

# Social and Labor Performance Target -2021

Name of Factory : Apex Textile Printing Mills Limited.

Address : Kalampur, Kaliakoir, Gazipur

Date: 02 January 2021

| Sl. Number | Social and Labor Performance Area | KPI                                                                                                                                                                                                                                                           | Implementation |                      |                                                                                               | Monitoring                                                             |                 |                       |
|------------|-----------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|----------------------|-----------------------------------------------------------------------------------------------|------------------------------------------------------------------------|-----------------|-----------------------|
|            |                                   |                                                                                                                                                                                                                                                               | Time Line      | Responsible          | Reference / Standard                                                                          | Monitoring area                                                        | Monitoring Tool | Sample Size Frequency |
| 1          | Child labor and/or young workers  | (1) No Child labour recruit or '0' number of children hired below the legal minimum working age.<br>(2) Providing Training 100% member of recruitment team about child labour.                                                                                | 01 Year        | Manager (HR & Admin) | 1. National law,<br>2. Integration with business objectives.<br>3. Company Policy & Procedure | Payroll data,<br>Recruitment record,<br>personal file, Training record | Internal Audit  | Random Quarterly      |
| 2          | Recruitment Policy                | (1) Provide orientation training of 100% new employee & staff .<br>(2) Ensure 100% worker salary as per gazette ?<br>(3) Ensure "0" number of discrimination due to male & Female, color, religion at salary, increment and other benefit during recruitment. | 01 Year        | Manager (HR & Admin) | 1. National law,<br>2. Integration with business objectives.<br>3. Company Policy & Procedure | Recruitment Data,<br>Worker feedback record,<br>Training record        | Internal Audit  | Random Quarterly      |
| 3          | Prohibition of Forced Labor       | (1) Provide training on 100% employee & staff of prohibition of Forced Labor<br>(2) Ensure "0" number of forced labor in work place.                                                                                                                          | 01 Year        | Manager (HR & Admin) | 1. National law,<br>2. Integration with business objectives.<br>3. Company Policy & Procedure | Grievance record,<br>Worker feedback record,<br>Training record        | Internal Audit  | Random Quarterly      |



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| Sl. Number | Social and Labor Performance Area | KPI Target Plan                                                                                                                                                                                          | Implementation |                      |                                                                                            | Monitoring                                                                 |                 |                       |
|------------|-----------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|----------------------|--------------------------------------------------------------------------------------------|----------------------------------------------------------------------------|-----------------|-----------------------|
|            |                                   |                                                                                                                                                                                                          | Time Line      | Responsible          | Reference / Standard                                                                       | Monitoring area                                                            | Monitoring Tool | Sample Size Frequency |
| 4          | Anti-harassment and abuse         | (1) Provide special training on anti-harassment and abuse of 100% (Security Guard, staff & Management)<br>(2) Provide Training on Grievance Handling of 100% (Employee) for reduce Harrassment & Abuse.  | 01 Year        | Manager (HR & Admin) | 1.National law,<br>2.Integration with business objectives.<br>3.Company Policy & Procedure | Training record                                                            | Internal Audit  | Random Quarterly      |
| 5          | Anti-discrimination               | (1) Provide training on Benefit of Diversity of all (HR staff & Management)<br>(2) Ensure "0" number of discrimination due to male & Female, colour, religion at salary, increment and other benefit.    | 01 Year        | Manager (HR & Admin) | 1.National law,<br>2.Integration with business objectives.<br>3.Company Policy & Procedure | Grievance record,<br>Worker feedback record,<br>Training record            | Internal Audit  | Random Quarterly      |
| 6          | Working hours                     | We will overall reduction of overtime hours by 5% over the next year. Within the target, the facility might create milestones such as OT reduction by 2% each month in order to meet the overall target. | 01 Year        | Manager (HR & Admin) | 1.National law,<br>2.Integration with business objectives.<br>3.Company Policy & Procedure | Payroll data, Salary Sheet, Job card & Payslip record                      | Checklist       | Random Quarterly      |
| 7          | Wages and benefits                | (1) Provide annual increment at least 5 % in each every joining year.<br>(2) Provide 100 % earn leave payment at each year.<br>(3) Provide 100% employee salary by own bank account.                     | 01 Year        | Manager (HR & Admin) | 1.National law,<br>2.Integration with business objectives.<br>3.Company Policy & Procedure | Payroll data, Salary Sheet, Earn leave payment document, Increment record. | Checklist       | Random Quarterly      |



