

Report On

“Compliance and Safety Measurements for the employees of Chevron in This Pandemic”

By

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Student ID: 16304057

**An internship report submitted to the “BRAC Business School” in partial fulfilment of
the requirements for the degree of BBA**

BRAC Business School

BRAC University

September 2020

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Declaration

It is hereby declared that,

1. The internship report submitted is my/our own original work while completing degree at BRAC University.
2. The report does not contain material previously published or written by a third party, except where this is appropriately cited through full and accurate referencing.
3. The report does not contain material which has been accepted, or submitted, for any other degree or diploma at a university or other institution.
4. I have acknowledged all main sources of help.

Student's Full Name & Signature:

Naima Akther Mimi

16304057

Supervisor's Full Name & Signature:

Md. Shamim Ahmed

Lecturer, BRAC Business School

BRAC University

Letter of Transmittal

Md. Shamim Ahmed

Lecturer,

BRAC Business School

BRAC University

66 Mohakhali, Dhaka-1212

Subject: Internship report submission titled “Compliance and Safety Measurements of the employees of Chevron in This Pandemic”.

Dear Sir,

This is my pleasure to submit my internship report on “Compliance and Safety Measurements of the employees of Chevron in This Pandemic” under your supervision as a part of BUS400 which is required a BBA degree from BRAC Business School. This report focuses on the present condition of employees and people’s perception of the necessary safety process that has been taken by organizations in this pandemic.

I have attempted my best to finish the report with the essential data and recommended proposition in a significant compact and comprehensive manner as possible. I trust that the report will meet the desires.

Sincerely yours,

Naima Akther Mimi

16304057

BRAC Business School

BRAC University

Date: September 27th, 2020

Non-Disclosure Agreement:

This agreement was made and entered into by and between Chevron Bangladesh and the undersigned student at BRAC University, Naima Akther Mimi

Confidentiality Agreement (Sign either part 1 or part 2)

Part 1: Confidentiality Not Required

1. The three parties agree that the internship report, in draft or final form, is not considered to be a confidential document and the internship report may be shared with other parties by the student, employer or faculty advisor. The faculty supervisor will maintain a copy of the internship report for at least one year (in case of a grade review), at which time the supervisor may elect to destroy the file copy.
2. The three parties agree that all documents and data provided by the employer to the student in the course of the internship remain the property of the employer, but except where expressly requested by the employer, these will not be treated as confidential information by the faculty supervisor and the student.
3. The three parties shall not be prohibited from disclosing any information obtained during the internship if such information was in the public domain.

Rezaul Huda
Total Remuneration Advisor
Chevron Bangladesh.

Naima Akther Mimi
Student
BRAC University

Mr. Shamim Ahmed
Lecturer
BRAC Business School
BRAC University

Part 2: Confidentiality Required

- The three parties agree that the internship report, in draft or final form, is a confidential document and the internship report may not be shared with other parties by either the student or the faculty supervisor. The internship report will be read and evaluated by the faculty supervisor and filed as a confidential document with the faculty supervisor for a period of one year (in case of a grade appeal). After one year the internship report will be destroyed. In the case of a grade appeal involving the internship report, an independent faculty member may be asked to re-read the internship report. In such circumstances the independent faculty member will treat the report as confidential.
- The three parties agree that all documents and data provided by the employer to the student during the internship remain the property of the employer, and that these will be treated as confidential information.
- The three parties shall not be prohibited from disclosing any information obtained during the internship if such information was in the public domain.
- The three parties agree this confidentiality agreement will remain in force for one year from the end of the internship.

_____	_____	_____
Rezaul Huda	Naima Akther Mimi	Mr. Shamim Ahmed
Total remuneration advisor	Student	Lecturer
Chevron Bangladesh	BRAC University	BRAC Business School BRAC University

Acknowledgement

This report aims to reflect upon the current scenario of the employees in this pandemic by Human resource and Medical team initiatives of Chevron Bangladesh to conclude its efficacy to truly establish a secure platform for their employees. For the successful completion of this report, support and cooperation from both BRAC Business School and Chevron Bangladesh end was much required. I am truly privileged to have received such support and cooperation throughout the process.

In any case, from the instructing for allocating the course concerning BUS-400 (Internship) until the finish of the report, my workforce consultant at BRAC Business School-Mr. Shamim Ahmed's help has been instrumental. Nearby furnishing me with the basic direction to finish the report, he has contributed his important time and endeavours to give me counsel support on a week after week premise. His direction and support, therefore, have contributed successfully towards the effective completion of this report and I am genuinely thankful for every one of his support via mail, telephone.

Additionally, I was recruited as an intern for the Human resource and medical part of the Chevron Bangladesh whereby, Mr. Rezaul Huda (Total remuneration advisor) has played a crucial role in aligning my role at Chevron Bangladesh to my career aspirations and passion for corporate. Mr. Rezaul Huda has been tremendously supportive and cooperative throughout the process of completing my internship period. He has been the mastermind towards planning a well-thought-out 'empirical' research-based report. Thus, to facilitate the successful completion of the report that demands practical work and data collection. Furthermore, he has facilitated me with the opportunity to work with his team.

Additionally, I have also had the rare opportunity to attend a confidential strategy workshop conducted by the Human resource and medical team (Open Mic), which has been immensely insightful for me. Henceforth, I cannot be thankful enough to Mr. Rezaul Huda for the

enormous support, guidance, efforts, and cooperation they have provided me with for the successful completion of the report.

Finally, I might want to thank the entirety of the individuals who upheld me in BRAC Business School since 2016. By their assistance, I could direct this Internship paper and serve my nation by demonstrating to me as a worthy graduate from BRAC Business School.

Executive Summary

Corona viruses are very vicious viruses that can start point of serious health issues in humans. Covid-19 can create an impact which is mild to severe health problems in people but can source of severe illness or death in some cases. This year due to this pandemic, many employees faced a lot of problems maintaining an office.

The research report titled “Compliance and Safety Measurements for the employees of Chevron in This Pandemic” An Empirical Evaluation of the Efficacy of Human resource and medical team initiative taken by the overall team member of Chevron Bangladesh. Chevron Bangladesh in one of the top companies in Bangladesh and established an unprecedented standard for responsible business conduct in the context of Bangladesh. In-order-that, in this report basically, I attempted to concentrate on the improvement of consistence and wellbeing prerequisites taken by chevron for their valuable employee. At that point, I have concentrated on which kind of work I was associated with and about which sort of work I was involved in. In addition, I have clarified their enlistment and determination process in this pandemic.

Besides, how chevron uses advanced technologies to move their all work to the automation framework, what are the steps they took so that, their worker wellbeing can be guaranteed. The study in this report is primarily intended to feature the impression of wellbeing necessities. Then again, new technologies making work from home as secure those

individuals are giving more fascination towards it. Also, to enhance the report, the advantages and the facilities were included. So that, by experiencing the report reader could have a piece of decent information on wellbeing estimations and its accessible facilities. Likewise, the diagrams and charts will give visual comprehension to the reader. Chevron additionally pushing ahead with the expanding number of advancements in technologies and ensuring the general consistency framework and wellbeing necessities for each representative.

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Chapter 1

Overview of Internship

1.1 Student Information

I am Naima Akther Mimi, Student ID: 16304057, I am a regular student of BRAC University since summer 2016. I did my major in Finance and a minor in Computer Information System.

