

## **Report On**

# **“Compliance and Safety Measurements for the employees of Evaly - Efood in This Pandemic”**

**By**

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**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**

**June 2021**

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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:**

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**Kamela Quader**

16304101

**Supervisor's Full Name & Signature:**

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**Zaheed Husein Mohammad  
Al- Din**

Senior Lecturer, BRAC Business

School - BRAC University

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## Letter of Transmittal

Zaheed Husein Mohammad

Senior Lecturer,

BRAC Business School

BRAC University

66 Mohakhali, Dhaka-1212

**Subject: Internship report submission titled “Compliance and Safety Measurements of the Employees of Evaly - Efood in this Pandemic”.**

Dear Sir,

This is my pleasure to submit my internship report on “Compliance and Safety Measurements of the employees of Evaly - Efood 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.

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Sincerely yours,

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Kamela Quader

16304101

BRAC Business School

BRAC University

Date: July 7<sup>th</sup>, 2021

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## Acknowledgement

This report aims to reflect upon the current scenario of the employees in this pandemic by Marketing team initiatives of Evaly - Efood 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 Evaly - Efood 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. Zaheed Husein Mohammad'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 Marketing part of the Evaly. Whereby, Mr. Arman Salam (Manager, Digital Media) has played a crucial role in aligning my role at Evaly to my career aspirations and passion for corporate. Mr. Arman Salam 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 Marketing team (Open Mic), which has been immensely insightful for me. Henceforth, I cannot be thankful enough to Mr. Arman Salam for the

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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.

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## 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 Evaly-Efood in This Pandemic" An Empirical Evaluation of the Efficacy of Marketingteam initiative taken by the overall team member of Evaly. Evaly is one of the leading e-commerce companies in Bangladesh right now 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 Evaly-Efood 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 Evaly- Efood 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.

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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. Evaly - Efood 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 Kamela Quader, Student ID: 16304101, I am a regular student of BRAC University since summer 2016. I did my major in Human Resource Management and a minor in Marketing.

### 1.2 Internship Information

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

I have joined Evaly - Efood Bangladesh as an Intern in the Marketing department. This is a three months Internship program and they extended last one month of my internship. So, I worked there , started on 7<sup>th</sup> February 2021 and it ended on 7<sup>th</sup> June 2021. I was posted on Dhanmondi Branch, it is located at House #8, 1st Floor, Road: 14, Dhaka 1209.

#### 1.2.2 Internship Company Supervisor Information:

During these three months, Mr. Arman Salam, Manager, Digital Media of Evaly - Efood Bangladesh was my in-site supervisor. He helped me and guided me in the whole internship period.

### **1.2.3 Job Scope:**

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I mainly worked in the Marketing department of The Evaly - Efood Bangladesh and I was posted on Dhnamondi Branch. Due to this pandemic and safety issue, I worked first two months at Office and the rest days i had to work form Home. Due to the sudden Lockdown phase which happened on first week of April.

In Evaly - Efood, 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 Evaly - Efood 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 was 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 Evaly - Efood I just expected to help every associate in their specific work and endeavoured to make things less difficult for them.

Evaly - Efood 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, Evaly - Efood 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 Evaly - Efood 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:**

Evaly - Efood 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, Evaly - Efood 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. Arman Salam 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

Evaly - Efood is one of the top e-commerce site of Bangladesh right now. E-valy is an e-commerce site that can provide any type of goods or products from any sector to any consumer in Bangladesh. The company's motto is that the world's market will be at the tip of any customer's fingers if they have a smartphone/computer and an internet connection. Individuals can buy everything from a safety pin to an apartment building from our official site. We have gathered Bangladesh's brightest minds and provided them with a platform to perform to the best of their abilities. All data mining and optimization were completed in-house, with no outside assistance. We are utilizing 100% Bangladeshi personnel and resources and will continue to do so and that's what keeps the flow of cash within our borders.

It is really a marketplace from which consumers can order a range of product from such a particular site. Everything from a pencil to a book to a dress to a cell phone to cars to lands is available on this website. It is built by a team of developers who have the brightest minds in the industry and are solely dedicated to Droplet Limited. We do not utilize any third-party vendors, which assures the security of all of our users.

