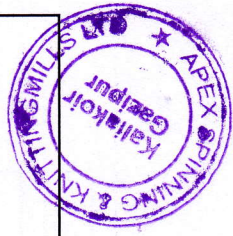


# Internal reviews /assessments report of social and labor policies and procedures

Factory Name : Apex Spinning & Knitting Mills Ltd.

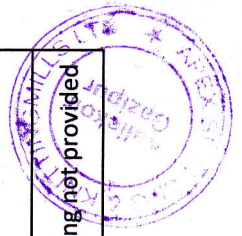
Assessment By:		Assessment date:				
Name : Foyzur Rahman		21.12.2021				
Designation : Sr. Executive						
No	Social Labour Performance area/ Policy Procedure	Checking / Monitoring Point	Observation	Mention evidence / Reference	Any violations found that were uncovered & Records kept ?	
1.1	<b>(1) Child labor and young workers Policy:</b>	Does this policies and/or procedures have a reference of national law ?	yes	According to factory policy & BLA - Act-2006 sec: 34		
1.2		How many/ percentage of worker & staff received training ?	81%	Training summary	19% Training not provided	
1.3		How many/ percentage of recruitment team received training on child labour policy ?	100%		Training summary	
1.4		Are the legal minimum age mention at policy ?	yes		According to factory policy & BLA - Act-2006 sec: 34	
1.5		Do any children hired below the Legal minimum working age?	No		According to factory policy & BLA - Act-2006 sec: 34 , Recruitment document check & acknowledgement report.	
1.6	Are the policy posted on notice board ?	yes				
1.7	Does the HR staff follow age Verification Process properly ?	yes		Recruitment document check & acknowledgement report.		
2.1		Is update Prohibition of forced labor policy posted on policy board?	yes			



*[Handwritten Signature]*



No	Social Labour Performance area/ Policy Procedure	Checking / Monitoring Point	Observation	Mention evidence / Reference	Any violations found that were uncovered & Records kept ?	
2.2	<b>(2) Prohibition of forced labor</b>	Does this policies and/or procedures have a reference of national law ?	yes	According to factory policy		
2.3		How many/ percentage of worker & staff received training ?	81%	Training summary	19% Training not provided	
2.4		Was any type of forced labour against worker ?	No	Worker feedback		
2.5		Are workers do their work Voluntary ?	yes	Worker feedback& worker interview		
2.6		Is overtime work Voluntary ?	yes	OT refuse data		
2.7		Is voluntary end of employment?	yes	Worker feedback& worker interview		
3.1		<b>(3) Anti-harassment and abuse</b>	Does this policies and/or procedures have a reference of national law ?	yes	Factory Policy	
3.2	How many/ percentage of worker received training ?		83%	Training summary	17% Training not provided	
3.3	How many/ percentage of security guard staff & management received training ?		100%	Training		
3.4	Is appropriate behavior observed among/ between workers, management and supervisors ?		yes	Worker feedback& worker interview. Anti-Harazment & equality program		
3.5	Is security guards behavior observed appropriate ?		yes	worker interview/Feed back		
3.6	Is any Violence and harassment occurred in the workplace ?		no	Worker feedback& worker interview. Anti-Harazment & equality program		
4.1		Does this policies and/or procedures have a reference of national law ?	yes	Factory Profile		
4.2		How many/ percentage of worker received training ?	83%	Training summary	17% Training not provided	

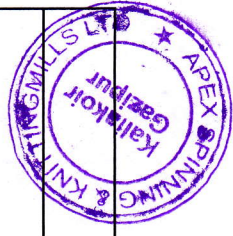


*[Handwritten signature]*



No	Social Labour Performance area/ Policy Procedure	Checking / Monitoring Point	Observation	Mention evidence / Reference	Any violations found that were uncovered & Records kept ?
4.3		How many/ percentage of security guard staff & management received training ?	100%	Training	
4.4		Does any discrimination occurred based on race / skin color ?	No	Anti- Harazment & Equality Program	
4.5		Does any discrimination occurred based on sex / gender ?	No	Anti- Harazment & Equality Program	
4.6		Does any discrimination occurred based on religion ?	No	Anti- Harazment & Equality Program	
4.7		Does any discrimination occurred based on political opinion ?	No	Anti- Harazment & Equality Program	
4.8		Does any discrimination occurred based on social origin (social class, socio-occupational category) ?	No	Anti- Harazment & Equality Program	
4.9		Non-discrimination based on disability	No	Anti- Harazment & Equality Program	
4.10		Does any discrimination occurred based on HIV/AIDS status (real or perceived)	No	Anti- Harazment & Equality Program	
4.11		Does any discrimination occurred based on sexual orientation	No	Anti- Harazment & Equality Program	
4.12		Does any discrimination occurred based on pregnancy/maternity status	No	Anti- Harazment & Equality Program	
4.13		Does any discrimination occurred based on marital status	No	Anti- Harazment & Equality Program	
4.14		Does any discrimination occurred based on age	No	Anti- Harazment & Equality Program	
4.15		Does any discrimination occurred n based on membership in worker organizations	No	Anti- Harazment & Equality Program	
4.16		Does any discrimination occurred based on Nationality/foreign migrant worker status	No	Anti- Harazment & Equality Program	
4.17		Non-discrimination based on family responsibilities	No	Anti- Harazment & Equality Program	
4.18		Does any discrimination occurred in recruitment and hiring	No	Anti- Harazment & Equality Program	