1.2 Internship Information

1.2.1 Period, Company Name, Department/Division, Address:

I have joined Chevron Bangladesh as an Intern in the Human resource and medical department. This is a three months Internship program which has started on 3rd August 2020 and it will end on 2nd November 2020. I was posted on Gulshan Branch, it is located at Khandker tower (9th Floor), 94 Gulshan Avenue, Gulshan-1 Dhaka-1212.

1.2.2 Internship Company Supervisor Information:

During these three months, Mr. Rezaul Huda Total remuneration advisor of Chevron Bangladesh was my in-site supervisor. He helped me and guided me in the whole internship period.

1.2.3 Job Scope:

I mainly worked in the Human resource and medical department of The Chevron Bangladesh and I was posted on Gulshan Branch. Due to this pandemic and safety issue, I had to work from home, and they provide me a laptop so, I did all my work via that laptop.

In Chevron, they always work as a team and they always tried their best to involve me in their work so that I can get a clear picture of the corporate world. They never treated me as an intern they always treated me as an employee. From the very beginning of my workdays, my supervisor introduced me to everyone and taught me how works going on in chevron culture. Moreover, there was an induction with every department employee even I got the chance to have a meeting with HR&M director which was indeed very insightful for me.

I used to help my advisor in various works and also there were lots of required courses for me by doing that I got to know many things about their culture and what is the procedure they take in order to ensure the safety of their employees. I also trained for how to deal with busy hours to ensure service quality. So, these are the almost activities that I have done in my internship tenure.

1.3 Internship Outcomes

1.3.1 Student's Contribution to the Company:

An entry-level position program is a learning stage for a graduate student. Although, other than that learning as an intern got the chance to contribute thoughts for the organization's advancement. During my entry-level position period whatever I gained from chevron I just expected to help every associate in their specific work and endeavoured to make things less difficult for them.

Chevron always give priority to their employees so, every week they have open mic session for their work discussion but before starting that they have one operational excellence moment (OE) where they talk about the wellbeing of their employee. I got the chance to participate in it and present the OE moment in front of everyone. Moreover, my advisor once allows me to present the work of Total remuneration and payroll work weekend meeting.

Besides, Chevron always trying their level best to turn they all work to an automation system for working fast in an effective way. There was a one automation system which they launched I got the chance to write the announcement of it. It was truly appreciated by my advisor.

1.3.2 Benefits to the Students:

There are lots of stages whole graduate time before going into corporate life and an internship program is a planning stage for graduates before going into proficient life. In my whole undergrad life, the internship program was significant for me as it is one of the stages where I would learn and encounter about corporate life.

Other than as an undergraduate we didn't have that much information about customers, workloads burdens, merchants. However, by doing this internship in chevron Bangladesh, my aptitude has been improved a great deal, presently I know to deal with work weight and work efficiently. Additionally, as an assistant, I was encircled by such huge numbers of expert individuals from various industries whereby I got the chance to chat with them. I could make organize in the proficient field. As the internship was paid, so next to picking up an experience I earned some cash which was motivating indeed.

1.3.3 Problems / Difficulties:

Chevron Bangladesh is very much popular for its work culture in their organization. Not only that their employees are their priority no matter what they always finalize their work in such a way that it does not hamper their employee health. Moreover, chevron does a lot of campaign programs in order to ensure safety for its valued members in the organization.

Also, they never treat me as an understudy they generally caused me to feel that I am one of their colleagues and consistently offer a chance to gain more from them to expand my insight.

During this three-month work period I was appointed to do a lot of different works I never felt troubles, as my advisor, Mr. rezaul huda was very helpful. By surveying all these things, I didn't find any issues or difficulties during my internship time.

Chapter 2

Organization Part

2.1: History

Chevron is one of the world's largest integrated energy industries, engaged in virtually every facet of the power manufacturer. Even though Chevron's subsidiaries in Bangladesh, this organization operates three fields in the northeast of the country. Chevron is the leading manufacturer of natural gas, accounting for over 55% of total domestic natural gas mass production. Our facilities also generate about 85% of the domestic condensate production. Condensate is a liquid hydrocarbon manufactured with natural gas. Chevron Bangladesh has achieved a remarkable safety record, managing its operations with a workforce that comprises about 95% Bangladeshi nationals. We work with communities across our operations, building long-term collaboration that fosters economic development and lasting advantage to them.

Chevron is operating on projects to harness the country's natural resources for its up-coming energy security. For all our operations, we strive to demonstrate our commitment to safety and operational excellence, which is one of Chevron's core values. Innovative technology plays an important role in serving us to deliver budget-friendly, reliable energy that fuels human progress and economic broadening. The automation process we deploy is not only cost-effective but also serving us to recover additional resources from our existing fields.

Corporate Social Responsibility is one of the main values of Chevron's global business practice. In Bangladesh Chevron has been sponsoring social investment programs since 2006. Our community development initiatives focus on economic development, education, and health (Chevron Bangladesh, 2019)



Vision

At the core of The Chevron Way is our vision ... to be the worldwide vitality organization generally respected for its kin, association and execution. Empowering human advancement, we build up the vitality that improves lives and powers the world forward.



Values

Our organization's establishment is based on our qualities, which recognize us and guide our activities to convey results. We lead our business in a socially and earth mindful way, regarding the law and widespread common freedoms to profit the networks where we work.



Strategies

Our methodologies control our activities to convey industry-driving outcomes and superior investor esteem in any business condition.

2.2 Global Depiction

Chevron Corporation is one of the world's driving incorporated vitality organizations. Chevron market capitalization as of August 25, 2020, is \$162.83B and its income is \$146.516B. With a differing and profoundly gifted worldwide workforce, roughly 48,600 employees and including 3,600 help station representatives are under Chevron Corporation. The organization's upstream business revealed overall net creation of 2.930 million oil-proportional barrels every day-equal barrel every day and roughly 73 percent of it outside the USA around 20 distinct nations. For the financial year 2011, Chevron announced an income of US\$26.9 billion, with a yearly income of US\$257.3 billion, an expansion of 23.3% over the past monetary cycle. Chevron's offers exchanged at over \$105 per offer, and its market capitalization was esteemed at over US\$240 billion. Starting in 2018, Chevron is positioned No. 13 on the Fortune 500 rankings of the biggest United States enterprises by total revenue (Chevron Corporation, 2020).

2.3 Strategies to meet target globally

Make investor regard and achieve support budgetary come back from activities that will enable Chevron to beat competitors. Invest in people to strengthen legitimate limits and develop a fit overall workforce that gets results in the right way. Execute with enormity through careful use of the association's operational greatness and capital stewardship structures and taught cost the executives. Become beneficial by using the upper hand to intensify regard from existing assets additionally, catch new chances.

2.4 Products:

Chevron Corporation is one of the world's driving incorporated vitality organizations. Through its auxiliaries that direct business around the world, the organization is engaged with for all intents and purposes each feature of the vitality business. Chevron investigates for, produces and transports unrefined petroleum and flammable gas; refines, advertises and disseminates transportation powers and oils; fabricates and sells petrochemicals and added substances; creates power, and creates and conveys innovations that upgrade business esteem in each part of the organization's tasks.

2.5 Operational Excellence (OE)

Chevron has confidence in Operational Excellence (OE), a system they have broadened that help culture of wellbeing, ecological stewardship, and top execution. Chevron accepts that occurrences are preventable, and they have arrangements, gadgets, and apparatuses and conduct desires in the spot to help with accomplishing that objective through their workforce. Chevron's OE wellbeing society is considering 10 Tenets of Operation, a set of accepted rules that workers and temporary workers use, and that administrators and chiefs fortify. The precepts depend on two key standards:

- Do it securely or not in the least.
- There is consistently an ideal opportunity to do it right.

