DBID: 342986 and Audit Id: 204475

Audit Date: 06/02/2021

Audit Type : Full Audit



06/02/2021
06/02/2021
Please refer to the producer profile in the amfori BSCI platform
BureauVeritas
Md. Shamim Hossain(Lead), Iffat Fatema Jahan, Ruhi Tamanna



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Rating Definitions A combination of ratings per Rating Consequence Performance Area where: Minimum 7 Performance Areas rated A The auditee has the level of maturity . No Performance Areas rated C. D or E. to maintain its These are three examples: improvement process A A A A A A A A A A A A without the need for a Very Good AAAAAAAABBBB follow-up audit. AAAAAABBBBBB . Maximum 3 Performance Areas rated C The auditee has the level of maturity . No Performance Areas rated D or E to maintain its В These are three examples: improvement process A A A A A B B B B B B without the need for a Good follow-up audit. AAAABBBBBBC B B B B B B B B C C C The auditee needs · Maximum 2 Performance Areas rated D follow up to support its No Performance Areas rated E progress. Following the These are three examples: C completion of the audit, the auditee develops Acceptable a Remediation Plan AB В В В within 60 days. C C C C C C C C C C D D . Maximum 6 Performance Areas rated E The auditee needs follow up to support its These are three examples: D progress, Following the AAAAAA completion of the audit, BBC Insufficient the auditee develops a Remediation Plan DDDDDDDEEE within 60 days. amfori BSCI · Minimum 7 Performance Areas rated E Participants shall These are three examples closely oversee the Е auditee's progress as the producer may Unacceptable represent a higher risk than other business partners. A Zero Tolerance issue was identified (see Immediate actions are amfori BSCI System Manual Part V — Annex required. The amfori 5: amfori BSCI Zero Tolerance Protocol) **BSCI Zero Tolerance** Zero Tolerance Protocol is to be followed.



DBID: 342986 and Audit Id: 204475

Audit Date : 06/02/2021

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Main Auditee Information



Name of producer :	Shine Embroidery Ltd.										
DBID number :	342986										
Audit ID :	204475										
Address :	198, Gazirchat, Moddhopara Dhaka										
Province :	Dhaka	Dhaka Country : Bangladesh									
Management Representative :	Md. Monir Siddique										
Contact person:	Md. Monir Siddique	Sector :	Non-Food								
Industry Type :	Textiles, clothing, leather Product group : Apparel										
Product Type :	Woven, Knit both										



DBID: 342986 and Audit Id: 204475

Audit Date: 06/02/2021

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Audit De	etails														
Audit Range	e :				☐ Full Audit ☐ Follow-up Audit										
Audit Scope	e :				⊠ Mai	n Auditee	☐ Ma	ain Auditee	& Farms						
Audit Enviro	onment :				⊠ Indi	☐ Agricultural					☐ Small Producer				
Audit Annou	uncement :				⊠ Full	y-Announce	d 🗌 Fu	ılly-Unanno	unced [Semi-A	Announced				
Random Ur	nannounced	I Check (RU	C):		No										
Random Unannounced Check (RUC): Audit extent (if applicable): Audit interferences or contingencies (if applicable):				none											
Audit interfe	erences or o	contingencie	s (if applicab	ole):	none										
Overall ratir	ng :					С									
Need of follow-up :				Yes		02/2022									
Rating p	er Perfor	mance A	rea (PA)												
PA 1	PA 2	PA 3	PA 4	PA 5	PA 6	PA 7	PA 8	PA 9	PA 10	PA 11	PA 12	PA 13			

Executive summary of audit report

This was the semi announced amfori BSCI Full audit at Shine Embroidery Ltd. The factory started its operation since 2001 at 198, Gazirchat, Moddhopara, Ashulia, Dhaka-1349, Bangladesh. The factory specializes in embroidery and printing process only. The production process is embroidery and printing. The factory had no peak season. The production capacity for embroidery section in the facility is 4,20,000 pieces per month and for printing section is 10,00,000 pieces per month. Total area is about 30,833 square feet and production area is about 28,197 square feet.

