

**Venue: Training Room**

**Date: 29-Dec-2016**

Management review meeting has been conducted on 28-Dec-2016 at 11:30 am in Training Room based on social compliance system & new requirements of SA 8000:2014. The members of meeting discussed the agenda points and following persons were presents.

**Participants:**

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|---------------------------|---------------------------------|
| 1. Mr. Faisal Ashraf      | (Manager Admin HR & Compliance) |
| 2. Mr. Zubair Anjum Khan  | (Manager Quality)               |
| 3. Mr. Sarwar Shah        | (Dy. Manager Compliance)        |
| 4. Mr. Tariq Hussain      | (Dy. Manager Stores)            |
| 5. Mr. Alla -ud-Din Irfan | (Boiler Engineer)               |
| 6. Mr. M. Nadeem Tahir    | (Mechanical Engineer)           |
| 7. Mr. Ejaz Ahmad         | (Electrical Engineer)           |
| 8. Mr. Muhammad Basit     | (Manager Lab)                   |
| 9. Mr. Muhammad Shahbaz   | (Manager Printing)              |
| 10. Mr. Abid Mahmood      | (Manager Finishing)             |
| 11. Mr. Mumtaz Bashir     | (Manager Bleaching)             |
| 12. Mr. Ahtesham          | (Manager Dyeing)                |
| 13. Mr. Malik Bashir      | (Security Incharge)             |
| 14. Mr. Munawar Hussain   | (Manager Designing)             |
| 15. Mr. Muhammad Waqas    | (Manager Wadding)               |
| 16. Mr. Sabtain Shah      | (Unit Incharge)                 |
| 17. Mr. Imran Shahzad     | (A.M HR)                        |
| 18. Mr. Amir Rashid       | (A.M HR)                        |
| 19. Mr. Majid Ali         | (unit Incharge)                 |
| 20. Mr. Asim Mahmood      | (Q/A Incharge)                  |
| 21. Mr. Malik Sarfraz     | (Unit Incharge)                 |
| 22. Mr. Muhammad Latif    | (Asst. Incharge folding)        |
| 23. Mr. Muhammad Safdar   | (Manager Engraving)             |
| 24. Mr. Muhammad Hussain  | (Draftsman)                     |

**Note:** All Social Performance Team (SPT) members & chairman's of other workers committees participated.

Copy distribution to all participants:

Sr. #	Agenda	Details of Discussion	Scope	Responsible	Target Date
01	Review of previous Management Review / Decisions	M.R started the meeting with the brief summary of all agenda points and told that this meeting/ orientation session is being held before the time because of the new version of SA 8000:2014 has been implemented and its new requirements and updations must be discuss and communicate to all Head of departments and relevant personnel.	SA-8000	MR	20-Dec-16
02	Internal Audit Results & NCs reviewed	The 2nd internal audit for the year 2016 was held on 08 & 09 Sep 2016. But due to new version implementation we have conducted a 3 <sup>rd</sup> internal audit on new version SA-8000:2014 on dated 23, 24-Dec-16 with facilitation of SPT. There were total fifteen NCs which were communicated to relevant departments and its CAP is in process.	SA-8000	Manager Compliance	30-Dec-16
03	Review of the polices & procedures	During the MRM all policies are reviewed in the meeting and following changes is being made for the updating of new version. 1. Policy for Prohibition Forced or Compulsory Labour Further MR explained that these all policies are also displayed on notice boards for the awareness and understanding of the workers furthermore training sessions regarding such policies has been scheduled.	SA-8000	MR	Implemented
04	Review of SA 8000 Policies/ Procedures	Review the all polices and procedure related to SA8000 standard. Remuneration Policy is updated as per Govt. revise the minimum wages. Procedure also update like Health & Safety, company profile & BNW etc. Manager Compliances indicated that the communication of the policy to employees was being facilitated by display in various, social policy to outsiders, the policy was displayed outside the main gate and company policies of SA8000 was displayed inside the entrance of the factory.  Also company policies related to SA8000, internal audit, Management Review Meeting, Social Policies and Social Performance also available on BTL web site <a href="http://www.bismillah.com.pk">www.bismillah.com.pk</a> for interested parties.	SA-8000	Manager Compliance	Implemented

