

## Alif Embroidery Village Ltd (Unit-2)

Holding #83, Ashulia Road, Block D, Word#3, Dhaur, Nishatnagar, Turag, Dhaka

<b>Internal Social Compliance Audit</b>	Auditor Name :	Md. Refai Siddique-Manager (HR & Compliance)
	Date of Audit:	10-Apr-23

### 1. Legal Documents

SI	Non Compliance Details (Observation)	Root Cause of (Observation)	Corrective Action Plan	Preventive Action plan	Completion date	Responsible Person & Department Name
1.1	Nil					

### 2. Transparency

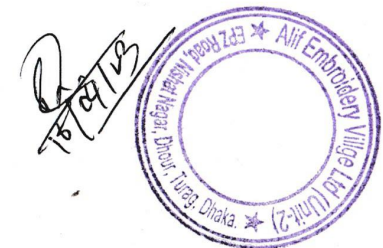
SI	Non Compliance Details (Observation)	Root Cause of (Observation)	Corrective Action Plan	Preventive Action plan	Completion date	Responsible Person & Department Name
2.1	Nil					

### 3. Compensation & Benefits

SI	Non Compliance Details (Observation)	Root Cause of (Observation)	Corrective Action Plan	Preventive Action plan	Completion date	Responsible Person & Department Name
3.1						

### 4. Training & Development and Documentation

SI	Non Compliance Details (Observation)	Root Cause of (Observation)	Corrective Action Plan	Preventive Action plan	Completion date	Responsible Person & Department Name
4.1	Factory has install Grievance/Suggestion box but workers are not properly aware on internal system of grievance handling. But during document review its observed that no complaint found through Grievance/Suggestion box.					



### 5. Workers Welfare

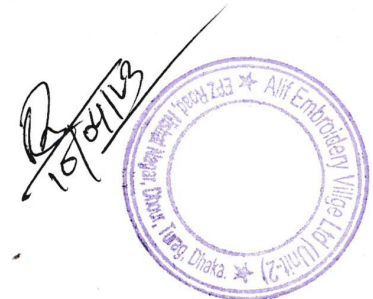
Sl	Non Compliance Details (Observation)	Root Cause of (Observation)	Corrective Action Plan	Preventive Action plan	Completion date	Responsible Person & Department Name
5.1	During floor tour we observed that some ingredients are missing inside some first aid boxes.(le: Eye ointment )					
5.2	During floor tour we observed thart a red cross sign on first aid box was partially covered by a Leaflet and a water filter at rooftop dining was slightly defective.					

### 6. Fire Safety

Sl	Non Compliance Details (Observation)	Root Cause of (Observation)	Corrective Action Plan	Preventive Action plan	Completion date	Responsible Person & Department Name
6.1	We observed during our floor tour some workers are not using PPE at color room,printing table & embroidery section.					
6.2	During our floor tour we observed that weekly hose box checklist is not updated.					
6.3	By taking workers interview we got the finding that workers don't have sufficient knowledge about fire extinguisher.					

### 7. Building & Electrical Safety

Sl	Non Compliance Details (Observation)	Root Cause of (Observation)	Corrective Action Plan	Preventive Action plan	Completion date	Responsible Person & Department Name
7.1	During our floor tour we observed that electric cable tray,exhaust fan,light,MDB,SDB,False Ceiling are dirty.					



7.2	During our floor tour we observed that some tiles at production floor had been removed.				
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**8. General Housekeeping, Health & Safety**

SI	Non Compliance Details (Observation)	Root Cause of (Observation)	Corrective Action Plan	Preventive Action plan	Completion date	Responsible Person & Department Name
8.1	During our floor visit we observed that daily washroom checklist is not updated.					

**9. Environment & Chemical Management**

SI	Non Compliance Details (Observation)	Root Cause of (Observation)	Corrective Action Plan	Preventive Action plan	Completion date	Responsible Person & Department Name
9.2	After taking interview it was observed that production workers are not aware about waste management system. Besides that, Workers are doing spary without using propper mask .					

**10. Freedom of Association & Industrial Relations**

SI	Non Compliance Details (Observation)	Root Cause of (Observation)	Corrective Action Plan	Preventive Action plan	Completion date	Responsible Person & Department Name
10.1	By taking workers interview we got findings that PC members are not well aware of their responsibilities.					
10.1	By taking workers interview we got findings that anti-harrassment committee members and general workers are not aware about complain procedure.					

**11. Others**

SI	Non Compliance Details (Observation)	Root Cause of (Observation)	Corrective Action Plan	Preventive Action plan	Completion date	Responsible Person & Department Name
11.1	Nil					

