



# BRAC University

Internship Report

## A Report on

# “A study of factory social compliance in Fashion 2000 Ltd./ 4 You Clothing Ltd.”

Submitted to:

**Mr. SAIF HOSSAIN**

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Submitted by:

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**Submission Date: 29<sup>th</sup> May,2017**

4 You Clothing Ltd. / Fashion 2000 Ltd.

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## LETTER OF TRANSMITTAL

29<sup>th</sup> May 2017

To,  
Saif Hossain  
Senior Lecturer  
Dept. of Business Studies  
BRAC University

**Subject:** Submission of internship report on “*A study of factory social compliance in Fashion 2000 Ltd./ 4 You Clothing Ltd.*”.

Dear Saif Hossain,

It's my great opportunity to submitting this Internship report on “**A study of factory social compliance in Fashion 2000 Ltd./ 4 You Clothing Ltd.**” as part of my internship report. Though the time allocated for completion of this report was very short, even then I tried my best to accomplish this report and submit the same within the stipulated time. I hope that this report will be up to your satisfaction.

If you have any kind of query in understanding this report, please ask me. It will be honor for me to provide you services.

Sincerely,

---

**Mohsina Rahman**  
**Reg.** 13164134  
**Program:** Masters in Business Administration  
**Major:** HRM

4 You Clothing Ltd. / Fashion 2000 Ltd.

## Certification

Mohsina Rahman, a student of MBA Program, bearing ID: 13164134 have completed internship report on “**A study of factory social compliance in Fashion 2000 Ltd./ 4 You Clothing Ltd. (A sister concern of IDS Group).**”as a partial requirement for obtaining MBA degree. I have read the report and found that it meets the standard of MBA internship report. Mohsina Rahman has completed the report by himself under my supervision.

I wish him all the success in life

-----  
**Saif Hossain**

Senior Lecturer

Dept. of Business Studies

BRAC University

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## Acknowledgement

At first I acknowledge the blessing and profound kindness of almighty Allah who made me able to prepare the report than I would like to express my gratitude to our course adviser **Saif Hossain**, Senior Lecturer, Dept. of Business Studies, BRAC University, Dhaka for his encouragement and the opportunity he has provided me for preparing this internship report entitled “**A study of factory social compliance in Fashion 2000 Ltd./ 4 You Clothing Ltd. .**” for the fulfillment of the internship of Masters of Business Administration. I am indebted to **Abdul Momen Bhuiyan, Asst. Manager of HR and Compliance Dept. of Fashion 2000 Ltd./ 4 You Clothing Ltd.**, for the interest he has kindly taken to help me. He has helped me to select the topic, collect information and develop this report. It would have been unthinkable to prepare such a report and present it in this manner without his active help and support. I am also indebted to the authority of IDS Group. They have provided me different information’s which helped me to prepare the report. Again, I remember them with great respect. I am thankful to the officials of **Fashion 2000 Ltd./ 4 You Clothing Ltd.** for their sincere cooperation and support they have extended to me for successful completion of this report. I am also thankful to my colleagues **Fashion 2000 Ltd./ 4 You Clothing Ltd.** for their continuous support and providing necessary information.

Specially, I would like to give my heartiest thanks to Admin Manager Mr. Zakir Hossain, my colleague Mr. Belal Hossain, Mr. Mesbahul Haque, who are always give me support and all kinds of help.

**Mohsina Rahman**

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**Major:** HRM

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## Executive Summary

Now a day's, working environment of any organization is very much important issue for all over the world. Global competition has passed a difficult challenge for organizations in general and for export oriented organizations in particular. Export oriented organizations must have to ensure and fulfill the standard working environment which improves productivity and enhance organizational effectiveness. As an executive of HR and Compliance Dept., analyze Factory Social Compliance of **Fashion 2000 Ltd./ 4 You Clothing Ltd.** is very important and crucial to enrich knowledge. In such study, both theoretical and practical knowledge is required. The internship report program is organized to give me an opportunity for enriching my capabilities. In this report I had tried to focus on both theoretical and practical knowledge's. My internship report topic is "*A study of factory social compliance in Fashion 2000 Ltd./ 4 You Clothing Ltd.* ." I have tried my best to flash out the actual scenario of Factory Social Compliance study of **Fashion 2000 Ltd./ 4 You Clothing Ltd.** I have tried to follow the case study method for preparing this report, which is very important to find out the truth. This is hidden behind the curtain, in the case study of **Fashion 2000 Ltd. / 4 You Clothing Ltd.** effort has been given to disclose about organization's working environments step by step. For convenience of the reader the first chapter of this report covers Introduction, Objective, Methodology, Scope, Limitations and study plan of the report while second chapter deals with an over view of **IDS Group**. The third Chapter deals with the findings of the study of **Fashion 2000 Ltd./ 4 You Clothing** and fourth chapter deals with SWOT analysis of the factory. The fifth chapter covers Corrective Action Plan and recommendation has been provided in chapter six. Conclusion has been drawn in chapter seven and the report ends with appendices.

### 4 You Clothing Ltd. / Fashion 2000 Ltd.

## Table of Contents:

<b>Chapter 1</b>	1
1.1 Origin of the Report	1
1.2 Objective of the Report	1
1.3 Scope of the Study	1
1.4 Limitation of the Report	1
1.5 Source of Data	2
1.6 Methodology of the Study	2
<b>Chapter 2</b>	3
2.1 Global Perspective	3
2.1.1 Manufacturing units of IDS Group	3
2.1.2. Market Segments	3
2.1.3. International Presence	4
2.1.4. About IDS Group	4
2.1.5. IDS Group Mission and Vision	4
2.1.6. Factory Audit & Work Environment	5
2.1.7. Understanding the needs of customer	5
	5
2.1.8. Sourcing	
2.1.9. Number of employee	6
2.1.10. Working Hours	6
2.1.11. Monthly Production capacity	6
2.1.12. Fabrications	6
2.1.13. Workers Benefits	7
<b>Chapter 3</b>	8
3.1 Monitoring of entrance/exit during operating hours. (Guards at gate, patrolling guards, CCTV etc.)	8
3.2 Emergency Action Plan	9
3.3 Emergency Exit Doors	10
3.4 Assembly point	11
3.5 Fire Protection System	11
3.6. Child Care room	12
3.7. Medical Center	12
3.8. Boiler Room	13
3.9. Generator Room	14
3.10. Store Room	14
3.11. Power Main board	15
3.12. Working area/ Work floor	15
3.13. Canteen room	17
3.14. First Aid Box	17
<b>Chapter 4</b>	18
Findings at a glance	18

