

# **SOCIAL POLICIES**

The SA8000 Standard is an auditable certification standard based on international workplace norms of International Labour Organization (ILO) conventions, the Universal Declaration of Human Rights and the UN Convention on the Rights of the Labour.

We at **Bismillah Textiles Limited** are committed to implement all SA-8000 standards requirements and all other related local and international instruments such as the ILO conventions

## **Our Commitment (Social Policy):**

To promote a healthy, co-operative and pleasant working environment through promoting a culture of continuous improvement and motivational environment striving towards the welfare and intellectual growth of our employees.

## **Corporate Ethical:**

Company's employment environment is safe, health, nondiscriminatory and it also promotes the individual skills of employees. Company's responsibility structure and all its initiatives are committed to bring about positive and constructive important in this environment. Company honors all national, other rules & regulations and social and ethical requirements of customer by discouraging all kinds of forced Labour and discrimination.

## **Prohibition of Forced or Compulsory Labour:**

No forced Labour, including prison or debt bondage Labour; no lodging of deposits or identity papers by employers or outside recruiters.

## **Child Labour:**

No workers under the age of 15; minimum lowered to 14 for countries operating under the ILO Convention 138 developing-country exception; remediation of any child found to be working.

## **Compensation & Benefits:**

Wages paid for a standard work week must meet the legal and industry standards and be sufficient to meet the basic need of workers and their families; no disciplinary deductions.

## **Health & Safety:**

Company's core priority is to provide employees with neat and clean, safe and healthy work environments.

## **Hours of Work:**

Comply with the applicable law but, in any event, no more than 48 hours per week with at least one day off for every seven day period; voluntary overtime paid at a premium rate and not to exceed 12 hours per week on a regular basis; overtime may be mandatory if part of a collective bargaining agreement.

## **Environmental:**

Company is committed and endeavoring to do environmental friendly and pollution curtailing textiles business while continually improving its green practices and complying by all national as well as other laws and regulation.

## **Prohibition of Discrimination:**

Company does not engage in or support discrimination in hiring, remuneration, access to training, promotion, termination or retirement based on race, national or territorial or social origin, caste, birth, religion, disability, gender, sexual orientation, family responsibilities, marital status, union membership, political opinions, age or any other condition that could give rise to discrimination.

## **Freedom of Association and Collective Bargaining:**

Respect the right to form and join trade unions and bargain collectively; where law prohibits these freedoms, facilitate parallel means of association and bargaining.

## **Prohibition Harassment or Abuse:**

No corporal punishment, mental or physical coercion or verbal abuse.

## **Communication:**

Company's culture is based upon direct and open communication.

## **Water Management:**

The goal of water management policy is to enhance and promote all effort towards the efficient, equitable and optimum utilization of the available water resources for significant and environmental development on sustainable basis.

# **SOCIAL PERFORMANCE**

**Bismillah Textiles Limited** and its suppliers/subcontractors (if) will comply with all relevant local / national legal requirements, buyer's expectations, SA8000 requirements and International Labour Standards to practice and demonstrate as a socially responsible organization.

Company is committed to develop Social Accountability Management System for the betterment of its personnel in particular and society at large.

Company will provide a safe and healthy work environment and will strive to improve working conditions of its facility and environment.

Company will comply with environmental rules, regulations and standards applicable to their operations, and will observe environmentally conscious practices in all locations where they operate.

Company will not hire any personnel under the definition of child, or under the age interfering with compulsory schooling, or under the minimum age established by law, whichever is greater.

Company does not engage in forced, compulsory Labour, human trafficking and will not allow involuntary or forced and compulsory Labour, indentured, bonded or otherwise.

Company will comply with legal requirements aiming overall social benefit of the personnel.

Company will pay at least the minimum total compensation required by local law, including all mandated wages, allowances and benefits. It will further assure that Work Hours each day, and days worked each week, shall not exceed the legal limitations of the country.

Company will provide at least one day off following six (6) consecutive days of work, except as required to meet urgent business needs.

Company will treat all personnel with dignity and respect and will not engage in or tolerate the use of corporal punishment, mental or physical coercion, or verbal abuse of personnel. No harsh or inhumane treatment is allowed.

Company does not believe in discriminatory practices in personnel matters.

Company will employ, pay, promote, and terminate personnel on the basis of their ability to do the job, rather than on the basis of personal characteristics or beliefs.

Company prohibits and controls physical, verbal and non-verbal Harassment or Abuses and punishments in its working places.

Company will provide a work environment free of harassment, abuse or in any form.

