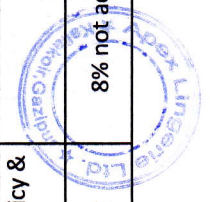


Internal reviews / assessments report of social and labor policies and procedures

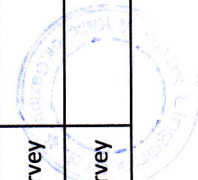
Factory Name : Apex Lingerie Limited

Assessment By:		Assessment date:				
Name :Md. Ruhan Adnan Rafiq		20-12-21				
Designation : Senior 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	(1) Child labor and young workers Policy:	Does this policies and/or procedures have a reference of national law ?	Yes	Mention Policy and Labor Law section (34)		
1.2		How many/ percentage of worker & staff received training ?	89%	Training Summery	11% not achieved	
1.3		How many/ percentage of recruitment team received training on child labour policy ?	100%	Training Summery		
1.4		Are the legal minimum age mention at policy ?	Yes	Mention Policy & Labor Law section (36),(37)		
1.5		Do any children hired below the Legal minimum working age?	No	Worker Feedback		
1.6		Are the policy posted on notice board ?	Yes	Notice Board		
1.7		Does the HR staff follow age Verification Process properly ?	Yes	Acknowledge Document		
2.1	(2) Prohibition of forced labor policy	Is update Prohibition of forced labor policy posted on policy board?	Yes	Notice Board		
2.2		Does this policies and/or procedures have a reference of national law ?	Yes	Mention Company Policy & procedure		
2.3		How many/ percentage of worker & staff received training ?	89%	Training Summery		11% not achieved
2.4		Was any type of forced labour against worker ?	No	Worker Feedback		
2.5		Are workers do their work Voluntary ?	Yes	Worker Feedback		
2.6		Is overtime work Voluntary ?	Yes	OT refuse document		
2.7		Is voluntary end of employment?	No	Exit Interview		
3.1		Does this policies and/or procedures have a reference of national law ?	Yes	Mention Company policy & procedure		
3.2		How many/ percentage of worker received training ?	92%	Training summery		8% not achieved

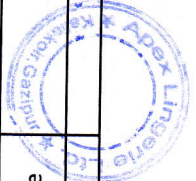


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No	Social Labour Performance area/ Policy Procedure	Checking / Monitoring Point	Observation	Mention evidence / Reference	Any violations found that were uncovered & Records kept ?
3.3	(3) Anti-harassment and abuse	How many/ percentage of security guard staff & management received training ?	79%	Training document	21% not achieved
3.4		Is appropriate behavior observed among/ between workers, management and supervisors ?	Yes	Training Feedback	
3.5		Is security guards behavior observed appropriate ?	Yes	Worker Feedback	
3.6		Is any Violence and harassment occurred in the workplace ?	No	Worker Survey	
4.1	(4) Anti-discrimination	Does this policies and/or procedures have a reference of national law ?	Yes	Mention Company policy & procedure	
4.2		How many/ percentage of worker received training ?	95%	Training Summery	5% not achieved
4.3		How many/ percentage of security guard staff & management received training ?	79%	Training Document	21%not achieved
4.4		Does any discrimination occurred based on race / skin color ?	No	Training Feedback	
4.5		Does any discrimination occurred based on sex / gender ?	No	Training Feedback	
4.6		Does any discrimination occurred based on religion ?	No	Trainingdocument	
4.7		Does any discrimination occurred based on political opinion ?	No	Trainig document	
4.8		Does any discrimination occurred based on social origin (social class, socio-occupational category) ?	No	Trainig document	
4.9		Non-discrimination based on disability	No	Diversity & Equality survey	
4.10		Does any discrimination occurred based on HIV/AIDS status (real or perceived)	No	Training Document& Feedback	
4.11		Does any discrimination occurred based on sexual orientation	No	Diversity & Equality survey	
4.12		Does any discrimination occurred based on pregnancy/maternity status	No	Diversity & Equality survey	
4.13		Does any discrimination occurred based on marital status	No	Diversity & Equality survey	



