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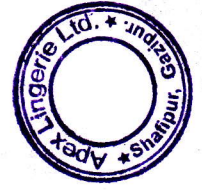
# Social and Labor Performance Target -2021

Name of Factory : Apex Lingerie Limited.

Address : Chandora, Kaliakoir, Gazipur

Date: 02 January 2021

Sl. Number	Social and Labor Performance Area	KPI	Implementation			Monitoring			
			Target Plan	Time Line	Responsible	Reference / Standard	Monitoring area	Monitoring Tool	Sample Size
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.	01 Year	Manager (HR & Admin)	1. National law, 2. Integration with business objectives. 3. Company Policy & Procedure	Payroll data, Recruitment record, personal file, Training record	Internal Audit	Random	Quarterly
2	Recruitment Policy	(1) Provide orientation training of 100% new employee & staff. (2) Ensure 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.	01 Year	Manager (HR & Admin)	1. National law, 2. Integration with business objectives. 3. Company Policy & Procedure	Recruitment Data, Worker feedback record, Training record	Internal Audit	Random	Quarterly
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.	01 Year	Manager (HR & Admin)	1. National law, 2. Integration with business objectives. 3. Company Policy & Procedure	Grievance record, Worker feedback record, Training record	Internal Audit	Random	Quarterly



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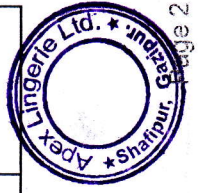
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4	Anti-harassment and abuse	(1) Provide special training on anti-harassment and abuse of 100% (Security Guard, staff & Management) (2) Provide Training on Grievance Handling of 100% (Employee) for reduce Harrassment & Abuse.	01 Year	Manager (HR & Admin)	1. National law, 2. Integration with business objectives. 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) (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, 2. Integration with business objectives. 3. Company Policy & Procedure	Grievance record, Worker feedback record, 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, 2. Integration with business objectives. 3. Company Policy & Procedure	Payroll data, Salary Sheet, Job card & Payslip record	Checklist	Random	Quarterly

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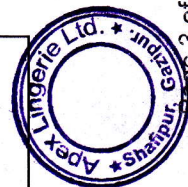
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7	Wages and benefits	(1) Provide annual increment at least 5 % in each every joining year. (2) Provide 100 % earn leave payment at each year. (3) Provide 100% employee salary by own bank account.	01 Year	Manager (HR & Admin)	1.National law, 2.Integration with business objectives. 3.Company Policy & Procedure	Payroll data, Salary Sheet, Earn leave payment document, Increment record.	Checklist	Random	Quarterly
8	Discipline	(1) Provide training on Disciplinary action procedure of all (HR staff & Management). (2) Follow 100% Law at maintaining all disciplinary action.	01 Year	Manager (HR & Admin)	1.National law, 2.Integration with business objectives. 3.Company Policy & Procedure	Training record, 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). (2) To provide freely access to worker for share there grievance to Union member. (3) Arraign meeting together Management & worker represent at every each after 3 month.	01 Year	Manager (HR & Admin)	1.National law, 2.Integration with business objectives. 3.Company Policy & Procedure	Grievance record, Worker feedback record, Training record, Management & worker meeting document.	Internal Audit	Random	Quarterly

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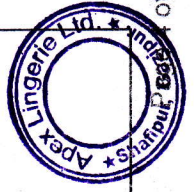
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10	Worker Feedback	(1) Provide Training on worker feedback channels of 100% (Employee & Staff) to ensure workers are openly sharing their feedback. (2) Received annually 10 % worker feedback on company policy & procedure.	01 Year	Manager (HR & Admin)	1.National law, 2.Integration with business objectives. 3.Company Policy & Procedure	Worker feedback record, Training record,	Checklist, Worker interview	Random	Quarterly	
11	Grievance systems	(1) Provide training on grievance handling procedure of 100% (Employee, HR staff & Management). (2) To post grievance handling procedure poster at 100% working area. (3) Collect feedback on grievance of 5% employee annually.	01 Year	Manager (HR & Admin)	1.National law, 2.Integration with business objectives. 3.Company Policy & Procedure	Grievance record, Worker feedback record, Training record, Floor observation	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. (2) Monthly periodically decrease 1% of illnesses/ accidents at the facility.	01 Year	Manager (HR & Admin)	1.National law, 2.Integration with business objectives. 3.Company Policy & Procedure	Injury Record monitoring.	Checklist	Random	Quarterly	



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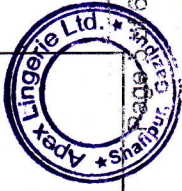
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13	Foreign migrant Worker	Not Applicable		Manager (HR & Admin)						Quarterly
14	Domestic migrant workers	(1) The worker committee are consisted with 100% individual area's domestic worker. (2) Ensure 100 % equality on salary & others benefit of among domestic migrant workers.	01 Year	Manager (HR & Admin)	1.National law, 2.Integration with business objectives. 3.Company Policy & Procedure	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.	01 Year	Manager (HR & Admin)	1.National law, 2.gender equality and women's empowerment (As per high Court Verdict). 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, 2.Integration with business objectives. 3.Company Policy & Procedure	Training record, Management & Feedback	Checklist, Worker interview	Random		Quarterly



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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, 2. Suppliers/subcontractors social and labor standard. 3. Company Policy & Procedure	Business risk assessment / Audit document	Report	100%	Quarterly



Prepared By



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