

Social and Labor Performance Target -2022

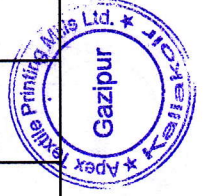
Name of Factory : Apex Textile Printing Mills Limited

Address : Chandora, Kaliakoir, Gazipur

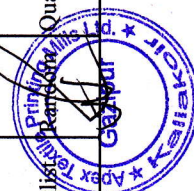
Date: 01 January 2022

Sl. Number	Social and Labor Performance Area	KPI	Reference / Standard of Goal	Implementation		Monitoring		
				Time Line	Responsible	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. (2) Providing Training 100% member of recruitment team about child labour.	1.National law 2.Integration with business objectives. 3.Company Policy & Procedure Bangladesh Labour Law-2006, Section-34(1). Child Labour Policy-(4.0)	During Recruitment 01 Year	Manager (HR & Admin)	Payroll data, Recruitment record, personal file, Training record	Internal Audit Training record	Random Random Monthly Monthly
2	Recruitment Policy	(1) Provide orientation training of 100% new employee & staff . (2) Ensure minimum wage of 100% worker salary as per gazette ? (3) Ensure "0" number of discrimination due to male & Female, color, religion at salary, increment and other benefit during recruitment.	Company Policy & Procedure National law, Company Policy & Procedure Recruitment Policy- (1.5.9) Bangladesh Budget 2018 & 2019 Recruitment Policy- (1.5.1)	01 Year During Recruitment During Recruitment	Manager (HR & Admin)	Training record, Worker feedback record Recruitment Data, Personal file, Payroll Data. Recruitment Data, Personal file, Worker feedback	Internal Audit Check list Check list	Random Random Random Monthly Monthly Monthly
3	Prohibition of Forced Labor	(1) Provide training on 100% employee & staff of prohibition of Forced Labor (2) Ensure "0" number of forced labor in work place. (1) Provide special training on anti-harassment and abuse of 100% (Security Guard, staff & Management).	1.National law, 2.Integration with business objectives. 3.Company Policy & Procedure Policy of Prohibited of forced Labour- (1.5,4.0) Prohibition of Harassment and abuse Policy- 4.0	01 Year During Recruitment	Manager (HR & Admin)	Grievance record, Worker feedback record, Training record	Internal Audit	Random Random Monthly Monthly

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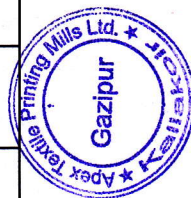


Sl. Number	Socail and Labor Performance Area	KPI Goal & Target	Reference / Standard of Goal		Implementation		Monitoring area	Monitoring		
					Time Line	Responsible		Monitori ng Tool	Size	Sample Frequency
4	Anti-harassment and abuse	(2) Provide Training on Anti Harassment & Abuse of 100% (Employee) for reduce Harassment & Abuse (3) Collect 10% feedback of employee on harassment and abuse for justify.	Company Policy & Procedure	Prohibition of Harassment and abuse Policy-4.0	01 Year	Executive (Admin)	Training record	Check list	Random	Monthly
5	Anti-discrimination	(1) Provide training on Benefit of Diversity of all (HR staff & Management) (2) Ensure "0" number of discrimination due to male & Female, color, religion at salary, increment and other benefit.	Company Policy & Procedure	Prohibition of Harassment and abuse Policy-5.1	01 Year	Executive (Admin)	Employee Feedback	Check list	Random	Monthly
		1. National law, 2.Integration with business objectives. 3. Company Policy & Procedure	Non discrimination policy.	01 Year	Manager (HR & Admin)	Grievance record, Worker feedback record, Training record	Internal Audit	Random	Monthly	
6	Working hours	(1)Facility will ensure 8 hrs working time daily,	1. National law, 2. Company Policy & Procedure.	Bangladesh Labour Law-2006, Section-100,102.	Daily	Manager (HR & Admin)	Payroll data, Salary Sheet, Job card & Pay slip record	Checklist	Random	Quarterly
		(2) if necessary can do arrange 02 hrs OT, finally total working time not more than 10 hrs daily.	1. National law, 2. Company Policy & Procedure.	Bangladesh Labour Law-2006, Section-100,102.	Daily					Quarterly
7	Wages and benefits	(1) Provide annual increment at least 5 % in each every joining year.	1. National law, 2. Company Policy & Procedure	Bangladesh Labour Rules-2015	01 Year	Manager (HR & Admin)	Payroll data, Salary Sheet, Increment record.	Checklist	Random	Quarterly
		(2) Provide 100 % earn leave payment at each year.	1. National law, 2. Company Policy & Procedure	Bangladesh Labour Rules-2015	Monthly	Manager (HR & Admin)	Payroll data, Salary Sheet, Earn leave	Checklist	Random	Quarterly
		(3) Provide 100% employee salary by own bank account.	Company Policy & Procedure	Compensation & Others payment	Monthly	Manager (HR & Admin)	Payroll data, Salary Sheet, Bank encashment report.	Checklist	Random	Quarterly