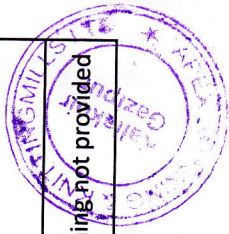
**(4) Anti-discrimination**



*[Handwritten signature]*



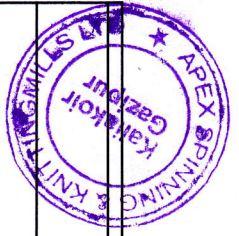
No	Social Labour Performance area/ Policy Procedure	Checking / Monitoring Point	Observation	Mention evidence / Reference	Any violations found that were uncovered & Records kept ?
4.19		Does any discrimination occurred in compensation and promotion	No	Anti- Harazment & Equality Program	
4.2		Does any discrimination occurred in working conditions	No	Anti- Harazment & Equality Program	
4.21		Does any discrimination occurred in discipline	No	Anti- Harazment & Equality Program	
4.22		Does any discrimination occurred in termination	No	Anti- Harazment & Equality Program	
5.1	<b>(5) Working hours</b>	Does this policies and/or procedures have a reference of national law ?	yes	According to the factory policy & national law	
5.2		How many/ percentage of worker received training ?	86%	Training summary	14% Training not provided
5.3		Is approved working hour follow at daily work?	yes	Approved working hour by the govt authority- " Department of inspection for factories & establishment.	
5.4		How many percentage of overtime reduce from previous month ?	October -2021 overtime data is 237992 & November -2021 Overtime data is 294719	Target plan	
5.5		Is the working hour same at salary sheet & payslip?	yes	Salary sheet	
5.6		Is overtime applicability and corresponding rates of pay ?	yes	Salary sheet	
6.1		Does this policies and/or procedures have a reference of national law ?	yes	Factory Policy	
6.2		How many/ percentage of worker & staff received training ?	90%	Training summary	10% Training not provided



*Handwritten signature*



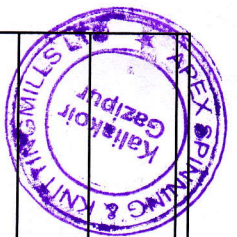
No	Social Labour Performance area/ Policy Procedure	Checking / Monitoring Point	Observation	Mention evidence / Reference	Any violations found that were uncovered & Records kept ?	
6.3	<b>(6) Wages and benefits</b>	Is monthly Wage payment within seven working days from end of month ?	yes	Salary notice & Salary sheet.		
6.4		Is wage calculation as per law?	yes	Factory policy & Salary sheet.		
6.5		Is overtime pay/ calculation as per law ?	yes	Factory policy & Salary sheet.		
6.6		Does worker received Paid leave ? (if yes what percentage ?)	yes	Salary sheet.		
6.7		Does worker received Annual leave / payment (as per law)? (if yes what percentage ?)	13%	Payroll documents		
6.8		Does worker received Sick leave (as per law) ? (if yes what percentage ?)	76%	Payroll documents		
6.9		Does worker received Maternity leave (as per law) ? (if yes what percentage ?)	6.29	Maternity leave document		
6.10		Does worker received Emergency family leave (as per law) ? (if yes what percentage ?)	64%	Payroll documents		
6.11		What percentage increment on salary was provided to worker ?	6%	Slary sheet		
6.12		What percentage of salary was provied by bank account in this month ?	100%	Salary sheet.		
6.13		Is all types of Benefit provided timely (as per law) ? (if yes what percentage ?)	100%	Factory policy & Salary sheet.		
7.1		<b>(7) Discipline procedures</b>	Does this policies and/or procedures have a reference of national law ?	yes	Factory Policy	
7.2			How many/ percentage of worker & staff received training ?	85%	Training summary	15% Training not provided
7.3	Is facility rules concerning with disciplinary procedure ?		yes	Factory policy & worker feedback		
7.4	Are all disciplinary action taken as per law?		yes	Factory policy & worker feedback		
7.5	Have any Worker's appeals process against disciplinary decision ?		No	Disciplinary Tracker		