What's more, the fundamentals call for continually including the correct people groups — those generally educated, experienced or natural — in choices influencing wellbeing strategies and hardware.

1. Always work inside the plan and ecological cut-off points.
2. Always work in a protected and controlled condition.
3. Always guarantee wellbeing gadgets are set up and working.
4. Always follow safe work practices and methods.
5. Always meet or surpass clients' necessities.
6. Always keep up the honesty of devoted frameworks.
7. Always agree to every material guideline and guidelines.
8. Always address irregular conditions.
9. Always follow composed strategies for high-chance or strange circumstances.
10. Always include the opportune individuals in choices that influence strategies and gear.

2.6 The Chevron way derives from the following values.



Diversity and inclusion

We gain from and regard the way of life where we work. We have a comprehensive workplace that qualifies the uniqueness and decent variety of individual gifts, encounters, and thoughts.



High performance

We are enthusiastic about conveying results and endeavor to consistently improve. We consider ourselves responsible for our activities and results. We apply demonstrated cycles in a fit-for-reason way and consistently search for inventive and coordinated arrangements.



Integrity and trust

We are straightforward with ourselves as well as other people and honour our responsibilities.

We trust, regard, and backing one another. We gain the trust of our associates and accomplices by working with the most elevated moral principles in everything we do.



Partnership

We assemble trusting and commonly useful connections by teaming up with our networks, governments, clients, providers and different colleagues. We are best when our accomplices prevail with us.



Protect people and the environment

We place the most noteworthy need on the wellbeing and security of our workforce and insurance of our advantages, networks, and nature. We convey a-list execution with attention to forestalling high-result episodes.

2.7 Operational Network and Organogram:

Chevron Corporation is separated into a few local workplace's dependent on their activities. Under each local office, there are at least two Business Units. Under these specialty units, there is at least one Profit place. Chevron Bangladesh is a beneficial place and falls under the Asia South Business Unit (ASBU). The ASBU reports to the local office of Chevron Asia Pacific. Each local office has an official name. The Asia Pacific territorial office is called Chevron Asia Pacific Exploration and Production (CAPEP).

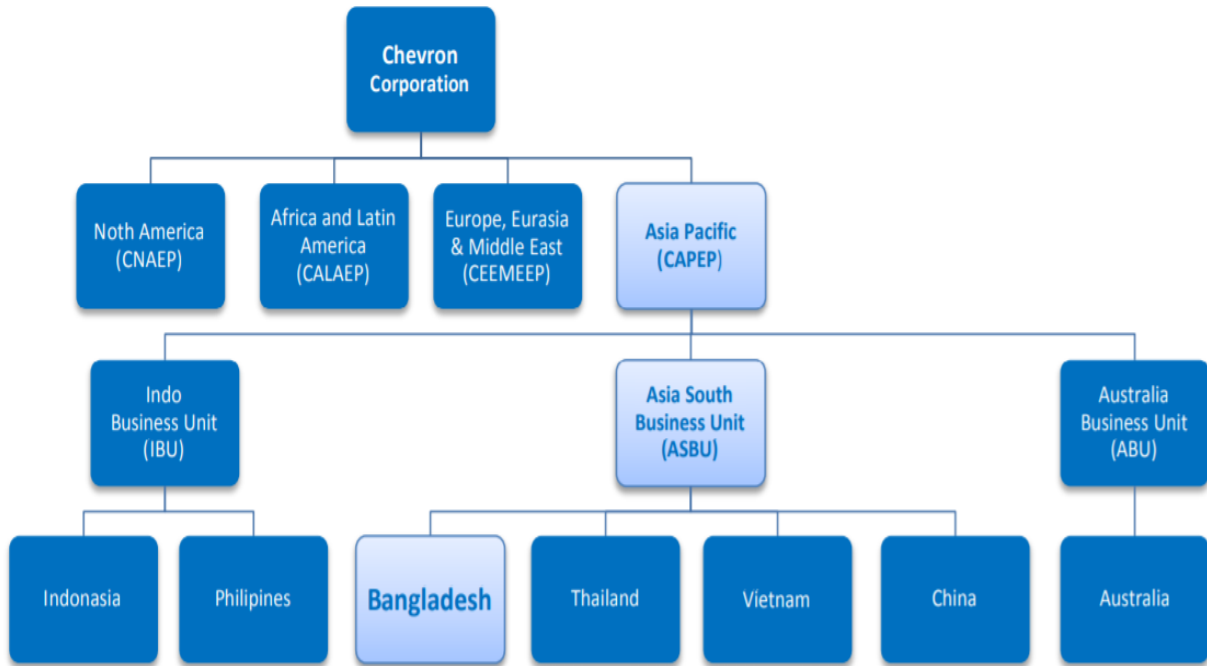


Illustration: Chevron Operational Network

The Business Units are driven by a President and a group of General Managers each liable for a specific office. The Profit Centre division chiefs report to this Business Unit office General Managers alongside their presidents. For instance; the Finance Department Director of Bangladesh Profit Centre reports to the President of Bangladesh Profit Centre and the Finance General Manager of the ASBU.

The progressive system of Chevron Bangladesh Ltd. has included nine significant offices and seven sub-offices. Every office is driven by a chief that reports legitimately to the president and by implication to the ASBU office General Managers. As of now the leader of Chevron Bangladesh Ltd. is Neil Menzies.

