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FWF-member since 2017

Reporting period

December 2017 – December 2018





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Summary: goals & achievements 2018

At The Cotton Group we commit ourselves to continuously try to make a positive impact on our environment. We strongly believe that social corporate responsibility and sustainability deliver added value to our customers, employees and business partners, throughout our complete value chain.

The same vision that drives our business strategy, drives our commitment to social and environmental sustainability. That is why we encourage all our employees to take part in making sustainability a reality. Our sustainability engagement is incorporated into our organisation and goals plus objectives.

For over 10 years now, The Cotton Group is member of FWF. Firstly in 2008, as part of Kwintet, later in 2015 as part of the Fristads Kansas Group and since 2017 independently.

Besides FWF, all our suppliers have received, acknowledged and embraced The Fristads Kansas Group code of conduct. Our suppliers have also been audited by other organisations, as BSCI and Accord. Although The Cotton Group has not signed for Accord, all our suppliers are part of the Accord remediation. Fristads Kansas Group also embraces the 10 principles of the United Nations Global Compact in the fields of human rights, labour law, environment and anti-corruption and the Code Conventions of the International Labour Organisation.

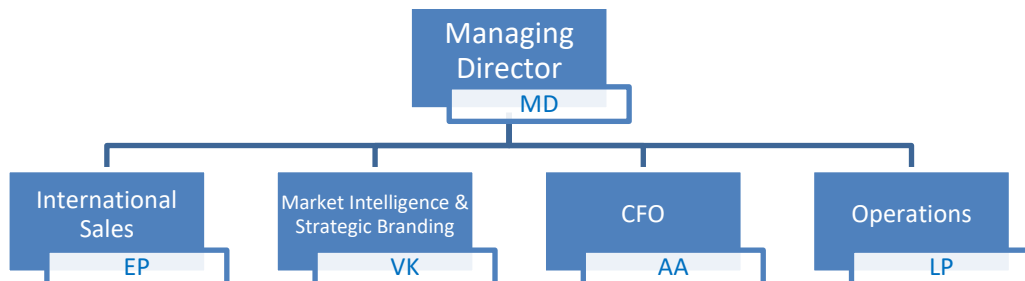
During 2018, we continued our focus on our entire supply chain to be able to support our suppliers to become more efficient and to adhere to our social, environmental and sustainability engagement.

We give our suppliers a long term, balanced planning, so they can plan their production in a more efficient way and do not need to do unnecessary overtime.

Most of our suppliers have a vertical set-up (all processes from knitting till finishing) and have a big capacity, so there is no need to subcontract.

In our Dhaka Liaison Office, we have a person that is full-time responsible to follow-up on all CSR related activities and to be a key liaison with our suppliers.

Our suppliers are aware and informed about our FWF membership and its Code of Labour Practices. We also continuously stress the importance of improving working conditions for factory employees.





1. Social compliance at factories:

B&C is part of a bigger organization where specific and designated people have as only responsibility to make sure that all goods and products, through the whole value chain, are the result of a fair and correct (socially and environmentally) sourcing. Own teams with specific knowledge and experience, operating locally, are also available to the B&C brand for auditing, follow-up and action.

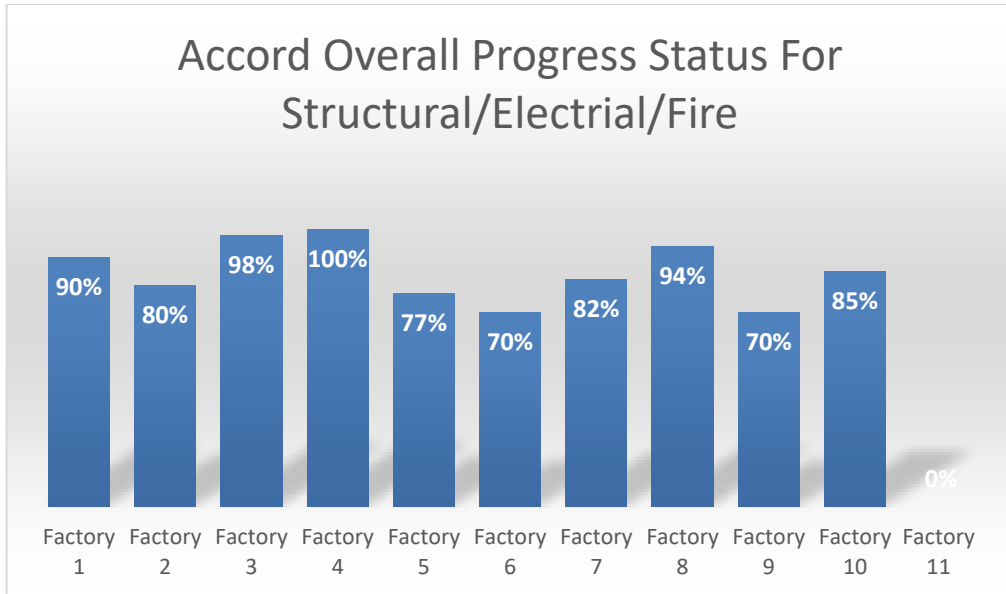
For the financial year 2018, all suppliers where products were sourced from were audited for social compliance:

COUNTRY	CERTIFICATION ?	Comment	FWF-audit
Bangladesh	BSCI	25/12/2018 C-rate	Yes - 6-7 Oct. 2018
Bangladesh	BSCI	14/11/2018 D-rate	No
Bangladesh	BSCI, WRAP	25/04/2018 C-rate	No
Bangladesh	BSCI	06/11/2018 C-rate	Yes - 18-19 November 2017
Bangladesh	BSCI,	(BSCI-expired but apply for august 2019)	No
Bangladesh	BSCI	April 2019 B-rate	Yes 11-12 August 2018
Bangladesh	BSCI	17/05/2018 C-rate	No
Bangladesh	BSCI	02/08/2018 C-rate	No
Pakistan	BSCI	22/12/2018 B-rate	No
Bangladesh	SEDEX	SEDEX P4	Yes 5-6 May 2018
Bangladesh	BSCI	March2019 B-rate	No
China	BSCI	C-rate	No
Bangladesh	SMETA	SEDEX P4	No
China	BSCI	C-rate	No
Myanmar	BSCI	C-rate	Yes – 24 May 2019
China	BSCI	C-rate	No
Bangladesh	BSCI	10/12/2018 -B-rate	No

Resulting CAP's are followed-up closely by HQ and local regional offices and teams.

Accord

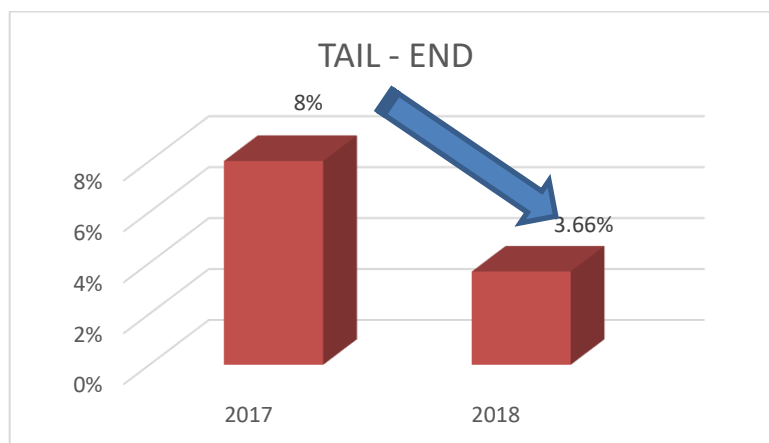
Although The Cotton Group has not signed for Accord, all our suppliers are part of the Accord remediation. Below an overview of the average status for each factory in Bangladesh. One of the factories is not included in the overview as here Accord is not applicable as this factory is following ILO standards and remediation.



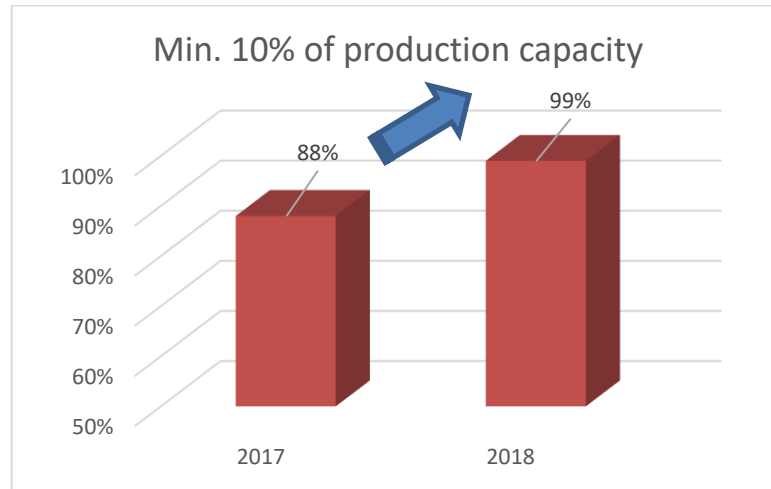
2. Consolidating the supply chain

We started further relocation production from China and Pakistan to Bangladesh. Next year, we will further focus on this consolidation of our supply chain.

1. Reduce tail-end → Where in 2017, 8% of the production volume was purchased from production locations where B&C bought less than 2% of the total FOB, for 2018, this number was reduced to 3,66%.



2. Percentage of production volume from production locations where member company buys at least 10% of production capacity: 88% in 2017, 99% in 2018.



3. Sustainability

Below link brings you to the Fridstads Kansas Group's Compliance Policy.