### 4 You Clothing Ltd. / Fashion 2000 Ltd.

<b>Chapter: 5</b>	20
CORRECTIVE ACTION PLANs (CAPs)	20
<b>Chapter: 6</b>	22
Documents Review	22
<b>Chapter: 7</b>	23
Recommendations	23
<b>Chapter: 8</b>	24
Company Strength, Weakness & Opportunity Analysis	24
<b>Chapter- 9</b>	25
Conclusion	25
<b>Chapter: 10</b>	25
Bibliography	25

## Chapter – 1

### 1.1. Origin of the Report

As part of my MBA program I have prepared this internship report under proper instruction and guidelines provided by my honorable instructor **Saif Hossain**. As I am working in As Executive, Welfare & Compliance for about one year and my major is Human Resources Management; I will try to represent the factors which provide improvement opportunities in Social Compliance of Fashion 2000 Ltd./ 4 You Clothing Ltd. All the information provided in this report is collected from both primary sources and secondary sources.

### 1.2. Objective of the Report

This paper was designed to accomplish three objectives. From my point of view, these issues are very important to represent a study of factory social compliance in Fashion 2000 Ltd./ 4 You Clothing Ltd. Through this study, I tried to attain the following objectives:

- **To find out improvement opportunities in Social Compliance of Fashion 2000 Ltd./ 4 You Clothing Ltd.**
- **To know the lacks/ gaps of the factory.**
- **To find out improvement opportunities in working condition of Fashion 2000 Ltd./ 4 You Clothing Ltd.**

### 1.3. Scope of the Study

To make the study well representative, a number of different woven factory were required to be covered, Because of awe full business in my job, time constraint & space limitation fixed by the course coordinator it was not possible to make the study as in-depth as it was actually required. Besides, it needs more interaction with different people, workers of the factory but due to time constraints and my business in my work place could not able to do so. However, this study might create a scope of further study in this important area, which will certainly be more intrusive and extensive, more information, more representative, more insightful and useful.

### 1.4. Limitations of the Report

I have faced a number of limitations while preparing this report:

- Due to little time period I could not manage to collect adequate information.
- Many of that information are confidential.
- Lack of my knowledge and skill.
- The information collected may get backdated along with time.

### 1.5. Source of Data

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In preparing this report I have collected data from two sources:

**1) Primary Source:** The primary source data is collected through interviewing the HR Manager and Assistant Manager of HR, Admin and compliance department of **Fashion 2000 Ltd./ 4 You Clothing Ltd.**

**2) Secondary Source:** Secondary data is collected from the last findings from ES (Ethical Standard) Audit conducted by UL-RS, and Corrective Action Plan from the report of ES Audit conducted by UL-RS.

### 1.6. Methodology of the Study

The facts and figures used in this study report have been collected both from primary and secondary sources. To collect data direct interview and opinion type questionnaire was used. I discussed with the executives and officials of the factory and found the approximate data which has been presented in the report. I have used Corrective Action Plan ES Audit. I also used Bangladesh Labor Law 2006.

## Chapter – 2

### 4 You Clothing Ltd. / Fashion 2000 Ltd.

## An Overview of Fashion 2000 Ltd./ 4 You Clothing Ltd.

### 2.1. Global Perspective

**Fashion 2000 Ltd./4 You Clothing Ltd.** as one of the leading garments manufacturers & exporter in Bangladesh territory for woven garments since 1996. Our companies are exporting top quality garments around the world. On a regular basis we are exporting basic & fashionable Woven items for Men's Ladies and Children's to UK (George) Germany (Mondial-C&A), Spain (Zara). We can export quality garments according to the requirement of the buyers. Our companies have many efficient staffs & workers who are capable to face any type of challenging shipment.

#### 2.1.1 Manufacturing units of IDS Group:

1. Fashion 2000 Ltd.  
Established -1999
2. 4 You Clothing Ltd.  
Established -1996
3. Fashion Forum Ltd.  
Established -1998
4. Fashion Forum Washing Ltd.  
Established -2004-2005

#### 2.1.2. Market Segments

IDS Group is active in the Eight consumer segments of:

- |                           |                |
|---------------------------|----------------|
| 1. Men's Shirt            | 5. Trousers    |
| 2. Ladies blouses/Dresses | 6. Denim Jeans |
| 3. Over all / Shortall    | 7. Kids wear   |
| 4. Shorts.                | 8. Jackets     |

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### **2.1.3. International Presence**

IDS Group is compliance certified by Wal-Mart and oeko certified. Recently we got OE100 certificate for organic Production. Our productive team is highly experienced in the woven production and willing to accept any kind of changes in production to motivate when required by buyer.

### **2.1.4. About IDS Group**

We are IDS Group; our manufacturing member units are (1) Fashion 2000 Ltd (2). 4 You Clothing Ltd & (3). Fashion Forum Ltd.. 4. IDS washing Ltd. 5. IDS Embroidery - is vertically integrated manufacturing plant supplying finest quality Woven garments to customers worldwide. – The country's leading exporter of ready-made garments.

Our productive team is highly experienced in the woven production and willing to accept any kind of changes in production to motivate when required by buyer.