05	<b>SA-8000:2014 (Elements)</b> Review of the effectiveness of the systems & procedures	Manager Compliance informed that the Policy/ procedures and the systems are implemented and for its continual improvements/ effectiveness these should be reviewed by senior management periodically.	SA-8000	Manager Compliance	Implemented
06	Child Labour	The Manager HR informed the committee members about the child Labour policy at <b>Bismillah Textiles Limited</b> . That no one is hired below the age of 18 years and proof of age i.e. CNIC copy is taken and placed in the Employees personal file. D.M Compliance also informed that no child labour was found during the internal audits.	SA-8000	Manager HR	Implemented
07	Forced Labour	Manager Compliances highlighted the forced or compulsory labour policy which is updated as per new standard requirements. It has been displayed on entrance of building as well and training provided to all the personnel's regarding the same. D.M Compliance indicated that no form of forced or compulsory labour was being practiced in BTL. He also informed that no forced or compulsory labour was found during the internal audits.	SA-8000	MR & All HODs	Implemented
08	Health & Safety	The D.M Compliance indicated that there were 14 NCs observed during recent internal audit regarding health & safety. These were alarming for health & safety related matters. Every HOD has been responsible for its own area. Furthermore Health safety committee must keep a bird eye on their relevant areas and response rapidly to HSE Officer to resolve the issue. The New Social performance team has been established in the organization which conduct the Risk assessments and monitor HSE issues and communicate the same to management for prompt actions. MR also indicated that notices pertaining to health and safety had been put up all over the faculty especially explaining the purpose and need of using Personal Protective Equipment like dust Mask, Ear Plug, Safety gloves etc. The Evacuation plan was displayed at all the floors and floors are also marked with Yellow Lines. Assembly area is also marked and there is also marked department wise line for conforming of discipline. The personnel's were made aware about the same.	SA-8000	MR & All HODs	Implemented

		<p>The Health &amp; safety In-charge indicated that the last Evacuation Drill was conducted on 18-Oct-2016.</p> <p>The evacuation was carried out without any untoward incident. The Pictorial record of Evacuation drills also maintained. Fire Extinguishers, Fire buckets &amp; fire alarm system was reviewed and found OK.</p>			
09	Discrimination	<p>Manager HR explained to all the participants about the discrimination policy and also informed that management treats all the employees with dignity and respect. We promote equal employment opportunity and hire on basis of merit, and provide equal chance to every employee to perform and their promotions done on their performance based. D.M Compliance indicated that no case of discrimination was found in the facility. He also indicated that there was no case of discrimination identified during internal audits.</p>	SA-8000	All HODs	Implemented
10	Disciplinary Practices	<p>Manager HR discussed that no major disciplinary action was taken and all actions initiated was recorded and available.</p>	SA-8000	Manager HR	Implemented
11	Risk Assessment	<p>As per last year incidents of accidents in Pakistan and in other countries the risk assessment is of prime important so in every management review meeting, it is compulsory to discuss as per advisory 18. Now non routine activities and all departments have been included in the Risk assessment. Risk assessment has been reviewed on periodically and communicated to all concerned through SPT.</p>	SA-8000	Manger Compliance, SPT	Implemented
12	Freedom of association & Collective Bargaining	<p>Manager Admin told all the participants that management respect the right's as mentioned under the labour laws, all the workers are free to form and join any trade union or use alternative methods means workers committee.</p> <p>He told that workers have elected their representative for departments by hand show method, name of committee is "JOINT WORKS COUNCIL", and Mr. Muhammad Ramzan is the new Chairman &amp; Mumtaz Bibi is the new ladies coordinator of JWC. Last meeting was held on 09-Dec-16. All issues communicated to compliance department, proper action was taken and all non-</p>	SA-8000	Manager HR/MR	Implemented