<http://www.fristadskansasgroup.com/Sustainability/compliance-program/>

1. Sourcing strategy

1.1. Sourcing strategy & pricing

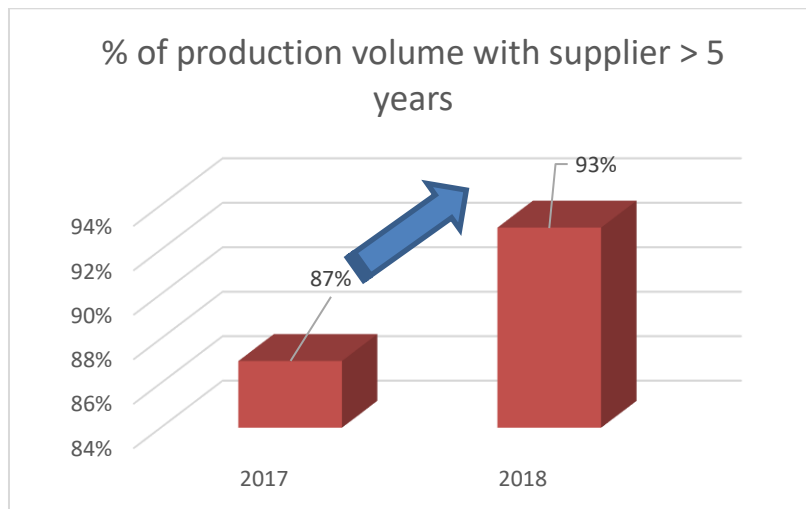
The Cotton Group, owner of the B&C brand is one of Europe's specialised companies in developing and selling garments for the promotional wear market. Our products are produced with the intention to be "customised" by applying different techniques of printing, embroidery and others. Our products are being used in many different areas as there are: promotion, hospitality, tourism, workwear, ...

The promotional wear business is quite different structured compared to business in which fashion-brands are working:

- Products and colours developed are part of the collection, not just for one season but for several years. Consistency in quality is thus a key for promotional wear brands.
- Prices are determined once per year, at the moment of releasing the yearly catalogue. Once prices are set, they remain fixed for the specific year. This gives factory management a guarantee and allows them to be able to pay workers correct and continued wages
- The prices for products purchased are set based upon a detailed breakdown of all factors involved in costing: labour minutes and other labour costs, fabric cost, financial costs as local inflation costs, ... Prices are negotiated and based upon an open and transparent costing. As such, we want to make sure that prices paid for our products which allow the manufacturing location to pay at least minimum wages to the workers, always in line with national legal requirements.

- B&C places order monthly. Planning and Sourcing departments need to make sure that during the order placement, quantities are allocated to suppliers with whom we have booked capacities and have negotiated prices for a specific time frame. Suppliers will find their reserved capacities booked at prices which are defined ahead in time and for a specific time-period. We aim to fill capacities evenly over months (whenever possible) taking into account all suppliers constraints.
- The quantity of orders places monthly with the suppliers is calculated and based on 8 hours of work per day 6 days per week. This to avoid excessive overtime and the stress for workers to have to work overtime. Suppliers have to comply with the national law.
- Products are sourced in Asia only. Below the list of sourcing-countries and their respective relative amount of goods sourced:
 - o Bangladesh: 93.65%
 - o Pakistan: 4.93%
 - o China: 1.35%
 - o Myanmar: 0.08%

Important for B&C is to be able to build and maintain a long-term business-relationship with its suppliers. B&C main (core) suppliers, representing 93 % of the volume in 2018, have been partners for over 5 years. For 2017, 87% of the volume was purchased from suppliers which have been partners for over 5 years.



Besides long-term relationship, B&C is also looking for new opportunities and potential new suppliers.

New potential suppliers are evaluated before start of cooperation, not only on product, capacity and price, but as well on their commitment and implementation of social compliance and necessary labour-standards. The actual status on achieved certifications is being checked and evaluated. We will incorporate all this information in our Sales Force system going forward (supplier cards).

As will be explained below, for the follow-up on social compliance of actual and potential new suppliers is, the B&C-team is strongly supported by the teams in DLO-Dhaka and the (group)-office in HK.

1.2. Organisation of the sourcing department

The B&C Sourcing department is integrated within the Operations department in Waterloo Headquarters.

This team, based in Belgium, is cooperating in close relationship with the office in Dhaka, called the DLO.



1.3. Production cycle



As production capacities are defined by product and location (country of source and manufacturing location), planning department can feed factories with production orders in the most efficient way and according to suppliers’ requirements and constraints. For 90% of our total units purchased, we use >47% of the factories ‘total capacity’. For 97% of our products, we work with vertically integrated factories. These are producing the raw material (fabric), treat and dye the fabric in house, followed by own garment-manufacturing, until finished garments are packed and shipped.

This results in factories being able to plan production in the most efficient way and avoiding overtime for workers.

The planning and merchandising teams in Belgium and Bangladesh follow up the production of orders closely together with the factories. There is a daily follow-up of orders (as well fabric-production as garment-manufacturing). This means that B&C teams know exactly in which stage of production specific orders are at a certain moment in time and,

in case problems arise, they can anticipate and find a solution together with the manufacturer to avoid:

- Delays
- Extra costs due to overtime
- Quality issues
-

1.4. Supplier relations

New suppliers for 2018:

- 1 supplier in Bangladesh
- 1 supplier in Myanmar

The selection process for new suppliers consists out of below mentioned steps:

1. Contact the new supplier by e-mail
2. Review the full factory profile (compliance, production integration, machines, capacities, skills, ...)
3. Review of B&C Sourcing needs versus the factories' core products
4. First visits by *Operation manager, Sourcing manager and Dhaka Liaison Office Country manager.*
5. Spot selected B&C styles for price review and check if prices are workable
6. *Group regional compliance manager* to visit the factory for first CSR assessment
7. If CSR assessment is positive, following steps are taken:
 - a. Review of their profile
 - b. Review of their existing suppliers
 - c. Review on B&C products
 - d. Product development process
 - e. Quality approval process after *visit by Quality manager*
 - f. Prices & payment terms
 - g. Fabric/Colour/Style development can start
 - h. Once everything is approved, we place a test order
 - i. If test order is successful, we can consider the supplier as fully active for B&C

New suppliers are visited by different people who must give their approval for each of their specific area:

- Country manager
- Sourcing manager
- Operations manager
- Quality and Compliance manager
- Local SCR manager

Decisions to start with a supplier and/or to terminate with a supplier have a big impact on the B&C operations.

Also, the nature of our products (long lifetime and need for consistency) does not allow us to "jump" and change and switch suppliers each year.

Termination with suppliers for 2018:

During 2018, we have terminated the cooperation with 1 supplier in Bangladesh. As this supplier was a back-up supplier for one product-range, there was no more need for this capacity. We have informed this supplier well before stopping the activities.

In general, it could happen that after a successful test order we should re-consider the relationship with the potential supplier because of CSR malpractices, Our Dhaka office and Regional compliance manager for CSR are monitoring each factory on a regular



Social Report [Dec 2017 till Dec 2018] – past financial year

basis, They report to the Belgian HQ on a monthly basis on all CSR project/issues/processes we may face with our suppliers.

At B&C, only direct sourcing is used. This enables us to guarantee transparency and traceability in our supply chain.

1.5. Integration monitoring activities and sourcing decisions

Monitoring activities are important and are used to confirm to continue the collaboration with suppliers.

The offices in Bangladesh and Hong Kong and multiple visits by the B&C operations and sourcing managers make sure that suppliers are followed and monitored closely.

Bangladesh Regional SCR-manager: the person is responsible for monitoring the factories in Bangladesh, Myanmar and Pakistan and is reporting to the Group HQ SCR manager in Hong Kong. Group HQ follows up on China.

Following reports for monitoring are prepared and distributed on regular basis:

1. BC Suppliers' Compliance (BSCI FWF Accord) Follow Up Status – by DLO SCR
2. Compliance Follow-up (BSCI) Table – by DLO SCR
3. SCR Supplier Evaluation 2019 – by DLO SCR
4. SCR Supplier Evaluation 2019 – by HK SCR
5. BSCI Follow-up Table – by HK SCR

Below is an indication on the frequency of factory visits by different managers within the company:

- Operations manager: Bi-monthly
- Sourcing manager: Monthly
- DLO manager: Weekly
- CSR manager: Weekly
- Quality and Compliance manager: Bi-monthly

All factories are regularly visited by the HQ-teams and Dhaka-office-teams. They systematically review if there is any non-compliance with our Code of Conduct. Remarks refer, for example, to child labor, health and safety standards on the factory floor, ... Any deviation is immediately reported to the Groups SCR team and if needed, an escalation process will be executed.

Compliance auditor's visits always include in-depth discussions with the management regarding Code of Conduct implementation, corrective action plans that the management has to sign off, and how the factory management intends to maintain good working conditions in the factory.

Depending upon the purpose of the visit, compliance is reviewed. Remaining non-compliance issues that need remediation will be detailed in an agreed frame (CAP).

Both sourcing and social compliance are integrated into the operations department. Sourcing and social compliance are linked to each other. The Operations manager will not decide to source from a certain location if the monitoring process on social compliance indicates that the factory fails for critical and important parameters.

When selecting and deciding to cooperate with new suppliers, a process of preparation, reviewing and assessment takes place as described before under 1.4

Results of monitoring are taken into account when taking sourcing decisions. As mentioned before, it could happen that after a successful test order, the relationship with a supplier is reconsidered because of CSR malpractices. Our local offices in Bangladesh and regional compliance manager for CSR are monitoring each factory on a regular base.



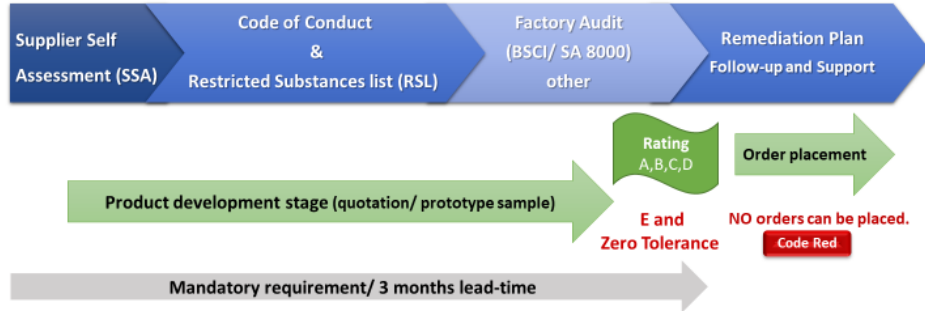
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A monthly reporting to the HQ in Belgium informs the operations and sourcing-teams on potential risks or issues with certain suppliers.

Below is the FKG Compliance Process:

**COMPLIANCE
PROCESS**

Mandatory and Applicable to all suppliers/ factories across all branded product categories and nominated raw materials



- **Specific mandatory requirement and monitoring:**
 - ✓ All factories in Bangladesh under the Accord remediation
 - ✓ Effluent Treatment Plant quarterly review in Bangladesh,
 - ✓ China fabric mills: review of environmental inspections and schedules.

