

Social and Labor Performance Target -2021

Name of Factory : Apex Spinning & Knitting Mills Ltd.

Address : Chandora, Kaliakoir, Gazipur

Date: 02 January 2021

Sl. Number	Social and Labor Performance Area	KPI	Implementation			Monitoring			
			Target Plan-21	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	Sr. 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	Sr. 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	Sr. 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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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	Sr. 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	Sr. 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	Sr. 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
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	Sr. 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



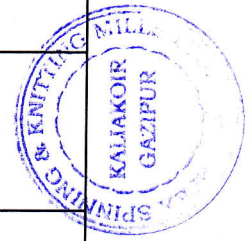
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8	Discipline	(1) Provide training on Disciplinary action procedure of all (HR staff & Management). (2) Follow 100% Law at maintaining all disciplinary action.	01 Year	Sr. Manager (HR & Admin)	1. National law, 2. Integration with business objectives. 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	Sr. 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
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	Sr. 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

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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	Sr. 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 of illnesses/ accidents at the facility.	01 Year	Sr. Manager (HR & Admin)	1. National law, 2. Integration with business objectives. 3. Company Policy & Procedure	Injury Record monitoring.	Checklist	Random	Quarterly
13	Foreign migrant Worker	Not Applicable		Sr. Manager (HR & Admin)					Quarterly
14	Domestic migrant workers	(1) The worker committee are consisted with 100% individual areas domestic worker. (2) Ensure 100 % equality on salary & others benefit of among domestic migrant workers.	01 Year	Sr. Manager (HR & Admin)	1. National law, 2. Integration with business objectives. 3. Company Policy & Procedure	Worker committee document, Employee payment document.	Checklist	Random	Quarterly



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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	Sr. 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	Sr. Manager (HR & Admin)	1.National law, 2.Integration with business objectives. 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	Sr. 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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Head of HR & Admin



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Approved By