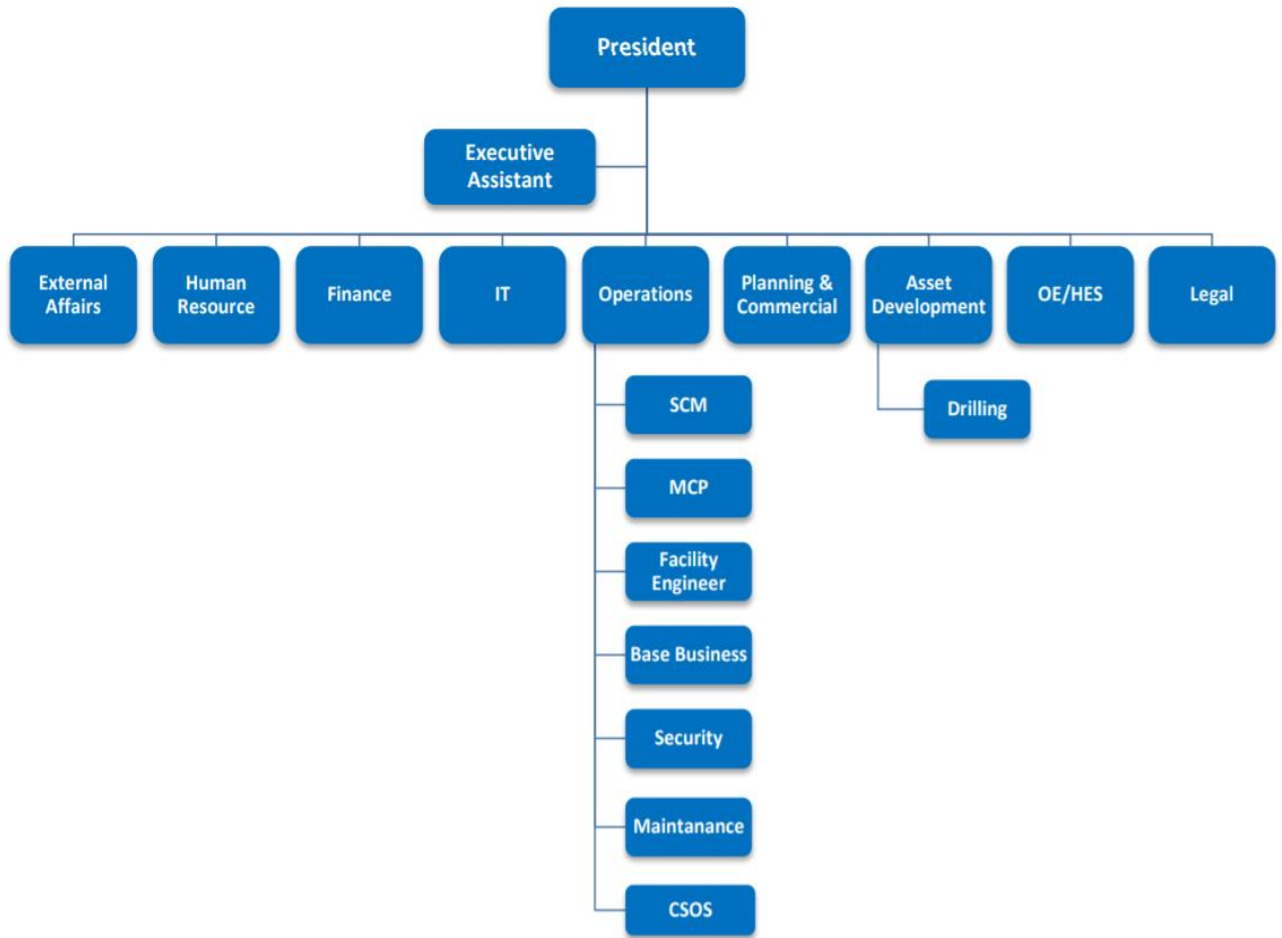


Illustration: Organogram of Chevron Bangladesh Ltd

The Human Resource Department is led by the Human Resource Director and comprises of the Staffing and Expat Admin Team, The HR Operations Team, The HR Business Partner Team, The Total Remunerations Advisor and The HR Project Advisors.

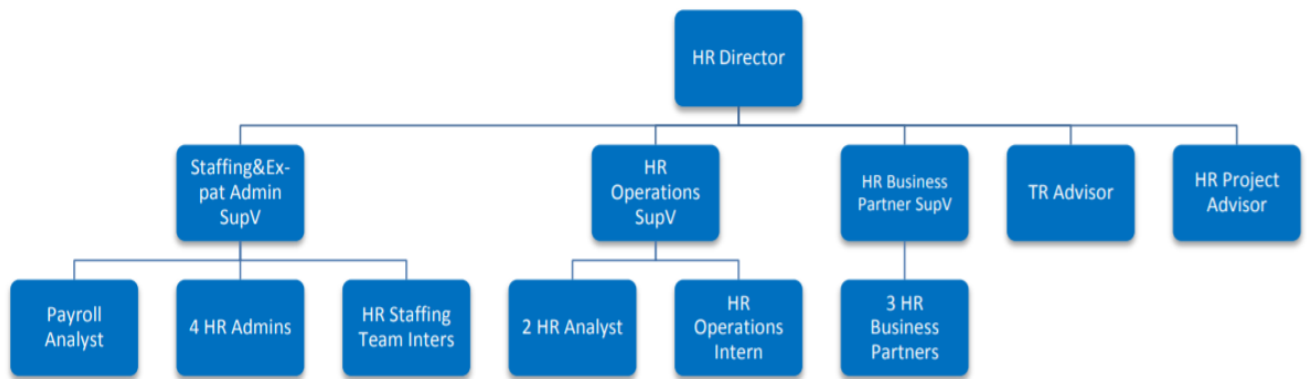


Illustration: HR Department Hierarchy

2.8 Visions for the Future:

The core of the Chevron Way is their vision; "to be the worldwide vitality organization generally respected for its kin, association, and execution". The centre dreams are:

- safely give vitality items imperative to maintainable monetary advancement and human improvement all through the world;
- Are individuals and an association with predominant capacities and responsibility;
- Are they accomplice of decision;
- Earn the profound respect of every one of our partners — financial specialists, clients, have governments, neighbourhood networks, and our workers — for the objectives we accomplish as well as how we accomplish them;
- Deliver elite execution.

In future Chevron, Bangladesh Ltd. expects to grow its tasks and increment gas creation. They additionally expect to find interchange vitality sources.

2.9 Analysis

2.9.1 SWOT Analysis

SWOT analysis of Chevron Corporation is given below. This study is done considering the present condition of COVID-19.

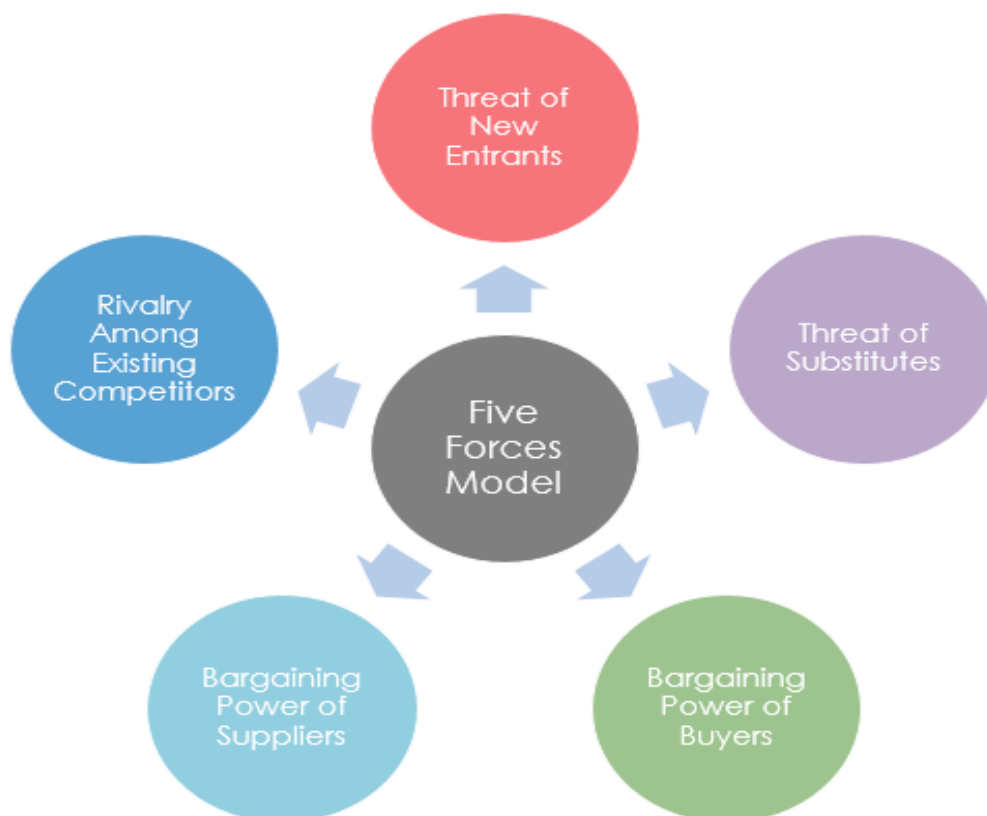
STRENGTHS	WEAKNESSES
<ol style="list-style-type: none">1. Chevron Corporation is an American global vitality company. One of the successor organizations of Standard Oil.2. Chevron is the eleventh biggest oil and gas enterprise, what's more, 28th regarding capital agreeing Forbes 2000 greatest open organizations.3. This organization experience in work is more than 100 years.4. Operates in 180 nations.5. Knowledgeable labor also utilization of refreshed innovation.6. Merging and obtaining with a related enterprise to increase upper hand.7. Spending on alternative energy.8. Investment in prominent projects.	<ol style="list-style-type: none">1. The decline of oil cost.2. Slight decrease in lubricant and gasoline reserve in develops plants.3. Worldwide governmental circumstance.
OPPORTUNITIES	THREATS
<ol style="list-style-type: none">1. The endless need for vitality.2. Upstream tasks.3. Field disclosures in Asia pacific nations.4. Speculations in Bio-energizes also elective power provenance.	<ol style="list-style-type: none">1. The worldwide downturn in this pandemic.2. Slow interest for oil in BRIC nations3. Environmental issue4. Alliance of other vitality organizations and shaping cartel.5. War in many countries.