FKG Compliance Program v3 2018 2019

FRISTADS KANSAS GROUP

Red graded issues are prioritized and must be addressed immediately, a Code Red process has been implemented involving sourcing, product development, supply chain reporting even up to CEO and board level

New suppliers submit all CSR related documents to the Group Regional Compliance Manager and HQ. These documents include:

- Supplier Self-Assessment (SSA)
- Code of Conduct (COC)
- Restricted Substances List (RSL)

After review and positive result, an inspection visit will follow. Only after being accepted, B&C can continue to build relationship and start up potential developments and production.

- We check other certifications (WRAP, BSCI, SEDEX, OKOTEX, GOTS, ISO, ...)
- Are factories involved with any type of SCR related projects?
- Do factories have a vertical (preferred) set up?
- Are factories working with or engaged with NGO's or working on environmental projects?
- Factories with green projects plans or already implementing these plans will have priority.

2. Coherent system for monitoring and remediation

2.1. Bangladesh

Our most of the factories are in Bangladesh. We believe on continue monitoring process as a result we got positive feedback along with outcomes, and our monitoring process are same for our all factories. Our monitoring process are as below:

- Monthly review of factory remediation and progress with Brands' supplier owners through "Factory Follow-up" chart prepare by us
- To identify the non-complaint issues as per our Company COC, physical visit to the factory, 3rd party audit (BSCI, SEDEX etc.) and take remediation action.
- Conduct periodic internal reviews or audits to ensure that compliance procedures are followed.
- Collaborate with our management and with factory management to ensure the implementation of consistent disciplinary action strategies in cases of compliance standard violations.
- Design or implement improvements in communication, monitoring, or enforcement of compliance standards.
- If require we do our internal audit as per our COC
- Finally, Escalation implementation with Brands' supplier owners in case of non-remediation.

As a result of monitoring we found several outcomes and most of the common in all factories. We are putting here some general outcomes :

- Social Management System => Need to provide lot of training to make awareness about law, policies, health & safety, etc
- Fair remuneration=> In fair remuneration, now main problem is regarding payment of living wage
- Working hour=> Still we are trying to control excess working hour
- Occupational Health and Safety => We found lot of problem in this area
- Grievance Mechanism => Still we are trying to make more awareness about this process
- Environmental Part => Awareness should be more build up to protect our environment and to reduce the pollution

In this regard, we must admit that for this continue monitoring we also get lot of improvements from the factories:

- We are getting continue progress from the factory regarding social compliance.
- Workers of the factories are much more aware about their rights and benefits.
- Factories are improved in area of health & hygiene, building safety, electric safety, fire safety.
- Workers are becoming educated about labor law, policies, safety issues.
- Workplace in the factory for the workers are improving continuously.
- Improved on environmental area

Corrective action plan we follow as per bellow process:

- To review the audit report.
- Follow up with factories remediation plan through the BSCI platform + Accord (Bangladesh) and on site,
- Detailed discussion with factory management regarding audit finding and solution as per given timeline on corrective action plan.
- Ask to the factory to submit remediation plan.
- Conduct psychical visit by CSR each month to check upon correction on cap.



Social Report [Dec 2017 till Dec 2018] – past financial year

- After completion of the correction on cap then ask to factory management to arrange follow up audit.
- Also, besides social compliance audit follow up, we follow up accord/alliance cap monthly basis and attend accord meeting regarding improvement and remediation of supplier's factory.

We support to the factories for remediation as per below:

- Factory capacity building activities according to audit rating and classification.
- Factory incentive to participate to BSCI workshops and e-learning sessions.
- Factory audit schedule (fully/ semi and un announced).

We selected workplaces for auditing as per bellow way:

- For Initial or Annual audit we select workplace as per audit calendar and audit validity
- If there is slow improvement observed in the factories then we select random audit
- Based on previous or existing audit report findings and risk categories

As per FWF Labour standard, now a day, most important findings we found from below areas:

- Freedom of association and the right to collective bargaining
- Payment of a living wage
- No excessive working hours
- Safe and healthy working conditions

About the use of the FWF wage ladder, we can say at this moment that among in our supply chain, what we see that living wage is a very common finding. Among all the factories we can calculate as an average that around 30% employees are getting living wages which doesn't match with FWF wage ladder.

Regarding our sourcing and monitoring besides our regular job and requirements we try to add some additional job as bellow:

- We check some other certifications (WRAP, OEKOTEX, GOTS, ISO etc.)
- Is factory involved with any type of CSR related job or not
- If factory has vertical set up, it would be preference
- Is factory working with or engaged with any NGO's or working with any kind of environmental project (0 discharge , ETP, etc.)
- Is factory has any plan for green project or already working to make green factory would be preference

2.1.1. Factory 1 (BSCI-rate: C)

NC	Non compliant		
Done	Corrected		
DD/MM/YY	Work in Progress (add deadline)		
		BSCI Audit Date	Latest Follow up visit date & status as per color code
		24/Dec/18	28/Nov/18
1	SOCIAL MANAGEMENT SYSTEM AND CASCADE EFFECT		
1.1	Is there satisfactory evidence that the auditee has set up an effective management system to implement the BSCI Code of Conduct?	NC	31/Oct/19
1.3	Is there satisfactory evidence that the auditee has a good overview of the significant business partners and their level of alignment with the BSCI Code of Conduct?	NC	31/Oct/19
2	WORKERS INVOLVEMENT AND PROTECTION		
2.2	Is there satisfactory evidence that the auditee defines long-term goals for protecting workers in line with the aspirations of the BSCI Code of Conduct?	NC	31/May/19
2.4	Is there satisfactory evidence that the auditee builds sufficient competence among managers, workers and workers representatives to successfully embed responsible practices in the business operation?	NC	31/May/19
2.5	Is there satisfactory evidence that the auditee has established, or participates in, an effective operational-level grievance mechanism for individuals and communities?	NC	31/May/19
4	NO DISCRIMINATION		
4.1	Is there satisfactory evidence that the auditee takes the necessary measures to avoid or eradicate discrimination in the workplace?	NC	30/Jun/19
4.2	Is there satisfactory evidence that the auditee takes the necessary preventative and/or remedial measures to ensure workers are not disciplined, dismissed or otherwise discriminated against because of their complaints against infringements of their rights?	NC	30/Jun/19
5	FAIR REMUNERATION		
5.4	Is there satisfactory evidence that the auditee provides sufficient remuneration that allows workers to meet a decent standard of living?	NC	31/Oct/19
7	OCCUPATIONAL HEALTH AND SAFETY		
7.1	Is there satisfactory evidence that the auditee observes occupational health and safety regulations applicable for its activities?	NC	30/Jun/19
7.5	Is there satisfactory evidence that the auditee regularly provides OHS trainings to ensure workers understand the rules of work, personal protection and measures for preventing and reacting to injury to themselves and fellow workers?	NC	30/Jun/19
7.10	Is there satisfactory evidence that the auditee has and properly uses procedures and systems for reporting and recording occupational accidents and injuries?	NC	30/Jun/19
7.11	Is there satisfactory evidence that the auditee confirms that the equipment and buildings used for production are stable and safe?	NC	30/Jun/19
7.14	Is there satisfactory evidence that the auditee has installed an adequate amount of properly working firefighting equipment?	NC	30/Jun/19
7.16	Is there satisfactory evidence that the auditee ensures evacuations plans meet legal requirements and that these plans are posted in relevant places so workers can see and understand them?	NC	30/Jun/19
7.17	Is there satisfactory evidence that the auditee ensures adequate safeguards for any machine part, function, or process which may cause injury to workers?	NC	Done
8	NO CHILD LABOUR		
8.4	Is there satisfactory evidence that the auditee has adequate and remedial policies and procedures to provide for further protection in case children are found to be working?	NC	31/Mar/19
10	NO PRECARIOUS EMPLOYMENT		
10.2	Is there satisfactory evidence that the auditee engages workers based on recognised and documented employment relationships?	NC	Done
11	NO BONDED LABOUR		
11.4	Is there satisfactory evidence that the auditee has established all applicable disciplinary procedures in writing and has explained them verbally to workers in clear and understandable terms?	NC	31/May/19
12	PROTECTION OF THE ENVIRONMENT		
12.3	Is there satisfactory evidence of the auditee's required environmental permits and licences?	NC	31/Oct/19
12.4	Is there satisfactory evidence that waste is managed in a way that does not lead to the pollution of the environment?	NC	31/Oct/19
12.5	Is there satisfactory evidence that water is managed in a way that respects the environment, particularly but not limited to preserving local water sources?	NC	31/Oct/19
13	ETHICAL BUSINESS BEHAVIOUR		
13.1	Is there satisfactory evidence that the auditee actively opposes any act of corruption, extortion or embezzlement, or any form of bribery in its activities as a business enterprise?	NC	30/Apr/19

