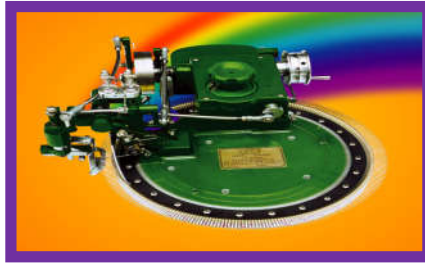


# Factory Profile





## Machine Details

Type of Machineries	Brand	Quantity	Unit
<b>Auto Machine Jacquard ( 12 G G and Multi Gauge )</b>		<b>276</b>	Sets
Auto Placket Machine	Running tiger-	15	Sets
Dial Linking Machine	Flying Tiger & running tiger	150	Sets
Winding Machine (8+10+12 spindle)	Running tiger-	15	Sets
Winding Machine (4 spindle)	Running tiger-	03	Sets
Over Lock Machine	Juki & Pegasus	18	Sets
Sewing Machine	Juki & Brother	40	Sets
Button Hole Machine	Juki & Brother	12	Sets
Button Stitch	Juki & Brother	12	Sets
Bar Tack Machine	Juki & Brother	05	Sets
Flat Lock Machine	Brother	02	Sets
Spot Removing Machine	Red Arrow	06	Sets
Industrial Table with Steam Iron	Dragon	40	Sets
Metal Detector Machine	Max brand	02	Sets
Semi Auto Belting Machine	Bengal Tiger	02	Sets
Button Pull Machine	skf	01	Set
Color shade Machine	Pandora	01	Set
Button Attaching Machine	Pandora	02	Sets
Washing Machine	Running tiger	04	Sets
Hydro Extractor Machine	Running tiger	03	Sets
Steam Dryer Machine	Running tiger	04	Sets
Steam Boilers (500kg)	FULTON	01	Sets
Substation (450 kva)	-	01	Set
Stand by Generator (407 kva & 300 kva)	Perting	02	Sets
Complete Auto Smoke/Heat Detector	-	01	Set
Complete Auto Fire Hose Reel System	-	15	Set





( Jacquard & Finishing Floor )



( Linking Floor )



## About us

### **Code of conduct related Features:**

*Elegance Orientale Limited strives as a responsible apparel producer of example the internationally established code of social accountability of ethical business practices. It distinguishes the cultural difference and provides work for individuals exclusively on the basis of their qualification for the job. Elegance Orientale Limited classifies and works with their supplier who are in the manner of commerce aside by local law & have ethical values well suited to their own.*

*Elegance Orientale is fully aware of the fact that this has increasingly become the responsibility of the industry itself an independent.*

*The basic for the various parameters that comprise the code of conduct are drawn from the following*

- Ethical trading Initiatives*
- Business social compliance initiatives*
- Global sourcing principles of key customer*
- ILO convention*
- Local legislation.*

### **Product Safety & Safe Garments Procedure:**

*Keeping in stern consideration regarding the "Health & Safety" standards Elegance Orientale Ltd. has taken measure to produce "Safe & clear garments" for its customer. Summer Dress Ltd. carries test to ensure that raw material and accessories used in its product are free from harmful or prohibited substances.*

*Trained personnel carry out in house test for product safety. These includes metal contamination detection using conveyor belt type tunnel detectors rated at 1.00mm sensitivity to support a strict needle replacement policy.*

*A world class safe & maximum comfortable working environment is available in the premises for the worker which also properly maintain by the skilled personnel's.*

### **Quality Assurance:**

- *Elegance Orientale is maker of quality sweaters. An independent quality assurance department ensures monitoring of all quality aspects in the manufacturing course of action engender consultant information of quality associated concern so that curative feat is accomplished in right time.*
- *Quality Team strictly assures all raw materials of accessories are of highest quality before releasing to production*
- *QA team carries out inline inspection every day regular basis of the finished goods as well as ongoing production as per AQL standard. Quality team also ensures that before offering final inspection by customer or third party inspection they do a pre final inspection.*

### **Design of Development:**

- *Elegance Orientale associated its clientele in rendering designer sketch, pictures as well as original samples in to counter samples. These samples are developed yarn sourced by the customer or Elegance Orientale Ltd base on the requirements of customers. Developments are pulled tighter based on Elegance Orientale's might of what they can sell to their customer of aptness for accumulated merchandising. A separate sampling department enables quick feedback of sampling curriculum.*

### **Social responsibility Elegance Orientale Compliance**

- *All jobs in Elegance Orientale Ltd are advertised in the print & electronic media. Recruitment is done on the basis of application and interviews. Selected candidates are not required to provide any surety bond or deposit money. Candidates are issued with appointment letters, which clearly state the notice period and other modalities required from*

either side for separation from services. The notice period is in accordance with the floor laws of Bangladesh. Freedom of association is in no way discouraged either in writing or verbally on in action.