Our Merchandising teams having unique experienced in the technical merchandising, sourcing & planning procurement with the 100% accuracy. Our team is working with fully computerized truck record with 24 hours online system. Under our close supervision quality control & sampling team are always ready to assist our customer as per their requirement. We can say proudly that we friendly and ego free.

Our sample room are equipped with all kinds of sewing machine that allow us to make any kinds of sample supervising with expert technician & sample man and we pass the sample after clearance from our Merchandising QC team. Meanwhile our designer's teams are always resurging the present market to introduce new design and product to the customer. As a result under our close supervision the factories are exporting satisfactory since inception.

In word we can say, "Time, Quality & export is our main aim and profit is its logical sequence".

We already expand our project to more 36 production Lines and modern washing facilities in Ashulia, Savar. There are 8 stored building with total area of 264 thousand Sq. Ft. Which 12 line already in operation as well as washing unit.

### **2.1.5. IDS Group Mission and Vision**

To make best consumer products for our suppliers and the valued customers commitment to work environment

We guarantees the best quality, the best prices but also and a service which is unmatched and unrivalled. The days of the typical buyer agent or buying house are long gone. What

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customers require now is a breath of fresh air, a new concept, a new era – we provide just that – headache and hassle free sourcing and buying.

### **2.1.6. Factory Audit & Work Environment**

Our business partners regularly conduct Audit and monitoring the compliance. We are certified factory for WAL-MART, INDITEX, ZARA, Mayoral as well as we have certificate for OE 100 (Organic Production), oeko certified.

### **2.1.7. Understanding the needs of customer**

IDS Group has the knowledge of every single problem of sourcing and buying around the world. Having relocated to Bangladesh, the objective was very clear – we had to provide a solution to each of these problems a customer faces in his their daily life of sourcing and buying, especially from Bangladesh. The major requirements of every customer are:

1. Quality control at every stage of production and professional final inspection confirming to the AQL levels specified by the customer.
2. Competitive prices without compromise on quality.
3. Short lead-time.
4. Continues feedback on new fabric and product development.
5. Quick sampling and in-house design studio
6. Prompt quotations.
7. Instant replies to queries and general communication.
8. Easy and prompt access to information of customer's orders-daily production QC report, Critical paths, status, and documentation.
9. Information on competition.
10. Assistance and advice on product improvement and enhancement.
11. Flexibility in service to customer and ability to change a required.
12. Factories compliance complies with required ethical standards.

### **2.1.8. Sourcing**

To provide a non-stop service to the valued clients, we got our own sourcing of fabric and accessories within the country as well as in China, India, South Korea, Taiwan and Hong Kong.

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The group is associated with a number of reputed washing plants, Printing factory, Embroideries factory, Packaging industries and thread manufacturing factories within the country.



#### **2.1.9. Number of employee:**

A total of approximately IDS Group 6200 employees are engaged in production and management. Total 2400 employees are engaged in Fashion 2000 Ltd./4 You Clothing Ltd.

#### **2.1.10. Working Hours:**

Regular working hours from 08:00am to 05:00pm with one-hour lunch break for six days a week. Friday observed as weekly holiday.

**Overtime is voluntary.** A maximum of two hours overtime allowed per day with a limit of 52 hours per month.

#### **2.1.11. Monthly Production capacity:**

Depending on styles and items production varies from 500000 to 575000 pcs from all units.

#### **2.1.12. Fabrications:**

Factories are familiar & equipped with handling all types of woven fabrics.

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### 2.1.13. Workers Benefits:

- The Management has ensured all types of workers benefit as well as addressed all compliance related issues as per local regulatory laws and customers advice.
- Management ensured minimum wages and benefits for workers & employees.
- All workers/employees are given pay-slips showing detailed break down of their entitlements.
- Free medical consultation given around the week by a qualified medical practitioner.
- Medical bills are paid in case of accidents and hospitalization.
- Production floors are equipped with adequate First Aid boxes, fire extinguishers and water hydrants and safe drinking water.
- An area marked for care facilities in case of emergency.
- Yearly bonuses are given upon completion of one-year continuous service.
- Regular attendance and incentive bonuses given every month.
- Holiday allowances given to employees working on holidays.
- All types of leaves are given as per laws.
- All workers and employees given employment letter with detail terms & conditions as per regulatory laws.
- In-house Doctor to look after workers.
- Day care center for the work's child.

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### Factory Overall Forecast (During UL-RS ES Audit)

#### 3.1 Monitoring of entrance/exit during operating hours. (Guards at gate, patrolling guards, CCTV, motion detector etc.)

Fashion 2000 Ltd./4 You Clothing Ltd. provided adequate entrance/exit system, maintaining records and Visitor ID cards. Main gate of the premises has been 24 hours secured by patrolling security guards. And Visitor's bags/languages, vehicles has been checked before any entrance of visitor. A security guard room has been situated on the main gate to provide adequate security.



Factory Main gate

Main gate of the premises has been 24 hours secured by patrolling security guards. And Visitor's bags/languages, vehicles has been checked before any entrance of visitor. A security guard room has been situated on the main gate to provide adequate security.