2.9.2 Porter's Five Forces Study

The porter five forces representation is a structure which is basically utilized to evaluate factors affecting competition and other parts impacting agreement ability. This appreciates the occupation and what techniques are relied upon to be taken to increase the ascendancy. Within components of the corporations are described through the contention of existing firms, the danger of new participants, and the danger of substitute items.

After analysing chevron:

- ❖ Competitiveness among present Firms (Low)
- ❖ Power of Suppliers (Moderate)
- ❖ Power of Customers (Low)
- ❖ Risk of New Entrants (Low)
- ❖ Risk of Substitute Products (Low)



Competitiveness among existing competitors:

- The restricted rivalry between energy partnerships
- Cartels control territorially
- Administration interference
- Huge production size
- Speedy production development rate.

Reference Chevron remains the second greatest energy organization in the U.S. In 2012 the organization delivered 2.6 million barrels for every day, with 25% of creation originating from the U.S. By merging and obtaining with various subsidiaries, Chevron limited the hazard minimized somewhat while they get an advantage over the world.

Power of Supplier:

- Differing appropriation channel so no reliance on alone merchant
- Excessive rivalry among providers.
- The demand of gracefully is huge and the danger to chop down flexibly makes the power of supply lower.

Power of customers:

- Because of inelastic interest purchaser are barely delicate to costs.
- Hence, the cost is normalized everywhere in every part of the world; gives the client delicate amount of agreement power.
- A massive number of client's prompt zero influence of agreement limit.

Considering, the quantities of makers are restricted thinking about the quantity of customers', makers get the influence over purchasers and the odds of agreement power is less since the demand is inelastic.

Risk of new entrants:

- Regular assets investigation is expensive which requires higher capital
- Advanced automation system
- Strong conveyance channel
- Bureaucratic help required
- Location factor
- Difficult to enter market.

Risk of substitute products:

- Numeral of replacement item is restricted.
- Replacement items aren't enough to fulfill the need
- The replacement has a low execution in market.
- Huge expense of exchanging into a substitute.

Even though exploration is going on inexhaustible and elective vitality the outcome isn't noteworthy and will set aside longer effort to make something feasible like the current item.

Chapter 3

Project Part

Compliance and Safety Measurements for the employees of Chevron in This Pandemic.

3.1 INTRODUCTION TO THE STUDY

Origin of the study

The BRAC Business School Intern position program is required for each BBA undergraduate. The primary goal of the Intern position program is to think about the corporate culture and the workplace. Nonetheless, there are a few purposes behind the temporary position program like:

- To recognize the activity duties
- To contrast hypothetical investigation and the work area
- To guarantee promptness and order in work-life
- To meet the BBA program.

Background of the study:

Regardless, for the current circumstance consistency and security estimations are a lot of significant now all over. Chevron is well known for its security anticipating its workers. Chevron is working quickly to turn each work in the computerization framework with mechanical advances so their work can work from with no challenges and furthermore can be exceptionally viable.

The main motive of the temporary position report is a study has design on to understanding the several aspects of, and the interconnection in the middle of the Compliance and safety measurement procedure of Chevron Bangladesh Ltd. The yearly business proposal is a periodic process that occurs each year and is conducted by the Higher-Level Management of Chevron Bangladesh.

The compliance and safety procedure are activating by the Business plan and is carrying out by the Human Resource Staffing Team. The study on this topic discusses the procedure with considerable feature in a proper way and shows how Chevron Human resource team attempt to conduct its tasks in the most effective process. It is besides portraying an understandable illustration of the parts and liabilities of the Human Resource team on the Yearly Business Plan and the Hiring & election procedure as well.

The data collected here was mainly based on personalized affair, individual discussion, and a littles secondary source also how they make sure of everything about me during the recruitment process and my safety. Hence, some critical detail info has been removed from the research due to the rules and regulation of Chevron Bangladesh.

Scope of the study

As an appointed Intern in Chevron Bangladesh in human resource and medical team department so, the task of conducting a survey and completing the research paper was much more simplified. As a part Human resource and medical team, I had the opportunity to see how many meetings they set to make sure the safety for their all employee who are working with them in fields. Indeed it was very exciting to see that what are the methods they are adapting so that no one can be affected by COVID-19 also they make sure health declaration and temp checking during the shutdown and they make sure everyone can be a healthy and safe way .

Moreover, they prepare all the process and planned accordingly what if someone gets affected or get sick. They create a hand washing system for employees at the entrance in fields. Grand toolbox meeting where all leaders shared their expectations, challenges, and mitigation plan. Aware workforce regarding COVID-19 transmission, exposure risk, and health guidelines.

Be that as it may, my supervisor includes me in each conversation; because of this association I become more acquainted with Chevron is a lot of severe with regards to the wellbeing of their representative additionally what are the means they should take to guarantee a shield for everybody.

That association truly causes me to do my examination well overall. These gatherings and works help me to comprehend the chevron recognition towards innovation framework and adaption to guarantee consistency appropriately. Other than that, there are a few optional information that I have used to assess the consistency and wellbeing condition and its accessibility in other companies in Bangladesh.

Limitation of the study

There are several limitations of the report;

1. The primary restriction was absence of time. To lead inside and out examination, additional time is required.
2. Due to COVID'19, I couldn't go to the workplace in light of that I could ready to connect with myself in work more.
3. There is detachment in numerous divisions of the association to gather information.
4. Absence of experience went about as goals in the strategy for mindful examination on the subject.

Significance of the study

The research I conducted has significant in the attitude of employees of chevron and a user of those services that chevron providing to ensure safety in the work environment. From this research compliance and safety measurement in this pandemic for the employees of chevron, also the perception of employees about that might know their point of improvement and they can increase their brand value and service quality in future though chevron is already on the peak of everything when it comes to their employee they treat their employee as an asset of the company.

Moreover, this research is going to encourage general people to use more safety measures in their work just as chevron does. Due to the COVID-19 pandemic, the world is practicing automation systems. Whereby Bangladesh is also following the same process. Starting from payment of employee salary and taking interviews online, people now preferring online. So, this research will encourage people to move forward to the improvement in their compliance

area so they can make sure of the safety measures of their employees in their organization and companies to improvise the system based on employee's needs and health.

Objectives of the report

The main objective of the report is to identify and get the idea of;

1. The poor safety system of employees in the workplace in Bangladesh in COVID-19.
2. How companies can get benefited by using a better compliance system.
3. To identify the availability of safeguards in Bangladesh during this pandemic.
4. Whether the traditional work system is a replacement or not and turn everything in an automation system so that every employee can work safely from their home.
5. People's perception of compliance and safety measurements in their workplace.
6. What are the challenges organizations face to ensure employees safety in this pandemic.

All these are the primary objective to conduct this research paper. Also, the general-purpose to prepare the paper to meet the BBA program's requirement under the supervision of BRAC Business School.