2.1.2. Factory 2 (BSCI-Rate D)

NC	Non compliant				
Done	Corrected				
DD/MM/YY	Work in Progress (add deadline)				
		BSCI Audit Date	Latest Follow up visit date & status as per color code		
		14/Nov/18	28/Nov/18	5/Feb/19	5/Feb/19
1	SOCIAL MANAGEMENT SYSTEM AND CASCADE EFFECT				
1.1	Is there satisfactory evidence that the auditee has set up an effective management system to implement the BSCI Code of Conduct?	NC	30/Sep/19	30/Sep/19	30/Sep/19
1.2	Is there satisfactory evidence that a senior manager has been appointed to ensure that the BSCI values and principles are followed in a satisfactory manner?	NC	30/Sep/19	30/Sep/19	30/Sep/19
1.3	Is there satisfactory evidence that the auditee has a good overview of the significant business partners and their level of alignment with the BSCI Code of Conduct?	NC	30/Sep/19	30/Sep/19	30/Sep/19
1.4	Is there satisfactory evidence that the auditee's workforce capacity is properly organised to meet the expectations of the delivery order and/or contracts?	NC	30/Sep/19	30/Sep/19	30/Sep/19
2	WORKERS INVOLVEMENT AND PROTECTION				
2.1	Is there satisfactory evidence that the auditee has good management practices that involve workers and their representatives in sound information exchange on workplace issues?	NC	30/Apr/19	30/Apr/19	30/Apr/19
2.2	Is there satisfactory evidence that the auditee defines long-term goals for protecting workers in line with the aspirations of the BSCI Code of Conduct?	NC	30/Apr/19	30/Apr/19	30/Apr/19
2.3	Is there satisfactory evidence that the auditee takes specific steps to make workers aware of their rights and responsibilities?	NC	30/Apr/19	30/Apr/19	30/Apr/19
2.4	Is there satisfactory evidence that the auditee builds sufficient competence among managers, workers and workers representatives to successfully embed responsible practices in the business operation?	NC	30/Apr/19	30/Apr/19	30/Apr/19
2.5	Is there satisfactory evidence that the auditee has established, or participates in, an effective operational-level grievance mechanism for individuals and communities?	NC	30/Apr/19	30/Apr/19	30/Apr/19
3	THE RIGHTS OF FREEDOM OF ASSOCIATION AND COLLECTIVE BARGAINING				
3.1	Is there satisfactory evidence that the auditee respects the right of workers to form unions in a free and democratic way?	NC	30/Jun/19	Done	Done
3.4	Is there satisfactory evidence that the auditee does not prevent workers representatives from accessing or interacting with workers in the workplace?	NC	30/Jun/19	Done	Done
4	NO DISCRIMINATION				
4.1	Is there satisfactory evidence that the auditee takes the necessary measures to avoid or eradicate discrimination in the workplace?	NC	30/Jun/19	Done	Done
4.2	Is there satisfactory evidence that the auditee takes the necessary preventative and/or remedial measures to ensure workers are not disciplined, dismissed or otherwise discriminated against because of their complaints against infringements of their rights?	NC	30/Jun/19	Done	Done
5	FAIR REMUNERATION				
5.3	Is there satisfactory evidence that the level of wages reflects the skills and education of workers?	NC	30/Jun/19	30/Jun/19	30/Jun/19
5.4	Is there satisfactory evidence that the auditee provides sufficient remuneration that allows workers to meet a decent standard of living?	NC	30/Jun/19	30/Jun/19	30/Jun/19
5.5	Is there satisfactory evidence that the auditee provides workers with the social benefits that are legally granted?	NC	30/Jun/19	30/Jun/19	30/Jun/19
6	DECENT WORKING HOURS				
6.2	Is there satisfactory evidence that the auditee request of overtime is in line with the requirements of the BSCI Code of Conduct?	NC	30/Jun/19	30/Jun/19	30/Jun/19
6.3	Is there satisfactory evidence that the auditee grants workers the right to resting breaks in every working day?	NC	30/Jun/19	30/Jun/19	30/Jun/19
6.4	Is there satisfactory evidence that the auditee grants workers the right to at least one day off in every seven days?	NC	30/Jun/19	30/Jun/19	30/Jun/19
7	OCCUPATIONAL HEALTH AND SAFETY				
7.1	Is there satisfactory evidence that the auditee observes occupational health and safety regulations applicable for its activities?	NC	30/Jun/19	30/Jun/19	30/Jun/19
7.3	Is there satisfactory evidence that the auditee regularly carries out risk assessments for safe, healthy and hygienic working conditions?	NC	30/Jun/19	30/Jun/19	30/Jun/19
7.5	Is there satisfactory evidence that the auditee regularly provides OHS trainings to ensure workers understand the rules of work, personal protection and measures for preventing and reacting to injury to themselves and fellow workers?	NC	30/Jun/19	30/Jun/19	30/Jun/19
7.7	Is there satisfactory evidence that the auditee implements engineering and administrative control measures to avoid or minimise the release of hazardous substances into the work environment, keeping the level of exposure below internationally established or recognised limits?	NC	30/Jun/19	30/Jun/19	30/Jun/19
7.9	Is there satisfactory evidence that the auditee makes visible potential hazards to the workers and visitors through signs and warnings?	NC	30/Jun/19	30/Jun/19	30/Jun/19
7.10	Is there satisfactory evidence that the auditee has and properly uses procedures and systems for reporting and recording occupational accidents and injuries?	NC	30/Jun/19	30/Jun/19	30/Jun/19
7.11	Is there satisfactory evidence that the auditee confirms that the equipment and buildings used for production are stable and safe?	NC	30/Jun/19	30/Jun/19	30/Jun/19
7.13	Is there satisfactory evidence that the auditee makes sure a competent person periodically checks the electrical installations and equipment?	NC	30/Jun/19	30/Jun/19	30/Jun/19
7.14	Is there satisfactory evidence that the auditee has installed an adequate amount of properly working firefighting equipment?	NC	30/Jun/19	30/Jun/19	30/Jun/19
7.15	Is there satisfactory evidence that the auditee ensures that escape routes, aisles and emergency exits in the production site are not blocked, easily accessible and clearly marked?	NC	30/Jun/19	30/Jun/19	30/Jun/19
7.17	Is there satisfactory evidence that the auditee ensures adequate safeguards for any machine part, function, or process which may cause injury to workers?	NC	30/Jun/19	30/Jun/19	30/Jun/19
7.18	Is there satisfactory evidence that the auditee ensures qualified first-aid is available at all times?	NC	30/Jun/19	30/Jun/19	30/Jun/19
7.19	Is there satisfactory evidence that the auditee has emergency procedures, in writing, to deal with cases of trauma or serious illness?	NC	30/Jun/19	30/Jun/19	30/Jun/19
7.21	Is there satisfactory evidence that the auditee provides workers with access to an appropriate, clean area for storing food, eating and/or cooking?	NC	30/Jun/19	30/Jun/19	30/Jun/19
7.22	Is there satisfactory evidence that the auditee provides workers with clean washing facilities, changing rooms and toilets that are also respectful of local customs?	NC	30/Jun/19	30/Jun/19	30/Jun/19
7.25	Is there satisfactory evidence the auditee verifies that temperature, humidity, space, sanitation, illumination are adequate for the health and safety of workers?	NC	30/Jun/19	30/Jun/19	30/Jun/19
8	NO CHILD LABOUR				
8.4	Is there satisfactory evidence that the auditee has adequate and remedial policies and procedures to provide for further protection in case children are found to be working?	NC	30/Mar/19	Done	Done
10	NO PRECARIOUS EMPLOYMENT				
10.1	Is there satisfactory evidence that auditee employment relationships are not precarious for the workers?	NC	30/May/19	Done	Done
10.2	Is there satisfactory evidence that the auditee engages workers based on recognised and documented employment relationships?	NC	30/May/19	Done	Done
11	NO BONDED LABOUR				
11.4	Is there satisfactory evidence that the auditee has established all applicable disciplinary procedures in writing and has explained them verbally to workers in clear and understandable terms?	NC	30/Mar/19	Done	Done
12	PROTECTION OF THE ENVIRONMENT				
12.5	Is there satisfactory evidence that water is managed in a way that respects the environment, particularly but not limited to preserving local water sources?	NC	30/Sep/19	30/Sep/19	30/Sep/19
13	ETHICAL BUSINESS BEHAVIOUR				
13.1	Is there satisfactory evidence that the auditee actively opposes any act of corruption, extortion or embezzlement, or any form of bribery in its activities as a business enterprise?	NC	30/Apr/19	30/Apr/19	30/Apr/19
13.2	Is there satisfactory evidence that the auditee keeps accurate information regarding its own activities, structure and performance?	NC	30/Apr/19	30/Apr/19	30/Apr/19

2.1.3. Factory 3 (BSCI-rate: C)

NC	Non compliant		
Done	Corrected		
DD/MM/YY	Work in Progress (add deadline)		
		BSCI Audit Date	Latest Follow up visit date & status as per color code
		24/Apr/19	
1	SOCIAL MANAGEMENT SYSTEM AND CASCADE EFFECT		
1.1	Is there satisfactory evidence that the auditee has set up an effective management system to implement the BSCI Code of Conduct?	NC	30/Dec/19
1.2	Is there satisfactory evidence that a senior manager has been appointed to ensure that the BSCI values and principles are followed in a satisfactory manner?	NC	30/Dec/19
1.3	Is there satisfactory evidence that the auditee has a good overview of the significant business partners and their level of alignment with the BSCI Code of Conduct?	NC	30/Dec/19
2	WORKERS INVOLVEMENT AND PROTECTION		
2.2	Is there satisfactory evidence that the auditee defines long-term goals for protecting workers in line with the aspirations of the BSCI Code of Conduct?	NC	30/Dec/19
2.4	Is there satisfactory evidence that the auditee builds sufficient competence among managers, workers and workers representatives to successfully embed responsible practices in the business operation?	NC	30/Dec/19
2.5	Is there satisfactory evidence that the auditee has established, or participates in, an effective operational-level grievance mechanism for individuals and communities?	NC	30/Dec/19
4	NO DISCRIMINATION		
4.2	Is there satisfactory evidence that the auditee takes the necessary preventative and/or remedial measures to ensure workers are not disciplined, dismissed or otherwise discriminated against because of their complaints against infringements of their rights?	NC	30/Dec/19
5	FAIR REMUNERATION		
5.4	Is there satisfactory evidence that the auditee provides sufficient remuneration that allows workers to meet a decent standard of living?	NC	30/Dec/19
5.5	Is there satisfactory evidence that the auditee provides workers with the social benefits that are legally granted?	NC	30/Dec/19
7	OCCUPATIONAL HEALTH AND SAFETY		
7.1	Is there satisfactory evidence that the auditee observes occupational health and safety regulations applicable for its activities?	NC	30/Dec/19
7.2	Is there satisfactory evidence that the auditee seeks to improve workers' protection in case of accident, including through compulsory insurance schemes?	NC	30/Dec/19
7.3	Is there satisfactory evidence that the auditee regularly carries out risk assessments for safe, healthy and hygienic working conditions?	NC	30/Dec/19
7.6	Is there satisfactory evidence that the auditee enforces the use of PPE to provide protection to workers alongside other controls and safety systems?	NC	30/Dec/19
7.7	Is there satisfactory evidence that the auditee implements engineering and administrative control measures to avoid or minimise the release of hazardous substances into the work environment, keeping the level of exposure below internationally established or recognised limits?	NC	30/Dec/19
7.9	Is there satisfactory evidence that the auditee makes visible potential hazards to the workers and visitors through signs and warnings?	NC	30/Dec/19
7.10	Is there satisfactory evidence that the auditee has and properly uses procedures and systems for reporting and recording occupational accidents and injuries?	NC	30/Dec/19
7.17	Is there satisfactory evidence that the auditee ensures adequate safeguards for any machine part, function, or process which may cause injury to workers?	NC	30/Dec/19
7.18	Is there satisfactory evidence that the auditee ensures qualified first-aid is available at all times?	NC	30/Dec/19
7.21	Is there satisfactory evidence that the auditee provides workers with access to an appropriate, clean area for storing food, eating and/or cooking?		
12	PROTECTION OF THE ENVIRONMENT		
12.4	Is there satisfactory evidence that waste is managed in a way that does not lead to the pollution of the environment?	NC	30/Dec/19
12.5	Is there satisfactory evidence that water is managed in a way that respects the environment, particularly but not limited to preserving local water sources?	NC	30/Dec/19
13	ETHICAL BUSINESS BEHAVIOUR		
13.1	Is there satisfactory evidence that the auditee actively opposes any act of corruption, extortion or embezzlement, or any form of bribery in its activities as a business enterprise?	NC	30/Dec/19