No	Social Labour Performance area/ Policy Procedure	Checking / Monitoring Point	Observation	Mention evidence / Reference	Any violations found that were uncovered & Records kept ?
4.14		Does any discrimination occurred based on age	No	Training Document & Feedback	
4.15		Does any discrimination occurred n based on membership in worker organizations	No	Training Document & Worker Feedback	
4.16		Does any discrimination occurred based on Nationality/foreign migrant worker status	No	Worker Feedback	
4.17		Non-discrimination based on family responsibilities	No	Training document	
4.18		Does any discrimination occurred in recruitment and hiring	No	Training document & Feedback	
4.19		Does any discrimination occurred in compensation and promotion	No	Training document & Feedback	
4.2		Does any discrimination occurred in working conditions	No	Worker Feedback	
4.21		Does any discrimination occurred in discipline	No	Training Feedback	
4.22		Does any discrimination occurred in termination	No	Worker Feedback & Exit interview	
5.1		Does this policies and/or procedures have a reference of national law ?	Yes	Mention policy & labor law section -100	
5.2		How many/ percentage of worker received training ?	95%	Training Summery	5% not achieved
5.3		Is approved working hour follow at daily work?	Yes	Document	
5.4		How many percentage of overtime reduce from previous month ?			
5.5		Is the working hour same at salary sheet & payslip?	Yes	Salary Sheet & Pay slip	
5.6		Is overtime applicability and corresponding rates of pay ?	Yes	Salary-Sheet & Pay slip	
6.1		Does this policies and/or procedures have a reference of national law ?	Yes	As per Labor law section - 120 with company policy & procedure	
6.2		How many/ percentage of worker & staff received training ?	93%	Training Summery	7% not achieved
6.3		Is monthly Wage payment within seven working days from end of month ?	Yes	Salary Payment Notice	
6.4		Is wage calculation as per law?	Yes	As per labor gazzte	



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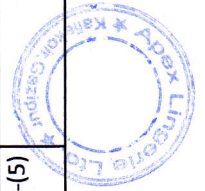
No	Social Labour Performance area/ Policy Procedure	Checking / Monitoring Point	Observation	Mention evidence / Reference	Any violations found that were uncovered & Records kept ?
6.5	(6) Wages and benefits	Is overtime pay/ calculation as per law ?	Yes	Mention policy and labor rules -102	
6.6		Does worker received Paid leave ? (if yes what percentage ?)	80%	Leave summary	
6.7		Does worker received Annual leave / payment (as per law)? (if yes what percentage ?)	100%	Payment document	
6.8		Does worker received Sick leave (as per law) ? (if yes what percentage ?)	81%	Leave summary	
6.9		Does worker received Maternity leave (as per law) ? (if yes what percentage ?)	5.49%	Leave summary	
6.10		Does worker received Emergency family leave (as per law) ? (if yes what percentage ?)	86%	Leave summary	
6.11		What percentage increment on salary was provided to worker ?	5% to above	Yearly increment sheet	
6.12		What percentage of salary was provided by bank account in this month ?	100%	Bank statement	
6.13		Is all types of Benefit provided timely (as per law) ? (if yes what percentage ?)	Yes	Payment document	
7.1		(7) Discipline procedures	Does this policies and/or procedures have a reference of national law ?	Yes	Mention policy & procedure
7.2	How many/ percentage of worker & staff received training ?		93%	Training Summary	7 % not achieved
7.3	Is facility rules concerning with disciplinary procedure ?		Yes	As per Policy	
7.4	Are all disciplinary action taken as per law?		Yes	disciplinary action Register	
7.5	Have any Worker's appeals process against disciplinary decision ?		Yes	Disciplinary decision record.	
8.1	(8) Freedom of association and	Does this policies and/or procedures have a reference of national law ?	Yes	Mention Policy & Labor Law section-176	
8.2		How many/ percentage of worker & staff received training ?	93%	Training Summary	7% not achieved
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	