		conformances are closed.			
13	Working Hours	<p>We ensure the working hours must be as per government local law.</p> <p>In our company we have effective and transparent attendance system for record In /Out time of the employees through barcode scanner machines installed at 2<sup>nd</sup> entrance of the factory and our system directly pool data in the HRMS system. Attendance is monitored by 03 HR Assistant in three shifts round the clock. These systems have UPS battery backup to avoid any electricity breakdown.</p> <p>Manager HR indicated that working hours were within the limits. In General shift 08 working hours and one hour for break. Other A, B &amp; C shift are 08 hours with half an hour break. Weekly rest is given to each employee after 06 days working. The overtime payment of employees on the basis of computerized attendance system reports at premium rates.</p>	SA-8000	Manager HR	Implemented
14	Remuneration	<p>Manager HR told the participants about the minimum wage policy and told that all the personnel shall get at least the minimum wage and comply with Basic Need Wage.</p> <p>It was discussed that workforce is very valuable asset of the factory, it was agreed by the management to treat every employee equal and avoid favoritism to any employee of this factory and the assessment of any person should be done on their past performance. All bonus, promotions and up gradation of grades is based on their performance. It was discussed that company will ensure minimum wages Rs. 14000/- to all employees as per law. D.M compliance indicated that there was no issue found with remuneration in internal audit.</p>	SA-8000	Manger HR	Implemented
15	Management System	<p>Manager Compliance briefed that we are going to shifting on new SA 8000:2014 standard and the major changes have been made in this section "Management System".</p> <p>Social Performance Team (SPT) has been added in the system. The function of this team is monitor the effectiveness of Policies and procedure of SA 8000:2014, identification of Risk Assessment, and facilitation in internal audits, internal involvement &amp; communication, CAPs etc.</p>	SA-8000	Manager Compliance	Implemented

		<p>Furthermore the SA 8000 policy is displayed at the entrances in all sections and awareness sessions regarding the policies are provided to all employees.</p> <p>The same policies are also available at web site of BTL <a href="http://bismillah.com.pk">http://bismillah.com.pk</a> for the interested parties for their awareness. The Manager HR declared that all the company representatives are effectively meeting their responsibilities by good planning. Manager HR indicated that the control of suppliers on the basis of SA 8000 requirements needs to be reviewed on periodically.</p>			
16	Suggestion / Complaints of Workers	<p>Complaint log was presented by Admin Officer and was reviewed. No Complaints were received.</p> <p>Manager HR indicated that it was mentioned in training sessions that any employee can use suggestion/complaints Box for their suggestions/ complaints.</p> <p>Complaint log was reviewed. However, employees of BTL are happy due to the facilities provided in residential areas.</p>	SA-8000	Manager HR	Implemented
17	Canteen Food Quality/ Drinking Water	<p>Canteen food quality &amp; availability of drinking water in mills and dormitory also reviewed. Drinking water has already been tested from authorized Laboratory and is found fit for use.</p> <p>Food quality available at canteen and drinking water facilities provided in Mills and dormitory are reviewed and found satisfactory. Canteen committee members check the food quality at canteens time to time.</p>	SA-8000	Manager Admin	Implemented
18	Supplier's evaluation	<p>Manager Purchase indicated that supplier's evaluations have been updated as per requirement.</p> <p>Manager Compliance guided to Manager Purchase that this practice shall be continue for improvements and implementation of SA 8000 in the supplier's line.</p>	SA-8000	Manager Compliance	Implemented
19	Review of training and awareness programs	<p>Dy. Manager Compliances indicated that the SA-8000 program and company policies training &amp; awareness session have been conducted on monthly basis. Pictorial record of trainings also maintained.</p>	SA-8000	Manager Compliance	Implemented

20	Housekeeping Issues	General housekeeping measures were discussed in both production & dormitory area. And no critical point was highlighted regarding housekeeping in the meeting.	SA-8000	Manager Admin	Implemented
21	Fire Safety and Emergency Preparedness Plan	MR told the participants about the Fire Safety and Emergency Preparedness plan have been implemented effectively as per procedure. Executive Director showed satisfaction towards Fire Safety and Emergency Preparedness Plan.	SA-8000	Manage Admin	Implemented