There is absolutely no risk of any information being exposed, owing to our devoted team who is always striving to guarantee that our website is the most secure e-commerce platform. What differentiates us from the other platforms of this type is the variety of our product offering as well as the protection that we give to our consumers. It is completely trying to cut and situation, and we can assure that no other platform offers such a wide choice of products. Our website will be so simple and user-friendly for our consumers that they will prefer to purchase through us instead of travel to the shop that is 100 meters away from their house. This is the type of goal evaly.com.bd has set for itself. Moreover, after we have achieved our goals in Bangladesh, we will begin to grow into other nations, presenting ourselves on a much bigger and worldwide scale, and eventually covering the entire world with our website.



## Vision

Our vision lies at the heart of The Evaly - Efood Way. Evaly has a number of distinct advantages. Because the delivery staff are dependent on the population, attaining speed in terms of delivery time is easy. It provides enough leeway to raise or reduce the number of delivery workers based on demand without putting too much pressure on the real cost.



## Values

Our organization's foundation is built on our qualities, which distinguish us and direct our efforts to achieve achievements. We run our business in a socially and environmentally conscious manner, respecting the law and popular common liberties in order to benefit the networks in which we operate.



## Strategies

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

## **2.2 Products:**

Evaly - Efood sells almost everything that a person need or a house needs. Starting from Pencil to food to

## **2.3 Operational Excellence (OE)**

Evaly - Efood has confidence in Operational Excellence (OE), a system they have broadened that help culture of wellbeing, ecological stewardship, and top execution. Evaly - Efood 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. Evaly - Efood'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.

## 2.4 The Evaly - Efood 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.



## **2.5 Operational Network and Organogram:**

Evaly - Efood 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. Evaly - Efood Bangladesh is a beneficial place and falls under the Asia South Business Unit (ASBU). The ASBU reports to the local office of Evaly - Efood Asia Pacific. Each local office has an official name. The Asia Pacific territorial office is called Evaly - Efood Asia Pacific Exploration and Production

## 2.6 Visions for the Future:

The core of the Evaly - Efood 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 Evaly - Efood, Bangladesh Ltd. expects to grow its tasks and increment gas creation. They additionally expect to find interchange vitality sources.