Company respects representation rights of all personnel in the social management system.

Company will recognize and respect the right of personnel to exercise their lawful rights of free association and collective bargaining.

Company will strengthen relations with personnel and communication with interested parties to ensure compliance in this regard.

Company is committed for the welfare of its personnel.

Top management of Bismillah Textiles Limited will periodically reviews the adequacy, suitability, and continuing effectiveness of the Company's policy, procedures, and performance results for continual improvement.

## **For this, we are:**

- ❖ Committed to develop social management system for the betterment of our employees in particular and for society at large.
- ❖ Don't engage full time employee below the legal age of 18 years.
- ❖ Do not engage in any form of forced or compulsory Labour and also don't appreciate the same for our stakeholders.
- ❖ Strive hard to improve working conditions and environment throughout our production facility.
- ❖ Respect representation rights of individuals to bargain collectively for problem solving.
- ❖ Don't believe and appreciate in discriminatory practices in any matter within the organization.
- ❖ Prohibit and control physical, verbal and non-verbal abuses and punishments within the organization and stakeholders.
- ❖ Committed to comply with maximum working hours and minimum compensation requirements aiming at overall social benefit of the employees. Has established an anti-smuggling policy to ensure supply of safer and legal products to customer.
- ❖ Committed to the welfare of our employees.

- ❖ Continuously improve our Management System by taking timely corrective, preventive measures, smart complaint handling, employee participations and regular internal assessments and Management Reviews.
- ❖ Will strengthen relations with employees and improve communication with interested parties to ensure social justice, legal, safety and quality compliance.

### **Commitment for SA-8000**

We **Bismillah Textiles Limited** are striving at our optimum for the betterment of our products and services. We are also successfully maintained and implemented international standards and we make the most of our inclusive resources to fulfill the requirements of these standards. In this regard our most recent endeavor is; to promote an environment of mutual confidence flanked by our company and employees. To accomplish all SOCIAL and MORAL responsibilities, we are working on SOCIAL ACCOUNTABILITY (**SA-8000**) international standard. Social accountability standard (**SA-8000**) urged every business concern to fulfill their responsibilities in their work place under following parameters. If you want to get more information regarding this standard you can search their web-site [www.saas.org](http://www.saas.org).

**COMPANY** has following Teams/Committees to control emergencies, grievances and for better communication between workers and management.

- ❖ First Aid Team
- ❖ Fire Fighting Team
- ❖ Environment Health & Machine Safety (EHMS) Committee
- ❖ Social Performance Team (SPT)
- ❖ Joint Works Council (JWC)
- ❖ Canteen Committee

### **Freedom of Association & Right to Collective Bargaining:**

Mutual Consensus **JOINT WORKS COUNCIL & SOCIAL PERFORMANCE TEAM (SPT)** is effectively playing its part for the welfare of the employees of **Bismillah Textiles Limited**. JWC is continuously meeting with the management to communicate or discuss the issues related to welfare of workers. Joint works council committee meets in every month. Last elections were held on dated **Sep-2016**. SPT is continuously meeting with the management and worker's to communicate or discuss the issues related to welfare of workers. SPT committee meets periodically as per standard. Social Performance Team's election was held on **Dec-2016**.

### **Remuneration:**

Company is following the Punjab Government Gazette/ Notifications and enhances the wages accordingly for salaried workers and also piece rate workers which they are earning more than minimum limit.

Wages are also paid according to the qualification, skill, experience to our senior staff and supervisory level.

Following are the compensation & benefits provided to our workers,

- ❖ Group Insurance
- ❖ Employees Old Age Benefit
- ❖ Social Security Benefits
- ❖ Labour Benefits
- ❖ Annual Leaves
- ❖ Leave Encashment
- ❖ Overtime at premium rate
- ❖ Gratuity
- ❖ Provident Fund
- ❖ Annual Bonus
- ❖ Free transportation (Pick & Drop) is provided to the workers from their destinations.

### **Management has assured that:**

- ❖ No wages deduction for disciplinary purposes.
- ❖ Benefits and wages are clearly defined, communicated and documented.

### **Internal Audits:**

Company is performing internal audits after every six months. Last Internal audit was performed in **Jun, 2017**.

### **Management Review Meeting:**

- ❖ Company is performing management reviews after every six months. Last Management review meeting was held in **Jun, 2017**.