*[Handwritten signature]*



No	Social Labour Performance area/ Policy Procedure	Checking / Monitoring Point	Observation	Mention evidence / Reference	Any violations found that were uncovered & Records kept ?
8.1	<b>(8) Freedom of association and collective bargaining</b>	Does this policies and/or procedures have a reference of national law ?	yes	Factory policy	
8.2		How many/ percentage of worker & staff received training ?	85%	Training summary	15% Training not provided
8.3		Does worker have Right to freedom of association / Right to form or join a trade union ?	yes	worker feedback	
8.4		Does worker have freely access to share their grievance in worker representative?	yes	worker feedback	
8.5		Does union have separate meeting space ?	yes	Union Office	
8.6		When election of union was conduct ?		15.11.2020	
8.7		Are worker choose their representative of union freely ?	yes	worker feedback	
8.8		Is management and worker meeting held quarterly? (Mention last meeting date)	yes	07.11.2021	
9.1	<b>(9) Grievance procedures</b>	Is Grievance system and process functional ?	yes		
9.2		Does this policies and/or procedures have a reference of national law ?	yes	Factory policy	
9.3		How many/ percentage of worker & staff received training ?	86%	Training summary	14% Training not provided
9.4		What percentage of worker aware about Grievance system and process ?	86%	Training summary	14% Training not provided
9.5		Non-reprisal for workers filing a grievance/complaint	No	Grievance Summary report	
9.6		Is Equal access to grievance systems for both female and male workers ?	yes	Harazment & equality program	
9.7		What percentage of worker feedback received on grievance ?	yes	13%	
9.8		Is grievance procedure posted in all working area ?	yes	Grievance procedure picture	
9.9		Is providing time off (including monetary compensation) during a grievance process ?	yes	Salary sheet	



*[Handwritten signature]*



No	Social Labour Performance area/ Policy Procedure	Checking / Monitoring Point	Observation	Mention evidence / Reference	Any violations found that were uncovered & Records kept ?
10.1	<b>(10) Health and safety</b>	Occupational health and safety laws	yes	Factory policy	
10.2		Does this policies and/or procedures have a reference of national law ?	yes	Factory policy	
10.3		How many/ percentage of worker & staff received training ?	89%	Training summary	11% Training not provided
10.4		General work environment (i.e. ventilation, cleanliness, noise, etc.)	yes	Health & Safety document ( Cleaning document, Monitoring report, Maintenance record	
10.5		Is followed Occupational health and safety laws in all working area ?	yes	Health & Safety document ( Cleaning document, Monitoring report, Maintenance record	
10.6		Is all health and safety issue properly monitoring and ensure in all working area.	yes	Health & Safety document ( Cleaning document, Monitoring report, Maintenance record	
		Is all types of injury/accident documented and taken preventing measure?	yes	Health & Safety Monitoring report.	
		What percentage of injury/accident was decrease ?		The injury was reduced 9.25 %.( Noted that 2020 injury was 83.93% & 2021 yearly injury was 74.68%)	
10.7		Are Standard operating procedures (SOPs) followed at all risky work ?	yes	Risk Assessment Document	
11.1		Recruitment fees and expenses	yes		

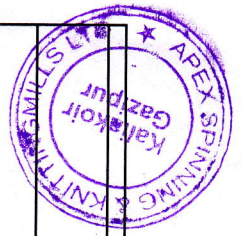


*[Handwritten signature]*

10X



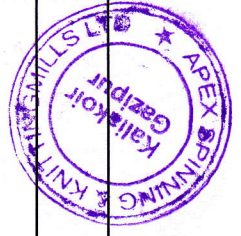
No	Social Labour Performance area/ Policy Procedure	Checking / Monitoring Point	Observation	Mention evidence / Reference	Any violations found that were uncovered & Records kept ?	
11.2	<b>(11) Domestic migrant workers</b>	Does this policies and/or procedures have a reference of national law ?	yes	Factory Policy & procedure & national law		
11.3		How many/ percentage of worker & staff received training ?	81%	Training summary	19% Training not provided	
11.4		Are this policy follow properly in the case of domestic migrant workers ?	yes			
11.5		What percentage of domestic migrant worker included at worker committee ?	1.68			
11.6		Does domestic employee received equal salary and others benefits ?	No			
12.1		<b>(12) suppliers/subcontractors</b>	Definition of supplier which includes service providers and raw materials suppliers	yes		
12.2	Does this policies and/or procedures have a reference of national law ?		yes	Factory Policy & procedure & national law		
12.3	How many / percentage worker & staff received training ?		81%	Training summary		19% Training not provided
12.4	Is NEW and EXISTING suppliers/subcontractors - Risk assessment to differentiate high risk suppliers/subcontractors within the supply chain ?		yes		Supplier evaluation report	
12.5	EXISTING suppliers/subcontractors - Training and communication of the facility's social and labor procedures		yes		Supplier / Subcontractors training & Communication	
12.6	Is EXISTING suppliers/subcontractors - Monitoring system ?		yes		Supplier evaluation report	
12.7	Is EXISTING suppliers/subcontractors - social and labor performance Monitoring annually ?		yes		Supplier evaluation report	