In view of facilities, factory is made of 1 building and 2 sheds. Details of mentioned building and sheds are as below: Building#1

Ground floor: Embroidery section, ETP and wastage store.

1st floor: Office, Accessories store, Inspection room, dining room, canteen room, laser room, medical room, delivery section.

2nd floor: Printing section, color room, chemical store, dark room.

Shed#1: Security room, childcare room, temporary quarantine room, prayer room, compressor room, maintenance room and generator room.

Shed#2: Fire control room, security guard room.

Factory did not provide dormitory facility to their workers.

Factory is maintaining clock punch time keeping system for all workers. The weekend of the factory is Friday. There were total 285 workers in the factory from them 157 were male and 128 were female working in the factory and the youngest worker was above 19 years in the factory, which was complying with the local law. Neither migrant workers nor agency workers found in the facility.

Per payroll review and interviews with management and employees, all the workers were paid by monthly wage system. Wages were paid and issued once in a month within first 7 working days of the following pay period. Last payment date was on 07 January 2021 for the month of December 2020. Employee's wages paid through BIKASH. Factory had provided lowest minimum wage as BD. Tk-8000/- to the workers that met the local law. Main customers are H&M -25%, C&A - 25%, HBI - 15%, BHB - 10%, PRIMARK - 10%, BEST SELLER-10% COLUMBIA - 5%etc. Facility conducted fire drill in every six months and last date of day fire drill was 12 January 2021, Night fire drill was 13 January 2021.

The facility has 02 shifts (Shift-A 8:00 am to 5:00 pm and Shift-B 8:00 pm to 05:00 am) for all workers in the factory. The weekend of the factory was Friday. Only security section weekend was provided by rotation.

Per payroll and time records review, auditors reviewed sample records of 20 employees from December 2020 (attendance & Payroll) as current month, 20 employees from October 2020 (attendance & Payroll) as random month & 20 employees from March 2020 (attendance & Payroll) as off random month (attendance & Payroll). All were permanent workers in the factory. And excess work was observed within these sampled months.

20 employees were selected (11 males and 09 females) from different sections were conducted individually and group interviews. According to the interviews, employees were satisfied with the working conditions in positive way toward regarding the timely payment, non-discrimination, and non-forced labor in the factory.

Facility has conducted a survey on Living wage on employees of the facility and the monthly fair remuneration scan in the area is BDT. 13630.00. Facility has calculated the living wage taking consideration the cost of Food, Education, Transportation, Clothing, Energy & Water consumption, Housing etc. Besides, the factory management shows good understanding of possible gaps existing between the actual remuneration and the fair remuneration figure in the area.



DBID: 342986 and Audit Id: 204475

Audit Type : Full Audit



At the end of the audit, a closing meeting held with factory representative; all of the current findings along with corresponding corrective action plans disclosed and communicated to facility management and Mr. Md. Monir Siddique - Manager(HR, Admin, Compliance) signed the onsite CAP and agreed to take corrective actions.

Audit Company: Bureau Veritas Consumer Products Service

Audit Company APSCA Number: 11600002

Lead Auditor Name: Md. Shamim Hossain

APSCA Auditor Registered Number: Md. Shamim Hossain RA 21700862, Iffat Fatema Jahan RA 21701632 and Ruhi Tamanna- RA 21700681. Note: Facility did not use contractor for so, no license or permit is required. No agency labor contractor used by the factory. Factory recruited all workers directly. No Collective bargaining agent in the facility.

Remarks:

1. The factory management was convenient in English. So they requested to the auditors to provide the Corrective Action Plan in English.