Methodology

The report contains just subjective information that is gathered from both essential and optional sources; the following are the wellsprings of my investigation; One to one gatherings: I have had the chance of holding individual meetings with managers and important HR Team individuals for this report. Coming up next is the assignment of the individuals I met;

- HR&M Director
- HR workforce and Expat Admin Supervisor
- HR Operations Supervisor
- HRLT Team
- HR Medical Team
- HR Business Partner Supervisor
- Total remuneration advisor
- Security Team
- IT Team

Hands-on Training: Apart from discussion I have additionally provide here data that I have grasp, found, or was given to me to play out the obligations. I have named this 'hands-on Training' since I was presented to the data remembered for this research while learning my activity and obligation. Secondary Sources: The organizations restricted communication network, the authorized site of Chevron partnership and Chevron Bangladesh Ltd., and some educational papers have additionally been a decent wellspring of bits of knowledge for this research.

Limitations

Because of Chevron rules and regulation strategy, I'm certainly not permitted to unveil some of the important data in the report. I likewise needed to depend enormously on the nonexclusive data gave to me by the individual division and by my whole perception and furthermore taking in parcel of things from their work and activity, which implies I may have been avoided urgent details. The temporary position period in chevron was of just three months eventually it is not really enough for an individual to recognize matters and matters in a specific cycle, in this manner the report doesn't contain any appropriate investigation and the recommendations given here may end up being insufficient.

Literature Review

By definition, compliance risk administration refers to the act of recognizing expected dangers ahead of time, investigating them, and finding a way to decrease/control the hazard (The Economic Times, 2020).

By and large, compliance and safety measurements imply re-arrange to a quality, like, a will power, plan of action, quality, or law. Management always portrays the objective that associations try to achieve in their endeavours to ensure that they have knowledge about and looking a way to conform to pertinent laws, propositions, and recommendations.

COVID-19 spreads basically through respiratory beads or contact with debased surfaces. The introduction can happen at the work environment, while heading out to work, during business-related travel to a territory with nearby network transmission, just as while in transit to and from the working environment (World Health Organization, 2020).

According to the WHO what are the key consideration for the workplace risk management; For each hazard evaluation, think about the earth, the errand, the danger, assets accessible, for example, individual defensive gear, and the plausibility of defensive measures. The hazard appraisal should likewise stretch out to aggregate convenience given by the business to labourers, for example, residences. Fundamental open administrations, for example, security and police, food retail, convenience, open vehicle, conveyances, water and sterilization, and other cutting-edge labourers might be at an expanded danger of introduction to word related risks for health and wellbeing. Labours who might be at higher danger of creating extreme COVID-19 ailment on account old enough or prior ailments ought to be considered in the hazard appraisal for people (World Health Organization, 2020).

At the point, the objectives along with goals are set for an association; a Human resource team scheme is additionally set up to help the general strategy. Now and again the HR plan is remembered for the marketable strategy and on occasion, it is different arranging arranged especially for overseeing labour needs. For instance; if the organization chooses to expand its deals, thus the HR will set up an arrangement that would fulfil the need for more deal's heads. In this piece of the report, a couple of general hypotheses with respect to HR arranging and the enlistment and determination cycle will be examined.

3.2 Analysis and Interpretation of Data

Current situation of Compliance and safety measurement of employees in Bangladesh

The Compliance and Safety measurement for employees in Bangladesh this phenomenon is changing and become an automation system for employees can work form during this pandemic also they can easily meet the fastest growth of the economy. Nowadays in Bangladesh, many companies are taking serious steps and setting rules for their employees to maintain safety for them in the workplace.

In Bangladesh, the quantity of corona virus cases keeps on expanding as time passes by and the character of the infection transmission is quick since it was first declared toward the beginning of March 2020. In light of the emergency, Bangladesh (BWB) rule on COVID 19 will support businesses, specialist and particular board individuals liable for dealing with their work environment during COVID-19, securing labourers, and noting a portion of the working environment and word related safety and wellbeing (OSH) related inquiries that production lines are confronting. Notwithstanding, this direction is certifiably not a norm or guideline, and it makes no new legitimate commitments. It contains suggestions just as portrayals of compulsory compliance and safety principles. Businesses and labourers in readymade pieces of clothing and footwear plants and employees who work in other fields should take advantage of this set out management to assist and acknowledge chance levels in working surroundings settings and to determine any proper control measures to actualize. The direction might be needed as pandemic conditions shift, however, as new information about the corona infection, its transmission, and its side-effects become accessible. (COVID-19 Management Guidance for factories in Bangladesh, 2020).

Just a couple of years ago when in many workplaces like garments and other fields there was no safety but in this present time organization's priority is employee safety and rules regulations also strict now. During this pandemic, each organization is setting a few ground rules to hire staff conjointly employees that come to workplace in order that, everybody will work safely. Like having a distance at least for 3 feet, you must wear a mask, check your temperature every day before entering office also use sanitizer. Dynamic people's lifestyle and business structures, web access, and automation advances become a necessity for businesses. Currently, a day's all employees have sensible devices, good connectivity of the internet so people easily can get access to the internet that's one of the reasons many companies can give this opportunity to employees so that they can work from home and no one gets affect with corona virus. This is often one in all the most effective choices takes by several firms to confirm safety for his or her individual employee in Bangladesh.

There are safety management measures,

1. Companies employees;
2. Companies work-area;
3. People who may become sick at your work-area.

In Bangladesh doing a job from home must be the default mode of doing a job. Job holders who are engaging from their respective house up to now must continue to do so to maintain safety and visit the workplace only when there are no options. For workers who are still having difficulties to work from home, employers should read through work processes, provide the necessary IT equipment to workers, and accepts solutions that will help them to do remote work and online connectivity with other workers. Workers are stimulated to

leverage advancements to confirm corporation's continuation and secure management. Organizations should still conduct online meetings as much as possible. Meetings between employees and with suppliers/contractors face to face must be minimized, e.g. by using teleconferencing tools. Workers must dismiss or defer all activities that involve close and prolonged contact amongst employees, e.g. meetings, conferences, seminars, and exhibitions. Organizations must pay observations to vulnerable employees (e.g. aged workers, pregnant workers, and workers who have medical conditions and taking prescribed medicine). Besides enabling them to work from home, workers might also need short time troop's vulnerable employees to a different role within the corporate (Requirements for Safe Management Measures at the workplace, 2020).

Now every company in Bangladesh is very much strict regarding corona virus, they all are doing their best to ensure safety in their organizations. A big company like Chevron take so many necessary steps in their fields and workplace so that their employees can feel safe during their work.

3.3 Human Resource Designing Components

The primary strides of Human resource arranging become comprehensible when the underlying choices are taken. The essential components of human resource arranging in practically everything associations can be canvassed in the accompanying focuses;

- Decide upcoming Human Resource necessities.
- Decide upcoming Human Resource availabilities.
- Overseeing outside and inward filtering.
- Accept necessities and obtainable – that is, deciding holes (deficiencies and profit between the two).

- Enhancing activity intends not to have the loopholes.