### **Summary of Agenda Points:**

- ❖ Review of previous issues
- ❖ Social Policy

- ❖ Child Labour
- ❖ Prohibition for Forced or Compulsory Labour
- ❖ Health & Safety
- ❖ Freedom of Association and Collective Bargaining
- ❖ Discrimination
- ❖ Disciplinary
- ❖ Working Hours and Remuneration
- ❖ Review of Supplier Performance
- ❖ Training and Awareness
- ❖ Emergency Response Plan
- ❖ Risk Assessment
- ❖ Results of Internal Audit

#### **Risk Assessment:**

Deputy Manager Compliance brief the meeting members that risk assessment is carried on **23-June-2017** in conjunction and consultation with EHMS Committee members and Social Performance Team including involvement of concerned department heads. Deputy Manager Compliance also indicates that all the corrective action has been taken accordingly as recommended in Risk Assessment. Risk assessment has been reviewed and communicated to all concerned at planned intervals.

#### **Control over Vender:**

All the production activities within the company and all our suppliers are working in compliance with the social accountability 8000, Quality Management System and product safety requirements by the customers. The Purchase Manager and Manager Compliance conduct meetings with the suppliers and make them aware of the legal and standard requirements and find out the possible options to comply these requirements. All the suppliers outside factory have been informed through our web site regarding SA- 8000. Our purchase department and compliance department are conducting supplier evaluations and on-going assessment of suppliers to verify the compliances of local Labour laws and SA 8000 standard.

#### **Grievance Handling:**

- ❖ Complaints must be fully described by the person with the grievance/suggestion.
- ❖ The person shall give the full details of the allegation(s) /suggestion if any.
- ❖ The person(s) against whom the grievance/complaint is made should have the opportunity and be given a reasonable time to put their side of the story before resolution is attempted.
- ❖ Proceedings shall be conducted honestly, fairly and without bias.
- ❖ Proceedings shall be Confidential, unbiased, and non-retaliatory.
- ❖ Open to receiving comments, recommendations, reports or complaints concerning the workplace and/or non-conformances to SA8000.
- ❖ Proceedings shall not be unduly delayed.
- ❖ The results of complaint investigation shall be available to all personnel, and upon request of interested parties.
- ❖ Senior Management give guarantee that there is no discipline, dismissal or other discrimination against any personnel or interested party for providing information on SA8000 compliance or for making other workplace complaints.
- ❖ All Grievances/feedback shall be discussed in MRM that is held Bi-annually. All corrective actions taken or in process against the Non-Conformance raised of the SA 8000 requirements shall be reviewed to improve social performance of the organization.
- ❖ We hope that you will guide us how we can further improve our social performance.

Your valued suggestions will be highly appreciated. In Case of any suggestion or complaint Interested/ External parties including suppliers/subcontractors, customers and community can send complaints/suggestions through email, fax, phone or letters through any courier service or by directly contact to append given details.

NAME	CONTACT DETAILS
<p><b><u>MR. FAISAL ASHRAF</u></b>  <b><u>(MANAGER ADMIN &amp; HR)</u></b></p>	<p><b>Address: 1 K.M Jaranwala Road Khurrianwala Faisalabad, Pakistan</b>  <b>Phone: +92 41 2428888, Ext: 271</b>  <b>Fax: +92 41 2428800</b>  <b>Email: <a href="mailto:faisal@bismillah.com.pk">faisal@bismillah.com.pk</a></b>  <b>URL: <a href="http://www.bismillah.com.pk">http://www.bismillah.com.pk</a></b></p>

### **Miscellaneous:**

According to section # 9 of SA-8000:2014 standard we are providing information to our interested parties and stake holders. Our social policy is pasted on our webpage (<http://www.bismillah.com.pk>). You are requested if you have any query or suggestion regarding our social policy/performance please contact our representative through email at [info@bismillah.com.pk](mailto:info@bismillah.com.pk).

We hope that you will guide us how we can further improve our social performance, your valued suggestions will be highly appreciated.

### **Social Objectives:**

- ❖ Ensure compliance to the requirements of internationally recognized social accountability standard SA 8000:2014 that includes;
  1. CHILD LABOUR
  2. FORCED OR COMPULSORY LABOUR
  3. HEALTH AND SAFETY
  4. FREEDOM OF ASSOCIATION & RIGHT TO COLLECTIVE BARGAINING
  5. DISCRIMINATION
  6. DISCIPLINARY PRACTICES
  7. WORKING HOURS
  8. REMUNERATION
  9. MANAGEMENT SYSTEM
- ❖ To save environment from pollution through increase plantation.
- ❖ We are conducting in-house trainings of our workers/ staff. We have fully trained staff in fire safety, health and safety, social/ technical aspects. We are conducting trainings of our workers on monthly/ fortnightly basis. Following trainings are being given in Bismillah Textiles Ltd.