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DBID: 342986 and Audit Id: 204475

Audit Date: 06/02/2021

Audit Type : Full Audit



Ratings Summary



Auditee's background information									
Auditee's name :	Shine Embroidery Ltd.	Legal status :	Private Limited Company						
Local Name :	সাইন এমব্রয়ডারি লিঃ	Year in which the auditee was founded :	2001						
Address :	198, Gazirchat, Moddhopara	Contact person (please select) :	Md. Monir Siddique						
Province :	Dhaka	Contact's Email :	monir@shineembroiderybd.com						
City:	Dhaka	Auditee's official language(s) for written communications :	Bangla and English						
Region :	South Asia	Other relevant languages for the auditee :	English						
Country :	Bangladesh	Website of auditee (if applicable) :	http://www.debonairgroupbd.com						
GPS coordinates :	27.5305211,80.7579007	Total turnover (in Euros) :	8238929.00						
Sector :	Non-Food	Of which exports % :	100.00						
Industry :	Textiles, clothing, leather	Of which domestic market % :	0.00						
If other, please specify :	None	Production volume :	embroidery 1000000 pieces per month and printing 420000 pieces per month.						
Product Group :	Apparel	Production cost calculation :	Yes						
If other, please specify :	None	Lost time injury calculation cost :	Yes						
Product Type :	Woven, Knit both								

Auditee's employment structure at the time of the audit										
Total number of workers : 285 Total number of workers in the production unit to be monitored (if applicable) :										
		MALE WORKERS	FEMALE WORKERS							
Permanent workers		157	128							
Temporary workers		0	0							
In management positions		7	3							
Apprentices		0	0							
On probation		0	0							
With disabilities		0	0							
Migrants (national citizens)		0	0							
Migrants (foreign citizens)		0	0							
Workers on the permanent payroll		157	128							
Production based workers		0	0							
With shifts at night		5	0							
Unionised		0	0							
Pregnant		-	0							
On maternity leave		-	0							



DBID: 342986 and Audit Id: 204475

Audit Type: Full Audit



Finding Report



Performance Area 1 : Social Management System and Cascade Effect

Full Audit [Audit Id - 204475] Audit Date: 06/02/2021 PA Score: D

Deadline date: 06/02/2022

GOOD PRACTICES:

None Observed

AREAS OF IMPROVEMENT:

Remarks: The auditee partially fulfills the requirement of this PA. Factory management has good understanding on BSCI requirements and it significances. Through showing some evidence towards integrating the BSCI Code into the auditee business culture, factory management confirming their positive initiative and necessity of effective management system. Factory management has engaged a senior level management person to look after and the implement the code in the factory. He has a good understanding on their supply chain As per office order he has a decision-making power to allocate budget to follow up BSCI requirements implementation. He is responsible for selecting and monitoring performance of business partner. Besides, facility management has communicated amfori BSCI Code of Conduct with all business partners but Terms of Implementation was not shared. However, gaps were identified such as some non-compliances are identified under different Performance Areas, which is the evidence of gaps identified in the overall management system against amfori BSCI COC requirements. Management understand English and they were comfortable in English.

- 1.1 It was noted that, the facility management has taken many actions to integrate with amfori BSCI requirements into their day to day business activities and social aspects. But, some non-compliances are identified under different Performance Areas, which is the evidence of gaps 1.1 identified in the overall management system against amfori BSCI COC requirements. This violates amfori BSCI Performance Area 1.1; Management understand English and they were comfortable in English language.
- 1.3 It was noted that, a) There is no proper procedure to handle the complaint raised by the business partners. b) Facility did not share amfori BSCI terms of implementation to their supplier. c) Stake holder mapping was not conducted as per amfori BSCI requirement. This violates BSCI Performance Area 1.3; Management understand English and they were comfortable in English language.
- 1.4 It was noted through documents review & management interview that factory management did not prepare proper capacity planning for its production. For example: facility has prepared a production capacity planning based on 10 hours per day instead of 8 hours and facility running their production 10 to 12 hours per day on a regular basis. This violates amfori BSCI Performance Area 1.4; Management understand English and they were comfortable in English language.