Factory Guard



Baggage Checking Sign

#### 4 You Clothing Ltd. / Fashion 2000 Ltd.

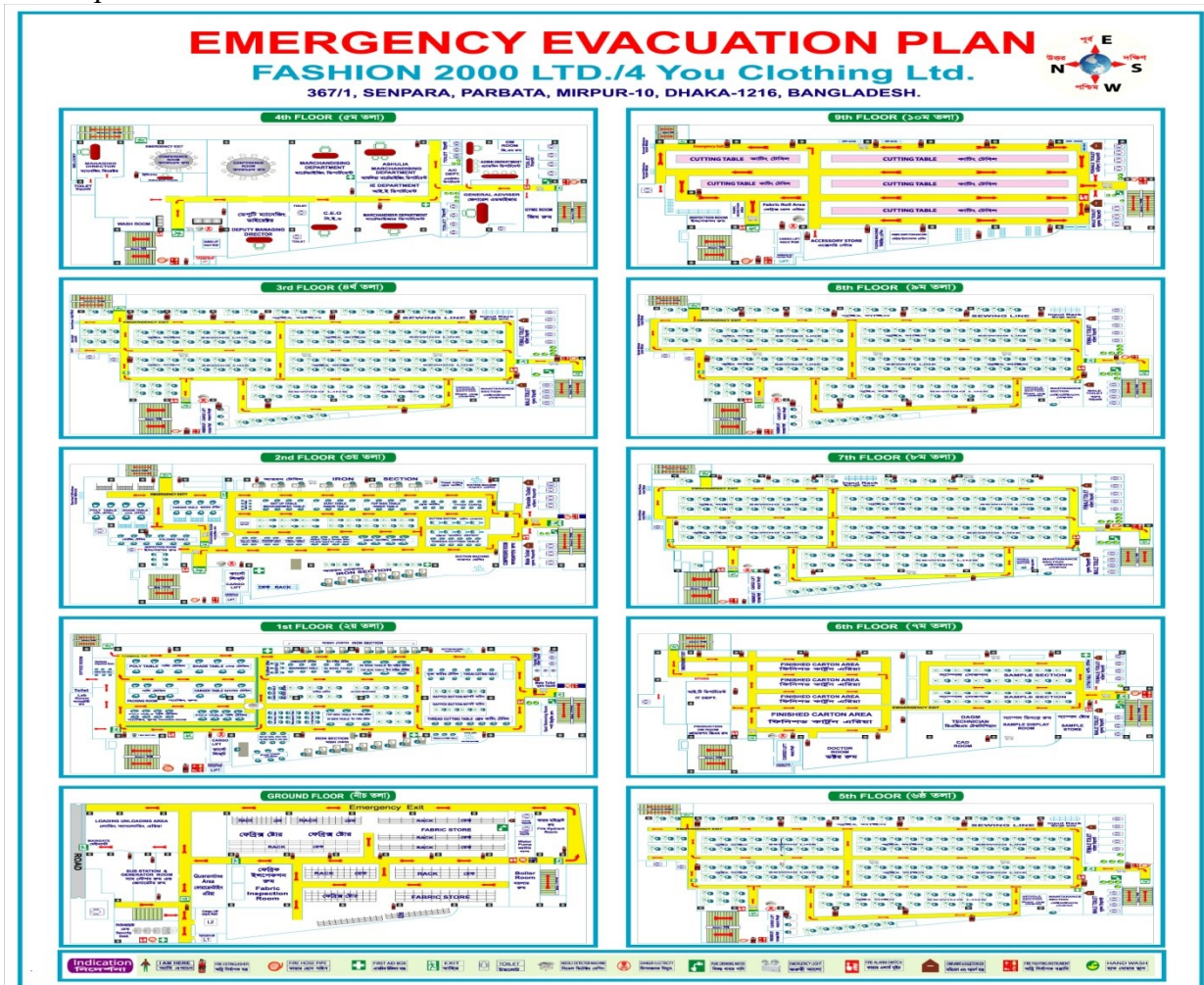
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### 3.2 Emergency Action Plan:

To establish a good working environment a company should have emergency action plan. As part of emergency action plan a company should have escape procedures and routes been developed and communicated to all employees. I observed and studied the factory's present emergency action plans and found that,

- The employees are trained up to operate critical plant operation before evacuating the proper procedures.
- Employee alarm system provides warning for emergency action recognizable.
- Floor evacuation plan has been hanged over every entrance of the floor.
- Alarm systems properly maintained and tested regularly and 24 hours backup.
- Emergency action plan reviewed and tested regularly.
- Employees know their responsibilities during emergencies.
- To communicate with the emergency services there is a sign board at the entrance of Fashion 2000 Ltd./4 You Clothing Ltd. Where the emergency Telephone numbers provided.



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To communicate with the emergency services there is a sign board at the entrance of Fashion 2000 Ltd./4 You Clothing Ltd. Where the emergency Telephone numbers provided.



### 3.3 Emergency Exit Doors:

In every factory, there should be emergency exit door which is required to serve as emergency exit that the way of exit travel is obvious and direct. Fashion 2000 Ltd./ 4 You Clothing Ltd. Provided every step to construct emergency exit door along with “Emergency Exit” sign because of safety of its manpower on emergency cases.



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### 3.4 Assembly point:

Fashion 2000 Ltd./ 4 You Clothing Ltd. Has been provided an open space for assembly point into the factory premises but the space is significantly insufficient for assembly of 2400 employees.



Assembly Point

### 3.5 Fire Protection System:

To protect fire every factory should have fire protection plan. Factories should established practices and procedures to control potential fire alarm system and it must be tested at least once in a year. In adequate numbers and types of fire extinguishers should be mounted in readily accessible locations and free from obstructions or blockage.

Fashion 2000 Ltd./ 4 You Clothing Ltd. provided adequate number of fire protection equipment's in every floor such as Fire extinguisher (ABC/CO2), Water Force pipe and smoke detector as well as regular checking up. Factory also provided the instruction or user manual in native language at the point of fire extinguisher how to use.

Factory has fire fighter team and they are known about their responsibility during any fire accident occur. But during the documents review time we didn't get any firefighting records and register but we found the register of fire drill. Management must maintain the proper records and registers regarding firefighting and training.



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## Fire Extinguisher Fire Extinguisher checking care



Fire Hose Reel User Sign



Fire Hose Reel

### 3.6. Child Care room:

Fashion 2000 Ltd./ 4 You Clothing Ltd. have a child care room near the main gate which is standard in terms of size. But there is no trained women in child care room although 55% of employees of the factory are women. We also didn't find any chart or roster for the responsible persons who are taking care of it. Company should maintain the proper implementation on day care home.



### 3.7. Medical Center:

The factory has a Medical Center. Medical Center placed in the ground floor of the factory. There is two nurse was in the Medical center. There is a lady Doctor in the medical center. But there is no full time doctor. Accident/Injury assessment report has been maintained on

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monthly basis. There is a store of medicine but I didn't find any medicine stock sheet in the medicine case.