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2.1.4. Factory 4 (BSCI-rate: C)

NC	Non compliant					
Done	Corrected					
DD/MM/YY	Work in Progress (add deadline)					
		BSCI Audit Date	Latest Follow up visit date & status as per color code			
		7/Aug/17	19/Oct/17	17/Jan/18	10/Jul/18	7/Oct/18
1	SOCIAL MANAGEMENT SYSTEM AND CASCADE EFFECT					
1.1	Is there satisfactory evidence that the auditee has set up an effective management system to implement the BSCI Code of Conduct?	NC	30/Dec/17	30/Dec/17	Done	Done
1.3	Is there satisfactory evidence that the auditee has a good overview of the significant business partners and their level of alignment with the BSCI Code of Conduct?	NC	30/Dec/17	30/Dec/17	Done	Done
1.4	Is there satisfactory evidence that the auditee's workforce capacity is properly organised to meet the expectations of the delivery order and/or contracts?	NC	30/Dec/17	30/Dec/17	Done	Done
2	WORKERS INVOLVEMENT AND PROTECTION					
2.3	Is there satisfactory evidence that the auditee takes specific steps to make workers aware of their rights and responsibilities?	NC	30/Dec/17	30/Dec/17	Done	Done
2.4	Is there satisfactory evidence that the auditee builds sufficient competence among managers, workers and workers representatives to successfully embed responsible practices in the business operation?	NC	30/Dec/17	30/Dec/17	Done	Done
2.5	Is there satisfactory evidence that the auditee has established, or participates in, an effective operational-level grievance mechanism for individuals and communities?	NC	30/Dec/17	30/Dec/17	Done	Done
4	NO DISCRIMINATION					
4.1	Is there satisfactory evidence that the auditee takes the necessary measures to avoid or eradicate discrimination in the workplace?	NC	30/Dec/17	30/Dec/17	Done	Done
4.2	Is there satisfactory evidence that the auditee takes the necessary preventative and/or remedial measures to ensure workers are not disciplined, dismissed or otherwise discriminated against because of their complaints against infringements of their rights?	NC	30/Dec/17	30/Dec/17	Done	Done
5	FAIR REMUNERATION					
5.3	Is there satisfactory evidence that the level of wages reflects the skills and education of workers?	NC	30/Dec/17	30/Dec/17	31/Jul/18	31/Jul/18
5.4	Is there satisfactory evidence that the auditee provides sufficient remuneration that allows workers to meet a decent standard of living?	NC	TBD	TBD	31/Dec/18	31/Dec/18
5.5	Is there satisfactory evidence that the auditee provides workers with the social benefits that are legally granted?	NC	30/Dec/17	30/Dec/17	31/Jul/18	31/Jul/18
6	DECENT WORKING HOURS					
6.2	Is there satisfactory evidence that the auditee request of overtime is in line with the requirements of the BSCI Code of Conduct?	NC	30/Dec/17	30/Dec/17	31/Dec/18	31/Dec/18
6.4	Is there satisfactory evidence that the auditee grants workers the right to at least one day off in every seven days?	NC	30/Dec/17	30/Dec/17	31/Dec/18	31/Dec/18
7	OCCUPATIONAL HEALTH AND SAFETY					
7.1	Is there satisfactory evidence that the auditee observes occupational health and safety regulations applicable for its activities?	NC	30/May/18	30/Dec/17	Done	Done
7.2	Is there satisfactory evidence that the auditee seeks to improve workers' protection in case of accident, including through compulsory insurance schemes?	NC	30/May/18	30/Dec/17	Done	Done
7.3	Is there satisfactory evidence that the auditee regularly carries out risk assessments for safe, healthy and hygienic working conditions?	NC	30/May/18	30/Dec/17	Done	Done
7.5	Is there satisfactory evidence that the auditee regularly provides OHS trainings to ensure workers understand the rules of work, personal protection and measures for preventing and reacting to injury to themselves and fellow workers?	NC	30/May/18	30/Dec/17	30/Aug/18	Done
7.6	Is there satisfactory evidence that the auditee enforces the use of PPE to provide protection to workers alongside other controls and safety systems?	NC	30/May/18	30/Dec/17	30/Aug/18	Done
7.7	Is there satisfactory evidence that the auditee implements engineering and administrative control measures to avoid or minimise the release of hazardous substances into the work environment, keeping the level of exposure below internationally established or recognised limits?	NC	30/May/18	30/Dec/17	30/Aug/18	Done
7.10	Is there satisfactory evidence that the auditee has and properly uses procedures and systems for reporting and recording occupational accidents and injuries?	NC	30/May/18	30/Dec/17	30/Aug/18	Done
7.11	Is there satisfactory evidence that the auditee confirms that the equipment and buildings used for production are stable and safe?	NC	30/May/18	30/Dec/17	30/Aug/18	30/Aug/18
7.13	Is there satisfactory evidence that the auditee makes sure a competent person periodically checks the electrical installations and equipment?	NC	30/May/18	30/May/18	30/Aug/18	30/Aug/18
7.14	Is there satisfactory evidence that the auditee has installed an adequate amount of properly working firefighting equipment?	NC	30/May/18	30/May/18	30/Aug/18	30/Aug/18
7.15	Is there satisfactory evidence that the auditee ensures that escape routes, aisles and emergency exits in the production site are not blocked, easily accessible and clearly marked?	NC	30/May/18	30/May/18	30/Aug/18	30/Aug/18
7.17	Is there satisfactory evidence that the auditee ensures adequate safeguards for any machine part, function, or process which may cause injury to workers?	NC	30/May/18	30/May/18	30/Aug/18	30/Aug/18
7.18	Is there satisfactory evidence that the auditee ensures qualified first-aid is available at all times?	NC	30/May/18	30/May/18	30/Aug/18	30/Aug/18
7.19	Is there satisfactory evidence that the auditee has emergency procedures, in writing, to deal with cases of trauma or serious illness?	NC	30/May/18	30/May/18	30/Aug/18	30/Aug/18
7.20	Is there satisfactory evidence that the auditee provides workers with potable water at all times?	NC	30/May/18	30/May/18	30/Aug/18	30/Aug/18
7.21	Is there satisfactory evidence that the auditee provides workers with access to an appropriate, clean area for storing food, eating and/or cooking?	NC	30/May/18	30/May/18	30/Aug/18	30/Aug/18
7.23	Is there satisfactory evidence that the auditee provision of transportation to workers is safe and complies with national regulations?	NC	30/May/18	30/May/18	30/Aug/18	30/Aug/18
12	PROTECTION OF THE ENVIRONMENT					
12.1	Is there satisfactory evidence that the auditee continuously identifies the significant impacts and environmental implications associated to its activity?	NC	30/May/18	30/May/18	Done	Done
12.3	Is there satisfactory evidence of the auditee's required environmental permits and licences?	NC	30/May/18	30/May/18	Done	Done
12.4	Is there satisfactory evidence that waste is managed in a way that does not lead to the pollution of the environment?	NC	30/May/18	30/May/18	30/Aug/18	30/Aug/18
12.5	Is there satisfactory evidence that water is managed in a way that respects the environment, particularly but not limited to preserving local water sources?	NC	30/May/18	30/May/18	30/Aug/18	30/Aug/18
13	ETHICAL BUSINESS BEHAVIOUR					
13.1	Is there satisfactory evidence that the auditee actively opposes any act of corruption, extortion or embezzlement, or any form of bribery in its activities as a business enterprise?	NC	30/May/18	30/May/18	30/Aug/18	30/Aug/18

2.1.5. Factory 5 (BSCI-rate: C)

NC		Non compliant			
Done		Corrected			
DD/MM/YY		Work in Progress (add deadline)			
			BSCI Audit Date	Latest Follow up visit date & status as per color code	
			6/Nov/18	26/Nov/18	5/Feb/19
1	SOCIAL MANAGEMENT SYSTEM AND CASCADE EFFECT				
1.1	Is there satisfactory evidence that the auditee has set up an effective management system to implement the BSCI Code of Conduct?		NC	28/Feb/19	28/Feb/19
1.2	Is there satisfactory evidence that a senior manager has been appointed to ensure that the BSCI values and principles are followed in a satisfactory manner?		NC	28/Feb/19	28/Feb/19
2	WORKERS INVOLVEMENT AND PROTECTION				
2.3	Is there satisfactory evidence that the auditee takes specific steps to make workers aware of their rights and responsibilities?		NC	28/Feb/19	28/Feb/19
2.4	Is there satisfactory evidence that the auditee builds sufficient competence among managers, workers and workers representatives to successfully embed responsible practices in the business operation?		NC	28/Feb/19	28/Feb/19
2.5	Is there satisfactory evidence that the auditee has established, or participates in, an effective operational-level grievance mechanism for individuals and communities?		NC	28/Feb/19	28/Feb/19
7	OCCUPATIONAL HEALTH AND SAFETY				
7.1	Is there satisfactory evidence that the auditee observes occupational health and safety regulations applicable for its activities?		NC	28/Feb/19	28/Feb/19
7.7	Is there satisfactory evidence that the auditee implements engineering and administrative control measures to avoid or minimise the release of hazardous substances into the work environment, keeping the level of exposure below internationally established or recognised limits?		NC	28/Feb/19	Done
7.10	Is there satisfactory evidence that the auditee has and properly uses procedures and systems for reporting and recording occupational accidents and injuries?		NC	28/Feb/19	Done
7.14	Is there satisfactory evidence that the auditee has installed an adequate amount of properly working firefighting equipment?		NC	28/Feb/19	28/Feb/19
7.16	Is there satisfactory evidence that the auditee ensures evacuations plans meet legal requirements and that these plans are posted in relevant places so workers can see and understand them?		NC	28/Feb/19	28/Feb/19
7.17	Is there satisfactory evidence that the auditee ensures adequate safeguards for any machine part, function, or process which may cause injury to workers?		NC	28/Feb/19	28/Feb/19
10	NO PRECARIOUS EMPLOYMENT				
10.3	Is there satisfactory evidence that the auditee provides workers with understandable information before entering into employment?		NC	28/Feb/19	28/Feb/19
12	PROTECTION OF THE ENVIRONMENT				
12.5	Is there satisfactory evidence that water is managed in a way that respects the environment, particularly but not limited to preserving local water sources?		NC	28/Feb/19	28/Feb/19
13	ETHICAL BUSINESS BEHAVIOUR				
13.1	Is there satisfactory evidence that the auditee actively opposes any act of corruption, extortion or embezzlement, or any form of bribery in its activities as a business enterprise?		NC	28/Feb/19	28/Feb/19