## 2.7 Analysis

### 2.9.1 SWOT Analysis

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

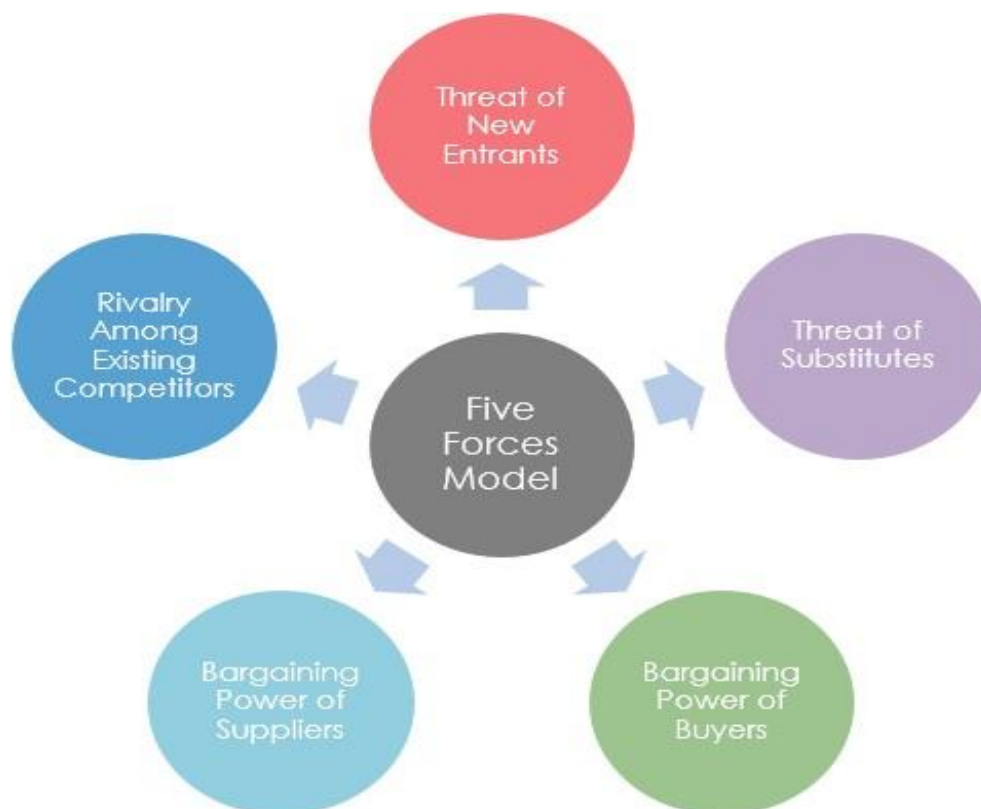
<b>STRENGTHS</b>	<b>WEAKNESSES</b>
<ol style="list-style-type: none"><li>1. Evaly - Efood is a leading e-commerce company.</li><li>2. This organization experience in work is more than 2 years.</li><li>3. Operates in 64 cities.</li><li>4. Knowledgeable labor also utilization of refreshed innovation.</li><li>5. Merging and obtaining with a related enterprise to increase upper hand.</li><li>6. Spending on alternative energy.</li><li>7. Investment in prominent projects.</li></ol>	<ol style="list-style-type: none"><li>1. The decline of online orders.</li><li>2. Slight decrease in price from the suppliers.</li><li>3. Worldwide governmental circumstance.</li></ol>
<b>OPPORTUNITIES</b>	<b>THREATS</b>
<ol style="list-style-type: none"><li>1. The endless need for vitality.</li><li>2. Upstream tasks.</li><li>3. Field disclosures in Asia pacific nations.</li></ol>	<ol style="list-style-type: none"><li>1. The worldwide downturn in this pandemic.</li><li>2. Slow interest for Pre-orders</li><li>3. Environmental issue</li><li>4. Political issue</li><li>5. War in many countries.</li></ol>

## 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 Evaly - Efood:

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



### **Competitiveness among existing competitors:**

Evaly - Efood is getting bigger everyday and getting popular day by day. Evaly is famous for the costing of high end products. Till date, there's no other company who could provide any product at this price. Hence, it is tough for competing with others as this is a brand new theory and service as well.

### **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
- Mother companies help required
- Targetting Audience 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 Evaly - Efood 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. Evaly - Efood is well known for its security anticipating its workers. Evaly - Efood 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 Evaly - Efood Bangladesh Ltd. The yearly business proposal is a periodic process that occurs each year and is conducted by the Higher-Level Management of Evaly - Efood 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 Evaly - Efood 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 Evaly - Efood Bangladesh.



## Scope of the study

As an appointed Intern in Evaly - Efood Bangladesh in Marketing team department so, the task of conducting a survey and completing the research paper was much more simplified. Despite being in the Marketing 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. As, Efood is all about delivering food from restaurants, it is a huge task for the delivery guy and also it is a huge responsibility to ensure their safety. 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 Evaly - Efood 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 Evaly - Efood 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 Evaly - Efood and a user of those services that Evaly - Efood providing to ensure safety in the work environment. From this research compliance and safety measurement in this pandemic for the employees of Evaly - Efood, 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 Evaly - Efood 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 Evaly - Efood 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 improve 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
- Manager, Digital Media
- 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 Evaly - Efood partnership and Evaly - Efood Bangladesh Ltd., and some educational papers have additionally been a decent wellspring of bits of knowledge for this research.

## Limitations

Because of Evaly - Efood 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 Evaly - Efood 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).