Medical Center



Maternity Training

Fashion 2000 Ltd. / 4 You Clothing Ltd.  
Senpara, Parbata, Mirpur-10, Dhaka-1216

### Injury Analysis Report

For The Month of February-2017

No.	Needle Injury	Scald Injury	Sharp Surface Injury	Cutting Injury	Laceration	Breaks	Burn Injury	Others	Total
1	0	0	0	1	0	0	0	2	4
2	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	100%

Others Contain:

Report: After analysis the injury data for the month of February-2017 we get the information about some types of injury that are given below:

Type of Injury	Number of Person	Percentage
Needle Injury	1 Person	25.00 %
Scald Injury	0 Person	0.00 %
Sharp Surface Injury	0 Person	0.00 %
Cutting Injury	1 Person	25.00 %
Laceration	0 Person	0.00 %
Breaks	0 Person	0.00 %
Burn Injury	0 Person	0.00 %
Others	2 Person	50.00 %
<b>TOTAL</b>	<b>4 Person</b>	<b>100.00 %</b>

Reason of Injury? In this month we found some Needle Injury, Cutting Injury and Others injury in our factory. This injury occurs due to Careless and sewing Machine not in use as per compliance instruction properly 100%.

Corrective Action: Our Welfare Officer/Compliance Officer/Managers consulted the workers and make sure them to use their PPE Properly & Conducted PPE Use, Awareness and Risk Assessment Awareness programme. After that we are getting more good result.

Medical Officer: \_\_\_\_\_ Compliance & HR Department: \_\_\_\_\_

Accident Assessment Sheet

*As per Bangladesh Labor Act – 2006, Section 89(5), In every establishment wherein three hundred or more workers are ordinarily employed, company shall be provided and maintained a sick room with a fulltime doctor and nurse and a dispensary of the prescribed size, containing the prescribed equipment or similar facilities, in the charge of such medical and nursing staff as may be prescribed. As the factory has more than 300 hundred employees, it has to deploy a full time doctor.*

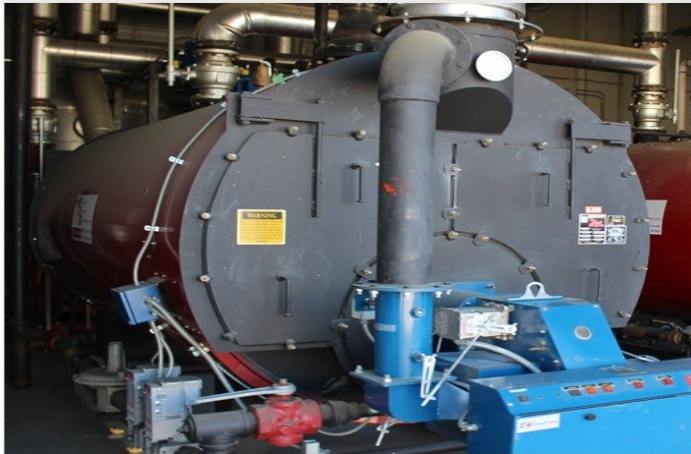
### 3.8. Boiler Room:

We have the boiler room in Fashion 2000 Ltd./ 4 You Clothing Ltd. It is well equipped and maintained by approved boiler operator.

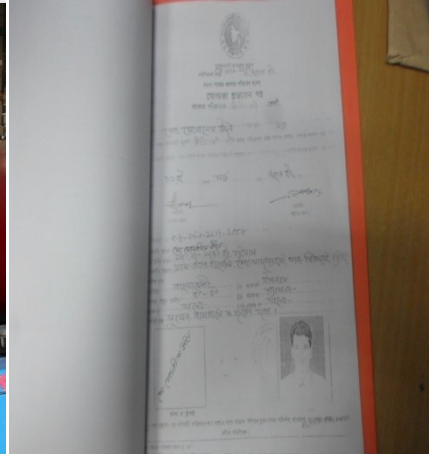
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Boiler Room



Certificate of Boiler Operator

### 3.9. Generator Room:

We visited the generator room at Fashion 2000 Ltd./ 4 You Clothing Ltd. The capacity of the Generator is 500 KV. I found the floor was wet and the operator was not using Sound muff (Noise protection equipment) and air mask. But there was a safety instruction or guideline has hanged to be aware and to take proper action if any emergency arises on the working time. The floor should be keep dry and clean always.



Generator Room

### 3.10. Store Room:

There is a Big store room. All items are kept in store room systematically. Items or cartoons were marked with identity according to buyer wise with Pinter. Well documented, maintained materials in/out register properly and in/out time checking. Lighting in the store room found enough and accepted number of fire extinguisher and smoke detector alarming.

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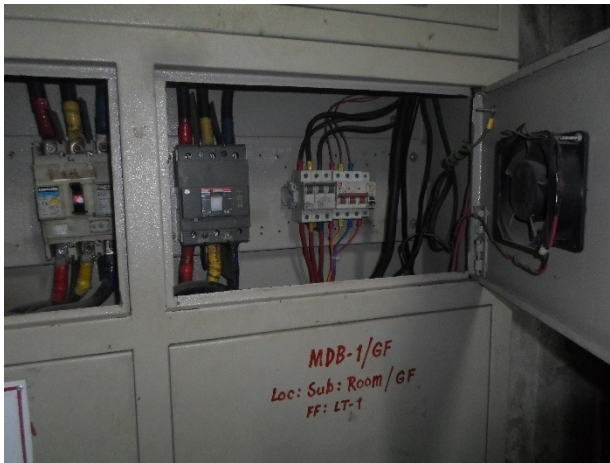
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E-Mail: [info@idsbd.com](mailto:info@idsbd.com), Web : [www.idsbd.com](http://www.idsbd.com)



Store Room

### 3.11. Power Main board:

The main power distributions are in the ground floor. The electrical wiring system is good. They used cover for every connection and proper earth line also maintained.