*Handwritten signature*



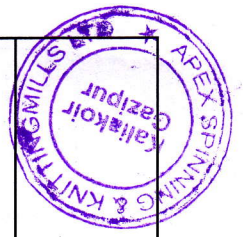
No	Social Labour Performance area/ Policy Procedure	Checking / Monitoring Point	Observation	Mention evidence / Reference	Any violations found that were uncovered & Records kept ?
13.1	<b>(13) Raw materials sourcing</b>	Does Customer and/or legal requirements for raw materials identification & reporting before selection ?	yes	As per policy	
13.2		Is raw material supply chain/ Sub contractor policy applicable to suppliers/subcontractors through facility's sourcing agreements with its suppliers/subcontractors	yes	As per policy	
13.3		Is business risk assessment conducted to differentiate high risk materials within the supply chain ?	yes	As per supplier business risk assessment	
14.1	<b>(14) Worker Feedback</b>	Does this policies and/or procedures have a reference of national law ?	yes	Factory policy	
14.2		How many/ percentage of worker & staff received training ?	81%	Training summary	19% Training not provided
14.3		What percentage of worker feedback received till now this year ?	81%	Training summary	19% Training not provided
14.4		Are workers have to rights give their opinion at policy development ?	yes	Policy review meeting notice	
15.1	<b>(15) Gender base violation mitigation/ Gender quality and women's rights in the workplace.</b>	Does this policies and/or procedures have a reference of national law ?	yes		
15.2		How many/ percentage of worker & staff received training ?	86%	Training summary	14% Training not provided
15.3		How many/ percentage of worker & staff received training on gender equality and women's rights in the workplace ?	86%	Training summary	14% Training not provided
15.4		What percentage of female S/V increase in this year ?	Female supervisor 2020 was 14 & Female supervisor 2021 is 21 person	Salary Sheet	
15.5		Do each gender(male & female) received equal (salary & others benefit) from facility ?	yes	Salary Sheet	



*[Handwritten signature]*



No	Social Labour Performance area/ Policy Procedure	Checking / Monitoring Point	Observation	Mention evidence / Reference	Any violations found that were uncovered & Records kept ?
15.6		Is gender base violation mitigation committee functional?	yes	Worker feedback	
15.7		When gender base violation mitigation committee was held ?		05.03.2020	
15.8		Was annual report of gender base violation sent to authority ? ( if yes when ?)		02.01.2022	
16.1	<b>(16) Bribery And Anti-Corruption</b>	Does this policies and/or procedures have a reference of national law ?	yes	factory policy	
16.2		How many/ percentage of worker & staff received training ?	81%	Training summary	19% Training not provided
16.3		Was any Bribery and Anti-Corruption occurred ? (if yes, what initiative was taken ?)	No		
17.1	<b>17. Recruitment and hiring</b>	Does this policies and/or procedures have a reference of national law ?	yes	Factory policy	
17.2		Was provided training to recruitment team & responsible on this policy & when ?	100%	09.05.2021	
17.3		Are Identification document (s) checked during hiring process ( ID Card, Birth certificate, Education certificate) ?	yes	Recruitment document check & receiving & acknowledgement	
17.4		Does the factory provide joining letter to employee on the date or recruitment ?	yes	Recruitment document check & receiving & acknowledgement	
17.5		What percentage of new employee received orientation or induction training till now ?	100%	Orientation Document & Worker feedback	
17.6		Do all records indicate that all employees were hired at or above the legal minimum working age?	yes	Recruitment document check & receiving & acknowledgement	



*Handwritten signature*



No	Social Labour Performance area/ Policy Procedure	Checking / Monitoring Point	Observation	Mention evidence / Reference	Any violations found that were uncovered & Records kept ?
		What percentage of new employee's received salary as per gazed ?	yes	Salary sheet	
17.7		Are all new employees provided with a copy of the facility's workplace rules during orientation?	yes	Recruitment document check & receiving & acknowledgement	
17.8		Do any discrimination with new employee due to race, skin color, sex (gender), religion, political opinion, national extraction, social origin, disability, HIV/AIDS status, sexual orientation, pregnancy/maternity status, marital status, age or nationality/foreign contract worker status?	yes	Anti harazment & equality program	

*[Handwritten signature]*

Head of HR & Admin - Factory

*[Handwritten signature]*

MD. AZIBUL HAQUE  
Deputy Manager (Compliance)  
Apex Holdings Limited  
Chandra, Kaliakoir, Gazipur

Review By

*[Handwritten signature]*