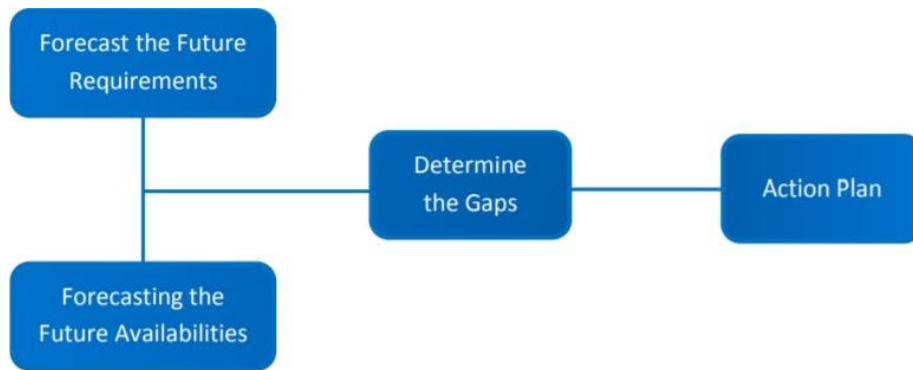
Now every company in Bangladesh is very much strict regarding corona virus, they all are doing their best to ensure safety in their organizations. A big company like Evaly - Efood take so many necessary steps in their fields and workplace so that their employees can feel safe during their work.

### **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*

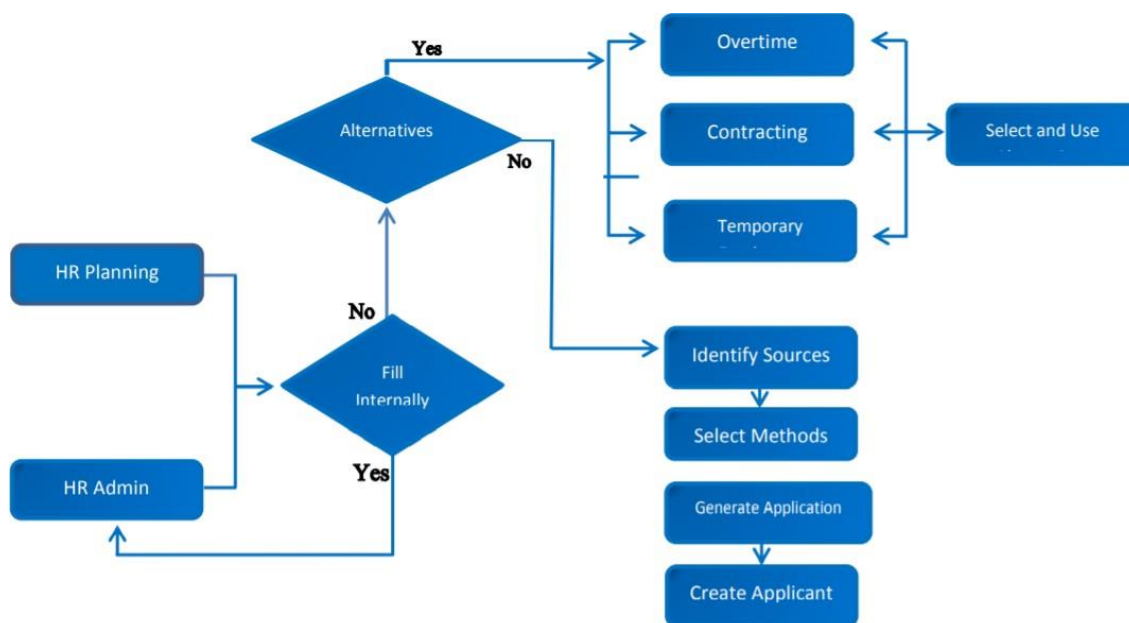
### **3.4 Evaly - Efood recruitment process in this pandemic**

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. Evaly - Efood 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

Evaly - Efood 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;