Power Distribution Board



Electrical Setup

### 3.12. Working area/ Work floor:

3.12.1. We found in the work floor that workers are using air mask properly and in the cutting section worker are using Metal gloves. Working floor are well established with proper light and temperature. Ails path are very clear marked what indicate a good working environment.

3.12.2. We found in the work floor that worker are using air mask properly and in the cutting section worker are using Metal gloves. Working floor are well established with proper light and temperature. Ails path are very clear marked what indicate a good working environment.

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**Using Cutting Hand Gloves**



**Using Personal Protective Equipment**



**Using Needle Guard and Eye Guard**



**Good House Keeping**

3.12.3. We found every sewing machine's has needle guard and button press machines are protected with eye guard.

3.12.4. We found the Oil level of sewing machine has fallen in to lower level which may cause of accident. Line supervisor must take care of it.



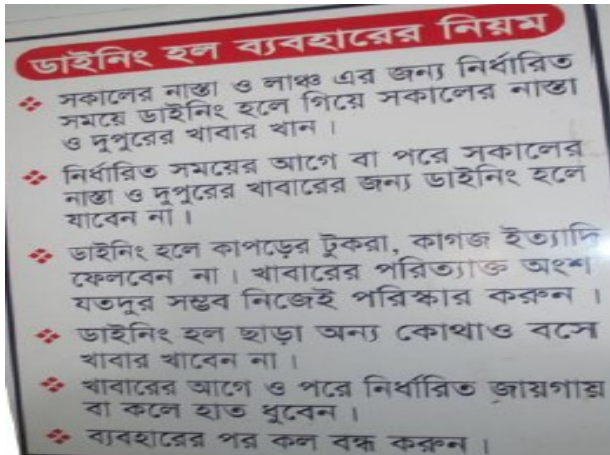
**Machine Oil Level**

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**3.13. Canteen room: Factory** established a big canteen. The capacity of this canteen is 150, it we fenced and has PA system for worker's recreation. The environment of canteen is unhygienic and clean and the rate is acceptable to the workers.



Using Rules Of Dining Room



Canteen Room

### 3.14. First Aid Box:

Factory provided appropriate numbers of first aid box in every floor and first aider. But I found medicine list in the first aid box and First aider are not certified from proper authority. As per the Labor law 2006 the first aider must be certified by Registered Doctor.



First Aid Box with name of Firsr Aider

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## 4.0 Findings at a glance :

Sl. No	Issues	Actual Situation	Solution to be implemented as per requirement of BLA-2006 & other international standards
<b>A. Worker rights:</b>			
1	<b>Participation Committee</b>	During worker interview we found company has an elected participation committee and it works effectively for negotiation and worker rights.	The company is complied with the issue
2	<b>Discrimination &amp; harassment</b>	As per policy, there is no discrimination and harassment in the factory regarding hiring, promotion or increment and equal opportunity for all employees.	The company is complied with the issue
3	<b>Maternity Benefit</b>	Company provide Maternity benefit as per BLA-2006.	The company is complied with the issue
4	<b>Child Labor</b>	Company policy prohibits child labor. No evidence of forced labor found in the factory by visual inspection and documentation.	The company is complied with the issue
5	<b>Force Labor</b>	Company policy don't support any kind of force labor and No evidence of forced labor found in the factory by visual inspection and documentation.	The company is complied with the issue
6	<b>Working Hour</b>	General working time is from 8.00 a.m. to 5.00 p.m. Weekly holiday is on Friday. OT record found in time card and pay sheet which is not more than 02 hours in a day.	The company is complied with the issue
7	<b>Service Book</b>	Factory provided service book but its not in updated as per authorized format	Company should provide service book in appropriate format.
<b>B. Health &amp; Safety</b>			
1	<b>First Aid Box</b>	Company provided appropriate number of First aid box in every floor but during documents review time we found that the first aiders are not certified.	As per BLA-2006 the first aider must be certified by any Registered Doctor.
2	<b>Drinking Water</b>	Factory provide safe drinking water but it's certified by ICDDR. B.	As per Law, Drinking water has to be certified by Public Health Department.
3	<b>Assembly Point</b>	Factory has assembly point but it is not sufficient for 2400 employees.	As per law, Company must have an appropriate assembly point.

### 4 You Clothing Ltd. / Fashion 2000 Ltd.

4	<b>Full time Doctor</b>	Company does not have full time Doctor.	As per law, factory should hire a full time Gov. register doctor where more than 500 workers working.
5	<b>Fire Protection System</b>	Company established adequate fire protection system. We found appropriate number of ABC and CO2 fire extinguisher and Water Hose Reel pipe, sand bucket in every floor.	The company is complied with the issue
6	<b>Personal Protective Equipment (PPE)</b>	We found every worker used proper PPE.	The company is complied with the issue
7	<b>Fire Drill</b>	During documents review we found fire drill records.	The company is complied with the issue
8	<b>Safety Committee</b>	Company has safety committee but we didn't found any fire fighting training certificate.	As per BLA-2006, where worker work more than 50 there a safety committee is mandatory.
9	<b>Accident Record</b>	Accident Register and assessment maintained properly .	The company is complied with the issue
10	<b>Emergency Alarming</b>	Company provided appropriate alarming system entire building with 24 hours electric backup.	The company is complied with the issue
11	<b>Emergency Light</b>	During floor visit we found emergency lights are not checked up properly. We didn't found any checking card with the emergency light.	As per the law company must check time to time that its backup is ok or not.
12	<b>Electrical wiring</b>	Company established proper electrical wiring but we found dust over the tube light shed.	Company should keep clean dust properly.
13	<b>Heat, Noise and Light</b>	We found proper control of Heat, noise level & lighting.	The company is complied with the issue
<b>C. Wages &amp; Benefits:</b>			
1	<b>Salary Payment Date</b>	Company strictly maintain Salary payment date is 7th of next month.	The company is complied with the issue
2	<b>Over time payment</b>	Company provide OT as per Law, 200% per hour basis.	The company is complied with the issue
3	<b>Leave</b>	We found leave applications in the worker's personal file and Leave register.	The company is complied with the issue
4	<b>Group Insurance</b>	Factory has group insurance for workers.	The company is complied with the issue
<b>D. Welfare</b>			
1	<b>Child Care Center</b>	Company provided an adequate child care room and trained caretaker. But at	Factory should provide the roster sheet to