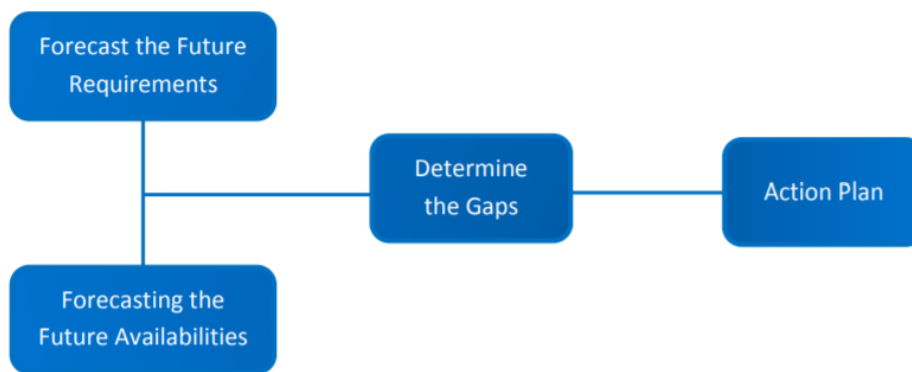


Illustration: The HR Planning Process

3.4 Chevron recruitment process in this pandemic

As per the Fifth Edition of Herbert G. Heneman III and Timothy A. Judge's book 'Staffing Associations', recruitment cycle includes finding qualified up-and-comers in adequate numbers and urging them to go after specific positions. The choice cycle then again manages to pick the best applicant qualified for a specific position.

As I sat for the interview in this pandemic that is why the scenario was very much different for me indeed. Chevron Bangladesh changes their overall process of recruitment due to this COVID-19 and they make sure everyone safety as well. First, I had the opportunity to sit for the exam online also then they call for the interview which was also held online in Zoom. After all the screening I had to go through several tests like

- Medical clearance and
- Security clearance

Chevron is always very much careful about their employee's health. By and large, the enlistment cycle starts with choosing inside and outside. Elective sources may likewise be viewed as, for example, after some time, brief workers and contractual workers if there should arise an occurrence of outer provenance. On condition that, positions can't be filling-up from inside the association or substitute provenance, the associations look to the work market. Following, applicant sources must be distinguished along with a technique chose to arrive at these sources. In conclusion, the ideal survey of candidates should pull in. The overall illustration for the recruitment cycle is shown underneath;

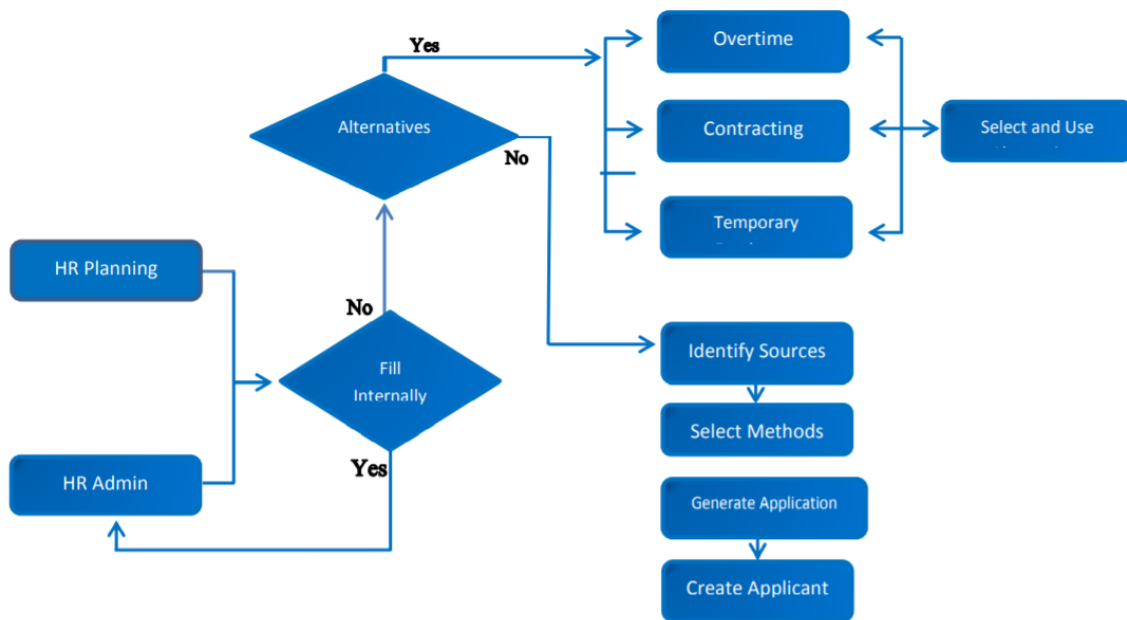


Illustration: The General Model of a Recruitment Process

Selection Process in Chevron Bangladesh

The choice cycle starts with the completion of the enrolment cycle. Even though the summed-up determination measure continues with 5 phases with the candidate pool, the cycle may contrast from sorting out to association. Hence the means illustrated in module must not be go along with at the depicted sequence. The motivation behind this illustration is just to

introduce the essential strides in a sensible succession. These five stages associated with the summed-up choices are;

1. Introductory process
2. Subordinate screening process
3. Nomination
4. Check
5. Official declaration

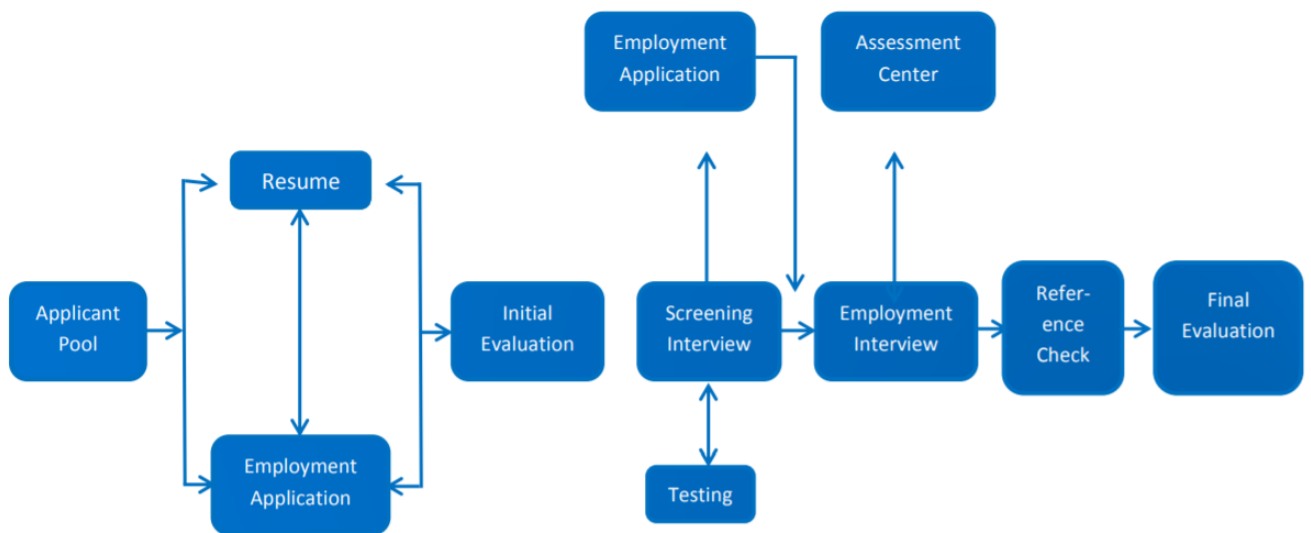


Illustration: Generalized Model of the Recruitment Process

3.5 Operation Excellence initiatives to ensure the safety of employees

Chevron Bangladesh has executed the Start Work Checks over the entirety of our offices since January 2018. The Start Work Checks, the new and simple to-utilize agendas, supplement existing Managing Safe Work (MSW) guidelines and are planned to guarantee basic protections are set up and confirmed preceding directing focused on high-hazard work exercises (Chevron Bangladesh, 2001-2019)

Wellbeing is implanted in all that we do at Chevron Bangladesh. Our security culture depends on two relentless standards:

- Do it securely or not in any way
- There is consistently an ideal opportunity to do it right.