- Worker associates are not discriminated in terms of moral value or ideology. Workers who have not attained the legal age of majority are most hired in Elegance Orientale Ltd. Workers in Elegance Orientale are graded according to law.
- The salaries & wages paid are consistently and significantly higher than the minimum level prescribed by the law.
- The grade and salary are clearly stated in the appointment letters. Working hours in the factories are fixed at eight hours & Plus one hour, in the middle for meals and rest as per law.
- Overtime is paid at twice of hourly rates does not exceed the levels prescribed by the law.
- Working hours are clearly stated in the appointment letters and displayed in the factory premises.
- Regular of overtime hours in a day are distinctly recorded in the time card of the workers and signed by their supervisor.
- There is one mandatory holiday for every six days of work.
- Hiring, working hours, working conditions, wages and promotion criteria are the same respective of gender, race, caste, nationality religion, age, disability, marital status, sexual orientation, union membership or political affiliation. Only the marital & age status of the workers are mentioned/recorded in the appointment letters.
- All workers receive written employment contract or appointment letter with stipulate wages, benefits, working hours, overtime payment, leave benefit, and separation procedure only mentioned.
- The probationary or training period is limited to three months real efforts are made to impart the necessary skills to the worker during the probation period. Workers with wage basis receive the guaranteed minimum wages mandated by laws, even when the company is not able to provide sufficient work for them. The required productivity level in return for those wages, are clearly indentified and production levels above those make the worker earn proportionally higher wages.
- All worker are carried out exclusively in the factory and on production floor

#### **The following facilities are provided to our employees in the Factory**

- Adequate space to upgrade the working Environment so that day light and free air can
- Easily circulate.
- Special and separate Canteen with sufficient sitting arrangement.
- Medical treatment, checkup, free medicine and full time Medical team for Emergency cases. Two infirmaries one is for male & another is for female. Three step furnished Child care rooms.
- **(Playing room, Rest room, Toilet, Kitchen room & feeding room.)**
- Well organized Training Center (Sitting arrangement 150 persons) including Big hall & small training room.
- Several winder stair and emergency exit. (Five for general use & Two for emergency use)
- No child and force labor here.
- Two festival bonus, Production bonus and Attendance bonus. Employees' welfare committee.
- Minimum wages Paid as per Labor Law
- Working hours 8 hrs per day. 2 hrs OT if needed, but it should be the consent of workers.
- Employee's health & safety training program regularly provided.
- Sufficient sanitary and toilet facilities provided to the employees.
- Pure drinking water for employees.
- We are committed to satisfy our customers & their satisfaction is our aim.
- Follow the continuous improvement to achieve ever higher quality and efficiency.

- We commits on time shipment.
- Leave facilities.

- Recreation, Reward & subscription and yearly Increment benefit.
- PABX & internet system for effective communication.
- Four steps well organized storage system.

*(Accessories store, Yearn store, finished goods store and Chemical store.)*

*Well decorated office area, Separate Buyer's conference room, Head of Operation, Manager Merchandising, Sr. Planning Manager, Manager (HR & Compliance), Factory Manager, Quality Manager, Production Manager, Asst. Production Manager, Floor in charge, Q.C Inspector, PP Meeting Room, 4 nos of Buyer's Inspection Room, Workers & Employee's Training Hall facilities include in the premises of Elegance Orientale Limited.*

### **Lighting:**

- *We have arranged sufficient light in each floor in the factory premises so that the workers can make freely, and work easily & comfortably.*

### **Canteen:**

- *Provided big canteen facilities to the employees & drinking water facilities are also available here. Ref. Section -45 of the factory act-1965.*

### **Child care room:**

- *Organized child care room for female workers to their children below six years of age, Feeding facilities, Toys, Rocks etc. are available for children. Trained and experienced female attendants are also working there. Ref. sec. 47 of the factory act-1965.*

### **First Aid Box:**

- *First aid boxes are in each floor as per COC for emergency treatment.*

### **Stair & Exit:**

- *We have five main gate in our one shade factory. There are aisles marks, exit light, emergency passage (with marked) in each floor & no obstruction for easy movement during emergency period.*

### **Health & Safety:**

- *We ensure sufficient ventilation for fresh air circulation and provide the best comfortable work place to prevent injury; we also provide hygienic toilets, purify drinking water. Ref. the F/Rules1979.*

### **MSDS SHEET:**

- *We are maintaining material safety data sheet for all types of chemical.*

### **Health & Safety trained manpower at present:**

- *Fire fighter : 160 Persons.*
- *Fire trained : 200 Persons.*
- *First Aid team : 20 Persons.*



### **Fire Evacuation drill:**

Perform announced / unannounced fire Evacuation drill monthly. Conduct through compliance officer and other responsible persons of the factory. All members of the fire team, rescue and first aid team are always using dress because of easy identification. Recorded in the register Ref. section: 12 to 21 of the factories act 1965.