#### 4 You Clothing Ltd. / Fashion 2000 Ltd.

		visiting time we didn't found any duty roster sheet for caretaker.	identify the responsible person was in duty.
2	<b>Worker Canteen</b>	Factory provided adequate canteen	The company is complied with the issue
3	<b>Festival Bonus</b>	Factory provide 2 festival bonus every year to every employee, 50% of basic salary.	The company is complied with the issue

<b>Chapter: 5.0 CORRECTIVE ACTION PLANs (CAPs)</b>				
<b>Codes of Conduct</b>	<b>Description of Findings</b>	<b>Suggested Action</b>	<b>Plan/Time Scale</b>	<b>Status</b>
<b>A. Child labor</b>				
<b>CL.1</b>	No concern found during audit	<b>N/A</b>	<b>N/A</b>	
<b>B. Forced labor</b>				
<b>FL.1</b>	No concern found during audit	<b>N/A</b>	<b>N/A</b>	
<b>C. Discrimination</b>				
<b>Dis.1</b>	No concern found during audit	<b>N/A</b>	<b>N/A</b>	
<b>D. Harassment Or Abuse</b>				
<b>Har.1</b>	No concern found during audit	<b>N/A</b>	<b>N/A</b>	
<b>E. Working Hours and Overtime</b>				
<b>WHO.1</b>	No concern found during audit	<b>N/A</b>	<b>N/A</b>	
<b>F. Fair Wages &amp; Benefits</b>				
<b>WB.1</b>	No concern found during audit	<b>N/A</b>	<b>N/A</b>	
<b>G. Occupational Health &amp; Safety</b>				
<b>OHS -1 Full Time Doctor</b>	During visiting Factory, we didn't found full time medical Doctor. (Bangladesh Labor Code 2006; Section: 89 & Factories Rules 1979; Section: 56 (Labor Code	As per BLA-2006, the workplace where more than 500 workers are working there must be appointed a full-time doctor. Company should recruit a full time medical officer.	<b>N/A</b>	

#### 4 You Clothing Ltd. / Fashion 2000 Ltd.

	2006 Section; 89 (5).			
<b>OHS- 2 Certified First Aider</b>	During floor visit it was observed that facility has set up sufficient first-aid boxes and assign first aider in each boxes but all first aider are not trained & certified to handle and no uniform provided to identify first aider easily (Labor Code, 2006; Section 89).	As per BLA-2006 the first aider must be certified by any Registered Doctor.	<b>N/A</b>	
<b>OHS- 3 Drinking Water</b>	We found drinking water is certified by ICDDR. B.	Sec 58 of BLA 2006: Drinking water has to be certified by Public Health Department.	<b>N/A</b>	
<b>OHS-4 Dust</b>	We found lot of dust over the tube light shed.	Sec 53 of BLA 2006- The working area should be free from dust.	<b>N/A</b>	
<b>OHS- 5 First Aid Box</b>	Audit observed that adequate numbers of first-aid boxes are available under authorized person. But no medicine list has been displayed on the box.	Sec 89 of BLA 2006, Management should address this as per requirement of the law. Besides authorized person should use a first aid band on the arms for identification.	<b>N/A</b>	
<b>H. Fire Safety.</b>				
<b>Emergency Light</b>	During floor visit we found emergency lights are not checked up properly. We didn't found any	As per the law company must check time to time that its backup is ok or not.	<b>N/A</b>	

#### 4 You Clothing Ltd. / Fashion 2000 Ltd.

	checking card with the emergency light.			
<b>Assembly Point</b>	Factory has assembly point but it is not sufficient for 2400 employees.	As per law, Company must have an appropriate assembly point.	<b>N/A</b>	
<b>Fire Drill</b>	During documents review we found fire drill records.	As per BLA-2006, at least One fire drill must to do in a year.	<b>N/A</b>	
<b>Safety Committee</b>	Company has safety committee but we didn't found any firefighting training certificate.	As per BLA-2006, where worker work more than 50 there a safety committee is mandatory.	<b>N/A</b>	
<b>I. Welfare</b>				
<b>Child Care Center</b>	Company provided an adequate child care room. But at visiting time we didn't found any duty roster sheet for caretaker.	Factory should provide the roster sheet to identify the responsible person was in duty.	<b>N/A</b>	

<b>Chapter: 6.0 Documents Review:</b>			
<b>Sl. No.</b>	<b>List of Documents</b>	<b>Yes</b>	<b>No</b>
1	Workers Hand Book	<input checked="" type="checkbox"/>	
2	Salary Sheet Last 01 year	<input checked="" type="checkbox"/>	
3	Over Time Sheet Last 01 year	<input checked="" type="checkbox"/>	
4	Piece Rate Record	N/A	
5	Time Card – Last 01 Year	<input checked="" type="checkbox"/>	
6	Wage Slip	<input checked="" type="checkbox"/>	
7	Attendance Register	<input checked="" type="checkbox"/>	
8	Leave Register	<input checked="" type="checkbox"/>	
9	Injury Register	<input checked="" type="checkbox"/>	
10	Maternity Benefit Register	<input checked="" type="checkbox"/>	
11	Child Care Register	<input checked="" type="checkbox"/>	
12	Free Drill Register		<input checked="" type="checkbox"/>
13	Broken Needle Register	<input checked="" type="checkbox"/>	
14	Daily Production Record		<input checked="" type="checkbox"/>

