment is the pre-requisite for the production. Healthy environment and safety of man and material will inspire all workers to increase production. It is essential for all workers to know the policies and implement them. Any industry can achieve its target if it follows a proper and complete set of policies. Accordingly, Designtex Fashions Limited prioritizes the policies regarding dealing with workers and makes its implementation compulsory; Designtex Fashions Limited believes that the good relationship between owner and workers is the key to its production.

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