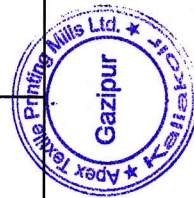
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| Sl. Number | Social and Labor Performance Area                | KPI Target Plan                                                                                                                                                                                                                                                                                    | Implementation |                      |                                                                                               | Monitoring                                                                                                |                                |        |                  |
|------------|--------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|----------------------|-----------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------|--------------------------------|--------|------------------|
|            |                                                  |                                                                                                                                                                                                                                                                                                    | Time Line      | Responsible          | Reference / Standard                                                                          | Monitoring area                                                                                           | Monitoring Tool                | Size   | Sample Frequency |
| 8          | Discipline                                       | (1) Provide training on Disciplinary action procedure of all (HR staff & Management).<br>(2) Follow 100% Law at maintaining all disciplinary action.                                                                                                                                               | 01 Year        | Manager (HR & Admin) | 1. National law,<br>2. Integration with business objectives.<br>3. Company Policy & Procedure | Training record,<br>Disciplinary action record                                                            | Checklist                      | Random | Quarterly        |
| 9          | Freedom of association and collective bargaining | (1) Provide training on Freedom of association and collective bargaining of all (Employee, HR staff & Management).<br>(2) To provide freely access to worker for share there grievance to Union member.<br>(3) Arraign meeting together Management & worker represent at every each after 3 month. | 01 Year        | Manager (HR & Admin) | 1. National law,<br>2. Integration with business objectives.<br>3. Company Policy & Procedure | Grievance record,<br>Worker feedback record,<br>Training record,<br>Management & worker meeting document. | Internal Audit                 | Random | Quarterly        |
| 10         | Worker Feedback                                  | (1) Provide Training on worker feedback channels of 100% (Employee & Staff ) to ensure workers are openly sharing their feedback.<br>(2) Received annually 10 % worker feedback on company policy & procedure.                                                                                     | 01 Year        | Manager (HR & Admin) | 1. National law,<br>2. Integration with business objectives.<br>3. Company Policy & Procedure | Worker feedback record, Training record,                                                                  | Checklist,<br>Worker interview | Random | Quarterly        |



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| Sl. Number | Socail and Labor Performance Area | KPI                                                                                                                                                                                                                                    |           | Implementation       |                                                                                            |                                                                                    | Monitoring                  |        |           |           |
|------------|-----------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|----------------------|--------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|-----------------------------|--------|-----------|-----------|
|            |                                   | Target Plan                                                                                                                                                                                                                            | Time Line | Responsible          | Reference / Standard                                                                       | Monitoring area                                                                    | Monitoring Tool             | Size   | Sample    | Frequency |
| 11         | Grievance systems                 | (1) Provide training on grievance handling procedure of 100% (Employee, HR staff & Management).<br>(2) To post grievance handling procedure poster at 100% working area.<br>(3) Collect feedback on grievance of 5% employee annually. | 01 Year   | Manager (HR & Admin) | 1.National law,<br>2.Integration with business objectives.<br>3.Company Policy & Procedure | Grievance record,<br>Worker feedback record,<br>Training record, Floor observation | Checklist, Worker interview | Random | Quarterly | Quarterly |
| 12         | Health and safety                 | (1) Monthly collect all types of injury/ Accident then analysis the cause of accident and taking preventing measure against 100 % injury.<br>(2) Monthly periodically decrease 1% of of illnesses/ accidents at the facility.          | 01 Year   | Manager (HR & Admin) | 1.National law,<br>2.Integration with business objectives.<br>3.Company Policy & Procedure | Injury Record monitoring.                                                          | Checklist                   | Random | Quarterly | Quarterly |
| 13         | Foreign migrant Worker            | Not Applicable                                                                                                                                                                                                                         |           | Manager (HR & Admin) |                                                                                            |                                                                                    |                             |        | Quarterly | Quarterly |
| 14         | Domestic migrant workers          | (1) The worker committee are consisted with 100% individual area's domestic worker.<br>(2) Ensure 100 % equality on salary & others benefit of among domestic migrant workers.                                                         | 01 Year   | Manager (HR & Admin) | 1.National law,<br>2.Integration with business objectives.<br>3.Company Policy & Procedure | Worker committee document,<br>Employee payment document.                           | Checklist                   | Random | Quarterly | Quarterly |



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| Sl. Number | Socail and Labor Performance Area                    | KPI Target Plan                                                                                                                                                                                                                                               | Implementation |                      |                                                                                                                           | Monitoring                                                                                              |                             |        |                  |
|------------|------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|----------------------|---------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------|-----------------------------|--------|------------------|
|            |                                                      |                                                                                                                                                                                                                                                               | Time Line      | Responsible          | Reference / Standard                                                                                                      | Monitoring area                                                                                         | Monitoring Tool             | Size   | Sample Frequency |
| 15         | Gender equality and women's rights in the workplace. | (1) Provide training on Gender equality and women's rights in the workplace of 100% (Employee, HR staff & Management).<br>(2) Ensure 100 % equal pay (Salary & others ) for both male & female workers.<br>(3) Increase 30 % female supervision in this year. | 01 Year        | Manager (HR & Admin) | 1.National law,<br>2.gender equality and women's empowerment (As per high Court Verdict).<br>3.Company Policy & Procedure | Grievance record, Worker feedback record, Training record, Female supervisor status & Payment document. | Checklist, Worker interview | Random | Quarterly        |
| 16         | Bribery and anti-corruption                          | (1) Provide training meaning of bribery and corruption and how to report infractions of 100% (Employee, HR staff & Management) for develop worker understanding.                                                                                              | 01 Year        | Manager (HR & Admin) | 1.National law,<br>2.Integration with business objectives.<br>3.Company Policy & Procedure                                | Training record, Management & Feedback                                                                  | Checklist, Worker interview | Random | Quarterly        |
| 17         | Suppliers/ subcontractors                            | (1) Conducting business risk assessment of all supplier to find out / identify high risk suppliers and monitor the facility for reducing the risk level.                                                                                                      | 01 Year        | Manager (HR & Admin) | 1.National law,<br>2.Suppliers/subcontractors social and labor standard.<br>3.Company Policy & Procedure                  | Business risk assessment / Audit document                                                               | Report                      | 100%   | Quarterly        |

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Prepared By

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Head of HR & Admin

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Approved By

