

# Action plan against Social Compliance Monitoring

Name of Factory : Apex Spinning & Knitting Mills Ltd.

Name of NSR : Md. Azibul Haque - Asst. Manager (Compliance)

Review Date: 19 September 2019

Activities: Issue identified, Action taken & Achievement status

Sl. Number	KPI	Implementation & Sustainable Maintenance				Monitoring				Identified (if anomalies found in monitoring)	Achievement Status	Action Taken for completion	
		Action Plan	Time Line	Responsible	Standard	Monitoring Method	Monitoring Tool	Sample					Responsible
								Size	Frequency				
1	Transparent in reporting.	We always transparent with H&M.	N/A	Factory Top Management	As per H&M requirement.	Varying payroll data, attendance record, salary sheet.	Checklist	Random	Monthly	NSR & HR	If found any missing we informed to H&M and top management and to solved it immediately.	Checklist maintained.	Regularly Check will be continue
2	Undeclared Unit.	We have been always transparent with H&M and we will follow H&M on boarding procedure if we need to add any new unit.	N/A	Factory Top Management	As per H&M requirement.	N/A	N/A	N/A	N/A	NSR	We will communicate H&M requirement to our top management regarding on boarding process.	Training provided	Training need to provide again
3	No supplier or production unit should work on Sandblasting.	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
4	Should not employ children ( any persons under the age of 14 years)	We have functional child labor remediation policy which clearly defines child labor and it also defines what to do if any child is inadvertently recruited.	N/A	HR	Recruitment Policy Child Labor Policy.	We systematically verify recruitment procedure to ensure no child is recruited.	Checklist	Random	Monthly	HR NSR Welfare	If any child is found to be recruited unintentionally, we will follow the existing policy	Checklist maintained.	Regularly Check will be continue
5	Legal licenses/ License to operate/ Business license, Trade license, License of building safety, Fire safety.	We regularly updated all license by checking tracker .	N/A	Compliance	According to H&M/IR under Business Practice.	Compliance department check the legal license/certificate validity on following criteria. 1.Expiry Date 2.Status (Valid/Invalid/Applied).	Legal license Tracker	100%	Monthly	NSR	If any license/certificate is found to be expired, compliance department will immediately contact with responsible personnel to apply for the renewal and keep the application copy.	Checklist maintained.	Regularly Check will be continue
6	Anti-harassment & anti discrimination recruitment, Forced labor, Child labor, Freedom of Association, Grievance, Anti-harassment & Abuse.	Required policies are written, approved by our top management prior to circulate/communicate them to relevant employees	N/A	HR	As per H&M requirement.	Internal audit	Internal Audit Report	100%	Monthly	NSR HR	We will revise the policy if needed	Checklist maintained.	Regularly Check will be continue
7	Employment Contract	We are providing prospective worker with appropriate appointment letter in line with the local law(Provided in local language)	N/A	HR	As per local law and policy	Internal audit	Checklist	100%	Monthly	NSR HR	We will immediately provide the worker with the appointment letter	Interview taken	Regularly Check will be continue Interview taken worker not acknowledge Interview taken monitoring

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								Size	Frequency			
8	Medical Testing in order to determine pregnancy	We do not conduct any type pregnancy test to female worker prior to recruitment .We have functional policy regarding this issue which is properly communicated to recruitment committee.	N/A	HR	As per local law and policy	Worker interview	Verbal	Random	Monthly	We will communicate with recruitment committee & management regarding this issue	Interview taken	Interview will be continue and analysis worker interview
9	Ensure the legal minimum wage for all regular hours worked	We are providing workers with the minimum wage prescribed by the local law	N/A	HR	As per local law and policy	Payroll data and salary sheet	Checklist	Random	Monthly	We will communicate with HR & management regarding this issue	Interview taken	Interview will be continue and analysis worker
10	Ensure wage premium for any overtime.	We are providing workers with overtime in premium rate	N/A	HR	As per local law and policy	Payroll data and salary sheet	Checklist	Random	Monthly	We will communicate with HR & management regarding this issue	Interview taken	Interview will be continue and analysis worker
11	Fire alarm ( Audible and visual that is maintained)	Fire Alarm switch is regularly maintained and tested for functionality	N/A	Fire Department Utility Compliance	As per local law and policy	Fire department checks fire alarm regularly	Checklist	100%	Monthly	We will communicate with relevant worker for awareness and replace the fire alarm	Checklist maintained.	Check will be continue
12	At least 2 unblocked exit on every floor (Including dormitory)	We already have at least 2 unblocked exit on every floor	N/A	Fire Department Utility Compliance	As per local law and policy	Compliance department check and ensure obstacle free egress path	Monitoring Report	100%	Weekly	We immediately informs the relevant process owner and ensure obstacle free exit	All section ensure 2 exit.	All section ensure 2 exit.
13	Aisle clearly marked with emergency exit routes and maintained clear of obstruction.	We already have clearly marked with emergency exit routes and maintained clear of obstruction	N/A	Fire Department Utility Compliance	As per local law and policy	Compliance department check and ensure obstacle free egress path	Monitoring Report	100%	Weekly	We immediately informs the relevant process owner and ensure obstacle free exit	Regular monitored	Monitoring will be continue
14	Suitable fire extinguisher.	We have provided and maintained appropriate fire extinguisher at necessary location	N/A	Fire Department Utility Compliance	As per local law and policy	Fire department checks fire extinguisher regularly	Checklist	100%	Monthly	We will communicate with relevant worker for awareness and replace the fire extinguisher	Checklist maintained.	Continue will be checked
15	100% on time accurate Performance data reporting	We are posting data on time which is before 26 of every quarter.	N/A	Posting by PU Approved by SU	STEP guideline	Check salary Sheet	Report	100%	Quarterly	NSR informs SU to send back to PU for correction. (Via Email)	Performance data sent timely	Continue

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								Size	Frequency				
16	Document Control	<b>We will develop a document control procedure &amp; ensure the below requirement:</b> 1. Documents are approved for adequacy prior to issue 2. Document control ID and revision status of documents are identified 3. Relevant versions of applicable documents are available at points of use	1. 22/9/2018 2. 06/10/2018 3. 20/10/2018	EMS Responsible	According to EMS document control requirement	1. NSR will check progress of action plan to meet time line 2. NSR will check document taken from the point of use against document master list	1. Gantt Chart	Random	Monthly	NSR	1. Contact Relevant department to expedite to meet deadline 2. If any uncontrolled document is found, corrective action will be taken according to the Document Control Procedure.	Document list properly maintain Will be continue	
17	Take necessary action for 100% Accord remediation.	According to ACCORD inspection, we have completed 95% of the overall original issues.	Work is done. Waiting for validation of	Compliance	ACCORD Standard	Follow-up with ACCORD report	Gantt Chart	100%	Monthly	NSR Utility Compliance	Communicate with concern personal to expedite remediation work to meet deadline	Testing commissioning not verification completed Waiting for Testing commissioning	
18	Secure Organizational Awareness on H&M sustainability.	1. We already have an Sustainability Organization. 2. We will conduct TNA(Training Need Analysis) and prepare training materials for the target participants. 3. Training Will be provided according to training schedule 4. After training effectiveness will be evaluated.	18/9/2018 18/10/2018 25/10/2018	-Learning Center -HR , Welfare	According to H&M guideline	NSR will check progress of action plan to meet time line	Checklist	100%	Monthly	NSR	Contact Relevant department to expedite to meet deadline	Checked regularly by checklist Will be continue	



Check & Reporting by  
Md. Azibul Haque  
NSR & Asst. Manager (Compliance)