2.1.6 Factory 6 (BSCI-rate: B)

NC		Non compliant			
Done		Corrected			
DD/MM/YY		Work in Progress (add deadline)			
			BSCI Audit Date	Latest Follow up visit date & status as per color code	
			30-Apr-19	8/May/19	
2	WORKERS INVOLVEMENT AND PROTECTION				
2.3	Is there satisfactory evidence that the auditee takes specific steps to make workers aware of their rights and responsibilities?		NC	30/7/2019	
2.5	Is there satisfactory evidence that the auditee has established, or participates in, an effective operational-level grievance mechanism for individuals and communities?		NC	30/7/2019	
3	THE RIGHTS OF FREEDOM OF ASSOCIATION AND COLLECTIVE BARGAINING				
3.1	Is there satisfactory evidence that the auditee respects the right of workers to form unions in a free and democratic way?		NC	30/7/2019	
5	FAIR REMUNERATION				
5.4	Is there satisfactory evidence that the auditee provides sufficient remuneration that allows workers to meet a decent standard of living?		NC	30/10/2019	
7	OCCUPATIONAL HEALTH AND SAFETY				
7.1	Is there satisfactory evidence that the auditee observes occupational health and safety regulations applicable for its activities?		NC	30/10/2019	
7.4	Is there satisfactory evidence of active cooperation between management and workers (and/or their representatives) when developing and implementing systems towards ensuring OHS?		NC	30/10/2019	
7.5	Is there satisfactory evidence that the auditee regularly provides OHS trainings to ensure workers understand the rules of work, personal protection and measures for preventing and reacting to injury to themselves and fellow workers?		NC	30/10/2019	
7.6	Is there satisfactory evidence that the auditee enforces the use of PPE to provide protection to workers alongside other controls and safety systems?		NC	30/10/2019	
7.7	Is there satisfactory evidence that the auditee implements engineering and administrative control measures to avoid or minimise the release of hazardous substances into the work environment, keeping the level of exposure below internationally established or recognised limits?		NC	30/10/2019	
10	NO PRECARIOUS EMPLOYMENT				
10.2	Is there satisfactory evidence that the auditee engages workers based on recognised and documented employment relationships?		NC	30/10/2019	
12	PROTECTION OF THE ENVIRONMENT				
12.2	Is there satisfactory evidence that the auditee has procedures in place to ensure integration of local environmental law into the business model?		NC	30/11/2019	
12.3	Is there satisfactory evidence of the auditee's required environmental permits and licences?		NC	30/11/2019	




2.1.7 Factory 7 (BSCI-Rate: C)

NC	Non compliant		
Done	Corrected		
DD/MM/YY	Work in Progress (add deadline)		
		BSCI Audit Date	Latest Follow up visit date & status as per color code
		8/May/19	30/May/19
1	SOCIAL MANAGEMENT SYSTEM AND CASCADE EFFECT		
1.1	Is there satisfactory evidence that the auditee has set up an effective management system to implement the BSCI Code of Conduct?	NC	31/12/2019
2	WORKERS INVOLVEMENT AND PROTECTION		
2.1	Is there satisfactory evidence that the auditee has good management practices that involve workers and their representatives in sound information exchange on workplace issues?	NC	31/12/2019
2.2	Is there satisfactory evidence that the auditee defines long-term goals for protecting workers in line with the aspirations of the BSCI Code of Conduct?	NC	31/12/2019
2.4	Is there satisfactory evidence that the auditee builds sufficient competence among managers, workers and workers representatives to successfully embed responsible practices in the business operation?	NC	31/12/2019
2.5	Is there satisfactory evidence that the auditee has established, or participates in, an effective operational-level grievance mechanism for individuals and communities?	NC	31/12/2019
4	NO DISCRIMINATION		
4.1	Is there satisfactory evidence that the auditee takes the necessary measures to avoid or eradicate discrimination in the workplace?	NC	31/10/2018
4.2	Is there satisfactory evidence that the auditee takes the necessary preventative and/or remedial measures to ensure workers are not disciplined, dismissed or otherwise discriminated against because of their complaints against infringements of their rights?	NC	31/10/2018
5	FAIR REMUNERATION		
5.4	Is there satisfactory evidence that the auditee provides sufficient remuneration that allows workers to meet a decent standard of living?	NC	31/12/2019
7	OCCUPATIONAL HEALTH AND SAFETY		
7.1	Is there satisfactory evidence that the auditee observes occupational health and safety regulations applicable for its activities?	NC	31/12/2019
7.6	Is there satisfactory evidence that the auditee enforces the use of PPE to provide protection to workers alongside other controls and safety systems?	NC	31/12/2019
7.10	Is there satisfactory evidence that the auditee has and properly uses procedures and systems for reporting and recording occupational accidents and injuries?	NC	31/12/2019
7.17	Is there satisfactory evidence that the auditee ensures adequate safeguards for any machine part, function, or process which may cause injury to workers?	NC	31/12/2019
7.25	Is there satisfactory evidence the auditee verifies that temperature, humidity, space, sanitation, illumination are adequate for the health and safety of workers?	NC	31/12/2019
12	PROTECTION OF THE ENVIRONMENT		
12.5	Is there satisfactory evidence that water is managed in a way that respects the environment, particularly but not limited to preserving local water sources?	NC	31/12/2019

2.1.8 Factory 8 (BSCI-rate: C)

NC	Non compliant		
Done	Corrected		
DD/MM/YY	Work in Progress (add deadline)		
		BSCI Audit Date	Latest Follow up visit date & status as per color code
		2/Aug/18	9/Oct/18
1	SOCIAL MANAGEMENT SYSTEM AND CASCADE EFFECT		
1.1	Is there satisfactory evidence that the auditee has set up an effective management system to implement the BSCI Code of Conduct?	NC	31/12/2018
1.4	Is there satisfactory evidence that the auditee's workforce capacity is properly organised to meet the expectations of the delivery order and/or contracts?	NC	31/12/2018
2	WORKERS INVOLVEMENT AND PROTECTION		
2.5	Is there satisfactory evidence that the auditee has established, or participates in, an effective operational-level grievance mechanism for individuals and communities?	NC	31/12/2018
4	NO DISCRIMINATION		
4.2	Is there satisfactory evidence that the auditee takes the necessary preventative and/or remedial measures to ensure workers are not disciplined, dismissed or otherwise discriminated against because of their complaints against infringements of their rights?	NC	31/12/2018
5	FAIR REMUNERATION		
5.4	Is there satisfactory evidence that the auditee provides sufficient remuneration that allows workers to meet a decent standard of living?	NC	31/12/2018
6	DECENT WORKING HOURS		
6.2	Is there satisfactory evidence that the auditee request of overtime is in line with the requirements of the BSCI Code of Conduct?	NC	31/12/2018
7	OCCUPATIONAL HEALTH AND SAFETY		
7.1	Is there satisfactory evidence that the auditee observes occupational health and safety regulations applicable for its activities?	NC	31/12/2018
7.3	Is there satisfactory evidence that the auditee regularly carries out risk assessments for safe, healthy and hygienic working conditions?	NC	Done
7.6	Is there satisfactory evidence that the auditee enforces the use of PPE to provide protection to workers alongside other controls and safety systems?	NC	31/12/2018
7.7	Is there satisfactory evidence that the auditee implements engineering and administrative control measures to avoid or minimise the release of hazardous substances into the work environment, keeping the level of exposure below internationally established or recognised limits?	NC	31/12/2018
7.11	Is there satisfactory evidence that the auditee confirms that the equipment and buildings used for production are stable and safe?	NC	Done
7.17	Is there satisfactory evidence that the auditee ensures adequate safeguards for any machine part, function, or process which may cause injury to workers?	NC	31/12/2018
7.25	Is there satisfactory evidence the auditee verifies that temperature, humidity, space, sanitation, illumination are adequate for the health and safety of workers?	NC	31/12/2018
12	PROTECTION OF THE ENVIRONMENT		
12.4	Is there satisfactory evidence that waste is managed in a way that does not lead to the pollution of the environment?	NC	31/12/2018
12.5	Is there satisfactory evidence that water is managed in a way that respects the environment, particularly but not limited to preserving local water sources?	NC	31/12/2018
13	ETHICAL BUSINESS BEHAVIOUR		
13.1	Is there satisfactory evidence that the auditee actively opposes any act of corruption, extortion or embezzlement, or any form of bribery in its activities as a business enterprise?	NC	31/12/2018

2.1.9. Factory 9 (BSCI-rate: B)

Audit Details												
Audit Range :	<input type="checkbox"/> Full Audit <input checked="" type="checkbox"/> Follow-up Audit											
Audit Scope :	<input checked="" type="checkbox"/> Main Auditee <input type="checkbox"/> Main Auditee & Farms											
Audit Environment :	<input checked="" type="checkbox"/> Industrial <input type="checkbox"/> Agricultural <input type="checkbox"/> Small Producer											
Audit Announcement :	<input type="checkbox"/> Fully-Announced <input type="checkbox"/> Fully-Unannounced <input checked="" type="checkbox"/> Semi-Announced											
Random Unannounced Check (RUC) :	No											
Audit extent (if applicable) :	none											
Audit interferences or contingencies (if applicable) :	none											
Overall rating :	B											
Need of follow-up :		If YES, by :										
Rating per Performance Area (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
B	C	A	A	A	A	B	A	A	A	A	A	A