We don't settle on security, because getting results the correct way makes us what our identity is. We are focused on ensuring our kin and building up a working environment that is occurrence and injury-free. To accomplish this, we cooperate as one group to send our representatives and contract-based workers home safe from work each day. At Chevron, we accept that incidents are preventable, and we have approached, polices, apparatuses and social desires set up to help us in accomplishing that objective. We call the methodical administration of cycle wellbeing, unwavering quality, and trustworthiness, condition, effectiveness, security, and partners to accomplish elite execution Operational Excellence (OE) – and it drives all that we do (Chevron Bangladesh, 2001-2019).



Illustration: Chevron Operational Excellence Area

Promoting a healthy workforce

The Safety and health of our representatives is our first concern. We put resources into the strength of our workforce to upgrade the physical and mental prosperity of our group.

By setting aside the effort to do things the correct way, we are continually expecting to improve our profitability, diminish high-outcome episodes, and guarantee we keep up a sheltered, differing, and comprehensive working environment (Chevron Bangladesh, 2001-2019).

Around the world, temporary workers include roughly 75% of Chevron's all out workforce hours and that is the reason the wellbeing and security of our contractual workers are principal. Our Contractor Health Environment and Safety Management (CHESM) measures build-up clear accountabilities, guarantees the dynamic commitment of contractual workers, and gives a steady program to help dispense with HES occurrences and wounds including contract-based workers (Chevron Bangladesh, 2001-2019).

Contractor fitness for duty (FFD) in this Pandemic

Chevron Bangladesh's Contractor Fitness for Duty Program explains desires identified with the administration of wellness of contractual worker faculty. The expectation of the Contractor FFD program is that the Contractors exhibit their work forces are fit to play out the obligations to which they are allotted (Chevron Bangladesh, 2001-2019).

3.6 Safety Measurements for the employees of Chevron in This Pandemic.

Chevron has consistently put individuals at the centre point of the vitality discussion. Since we comprehend that the prosperity of individuals wherever relies upon the energy. The energy that is moderate, solid and ever-cleaner (Chevron, 2001-2020).



Since the pandemic, Chevron Human resource, and the medical team doing their best to redesign everything and ensure safety for everyone they design their all work in the automation system in such a way so that no one has to go to the office and effectively do their work from home. Moreover, for field workers, they also set lots of rules and safety measurements as well.

Health and Medical responsibility:

- ✚ **Emergency medical response and primary health care.**
- ✚ **Occupational Health**
- ✚ **Employee Wellness**
- ✚ **Medical Insurance Management**
- ✚ **Miscellaneous**
- ✚ **Fitness for duty: Ensure all employees are fit to safety perform duties, maintain good health, and are in acceptable physical condition.**
- ✚ **Occupation Hygiene Program: To sustain and observe the well-being of organization by recognizing, qualifying and domination agents that may effect of the workforce. Like:**
 1. **Hygiene inspection**
 2. **Hotel and restaurant inspection**
 3. **Pest control fumigation**
 4. **Heat index monitor.**
- ✚ **Chevron always arranges health awareness sessions.**
- ✚ **Pre-health screening:**



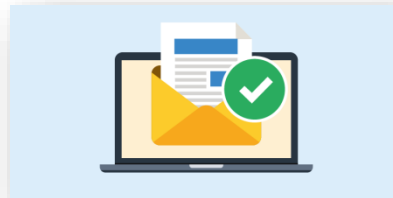
*Temperature screening at entrance through thermal screening using forehead infrared device.



****Hand sanitize before entering the site.**



*****Online declaration form fills out before coming to the office.**











******Senior Management approval before entering any chevron facility.**

- ✚ Workforce awareness on covid-19, through health alert, operational excellence popup.
- ✚ Providing training on screening at entrance.
- ✚ Training at covid-19 isolation evacuation and environmental facility.

SAFEGUARDS at fields:

- Demonstrate proper use of masks.
- Designated dining area and rest area for project people.
- Staggered mealtime and rest time to avoid close contact.
- Maintained 2 meters (6 feet) of physical distancing as much as practical during work.
- Limit the number of people allowed in the washroom at a time.
- Separate resting area and washrooms for tasted and non-tasted employee.
- Awareness on symptoms of covid-19. If you feel sick, please call health and medical team immediately.

Achievements during this pandemic

-  In chevron medical case management system is too good like the number of cases illness in fields is very less.
-  Implemented Fitness for duty and successfully done all the tests.
-  Developed the Fatigue Risk management program.
-  Successfully completed medical surveillance of employees.
-  Implemented occupational hygiene program (To keep going and keep an eye on the health of the workers by recognizing, professional and supervise environmental agents that might attack the well-being of the workers.)
-  Arranged employee assistance program.
-  Arrange health awareness sessions.
-  Launch the "Healthy You" health monitoring platform. (Helping workers to perceive and diminish their individual hazard factors)

- ✚ Workforce training for emergency health issues.
- ✚ Voluntarily participate in Corporate Social Responsibilities.

Each day, Chevron usually releases one or more changes to design to improve our results. This is a significant achievement for the HR group and employees in general in this pandemic. They always encourage their employee to go along with them as they proceed to help and gain progress in our digital transformation road map. Endeavours and deliverables resemble these makes those more productive and spare significant worker hours for chevron and our accomplices.

Key Findings

- What facilities employees were asking from chevron, most of the facilities are already provided in the corporation.
- Most of the work of chevron is turned into the automation system to ensure safety rather than using the traditional system.
- Most of the businessperson, service holders, and employees are utilizing these safety measurements of the chevron to work efficiently.
- All the mandatory training of employees regarding COVID-19 reduces the pressure on Chevron like the employees now know what the necessary steps are they should follow to ensure healthy life.
- As a new intern I prefer the hiring procedure of chevron like the way now they hire their new employees its effective, all via online.

3.7 Conclusion and Recommendation

As Chevron is a worldwide organization it works the same its other worldwide auxiliaries. Chevron puts stock in doing it right which gives its workers to make sense of the provisos in zones where it can make the greatest progress.

The experience of this Intern position was diverse for me Because of this pandemic I got the chance to work from home and when I was working with chevron, I simply discovered they generally cutting-edge about their work. Also, they help each other to such an extent that the result of that work must be compelling for the association. Regardless of my sight, I don't have any suggestions for chevron since their workplace is cordial and accommodating and I got the opportunity to such a significant number of numerous things structure them which is surely an extraordinary experience.

Conclusion:

This research paper is aimed to analyse the recent condition and employee's perception of safety measurements of COVID-19 in Bangladesh. The clients have a very positive perception of the necessary step that had been taken by the company to fight the COVID-19 situation.

However, the world is getting faster and the business structures are changing frequently. People want advanced technology systems fast and secured. So, according to the employee demand and to keep pace with the developed country; Bangladesh should increase the facility of automation to users so that many people can work also can be very productive. In the developing country like Bangladesh, it is not that much easy to motivate or give the premium facilities with lower growth of technologies. Where most of the private companies and foreign MNC serving amazing automation service to their employees so that they can work also can feel safe as well in this pandemic. Like any other developed countries compliance

and safety measurement facilities, these organizations are not lacking behind their services. At the end of my research, I can conclude that; a good number of companies are accepting the automation system to ensure safety measurement and also take steps and rules about pandemic and organizations should keep updating the safety measurement system for their employees to make them feel safe and build a good economy in Bangladesh.

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