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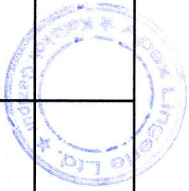


No	Social Labour Performance area/ Policy Procedure	Checking / Monitoring Point	Observation	Mention evidence / Reference	Any violations found that were uncovered & Records kept ?
8.5	collective bargaining	Does union have separate meeting space ?	Yes	Trade Union Office	
8.6		When election of union was conducted ?	Does facilities have trade union election procedure	trade union procedure	
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	trade union meeting document	
9.1	(9) Grievance procedures	Is Grievance system and process functional ?	Yes	Grievance document	
9.2		Does this policies and/or procedures have a reference of national law ?	Yes	Mention Company policy & procedure	
9.3		How many/ percentage of worker & staff received training ?	94%	Training Summary	6% not achieved
9.4		What percentage of worker aware about Grievance system and process ?	Yes	PA system Awareness & Flow Chart	
9.5		Non-reprisal for workers filing a grievance/complaint	Yes	Grievance summary	
9.6		Is Equal access to grievance systems for both female and male workers ?	Yes	worker feedback	
9.7		What percentage of worker feedback received on grievance ?	0.03%	Grievance Register	
9.8		Is grievance procedure posted in all working area ?	Yes	Grievance Flow chart hang all floor	
9.9		Is providing time off (including monetary compensation) during a grievance process ?	No	Salary Sheet	
10.1			Occupational health and safety laws	yes	As per labor law with local policy
10.2	Does this policies and/or procedures have a reference of national law ?		Yes	As per labor law section (51) with local policy	
10.3	How many/ percentage of worker & staff received training ?		94%	Training document	6% not achieved
10.4	General work environment (i.e. ventilation, cleanliness, noise, etc.)		Yes	As per labor law Chapter-(5) with local policy	



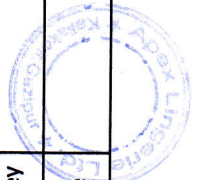
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No	Social Labour Performance area/ Policy Procedure	Checking / Monitoring Point	Observation	Mention evidence / Reference	Any violations found that were uncovered & Records kept ?
10.5	(10) Health and safety	Is followed Occupational health and safety laws in all working area ?	Yes	As per labor law Chapter-(5) with local policy	
10.6		Is all health and safety issue properly monitoring and ensure in all working area.	Yes	Safety check list	
		Is all types of injury/accident documented and taken preventing measure?	Yes	Injury Analysis Report	
10.7		What percentage of injury/accident was decrease ?	0.58%	Injury Analysis Report	
11.1	(11) Domestic migrant workers	Are Standard operating procedures (SOPs) followed at all risky work ?	yes	All Area risk assessment document	
11.2		Does facility take Recruitment fees and expenses from new employee ?	No	Recruitment data.	
11.3		Does this policies and/or procedures have a reference of national law ?	Yes	Mention Company policy & procedure	
11.4		How many/ percentage of worker & staff received training ?	N/A		
11.5		Are this policy follow properly in the case of domestic migrant workers ?	Yes	Worker Feedback	
11.6		What percentage of domestic migrant worker included at worker committee ?	5.19%	All Committee	
12.1	(12) suppliers/subcontractors	Does domestic employee received equal salary and others benefits ?	Yes	Salary Payment & Worker Feedback	
12.2		Definition of supplier which includes service providers and raw materials suppliers	Yes		
12.3		Does this policies and/or procedures have a reference of national law ?	Yes	Mention Company policy & procedure	
12.4		How many / percentage worker & staff received training ?	N/A		
12.5		Is NEW and EXISTING suppliers/subcontractors - Risk assessment to differentiate high risk suppliers/subcontractors within the supply chain ?	Yes	Risk Assessment document	
		EXISTING suppliers/subcontractors - Training and communication of the facility's social and labor procedures	Yes		



