

CODE OF CONDUCT

OF

Garib & Garib Co. Ltd. Unit - 2

Registered office & Factory :
Vogra , Gazipur Sadar ,
Gazipur -1702

Approved by: (Managing Director Date: 01-07-2019)



GARIB & GARIB CO. LTD. UNIT-2

CODE OF CONDUCT

We, Garib & Garib Co. Ltd. Unit-2 , commit ourselves to the vision of conducting our business in a socially responsible and sustainable way. Our overall vision and aim is to find a way of successfully balancing our economic activities with the necessary care for our natural environment as well as for human beings that are involved or affected by these economic activities.

We therefore submit ourselves and our business partners in addition to the standards we set for quality, business transactions and the protection of the environment, to the following social standards and requirements.

As most of our customers are North American and European, we commit ourselves to follow internationally accepted compliance standards.

The standards describe the high level of working conditions and workplace environments which we are striving to attain and safeguard in all actions that are undertaken in the process of making the goods we produce to sell.

Social Standards

In accordance with the ILO conventions, the United Nations' Universal Declaration of Human Rights and the UN's conventions on children's rights and the elimination of all forms of discrimination against women, our social code of conduct aims to attain compliance with certain social and environmental standards. The following requirements are of particular importance:

Legal Compliance

Our policy is to strictly comply with all applicable national laws and regulations, industry minimum standards, as well as respect ILO and UN Conventions.

Freedom of Association and the Right to Collective Bargaining

The company recognizes and respects the right of workers for freedom of association and the right to collective bargaining. Workers who wish to lawfully and peacefully associate and organize have full liberty to do so within the company as per local laws and regulations.



Prohibition of Discrimination / Equal Opportunity

The company will ensure that there is no discrimination, direct or indirect, against any person on the ground of race, color, nationality, ethnic origin, religion, disability, age, sex, sexual orientation, marital status in any aspect of recruitment and selection.

Compensation

Wages paid for regular working hours, overtime hours and overtime differentials shall meet or exceed legal minimums and / or industry standards. Illegal or unauthorised deductions from wages shall not be made. The company is fully committed to a pay structure that rewards performance. The company is pledge bound to comply with all relevant regulations and / or local practices in respect of compensation, paid leaves, maternity benefits, as well as other financial benefits.

Working Hours

Overtime hours are to be worked solely on a voluntary basis. The maximum allowable working hours in a week are 48 and the maximum allowable overtime hours in a week are 12. An employee is entitled to at least one free day following six consecutive days worked. The company will not allow any worker to work more than 60(sixty) hours of work per week including overtime hours, but on an average not more than 54(Fifty Four) hours pear week in a given 12 months time period. The payment of over time work will be made at premiere rates as per local laws.

Working Conditions

The company must treat all workers with respect and dignity and provide them with a safe and healthy environment and comply with all applicable laws and regulations regarding working conditions. The company shall not use corporal punishment or any other form of physical or psychological coercion.

Workplace Health and Safety

A clear set of regulations and procedures has been established and followed regarding occupational health and safety. Our company is committed to implement and, where reasonably practicable,

continuously improve effective health and safety standards, which should reflect best industry practice. We shall comply with the requirements of appropriate national and international regulations and codes of practice. Where no regulatory control exists, the company must develop and impose its own standards. We shall ensure that potential health and safety



risks associated with all the company's activities are assessed as early as is practicable in order to minimize adverse effects and to identify opportunities for improvement. We shall motivate our suppliers and sub-contractors to promote social compliance management in their respective workplace. We are committed regularly to scrutinize, evaluate and review the health and safety performance to ensure compliance with company's policy and procedures and learn from experience.

Prohibition of Child Labour

Child labour is forbidden as defined by ILO and United Nations conventions and / or by national law. No person irrespective of male or female gender who has not completed 15 years of age are not allowed to recruit and employ of any nature of job. The rights of young workers must be protected in the company.

Prohibition of Forced Labour

The company shall not use any forced labor whether in the form of prison labor, indentured labor, bonded labor or otherwise which is prohibited as per law of the land and / or international instruments.

Environment and Safety Issues

The company is firmly committed to comply all the relevant/ applicable environmental legislation of Bangladesh Government. To ensure environmental protection in the process of using raw materials, manufacturing products and discharging wastes, the company shall follow the guidelines and standard methods of various aspects of the environmental conservation and rules of the concerned regulatory bodies.

APPROVED BY

GARIB & GARIB CO. LTD LIMITED
NAZMUL H. BHUIYAN
Managing Director

SIGNATURE

(NAME : NAZMUL HAQUE BHUIYAN.)
(DesignationManaging Director)
(Date : (01.07.2019)