### **Drinking water:**

We ensure adequate supply of sufficient pure drinking water for workers by water filter. We installed two water filters in each floor. Filters are cleaning continuously by seven days, supervising by responsible person and recorded in the Register. Water supply points situated beyond the twenty feet of washing place marked "drinking water" in a local language.

### **Wages & Working Hours:**

- BD Gazette 2013 as per section – 3 & 5 of minimum wages ordinance – 2013 Garments
- Workers minimum wage rate TK-5300/- month.

### **Working Hours:**

Normal working hours in a day 8 hrs. i.e. from 8 AM to 5 PM 1hr. interval i.e. from 1 PM to 2.00 PM, (Lunch or rest) 48hrs in a week. If it is required to work more than normal working hours then with the consent the employees may work 2hrs. and Overtime wages are paid at the rate of twice of his basic. And the payment system of O/T Ref. section – 50 & 58 Factories Act – 1965 & F/Rules – 1979.

- Woman worker shall not be allowed to work after 8PM. Their working hrs. From 8AM to 8PM.
- With over time. We follow the respective Ref. section -50 & 58 Factories Act -1965 & F/Rules -1979.

### **Weekly Holiday:**

- We maintained Friday in our weekend holiday as approved by Factory inspector.
- Approved Notice is displayed in the Notice Board. Ref. section -53 F/Rules -1979.

### **Annual Leave:**

Every employee who has completed one year continuous service in the Factory shall be entitled Earned leave during the subsequent period of twelve month. Leave Ref. section -78 F/Rules -1979.

### **Festival Leave:**

We provide 12 days leave with full wages in a year as pre discussion with welfare committee as approved by the factory inspector. Ref. Section -79 F/Rules 1979.

### **Casual leave:**

- We provide 10 days casual leave in a year with full wages. Ref. section -80 F/Rules -1979.

### **Sick leave:**

- We provide 14 days Sick leave in a year with half wages. Ref. section -80 factory rules -1979.

### **Maternity Benefit:**



Maternity benefit is provided to the female workers who work continuously 6 (six) H month in the Factory and his/her name should be record in register. Ref. Bangladeshi labor Low-2006,

**N.B.** Leave procedures are displayed in notice board for information to the Employee.

### **Bonus:**

Yearly 2 (Two) festival bonus are paid to all the employees of the factory to perform their Holy Eid properly. Production and Attendance bonus are also given. Ref. section 80, Act- 1965.

### **Recreation:**

- **Picnic:** Yearly Picnic party arranged by the factory for recreation to the employees, outside from the factory in some suitable places.
- **Cultural Program:** Cultural program are arranged in several days by the factory for recreation to the employees.
- **Haz :** Yearly Haz arranged by the factory for employees.

### **Reward:**

Cash and kind Rewards are given to the employees for extra ordinarily better performance.

### **Cash subscription:**

Cash subscription is given to the poor employees for their treatment and arrangement to their son's/ daughter's marriage.

### **Yearly Increment:**

The System of increasing salary in the year is termed as increment, which depends on the basis of employee's personal performance, efficiency and other factors.

### **Group insurance policy:**

Group Insurance Policy for all the employees in the factory under BGM&A and Jiban Bima Corporation and our group insurance policy provided.

Over and above we are maintaining the following records in the Register for. Continuous improvement and proper supervision.

- Fire drill Register
- Accident Register.
- Maternity Register.
- Register of special fire training.
- Factory Cleaning Register.
- Compensatory leave Register.
- Overtime Register.
- First Aid Training Register.
- Drinking water Cleaning Register.
- Welfare Committee Meeting Regulation Register.
- Complain Box opening Register.
- Minimum wages Register.
- Broken Needle Register.

**Personnel File Details**

- *Application*
- *Photo*
- *National ID Card (Photocopy)*
- *National Certificate (Local Authority)*
- *Medical Certificate*
- *Interview Sheets*
- *Salary Structure sheets*
- *Appointment Letter*
- *Service Book (form BGMEA)*
- *Background Status*
- *Joining Letter*