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No	Social Labour Performance area/ Policy Procedure	Checking / Monitoring Point	Observation	Mention evidence / Reference	Any violations found that were uncovered & Records kept ?
12.6		Is EXISTING suppliers/subcontractors - Monitoring system ?	Yes		
12.7		Is EXISTING suppliers/subcontractors - social and labor performance Monitoring annually ?	Yes		
13.1		Does Customer and/or legal requirements for raw materials identification & reporting before selection ?	Yes		
13.2	(13) Raw materials sourcing	Is raw material supply chain/ Sub contractor policy applicable to suppliers/subcontractors through facility's sourcing agreements with its suppliers/subcontractors	Yes		
13.3		Is business risk assessment conducted to differentiate high risk materials within the supply chain ?	Yes		
14.1	(14) Worker Feedback	Does this policies and/or procedures have a reference of national law ?	Yes	Mention Company Policy & procedure	
14.2		How many/ percentage of worker & staff received training ?	N/A		
14.3		What percentage of worker feedback received till now this year ?	10%	Feedback	
14.4		Are workers have to rights give their opinion at policy development ?	Yes	Notice & PA system	
14.5		What is Pay slip are paid before wages	No	Worker Feedback	
15.1		(15) Gender base violation mitigation/ Gender quality and women's rights in the workplace.	Does this policies and/or procedures have a reference of national law ?	Yes	Mention Company Policy & procedure
15.2	How many/ percentage of worker & staff received training ?		93%	Training Summery	7% not achieved
15.3	How many/ percentage of worker & staff received training on gender equality and women's rights in the workplace ?		93%	Training Summery	7% not achieved
15.4	What percentage of female S/V increase in this year ?		11%	Recruitment & Promotion	
15.5	Do each gender (male & female) received equal (salary & others benefit) from facility ?		Yes	Diversity & Equality Survey	
15.6	Is gender base violation mitigation committee functional?		Yes	Gender Base Committee	



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No	Social Labour Performance area/ Policy Procedure	Checking / Monitoring Point	Observation	Mention evidence / Reference	Any violations found that were uncovered & Records kept ?
15.7		When gender base violation mitigation committee was held ?	15-12-21	Meeting Document	
15.8		Was annual report of gender base violation sent to authority ? (if yes when ?)	Yes	Document	
16.1	(16) Bribery And Anti-Corruption	Does this policies and/or procedures have a reference of national law ?	Yes	Mention Policy & Procedure	
16.2		How many/ percentage of worker & staff received training ?	89%	Training summery	11% not achieved
16.3		Was any Bribery and Anti-Corruption occurred ? (If yes, what initiative was taken ?)	No		
17.1	17. Recruitment and hiring	Does this policies and/or procedures have a reference of national law ?	Yes	As per Labor Law section	
17.2		Was provided training to recruitment team & responsible on this policy & when ?	Yes	Meeting Document	
17.3		Are Identification document (s) checked during hiring process (ID Card, Birth certificate, Education certificate) ?	Yes	Acknowledgement	
17.4		Does the factory provide joining letter to employee on the date or recruitment ?	Yes	Conditional Letter	
17.5		What percentage of new employee received orientation or induction training till now ?	100%	Training Summery	
17.6		Do all records indicate that all employees were hired at or above the legal minimum working age?	Yes	Age verification report	
		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	worker Hand Book	



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No	Social Labour Performance area/ Policy Procedure	Checking / Monitoring Point	Observation	Mention evidence / Reference	Any violations found that were uncovered & Records kept ?
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?	No	Training document	

[Signature]

Prepared By

[Signature]

Review By

[Signature]

MD. AZIBUL HAQUE
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Apex Holdings Limited
Chandra, Kaliakoir, Gazipur