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8	Discipline	(4) Paid compensation (resign benefit, service benefit) on time & as per law.	1. National law, 2. Company Policy & Procedure	Bangladesh Labour Law-2006, Section-22,23	Monthly	Manager (HR & Admin)	Payroll data, Salary Sheet, payment document,	Checklist	Random	Quarterly
		(1) Provide training on Disciplinary action procedure of all (HR staff & Management).	1. Integration with business objectives. 2. Company Policy & Procedure	Disciplinary action policy	01 Year	Manager (HR & Admin)	Training record,	Checklist	Random	Quarterly
		(2) Follow 100% Law at maintaining all disciplinary action.	National law,	Bangladesh Labour Law-2006, Section-23,24	Daily	Manager (HR & Admin)	Disciplinary action record & Monitoring Report	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).	Company Policy & Procedure	Freedom of Association Policy	01 Year	Manager (HR & Admin)	Training record,	Checklist	Random	Quarterly
		(2) To provide freely access to worker for share there grievance to Union member	1.National law, 2.Integration with business objectives.	Bangladesh Labour Law-2006, Section-176	Daily	Manager (HR & Admin)	Grievance record, Worker feedback record	Checklist	Random	Quarterly
		(3) Arraign meeting together Management & worker represent at every each after 3 month.	Company Policy & Procedure	Freedom of Association Policy	01 Year	Manager (HR & Admin)	Management & worker meeting document.	Checklist	Random	Quarterly
10	Worker Feedback	(1) Provide Training on worker feedback channels of 100% (Employee & Staff) to ensure workers are openly sharing their feedback. (2) Received annually 10 % worker feedback on company policy & procedure.	1. Integration with business objectives. 2. Company Policy & Procedure	Employee Feedback policy	01 Year	Manager (HR & Admin)	Worker feedback record, Training record,	Checklist, Worker interview	Random	Quarterly



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11	Grievance systems	(1) Provide training on grievance handling procedure of 100% (Employee, HR staff & Management).	Company Policy & Procedure	Grievance Handling Procedure Policy	01 Year	Manager (HR & Admin)	Training record, Floor observation	Checklist, Worker interview	Random	Quarterly
		(2) To post grievance handling procedure poster at 100% working area.	Company Policy & Procedure	Grievance Handling Procedure Policy	01 Year	Sr. Executive (HR & Admin)	Grievance record, Worker feedback record,	Checklist, Worker interview	Random	Quarterly
		(3) Collect feedback on grievance of 5% employee annually.	Company Policy & Procedure	Grievance Handling Procedure Policy	01 Year	Sr. Executive (HR & Admin)	Grievance record, Worker feedback record,	Checklist, Worker interview	Random	Quarterly
		(4) Provided application opportunity of 100% employee	National law,	Bangladesh Labour Law-2006, Section-33	Daily	Manager (HR & Admin)	Grievance record,	Checklist, Worker interview	Random	Quarterly
		(5) To involve worker representative at grievance system.	Company Policy & Procedure	Grievance Handling Procedure Policy	01 Year	Sr. Executive (HR & Admin)	Meeting document	Checklist, Worker interview	Random	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.	1. National law, 2. Company Policy & Procedure	Health & Safety Policy	01 Year	Manager (HR & Admin)	Injury Record monitoring.	Checklist	Random	Quarterly
		(2) Monthly periodically decrease 1% of of illnesses/ accidents at the facility.	1. National law, 2. Company Policy & Procedure	Health & Safety Policy	01 Year	Manager (HR & Admin)	Injury Record monitoring.	Checklist	Random	Quarterly
		(3) Risk Assessment of all operation and taking action for prevention	1. National law, 2. Company Policy & Procedure	Health & Safety Policy	01 Year	Manager (HR & Admin)	Risk Assessment & Follow-up document	Checklist	Random	Quarterly
		(4) Ensure PPE & Safety device in 100% working area.	1. National law, 2. Company Policy & Procedure	Health & Safety Policy	01 Year	Sr. Executive (HR & Admin)	Health & safety monitoring Report.	Checklist	Random	Quarterly

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		(5) Provide Training on Health & Safety, PPE & Safety issue 100% (Employee & Staff) .	1. National law, 2. Company Policy & Procedure	Health & Safety Policy	01 Year	Sr. Executive (HR & Admin)	Training Record	Checklist	Random	Quarterly
		(6) Involved Safety committee in all safety issue.	1. National law, 2. Company Policy & Procedure	Health & Safety Policy	01 Year	Manager (HR & Admin)	Health & safety monitoring	Checklist	Random	Quarterly
13	Foreign migrant Worker	Not Applicable				Manager (HR & Admin)				
14	Domestic migrant workers	(1) The worker committee are consisted with 100% individual area's domestic worker. (2) Ensure 100 % equality on salary & others benefit of among domestic migrant workers.	1..Integration with business objectives. 2. Company Policy & Procedure	Domestic & Migrant Employee policy	01 Year	Manager (HR & Admin)	Worker committee document, Employee payment document.	Checklist	Random	Quarterly
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). (2) Ensure 100 % equal pay (Salary & others) for both male & female workers. (3) Increase 30 % female supervision in this year.	1. National law, 2. Gender equality and women's empowerment (As per high Court Verdict). 3. Company Policy & Procedure	Gender Base violation Mitigation Policy	01 Year	Manager (HR & Admin)	Grievance record, Worker feedback record, Training record, Female supervisor status & Payment document.	Checklist, Worker interview	Random	Quarterly

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		Goal & Target			Time Line	Responsible	Monitoring area	Monitori ng Tool	Sample Size	Frequency	
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.		1.National law, 2. Integration with business objectives. 3. Company Policy & Procedure	Anti Bribery and Anti-corruption Policy	01 Year	Manager (HR & Admin)	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. (2) Monitoring Social & Environment issue of all supplier		1.National law, 2.Suppliers/subcontract ors social and labor standard. 3.Company Policy & Procedure Company Policy & Procedure	Sub-Contract Policy	01 Year	Manager (HR & Admin)	Business risk assessment & Audit document	Report	100%	Quarterly



Prepared By



Head of HR & Admin



Head of Compliance

