

# Social and Labor Performance Target -2022

**Name of Factory : Apex Spinning & Knitting Mills Ltd.**

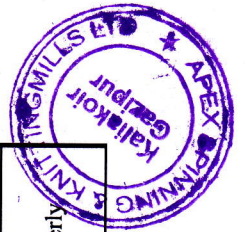
**Address : Chandora, Kaliakoir, Gazipur**

**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 Company Policy & Procedure	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 1. Company Policy & Procedure 2. Integration with business objectives.	01 Year During Recruitment During Recruitment	Manager (HR & Admin)	Training record, Worker feedback record Recruitment Data, Personal file, Payroll Data. Recruitment Data, 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 1. Integration with business objectives. 2. Company Policy & Procedure	01 Year	Manager (HR & Admin)	Grievance record, Worker feedback record, Training record Prohibited of forced Labour- (1.5.4.0) Prohibition of Harassment and abuse Policy- 4.0	Internal Audit Internal Audit	Random Random	Monthly Monthly

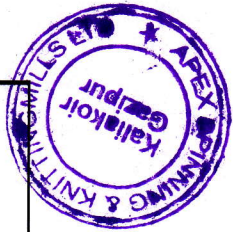


Sl. Number	Social and Labor Performance Area	KPI		Reference / Standard of Goal	Implementation		Monitoring		
		Goal & Target			Time Line	Responsible	Monitoring area	Monitoring Tool	Size
4	Anti-harassment and abuse	(2) Provide Training on Anti Harassment & Abuse of 100% (Employee) for reduce Harassment & Abuse (3) Collect 10% feedback of employee on harassment and abuse for justify.	Company Policy & Procedure Prohibition of Harassment and abuse Policy-4.0 Prohibition of Harassment and abuse Policy-5.1	Executive (Admin) Executive (Admin)	01 Year 01 Year	Training record Employee Feedback	Check list Check list	Random Random	Monthly 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. (1) Facility will ensure 8 hrs working time daily,	1. National law, 2. Integration with business objectives. 3. Company Policy & Procedure Bangladesh Labour Law-2006, Section-100,102.	Manager (HR & Admin)	01 Year	Grievance record, Worker feedback record, Training record	Internal Audit	Random	Monthly
6	Working hours	(2) if necessary can do arrange 02 hrs OT, finally total working time not more than 10 hrs daily. (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.	1. National law, 2. Company Policy & Procedure Bangladesh Labour Law-2006, Section-100,102. Bangladesh Labour Rules-2015	Manager (HR & Admin)	Daily Daily 01 Year	Payroll data, Salary Sheet, Job card & Pay slip record	Checklist	Random	Quarterly Quarterly 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.	1. National law, 2. Company Policy & Procedure Bangladesh Labour Rules-2015 Compensation & Others payment	Manager (HR & Admin)	Monthly Monthly	Payroll data, Salary Sheet, Earn leave	Checklist Checklist	Random Random	Quarterly Quarterly

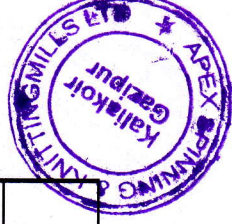


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			Time Line	Responsible	Monitoring area	Monitoring Tool	Sample Size	Frequency	
8	Discipline	(4) Paid compensation (resign benefit, service benefit) on time & as per law.	1. National law, 2. Company Policy & Procedure	Bangladesh Labour Law-2006, Section-176	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	Manager (HR & Admin)	Training record,	Checklist	Random	Quarterly
9	Freedom of association and collective bargaining	(2) Follow 100% Law at maintaining all disciplinary action.	National law, Company Policy & Procedure	Bangladesh Labour Law-2006, Section-23,24	Manager (HR & Admin)	Disciplinary action record & Monitoring Report	Checklist	Random	Quarterly
		(1) Provide training on Freedom of association and collective bargaining of all (Employee, HR staff & Management).	1. National law, 2. Integration with business objectives.	Freedom of Association Policy	Manager (HR & Admin)	Training record,	Checklist	Random	Quarterly
10	Worker Feedback	(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	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	Manager (HR & Admin)	Management & worker meeting document.	Checklist	Random	Quarterly
		(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	Manager (HR & Admin)	Worker feedback record, Training record,	Checklist, Worker interview	Random	Quarterly



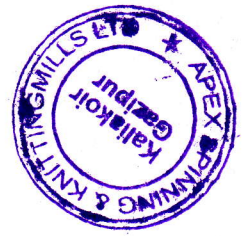
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11	Grievance systems	(1) Provide training on grievance handling procedure of 100% (Employee, HR staff & Management). (2) To post grievance handling procedure poster at 100% working area. (3) Collect feedback on grievance of 5% employee annually. (4)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

Sl. Number	Socail and Labor Performance Area	KPI	Reference / Standard of Goal	Implementation		Monitoring			
				Time Line	Responsible	Monitoring area	Monitoring Tool	Sample Size	Sample Frequency
		(5) Provide Training on Health & Safety, PPE & Safety issue 100% (Employee & Staff) . (6) Involved Safety committee in all safety issue.	1. National law, 2. Company Policy & Procedure	Health & Safety Policy	Sr. Executive (HR & Admin)	Training Record	Checklist	Random	Quarterly
		Not Applicable	1. National law, 2. Company Policy & Procedure	Health & Safety Policy	Manager (HR & Admin)	Health & safety monitoring	Checklist	Random	Quarterly
13	Foreign migrant Worker				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	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	Manager (HR & Admin)	Grievance record, Worker feedback record, Training record, Female supervisor status & Payment document.	Checklist, Worker interview	Random	Quarterly





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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	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.	1.National law, 2.Suppliers/subcontractors social and labor standard. 3.Company Policy & Procedure	Sub-Contract Policy	Manager (HR & Admin)	Business risk assessment & Audit document	Report	100%	Quarterly
		(2) Monitoring Social & Environment issue of all supplier	Company Policy & Procedure	Sub-Contract Policy	Manager (HR & Admin)	Business risk assessment & Audit document	Report	200%	Quarterly

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