### **TRAININGS:**

We have highly experienced and well trained staff in our all departments and further we are arranged on-job trainings for enhancement of their skills, and off-job trainings from external bodies as well.

### **EXTERNAL TRAININGS:**

- ❖ Lead Auditor Course of EMS 14001:2014 from SGS Pakistan
- ❖ Lead Auditor Course of QMS 9001:2008 from SGS Pakistan
- ❖ Fire Safety awareness training course from SGS Pakistan
- ❖ Awareness session of SA-8000:2014 Standard from SGS Pakistan
- ❖ HSE Legislations from SGS Pakistan
- ❖ Risk Assessment Awareness from SGS Pakistan
- ❖ Occupational Health & Safety (OHSAS) from SGS Pakistan
- ❖ Trainings on Labour laws
- ❖ Training on Fire safety module from Wall-Mart
- ❖ Fire Safety & First Aid from Rescue 1122
- ❖ Training on First Aid & Health Safety from Labour Department
- ❖ Civil Defense Specialist Instructor's (Rescue Service) Course by Civil Defense
- ❖ Fire Man Courses from Civil Defense
- ❖ Leading Fire Man Courses from Civil Defense

### **INTERNAL TRAININGS:**

- ❖ SA-8000 Policies & Company Policies
- ❖ Health & Safety and Environmental
- ❖ Work place regulations and laws
- ❖ Quality Control & Quality Assurance (Related to Product Parameters & Inspections)
- ❖ Customer COCs
- ❖ Risk Assessment
- ❖ Natural Disaster Safety & Response Training
- ❖ Emergency Preparedness/ Response Training
- ❖ Usage of PPE's & Its Importance
- ❖ First Aid & Fire Fighting Awareness
- ❖ Aids & Dengue Awareness
- ❖ Suspicious Activities/ Threat Awareness and Its Reporting
- ❖ Quality Policy and Job Description Awareness
- ❖ Job Related Training
- ❖ New Employees Orientations



**BISMILLAH TEXTILES LIMITED** has also installed fire hydrant line with the 72.5 pound pressure/ mint with automatic systemize turbine 24hrs standby. On the other hand fire hydrant line is also attached with overhead tank having a capacity of 25,000 gallon. Company also provides other equipment's for fire safety & health safety.