Remarks from Auditee:

1.1: We wil correct as early as possible 1.3: We wil correct as early as possible 1.4: We wil correct as early as possible

Performance Area 2: Workers Involvement and Protection

Full Audit [Audit Id - 204475] Audit Date: 06/02/2021 PA Score: C

Deadline date:06/02/2022

GOOD PRACTICES:

None Observed

AREAS OF IMPROVEMENT:

Remarks: The auditee partially fulfills the requirement of this PA. Factory management has formed Participation Committee (PC) through independent election process. There is long-term goal of the factory. Besides current vision, mission and objectives of the company but not in line with amfori BSCI requirement. However, gaps were identified such as grievance mechanism of the facility was not including potential conflict of

Management understand English and they were comfortable in English.

- 2.2 -2.2 It was noted that, facility management has developed vision, mission and objectives of the company but, it was not in line with the requirements of amfori BSĆI Code of conduct. Besides, the long-term goal of the factory did not set the step by step approach toward sustainable improvement. This violates amfori BSCI Performance Area 2.2 Management understand English and they were comfortable in English language.
- 2.4 It was noted through workers interview that 10 out of 20 sampled workers were not well aware about the requirements of amfori BSCI Code of 2.4 -Conduct. This violates amfori BSCI Performance Area 2.4 Management understand English and they were comfortable in English language.
- 2.5: It was noted that, the facility has mechanism to handle employee's grievance. But grievance mechanism of the facility was not including potential conflict of interest define. Besides, grievance lodged in grievance register did not include the following: • Hearing of the parties • Further investigation needed or not • Conclusion reached and accepted by both parties • Higher level involvement This violates amfori BSCI Performance Area 2.5

Management understand English and they were comfortable in English language.

Remarks from Auditee: 2.2: We wil correct as early as possible 2.4: We wil correct as early as possible 2.5: We wil correct as early as possible



DBID: 342986 and Audit Id: 204475

Audit Type: Full Audit



Performance Area 3: The rights of Freedom of Association and Collective Bargaining

Full Audit [Audit Id - 204475] Audit Date: 06/02/2021 PA Score: A

Deadline date:

GOOD PRACTICES:

None Observed

AREAS OF IMPROVEMENT:

None Observed Not Applicable

Remarks from Auditee:

Performance Area 4: No Discrimination

Full Audit [Audit Id - 204475] Audit Date: 06/02/2021 PA Score: C

Deadline date:06/02/2022

GOOD PRACTICES:

AREAS OF IMPROVEMENT:

Remarks: The overall observation shows that the auditee partially fulfils the requirements of the performance area. The facility has a policy and procedures on non-discrimination. However, gaps were identified such as facility did not conduct an internal assessment on the most frequent grounds used for discrimination as well as the most common activities through which discrimination may occur (e.g. hiring process, increment, promotion etc.); factory did not conduct survey to identify worker's satisfaction regarding the grievance mechanism of the facility was not conducted in the correct manner as idetification of workers were revealed in the survey. Management understand English and they were comfortable in English.

- 4.1 It was noted that facility management has adopted policy and procedure to protect discrimination but they didn't identify most Common areas or forms of discrimination and there was no training provided to workers in discrimination. This violates amfori BSCI Performance Area 4.1 4.1 -Management understand English and they were comfortable in English language.
- 4.2 It was noted that, survey to identify worker's satisfaction regarding the grievance mechanism of the facility was not conducted in the correct manner as idetification of workers were revealed in the survey. This violates amfori BSCI Performance Area 4.2 Management understand English and they were comfortable in English language.

Remarks from Auditee:

4.1: We wil correct as early as possible 4.2: We wil correct as early as possible

Performance Area 5 : Fair Remuneration

Full Audit [Audit Id - 204475] Audit Date: 06/02/2021 PA Score: A

Deadline date:

GOOD PRACTICES:

1. Factory paying attendance bonus: BDT. 300 for all workers.

AREAS OF IMPROVEMENT:

None Observed Not Applicable

Remarks from Auditee:

Performance Area 6 : Decent Working Hours

Full Audit [Audit Id - 204475] Audit Date: 06/02/2021 PA Score: C

Deadline date:06/04/2021

GOOD PRACTICES:

AREAS OF IMPROVEMENT:

Remarks: The overall observation shows that the auditee partially fulfils the requirements of the performance area as per law. As per provided documents, factory respect local law related to working hours and had clearly communicated working hour policy to all employees through employee handbook. Interviewed employees confirmed that they have their weekly holidays. how ever gaps were identified as facility had excessive overtime records

Management understand English and they were comfortable in English.

