



Apex Fashion Wear Limited

B-50/3 Kalampur, Chandora, Kaliakoir, Gazipur

Social and labor performance target-2023

Social and labor performance area	KPI	Implementation			Monitoring			
	Target Plan	Time Line	Responsible	Reference/ Standard	Monitoring Area	Monitoring Tools	Sample	
							Size	Time frame
Child labor and/or young workers	(1). No child labour recruit or '0' number of child hired below the legal minimum working area. (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,	Checklist	Random	Quarterly
Recruitment Policy	(1) Provide orientation training of 100% new employee & staff. (2) Ensure 100% worker salary as per Gazatte. (3) Ensure "0" number of discrimination due to male & female, color, religion, age at wages & salary, increment & others benefits 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, Payroll data	Checklist	Random	Quarterly
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 reord, Hotline record	Checklist, Worker interview	N/A	Quarterly
Anti-harassment and abuse	(1) Provide special training on anti-harrassment 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	Grievance record, Worker feedback reord, Hotline record Training record	Checklist, Worker interview	N/A	Quarterly
Anti-discrimination	(1) Provide training on benefit of diversity of all (HR & Management) (2) Ensure "0" number of discrimination due to male & female, color, religion at salary, increment and others benefits.	01 Year	Sr. Manager (HR & Admin)	1. National Law 2. Integration with business objectives. 3. Company policy & procedure	Grievance record, Worker feedback reord, Training record	Checklist, Worker interview	N/A	Quarterly

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6	Working hours	(1) To ensure legal limit of local law (2) The facility set a target to reduce overall overtime hours 50% over the next year and each monthly reduce 5% 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 & pay slip record.	Checklist	Random	Quarterly
7	Wages and benefits	(1) Provide annual increment at least 5% in each every joining year. (2) Ensure 100% earn leave encashment to each year. (3) Ensure 100% employee salary/wages by their 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 sheet, Increment record.	Checklist	Random	Quarterly
8	Discipline	(1) Provide training on disciplinary action procedure of all employee like HR staff & management. (2) Follow up 100% law to maintaining 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 associatoin and collective bargaining	(1) Provide training on freedom of association and collective bargaining to all employee like management, staff & HR personnel (2) To provide freely excess to worker for share their grievance to union mamber. (3) Arrange meeting together management & worker representative at every each 3 months	01 Year	Sr. Manager (HR & Admin)	1. National Law 2. Integration with business objectives. 3. Company policy & procedure	Grievance record register, Worker feedback record, Training record, Management & worker meeting minutes record.	Checklist, Worker interview	Random	Quarterly
10	Employee feedback	(1) Provide 100% training to the employee & staff on worker feedback (2) According to company policy & procedure annually conduct worker feedback survey at least 10% .	01 Year	Sr. Manager (HR & Admin)	1. National Law 2. Integration with business objectives. 3. Company policy & procedure	Training record, Worker feedback record	Checklist, Worker interview	Random	Quarterly
11	Grievance systems	(1) Provide taining on grievance handling procedure to 100% employee, staff & management. (2) To post grievance handling poster at 100% working area. (3) Collect grievance feedback from worker at 5% annually.	01 Year	Sr. Manager (HR & Admin)	1. National Law 2. Integration with business objectives. 3. Company policy & procedure	Grievance record register, Worker feedback record, Training record	Checklist, Worker interview	Random	Quarterly

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								Size	Time frame	
12	Health & Safety	(1) Monthly injury analysis report (2) Preventive action training (3) Monthly periodical disease 1% of illness/injury at the facility annually	01 Year	Sr. Manager (HR & Admin)	N/A	Injury record monitoring	Checklist	Random		
13	Foreign Migrant employees	N/A	N/A	N/A	1. National Law 2. Integration with business objectives. 3. Company policy & procedure	N/A	N/A	N/A	N/A	
14	Domestic migrant workers	(1) the worker committee are consisted with 100% individual area of domestic worker (2) Ensure 100% equality one salary and other benefits among domestic migrant worker.	01 Year	Sr. Manager (HR & Admin)	1. National Law 2. Integration with business objectives. 3. Company policy & procedure	Payment document	Checklist	Random	Quarterly	
15	Gender equality and womens rights in the workplace	(1) Provide training on gender equality and womens rights in work place to all employee. (2) As per law ensure 100% salary & othes benefits to all employee both male & female. (3) Increaes 30% of female supervisor in this year.	01 Year	Sr. Manager (HR & Admin)	1. National Law 2. Integration with business objectives. 3. Company policy & procedure	Gender based committee, Grievance record, Worker feedback record, Training record & payment record	Checklist, Worker interview	Random	Quarterly	
16	Bribery and anti-corruption	(1) Provide training meaning of bribery and corruption how to report infractions of employee for development worker well understanding.	01 Year	Sr. Manager (HR & Admin)	1. National Law 2. Integration with business objectives. 3. Company policy & procedure	Training record, Feedback	Checklist	Random	Quarterly	
17	Suppliers/sub-contractors	(1) Conducting business risk assessment audit to all suppliers to find out high risk suppliers. (2) Monitor for reduce the risk level by third party audit report	01 Year	Sr. Manager (HR & Admin)	1. National Law 2. Integration with business objectives. 3. Company policy & procedure	Audit report, Third party audit report	Report	Random	Yearly	

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Reviewed by



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Approved by