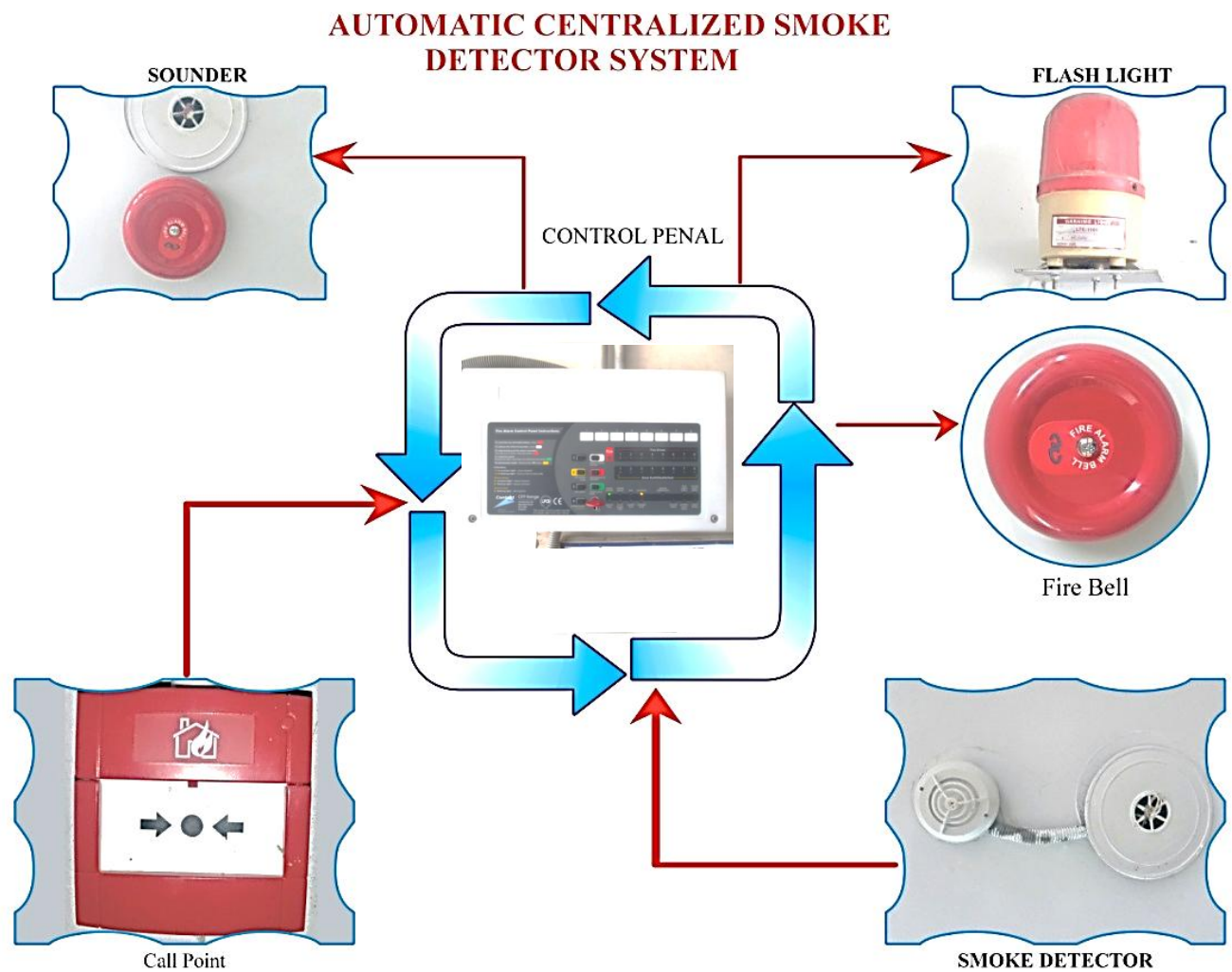
## EQUIPMENTS FOR FIRE SAFETY



## EQUIPMENTS FOR FIRE HAZARDOUS



**BISMILLAH TEXTILES LIMITED** has installed automatic centralized smoke detector system.



**BISMILLAH TEXTILES LIMITED** has external training plans, Fire Fighting & First Aid trainings through Rescue 1122.





**BISMILLAH TEXTILES LIMITED** has also arranged Fire Evacuation Drill by Rescue 1122 on frequently.



**BISMILLAH TEXTILES LIMITED** has also arranged Fire Evacuation Drill by Federal Civil Defense on frequently.





**BISMILLAH TEXTILES LIMITED** has internal training plans for their workers (Fire Fighting & First Aid Female).





**BISMILLAH TEXTILES LIMITED** has internal training plans for their workers (Fire Fighting & First Aid Male).





**BISMILLAH TEXTILES LIMITED** has training plan for their workers like Awareness of Chemical Handling & PPE's usage, Waste Handling & Storage.



**BISMILLAH TEXTILES LIMITED** has arranged meetings for their workers through **JOINT WORKS COUNCIL (JWC)** for communicate their problems, suggestions and grievances.





**BISMILLAH TEXTILES LIMITED** has been established a **Social Performance Team (SPT)** for the, monitoring, assessments of risks, policies implementation and all elements of SA 8000:2014. The team is fully functioning and has been oriented with all the requirements of SA8000:2014 standard.



**BISMILLAH TEXTILES LIMITED** has been arranged **ENVIRONMENT HEALTH & MACHINE SAFETY (EHMS)** committee meetings for the, monitoring of health & safety, fire safety, first aid, PPE's usage, and make sure the compliance of all non-conformances regarding above mentioned.





## **Environment:**

**Bismillah Textiles Limited** is strongly committed to reducing the antagonistic processing effects on the environment. COMPANY has Caustic recovery as well as a Waste Water Treatment System.

### **CAUSTIC RECOVERY PLANT:**

Reduces the overall environmental impact by recycling the caustic material used in fabric processing. This set up not only reduces the emission of pollutants in waste water but also provides cost savings in chemical and water recovery as well as energy savings through the recovery of hot water. It reduces water usage and the need to manufacture these chemicals, which further reduces emissions.



### **WASTE WATER TREATMENT PLANT:**

In our efforts to make the lives of our employees safe and more enriching, we have set up a Water Effluent Treatment Plant at our Bleaching, Finishing, Dyeing and Printing department. This plant recycles the water to reduce the effluent load in to the drainage system, thereby not only ensuring security for our employees but also for the society at large.





**Bismillah Textiles Limited** has arranged plantation for batter environment.







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