6.2 It was noted that working hour of the factory exceeded 60 hours in a week. A review of 60 samples from December 2020, October 2020 and March 2020 following in the yield: 14 (selected from different sections) of 20 sample population employees worked in excess of 60 hours per week (i.e. 61.5 to 84.5 hours) in December, 2020 (Current month) which exceeded the weekly working limit of 60 hours for 1 to 3 weeks period. 15 (selected from different sections) of 20 sample population employees worked in excess of 60 hours per week (i.e. 62.5 to 86.5 hours) in October, 2020 (Random month) which exceeded the weekly working limit of 60 hours for 1 to 3 weeks period. 17 (selected from different sections) of 20 sample population employees worked in excess of 60 hours per week (i.e. 60.5 to 72 hours) in March, 2020 (Random month) which exceeded the weekly working limit of 60 hours for 1 to 2 weeks period. This violates with amfori BSCI Performance Area 6.2; This violates with Bangladesh Labour Law, 2006, Section-102 (1, 2)

Management understand English and they were comfortable in English language.

Remarks from Auditee:

6.2: We wil correct as early as possible



DBID: 342986 and Audit Id: 204475

Audit Date: 06/02/2021





Performance Area 7 : Occupational Health and Safety

Full Audit [Audit Id - 204475] Audit Date: 06/02/2021 PA Score: A

Deadline date:06/04/2021

GOOD PRACTICES:

None Observed

AREAS OF IMPROVEMENT:

Remarks: The auditee partially fulfills the requirement of this PA. Factory management is trying to develop their health and safety condition. Factory management has a policy on health and safety. Factory management has formed an occupational health and safety committee as the representatives were found in the factory and the documents. The facility continuing the business in line with the regulations on occupational health and safety relevant for its activity. Still there has not occurred any major accident which indicates any contingencies, related to a lack of observance towards the occupational health and safety regulations. Facility has regularly conducted accident and injury analysis to improve the occupational health and safety procedures. Facility has assessed risk for all type of risks accept the transmittable and non-transmittable diseases. Workers of factory are free to move during any emergency evacuation without seeking any permission. Factory management has providing the training on different types of topics i.e. health and safety, use of Personal protective equipment, firefighting, first aid and emergency drills. Factory management provides the PPEs to all it's workers by its own cost. Factory management is conducting fire drills in regular interval. Factory management has qualified electricians to look after the electrical system. Factory management has arranged trained fire fighters form concern authority. Facility has kept firefighting equipment to all required places where needed and also maintenance has been done on regular basis. During the audit, no exit door was found in blocked or locked condition. All exit was found clearly marked and illuminated with back-up power system. Evacuation plans has been posted in local language and it is placed showing the closest escape routes including emergency exits. The width of all exit doors was found within acceptable limits. Factory has trained first aider to provide first aid treatment issue. Factory management is providing pure drinking water to i

- 7.1 7.1 It was noted that some lacking's were observed in the Health and Safety System applicable in the occupational health and safety regulations in the factory activities. Thus, relevant issues were noted in some areas to improve in the Health and Safety section. This violates amfori BSCI Performance Area 7.1

 Management understand English and they were comfortable in English language.
- 7.3 7.3 It was noted that risk assessment conducted only on transmittable and non-transmittable diseases, but workplace risk and occupational risk assessment was not conducted in this facility. This violates amfori BSCI Performance Area 7.3 Management understand English and they were comfortable in English language.
- 7.19 7.19 It was noted that facility did not have a proper written emergency procedure deal with trauma & serious illness. Moreover facility did not provide any training to the workers on the emergency procedure of trauma & serious illness. This violates amfori BSCI Performance Area 7.19 Management understand English and they were comfortable in English language.