2.1.10. Factory 10 (BSCI-rate: B)

Audit Details	
Audit Range :	<input type="checkbox"/> Full Audit <input checked="" type="checkbox"/> Follow-up Audit
Audit Scope :	<input checked="" type="checkbox"/> Main Auditee <input type="checkbox"/> Main Auditee & Farms
Audit Environment :	<input checked="" type="checkbox"/> Industrial <input type="checkbox"/> Agricultural <input type="checkbox"/> Small Producer
Audit Announcement :	<input type="checkbox"/> Fully-Announced <input type="checkbox"/> Fully-Unannounced <input checked="" type="checkbox"/> Semi-Announced
Random Unannounced Check (RUC) :	No
Audit extent (if applicable) :	none
Audit interferences or contingencies (if applicable) :	none
Overall rating :	B
Need of follow-up :	If YES, by :

Rating per Performance Area (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
C	C	A	A	A	A	A	A	A	A	A	A	A

2.1.11. Factory 11 – SEDEX Compliant

Non-compliance Table		# issues by line		
	ISSUE	NC	Obs	GE
0A	Universal Rights covering UNGP	0		
0B	Management systems and code implementation	0		
1	Freely chose Employment	0		
2	Freedom of Association	0		
3	Safety and Hygienic Conditions	6		
4	Child Labour	0		
5	Living wages and benefits	1		
6	Working hours	0		
7	Discrimination	0		
8	Regular employment	0		
8A	Sub-contracting and homeworking	0		
9	Harsh or inhumane Treatment	0		
10A	Entitlement to Work	0		
10B2	Environment 2-Pilar	0		

2.1.12. Factory 12 – SEDEX Compliant

Non-compliance Table		# issues by line		
	ISSUE	NC	Obs	GE
0A	Universal Rights covering UNGP	0		
0B	Management systems and code implementation	2		
1	Freely chose Employment	0		
2	Freedom of Association	1		
3	Safety and Hygienic Conditions	5		
4	Child Labour	0		
5	Living wages and benefits	1		
6	Working hours	0		
7	Discrimination	0		
8	Regular employment	0		
8A	Sub-contracting and homeworking	0		
9	Harsh or inhumane Treatment	0		
10A	Entitlement to Work	0		
10B2	Environment 2-Pilar	0		



2.2. Pakistan

2.2.1. Factory 1 (BSCI-rate: B)

		BSCI Audit Date	Latest Follow up visit date & status as per color code
		14/Feb/18	
1	SOCIAL MANAGEMENT SYSTEM AND CASCADE EFFECT		
1.3	Is there satisfactory evidence that the auditee has a good overview of the significant business partners and their level of alignment with the BSCI Code of Conduct?	NC	Done
2	WORKERS INVOLVEMENT AND PROTECTION		
2.2	Is there satisfactory evidence that the auditee defines long-term goals for protecting workers in line with the aspirations of the BSCI Code of Conduct?	NC	Done
2.5	Is there satisfactory evidence that the auditee has established, or participates in, an effective operational-level grievance mechanism for individuals and communities?	NC	Done
7	OCCUPATIONAL HEALTH AND SAFETY		
7.3	Is there satisfactory evidence that the auditee regularly carries out risk assessments for safe, healthy and hygienic working conditions?	NC	Done
7.4	Is there satisfactory evidence of active cooperation between management and workers (and/or their representatives) when developing and implementing systems towards ensuring OHS?	NC	Done
7.6	Is there satisfactory evidence that the auditee enforces the use of PPE to provide protection to workers alongside other controls and safety systems?	NC	Done

2.3. China

2.3.1. Factory 1 (BSCI-rate: C)

NC	Not compliant				
WIP	Work in Progress (add deadline)	BSCI Audit Date	Latest Follow up visit date & status as per color code		
		7/Nov/17		4/Jul/18	
1	SOCIAL MANAGEMENT SYSTEM AND CASCADE EFFECT				
1.4	Is there satisfactory evidence that the auditee's workforce capacity is properly organised to meet the expectations of the delivery order and/or contracts?	NC	WIP (Remediation deadline May 6, 2018)	NC	WIP (Remediation deadline July 4, 2019)
2	WORKERS INVOLVEMENT AND PROTECTION				
2.2	Is there satisfactory evidence that the auditee defines long-term goals for protecting workers in line with the aspirations of the BSCI Code of Conduct?	NC	WIP (Remediation deadline May 6, 2018)	NC	WIP (Remediation deadline Sep 4, 2018)
2.4	Is there satisfactory evidence that the auditee builds sufficient competence among managers, workers and workers representatives to successfully embed responsible practices in the business operation?	NC	WIP (Remediation deadline May 6, 2018)	NC	WIP (Remediation deadline Sep 4, 2018)
5	FAIR REMUNERATION				
5.5	Is there satisfactory evidence that the auditee provides workers with the social benefits that are legally granted?	NC	WIP (Remediation deadline May 6, 2018)	NC	WIP (Remediation deadline July 4, 2019)
6	DECENT WORKING HOURS				
6.2	Is there satisfactory evidence that the auditee request of overtime is in line with the requirements of the BSCI Code of Conduct?	NC	WIP (Remediation deadline May 6, 2018)	NC	WIP (Remediation deadline July 4, 2019)
7	OCCUPATIONAL HEALTH AND SAFETY				
7.2	Is there satisfactory evidence that the auditee seeks to improve workers' protection in case of accident, including through compulsory insurance schemes?	NC	WIP (Remediation deadline May 6, 2018)		
7.4	Is there satisfactory evidence of active cooperation between management and workers (and/or their representatives) when developing and implementing systems towards ensuring OHS?	NC	WIP (Remediation deadline May 6, 2018)	NC	WIP (Remediation deadline Sep 4, 2018)
7.6	Is there satisfactory evidence that the auditee enforces the use of PPE to provide protection to workers alongside other controls and safety systems?	NC	WIP (Remediation deadline May 6, 2018)		
7.7	Is there satisfactory evidence that the auditee implements engineering and administrative control measures to avoid or minimise the release of hazardous substances into the work environment, keeping the level of exposure below internationally established or recognised limits?	NC	WIP (Remediation deadline May 6, 2018)	NC	WIP (Remediation deadline Sep 4, 2018)
7.9	Is there satisfactory evidence that the auditee makes visible potential hazards to the workers and visitors through signs and warnings?	NC	WIP (Remediation deadline May 6, 2018)		
7.11	Is there satisfactory evidence that the auditee confirms that the equipment and buildings used for production are stable and safe?	NC	WIP (Remediation deadline May 6, 2018)		
7.13	Is there satisfactory evidence that the auditee makes sure a competent person periodically checks the electrical installations and equipment?			NC	WIP (Remediation deadline Sep 4, 2018)
7.14	Is there satisfactory evidence that the auditee has installed an adequate amount of properly working firefighting equipment?	NC	WIP (Remediation deadline May 6, 2018)	NC	WIP (Remediation deadline Sep 4, 2018)
7.15	Is there satisfactory evidence that the auditee ensures that escape routes, aisles and emergency exits in the production site are not blocked, easily accessible and clearly marked?	NC	WIP (Remediation deadline May 6, 2018)		
7.17	Is there satisfactory evidence that the auditee ensures adequate safeguards for any machine part, function, or process which may cause injury to workers?	NC	WIP (Remediation deadline May 6, 2018)	NC	WIP (Remediation deadline Sep 4, 2018)
7.22	Is there satisfactory evidence that the auditee provides workers with clean washing facilities, changing rooms and toilets that are also respectful of local customs?	NC	WIP (Remediation deadline May 6, 2018)		
12	PROTECTION OF THE ENVIRONMENT				
12.1	Is there satisfactory evidence that the auditee continuously identifies the significant impacts and environmental implications associated to its activity?	NC	WIP (remediation deadline May 6, 2018)	NC	WIP (Remediation deadline July 4, 2019)
12.3	Is there satisfactory evidence of the auditee's required environmental permits and licences?			NC	WIP (Remediation deadline July 4, 2019)

2.3.2. Factory 2 (BSCI-rate: C)

NC	Non compliant		
NO	Can not corrected (if there is no scope to correct the finding)	BSCI Audit Date	Latest Follow up visit date & status as per color code
		May 18-19, 2017	
1	SOCIAL MANAGEMENT SYSTEM AND CASCADE EFFECT		
1.1	Is there satisfactory evidence that the auditee has set up an effective management system to implement the BSCI Code of Conduct?	NC	No (Remediation deadline July 19, 2017)
1.4	Is there satisfactory evidence that the auditee's workforce capacity is properly organised to meet the expectations of the delivery order and/or contracts?	NC	No (Remediation deadline July 19, 2017)
2	WORKERS INVOLVEMENT AND PROTECTION		
2.2	Is there satisfactory evidence that the auditee defines long-term goals for protecting workers in line with the aspirations of the BSCI Code of Conduct?	NC	No (Remediation deadline July 19, 2017)
4	NO DISCRIMINATION		
4.2	Is there satisfactory evidence that the auditee takes the necessary preventative and/or remedial measures to ensure workers are not disciplined, dismissed or otherwise discriminated against because of their complaints against infringements of their rights?	NC	No (Remediation deadline July 19, 2017)
5	FAIR REMUNERATION		
5.5	Is there satisfactory evidence that the auditee provides workers with the social benefits that are legally granted?	NC	No (Remediation deadline July 19, 2017)
6	DECENT WORKING HOURS		
6.2	Is there satisfactory evidence that the auditee request of overtime is in line with the requirements of the BSCI Code of Conduct?	NC	No (Remediation deadline July 19, 2017)
7	OCCUPATIONAL HEALTH AND SAFETY		
7.4	Is there satisfactory evidence of active cooperation between management and workers (and/or their representatives) when developing and implementing systems towards ensuring OHS?	NC	No (Remediation deadline July 19, 2017)
7.9	Is there satisfactory evidence that the auditee makes visible potential hazards to the workers and visitors through signs and warnings?	NC	No (Remediation deadline July 19, 2017)
7.17	Is there satisfactory evidence that the auditee ensures adequate safeguards for any machine part, function, or process which may cause injury to workers?	NC	No (Remediation deadline July 19, 2017)
7.22	Is there satisfactory evidence that the auditee provides workers with clean washing facilities, changing rooms and toilets that are also respectful of local customs?	NC	No (Remediation deadline July 19, 2017)