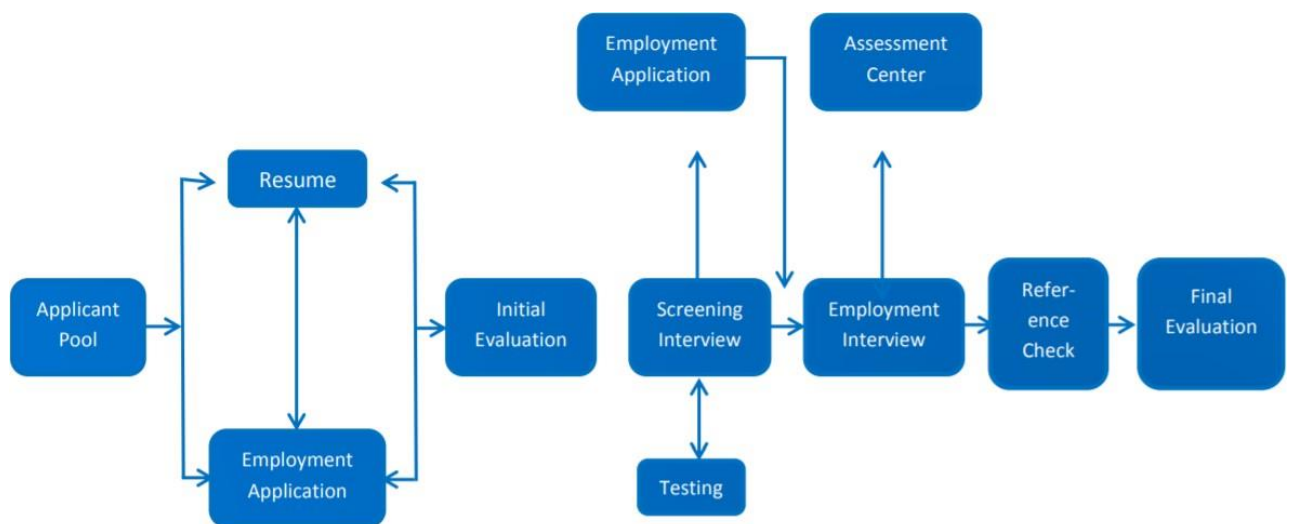
*Illustration: The General Model of a Recruitment Process*

### **Selection Process in Evaly - Efood 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**

Evaly - Efood 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 (Evaly - Efood Bangladesh, 2001-2019)

Wellbeing is implanted in all that we do at Evaly - Efood 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 Evaly - Efood, 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 (Evaly - Efood Bangladesh, 2001-2019).



*Illustration: Evaly - Efood 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 (Evaly - Efood Bangladesh, 2001- 2019).

Around the world, temporary workers include roughly 75% of Evaly - Efood'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 (Evaly - Efood Bangladesh, 2001-2019).

## **Contractor fitness for duty (FFD) in this Pandemic**

Evaly - Efood 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 (Evaly - Efood Bangladesh, 2001-2019).

### **3.6 Safety Measurements for the employees of Evaly - Efood in This Pandemic.**

Evaly - Efood 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 (Evaly - Efood, 2001-2020).



Since the pandemic, Evaly - Efood 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 safely 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.**
- ✚ **Evaly - Efood always arranges health awareness sessions.**
- ✚ **Pre-health screening:**



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

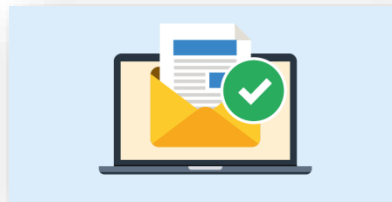




**\*\*Hand sanitize before entering the site.**



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











**\*\*\*\*Senior Management approval before entering any Evaly - Efood 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 Evaly - Efood 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, Evaly - Efood 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 Evaly - Efood and our accomplices.

### **Key Findings**

- What facilities employees were asking from Evaly - Efood, most of the facilities are already provided in the corporation.
- Most of the work of Evaly - Efood 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 Evaly - Efood to work efficiently.
- All the mandatory training of employees regarding COVID-19 reduces the pressure on Evaly - Efood 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 Evaly - Efood like the way now they hire their new employees its effective, all via online.

### **3.7 Conclusion and Recommendation**

As Evaly - Efood is a top leading organization and it works the same as other worldwide top leading organizations. Evaly - Efood 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 Evaly - Efood, 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 Evaly - Efood 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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