Remarks from Auditee:

7.1: We will correct as early as possible 7.3: We will correct as early as possible 7.19: We will correct as early as possible

Performance Area 8: No Child Labour

Full Audit [Audit Id - 204475] Audit Date: 06/02/2021 PA Score: A

Deadline date

GOOD PRACTICES:

None Observed

AREAS OF IMPROVEMENT:

None Observed Not Applicable

Remarks from Auditee:

Performance Area 9 : Special protection for young workers

Full Audit [Audit Id - 204475] Audit Date: 06/02/2021 PA Score: A

Deadline date:

GOOD PRACTICES:

None Observed

AREAS OF IMPROVEMENT:

None Observed Not Applicable

Remarks from Auditee:



DBID: 342986 and Audit Id: 204475





Performance Area 10: No Precarious Employment

Full Audit [Audit Id - 204475] Audit Date: 06/02/2021 PA Score: A

Deadline date:

GOOD PRACTICES:

None Observed

AREAS OF IMPROVEMENT:

None Observed Not Applicable

Remarks from Auditee:

Performance Area 11: No Bonded Labour

Full Audit [Audit Id - 204475] Audit Date: 06/02/2021 PA Score: A

Deadline date:

GOOD PRACTICES:

None Observed

AREAS OF IMPROVEMENT:

None Observed Not Applicable

Remarks from Auditee:

Performance Area 12: Protection of the Environment

Full Audit [Audit Id - 204475] Audit Date: 06/02/2021 PA Score: A

Deadline date: 06/02/2022

GOOD PRACTICES:

None Observed

AREAS OF IMPROVEMENT:

Remarks: The auditee partially fulfills the requirement of this PA. Environmental policy and procedure is up to date. Workers aware of the company policy and procedures for waste management. Factory management has mechanisms in place to promote water conservation and water waste reduction. Workers are aware on waste water reduction policy. Factory management has proper understanding on waste management system. But there is no grievance mechanism in place to address the environmental concerns of surrounding communities. Management understand English and they were comfortable in English.

12.2 - 12.2 It was noted that there is no grievance mechanism in place to address the environmental concerns of surrounding communities. This violates amfori BSCI Performance Area 12.2 Management understand English and they were comfortable in English language.

Remarks from Auditee:

12.2: We wil correct as early as possible

Performance Area 13: Ethical Business Behaviour

Full Audit [Audit Id - 204475] Audit Date: 06/02/2021 PA Score: A

Deadline date:06/02/2022

GOOD PRACTICES:

None Observed

AREAS OF IMPROVEMENT:

Remarks: The auditee Partially fulfills the requirement of this PA. Factory management has developed an Anti-Bribery Policy. During audit, no corruption or bribery related issues were noticed from the interviewed workers. Factory management has included the business partners in the anti-bribery policy of the factory to ensure the non-involvement in any type of bribery. Factory management did not identify the potential areas of corruption as they did not indentify the internal stakeholders who can effect the ethical flow on business activities. Management understand English and they were comfortable in English.

13.1 - 13.1 Facility did not identify possible area of corruption as they did not indentify the internal stakeholders who can effect the ethical flow on business activities. This violates amfori BSCI Performance Area 13.1 Management understand English and they were comfortable in English language.

Remarks from Auditee: 13.1: We wil correct as early as possible



DBID: 342986 and Audit Id: 204475

Audit Date: 06/02/2021

Audit Type : Full Audit



Summary



Audit Type	Date	Audit Id	PA1	PA2	PA3	PA4	PA5	PA6	PA7	PA8	PA9	PA10	PA11	PA12	PA13	Overall Rating
Full Audit	06/02/2021	204475	D	С	A	С	A	С	A	A	A	A	A	A	A	С



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Producer Photos

















DBID: 342986 and Audit ld: 204475

Audit Date : 06/02/2021

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