2.3.3. Factory 3 (BSCI-rate:C)

NC	Non compliant				
Done	Corrected				
WIP	Work in Progress (add deadline)	BSCI Audit Date	Latest Follow up visit date & status as per color code		
NO	Can not corrected (if there is no scope to correct the finding)	16/Oct/17	7/Dec/18		
1	SOCIAL MANAGEMENT SYSTEM AND CASCADE EFFECT				
1.1	Is there satisfactory evidence that the auditee has set up an effective management system to implement the BSCI Code of Conduct?	NC	Done		
1.4	WORKERS INVOLVEMENT AND PROTECTION	NC	NO	NC	WIP (Remediation deadline June 6, 2019)
2	WORKERS INVOLVEMENT AND PROTECTION				
2.1	Is there satisfactory evidence that the auditee has good management practices that involve workers and their representatives in sound information exchange on workplace issues?	NC	Done		
2.2	Is there satisfactory evidence that the auditee defines long-term goals for protecting workers in line with the aspirations of the BSCI Code of Conduct?			NC	WIP (Remediation deadline June 6, 2019)
2.5	Is there satisfactory evidence that the auditee has established, or participates in, an effective operational-level grievance mechanism for individuals and communities?			NC	WIP (Remediation deadline June 6, 2019)
5	FAIR REMUNERATION				
5.5	Is there satisfactory evidence that the auditee provides workers with the social benefits that are legally granted?	NC	Done		
6	DECENT WORKING HOURS				
6.2	Is there satisfactory evidence that the auditee request of overtime is in line with the requirements of the BSCI Code of Conduct?	NC	NO	NC	WIP (Remediation deadline June 6, 2019)
7	OCCUPATIONAL HEALTH AND SAFETY				
7.4	Is there satisfactory evidence of active cooperation between management and workers (and/or their representatives) when developing and implementing systems towards ensuring OHS?	NC	NO	NC	WIP (Remediation deadline June 6, 2019)
7.7	Is there satisfactory evidence that the auditee implements engineering and administrative control measures to avoid or minimise the release of hazardous substances into the work environment, keeping the level of exposure below internationally established or recognised limits?	NC	Done		
7.9	Is there satisfactory evidence that the auditee makes visible potential hazards to the workers and visitors through signs and warnings?	NC	Done		
7.13	Is there satisfactory evidence that the auditee makes sure a competent person periodically checks the electrical installations and equipment?			NC	WIP (Remediation deadline June 6, 2019)
7.19	Is there satisfactory evidence that the auditee has emergency procedures, in writing, to deal with cases of trauma or serious illness?	NC	Done		
13	ETHICAL BUSINESS BEHAVIOUR				
13.2	Is there satisfactory evidence that the auditee keeps accurate information regarding its own activities, structure and performance?	NC	NO	NC	WIP (Remediation deadline June 6, 2019)

2.4. External production

Not applicable

3. Complaints handling

In case of receiving complaints we take below steps:

- Communicating with the relevant factory in case a complaint is received
- Communicate with the relevant person
- We keep record of the complaints
- We take acknowledgement from the complaint owner
- We do investigation about the complaint
- We do follow up on the investigation and act as per necessity
- Action taken as per investigation
- Resolve successfully
- Follow up and close out

We advised to the factory management to make awareness about FWF complaint mechanism to the factory workers by taking below step:

- Providing guidance to the factory on the process of remediation
- Providing necessary training to the workers about FWF complaint mechanism
- FWF sticker with the local complaint handlers contact number is also distributed by us
- FWF helpline number we provide
- We communicate with the concern person of FWF
- We take follow up from FWF concern person regarding the status of the lodge complain

There is all system to post and monitor about the complaints. There is system about Form to lodge the complain, complaint box, register, etc. As per the investigation and root cause analysis we take corrective action and if required we revise our sourcing/monitoring practice as well for proper root cause analysis.

Within our company, complaints are taken very seriously and are handled immediately with the highest priority by the teams at HQ and local regional offices.

Always, the supplier's top-level management is involved and questioned about the risen complaint. We request the top-level management to remain involved and communicate back to us on the solution for the issue.

Close follow-up of the complaint towards solving the issue is performed by both HQ and local regional teams.

During the financial year 2018, one complaint (#423) was received. The complaint-procedure as instructed by Fair Wear Foundation was followed and resulted in a fast and complete resolution of the issue raised. The complaint is also made public and can be consulted on the FWF-website.

4. Training and capacity building

4.1. Activities to inform staff members

We do below activities to inform and to train our staff about FWF membership:

- In person training
- Through meeting
- By using of FWF logo
- By providing FWF website address
- By providing FWF brochure etc.

4.2. Activities to inform agents

Generally, we take few initiatives to inform and train to our agent as per below way:

- Provide to our agent -FWF COC, Code Of Labor Practice and if there any other documents received from FWF
- Provide internal training from the brand to the agent for introducing about FWF
- Invite our agent to the training organized by FWF for the brand members

4.3. Activities to inform manufacturers and workers

To introduce about FWF with the factory workers we usually asked to the factory management to take below step:

- Provide training to the workers by the factory management
- Provide FWF leaflet and sticker
- Organize training through FWF for the worker's representatives to make awareness about FWF roles and responsibilities

Very often FWF offers to attain their training and the process is not complicated. The result we feel after joining the training could describe in below way:

- Training gave us opportunities to know about FWF roles and responsibilities very clearly
- Got clear knowledge about complaint process and procedure and how to handle it
- Build more awareness about anti-harassment
- Received some good ideas about social dialogue
- Got big network as lot of people attended in that training from various NGO's & factories'
- Knowledge sharing about so many area's which keeps very vital part in our society
- Training gives some courage to raise the voice against some major violations

In respect of strategy and scope of efforts to strengthen capacity of management, workers and other staff to improve in social performance, we advise to take and to do below initiatives:

- To work on workplace safety improvement project
- To attend various training by NGO's or social organization
- To do internal workshop in factory
- To attend various workshop regarding labour law and other relevant area
- To do Labour right training
- Organize Awareness Training of Maternity workers for few risk during job or some movement
- To make Periodical visit to the factory to review capacity building from brand
- Living wages analysis



Social Report [Dec 2017 till Dec 2018] – past financial year

- Review maternity benefit
- Awareness training on environmental part
- Factory internal audit and so on.

Factory	Did Supplier Participate Any Seminar or Workshop Of FWF	Date Of Supplier Get Any Training By Brand	Did Supplier Organized Complaints & Grievance Mechanism System As Per FWF Guideline
Bangladesh	Yes-Anti-harassment training, Pricing & Costing (26 September 2018)	11-Jul-18	Supplier following the process of BSCI as BSCI has same requirements
Bangladesh	Yes-Anti-harassment training, Pricing & Costing	13-Sep-18	Not Yet
Bangladesh	Yes-Anti-harassment training (17 & 22 April 2018), Pricing & Costing (26 September 2018), training (22 Nov 2018)	12-Sep-18	Yes (1st June 2018)
Bangladesh	Not Yet	04-Sep-18	Supplier following the process of BSCI as BSCI has same requirements
Bangladesh	Not Yet	10-Jul-18	Supplier following the process of BSCI as BSCI has same requirements
Bangladesh	Yes-Anti-harassment training, Pricing & Costing (26 September 2018)	10-Jul-18	Supplier following the process of BSCI as BSCI has same requirements
Bangladesh	Pricing & Costing (26 September 2018)	04-Jul-18	Supplier following the process of BSCI as BSCI has same requirements
Bangladesh	Not Yet	06-Jun-18	Supplier following the process of BSCI as BSCI has same requirements
Bangladesh	Pricing & Costing (26 September 2018)	07-Jun-18	Supplier following the process of BSCI as BSCI has same requirements
Bangladesh	Not Yet	Not Yet	Supplier following the process of BSCI as BSCI has same requirements
Bangladesh	Pricing & Costing (26 September 2018)	07-Jun-18	Supplier following the process of BSCI as BSCI has same requirements
Bangladesh	Not Yet	12-Sep-18	Not Yet
Myanmar	Not Yet	Not Yet	Supplier following the process of BSCI as BSCI has same requirements
Pakistan	Not Yet	Not Yet	Supplier following the process of BSCI as BSCI has same requirements
Pakistan	Not Yet	Not Yet	Supplier following the process of BSCI as BSCI has same requirements

Close follow-up on audits (by FWF or other), CAP's with clear deadlines make that the focus is never lost.

5. Information management

We keep track on the progress of implementing the code of labour practices in our own database:

- Information will be shared from suppliers to the Group Regional Compliance Manager
- Every progress on implementation or CAP's will be updated
- Information will be shared with stakeholders on a monthly base

To monitor all our production locations (including subcontractors) we keep our own tracking system:

- We collect all necessary compliance certifications to be sure about production location's compliancy
- Our supply chain maintains all required information and keep track in our database
- We collect all necessary information before the production
- We review and keep all audit report properly
- We do risk assessment as per our internal process
- For sub-contractors we visit them prior to production. We also make assessment and provide them remediation plan for corrective action (if needed). Beside this, we closely monitor with the mother company of the sub-contractor to ensure they apply an internal audit.

6. Transparency & communication

The general public is informed about The Cotton Group's FWF membership via our website as well as FWF's website. We also communicate on FWF to customers in our catalogue and during customer visits and meetings.

Our Quality & Compliance Manager communicates throughout the year with our suppliers and our customers (through customer service and sales team) about compliance, social responsibility, sustainability and FWF.

7. Stakeholder Engagement

2018 stakeholders involved in our CSR activities:

1. Local Dhaka Liaison Office of The Cotton Group in Bangladesh
2. CSR Group Manager of the holding Fristads Kansas Group based in Hong Kong
3. Quality & Compliance manager of The Cotton Group in Belgium
4. FWF staff

8. Corporate Social Responsibility

As a company, we also embrace the 10 principles of the United Nations Global Compact in the field of human rights, labor law, environment and anti-corruption and the code Conventions of the International Labor Organization (ILO).