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15	Training Record – Fire, Job, First Aide		<input checked="" type="checkbox"/>
16	Workers Personal File	<input checked="" type="checkbox"/>	
17	Security Guard’s Personal File	<input checked="" type="checkbox"/>	
18	Previous Audit Report	<input checked="" type="checkbox"/>	
19	Trade License	<input checked="" type="checkbox"/>	
20	Fire License	<input checked="" type="checkbox"/>	
21	Boiler License	<input checked="" type="checkbox"/>	
22	Boiler Operator’s License	<input checked="" type="checkbox"/>	
23	Electrician’s License	<input checked="" type="checkbox"/>	
24	Environmental Certificate	<input checked="" type="checkbox"/>	
25	Doctor’s Appointment Letter		<input checked="" type="checkbox"/>
26	Nurse’s Qualification Certificate	<input checked="" type="checkbox"/>	
27	Water Taste Report	<input checked="" type="checkbox"/>	
28	Grievance Handling Procedure	<input checked="" type="checkbox"/>	
29	WPC Register	<input checked="" type="checkbox"/>	
30	Disciplinary Action Log	<input checked="" type="checkbox"/>	
31	Electrical Maintenance Register	<input checked="" type="checkbox"/>	
32	Machine Maintenance Register	<input checked="" type="checkbox"/>	
33	Chemical List	<input checked="" type="checkbox"/>	
34	Machinery List	<input checked="" type="checkbox"/>	
35	DIT/ Building Approval Plan	<input checked="" type="checkbox"/>	
36	Group Insurance	<input checked="" type="checkbox"/>	
37	Factory Organogram	<input checked="" type="checkbox"/>	
38	Worker ID Card	<input checked="" type="checkbox"/>	
39	Worker Service Book	<input checked="" type="checkbox"/>	
<b>Policies</b>			
40	Working Hour Policy	<input checked="" type="checkbox"/>	
41	Child Labor Policy	<input checked="" type="checkbox"/>	
42	Health & Safety Policy	<input checked="" type="checkbox"/>	
43	Recruitment Policy	<input checked="" type="checkbox"/>	
44	Accident Policy	<input checked="" type="checkbox"/>	
45	Broken Needle Policy	<input checked="" type="checkbox"/>	
46	Anti Corruption Policy	<input checked="" type="checkbox"/>	

<b>Chapter: 7.0 Recommendations:</b>		
<b>Sl. No</b>	<b>Issues</b>	<b>Recommendations</b>
1	<b>Service Book</b>	Company should provide service book in appropriate format.
2	<b>First Aid Box</b>	Management must provide Trained & Certified First Aider and Besides authorized person should use a first aid band on the arms for identification.
3	<b>Drinking Water</b>	As per Law, Drinking water has to be certified by Public Health Department. Management should provide the test report from appropriate authority.
4	<b>Assembly Point</b>	Company must have an appropriate assembly point

#### 4 You Clothing Ltd. / Fashion 2000 Ltd.

		what is sufficient for 2400 employees.
5	<b>Full time Doctor</b>	Company should hire a full-time Gov. register doctor.
6	<b>Fire Drill</b>	Company must do at least One fire drill must to do in a year in presence of proper authority and should maintain proper records and registers.
7	<b>Emergency Light</b>	Company must check time to time that its backup is ok or not.
8	<b>Child Care Center</b>	Factory should provide the roster sheet to identify the responsible person was in duty.
9	<b>Dust clean</b>	Company must check the dust cleanliness time to time over every tube light sheds and all electrical setups.

## Chapter: 8.0 Company Strength, Weakness & Opportunity Analysis:

### 8.1. Strength of the Company:

- Positive attitude of owner towards welfare of the workers.
- Dedicated workforce;
- Experienced and professional management team;
- Harmonious Relationship between Management and Workers;
- Good Business relation with the international buyers;
- Disbursement of salary & wages to workers is on schedule;
- A satisfied workforce as a result productivity is high.
- The company is situated beside the highway which is important for delivery of products and collect raw materials for the product.
- There is no discrimination and harassment in the factory.

### 8.2. Weakness of the Company:

- Health and safety issues need more priority;
- Cramp working floor i.e. machine lay out need to be given more attention;
- Motivational safety, health & hygiene needs a wide publication;
- Assembly point is not adequate.

### 8.3. Opportunity for Improvement (OFI):

- Space management of the production floor may have a safe & healthy working environment.
- Aisles, Stair may be clearly marked and visible;
- Continuous cleaning of toilets and urinals need to be strengthen;
- Management staff of all tiers may walk around the production floor on regular basis.
- Existing safety & security measures may be modernized.
- Management meeting between top management and lower level of management staff may be conducted at least once in a month.

## Chapter- 9.0

### Conclusion

As a part of internship, I studied the Factory Social Compliance of Fashion 2000 Ltd./4 You Clothing Ltd. Because of time constraint limitation there might be some shortage in data collection, analysis and presentation. Even though, I tried my best to find out the actual scenario of working environment of the factory. The result of the study shows that the factory has some core strength which helps the factory to compete in the market. The factory has some weaknesses which is removable. If the authority keep their eyes on the weaknesses and try to achieve the standards and remove the shortfall, it will be a class one and high productive factory in Woven sector. The factory also has some threat which has to overcome carefully. The factory has great opportunity in future. Management should smoothly utilize the opportunities and overcome it weaknesses to achieve its mission and vision.

## Chapter: 10.0 APPENDICES

### 10.1 Bibliography

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- [www.assignmentpoint.com](http://www.assignmentpoint.com) › Science › Textile
- Various publications/Journals related to working environment.
- [http://www.bkmea.com/social\\_compliance.html](http://www.bkmea.com/social_compliance.html)
- <http://www.assignmentpoint.com/science/textile/social-compliance-rmg-sector.html>
- Documentation of ES Audit Conducted by Audit firm UL-RS for Fashion 2000 Ltd./4 You Clothing Ltd.

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