

Monitored Party Shin Shin Apparels Ltd.	amfori ID 050-000149-000	Address Gorat, East Narshingapur, Zirabo, , 1341 Savar, Dhaka, Bangladesh
Monitoring Activity amfori Social Audit - Manufacturing	Monitoring Type Full Monitoring	Monitoring Partner Intertek
Monitoring Start Date 24/12/2023	Closing Meeting Finished Date 03/01/2024	Submission Date 03/01/2024
Expiration Date 03/01/2026	Announcement Type Semi Announced	
Site Shin Shin Apparels Ltd.	Site amfori ID 050-000149-002	

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OVERALL RATING



SECTION RATING

PA1: Social Management System	C	
PA 2: Workers Involvement and Protection	B	
PA 3: The Rights of Freedom of Association and Collective Bargaining	A	
PA 4: No Discrimination, Violence or Harassment	C	
PA 5: Fair Remuneration	A	
PA 6: Decent Working Hours	A	
PA 7: Occupational Health and Safety	A	

PA 8: No Child Labour	A	
PA 9: Special Protection for Young Workers	A	
PA 10: No Precarious Employment	A	
PA 11: No Bonded, Forced Labour or Human Trafficking	A	
PA 12: Protection of the Environment	A	
PA 13: Ethical Business Behaviour	A	

GENERAL DESCRIPTION

Lead Auditor:

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Monitoring Partner Name: ITS Labtest Bangladesh Ltd.

Audit Schedule Details:

This semi-announced full audit conducted in one day on 24 December 2023. The facility's operation has been assessed and verified against the amfori BSCI Code of Conduct and local legislation by five auditors during the audit. In this audit, 4.5 man-days were spent on-site, and 0.5 man-days were assigned for offsite report purposes.

Business Partner Information:

Shin Shin Apparels Limited is a 100% export-oriented Readymade Garment (Woven Items) Manufacturer. Located at Gorat, East Narshingapur, Zirabo, Savar, Dhaka, Bangladesh. The facility started its operation at this location in 2007. Total area in square feet: Land 79,313.39; Production 74,000 and Warehouse 16,401. The factory has Business License no. 022464 and valid up to 30 June 2024.

Main Production Process: Cutting, Sewing and Finishing.

Audited Location Information:

In this premises no other facility was found during the audit and the facility consist of 01 building and 11 sheds. Detailed building descriptions are in the attachment section.

The facility management has provided a canteen, dining and childcare facility to employees. No dormitory is provided, and it is not mandatory by law.

Operating Shifts and Hours:

- 01 general shift for all the employees except the security section which is from 08:00 am to 05:00 pm.
- 03 shifts for security section (06:00 am - 02:00 pm, 02:00 pm - 10:00 pm & 10:00 pm - 06:00 am) with including 1-hour interval for rest/meal in each shift.

Weekly Holiday:

Friday is weekly holiday and on rotation basis for security section.

No night shift for women. No disabled, young & migrant workers were found during audit. However, the facility has special measures for pregnant workers like non-hazardous or lighter work, extended breaks, etc. At present, there are 02 pregnant employees in follow up, and 07 employees are in maternity leave.

Time Recording System: Swipe card (Electronic) used to record the employee's daily attendance.

Salary Payment Details:

All employees receive wages monthly (English Calendar Month) within 7th working day of following month in local currency through Financial Banking System. Payroll records reviewed from December 2022 to November 2023. The highest wage was found BDT 12,699, average BDT 10,200, and lowest BDT 8,000 from the reviewed payroll records.

Note: Total sample size 36, and 10 sampled workers information provided in 'Sampled Workers' section as reference.

Worker Number Information:

- Total: 1226 (Male 369 & Female 857).
- Day of Audit: 1189 (Male 351 & Female 838) due to Leave & Absences.
- Categories: Permanent 1066, on Probation 132 and Hired Indirectly 28.
- Production 1035, Management 164 and Others 27.
- Domestic Migrant: 1216.
- Vulnerable: 02 Pregnant. No Disabilities, foreign migrant, young, seasonal, temporary, home-based workers are in the facility.
- Other Special Group: No special group workers like interns, apprentices, contractor workers etc. are in the facility.

Good Practices: Monthly attendance bonus as per company policy.

Worker Organization Details:

The facility had an open policy for forming/joining unions independently. Did not have labor union/collective bargaining agreements. Formed a Participation Committee by election process on 17 November 2022. The committee has 14 members (07 are from the employee's and 07 are from management side). They meet on a regular basis. The last meeting was conducted on 22 November 2023.

Circumstances: There was no special circumstance during the audit.

Summary of Findings:

Improvement areas identified in PA 1, PA 2, PA 4, PA 5, PA 7, PA 10 and PA 12.

No nonconformity was found in PA 3, PA 6, PA 8, PA 9, PA 11 and PA 13.

Details are in respective sections.

PA 1: Social Management System.

The facility has comprehensive processes and procedures in written manual to support the implementation of amfori BSCI COC in their business practice. However, the established management system of the facility needs some improvement in few performance areas.

PA 2: Workers Involvement and Protection.

The facility has comprehensive processes and procedures in a written manual to support the implementation of this Performance Area. However, the policy on grievance procedure did not define how to deal with "potential conflict of interest", "proper appeal process" etc. and workers were not aware of amfori BSCI COC.

PA 4: No Discrimination, Violence or Harassment.

Facility has a policy and procedure on discrimination, interviewed employees informed that they are not discriminated in terms of sex, age, religion, and region. Workers are treated equally in the facility in case of promotion, benefits, etc. However, the facility did not conduct internal assessment on the most frequent grounds used for discrimination.

PA 5: Fair Remuneration.

The facility has taken some initiative to calculate living wages, but no action plan is in place to fill up the gap between the present local minimum wage and living wage.

PA 7: Occupational Health and Safety.

The facility has comprehensive processes and procedures in a written manual to support the implementation of this Performance Area. However, the safety guard of machine was found displaced from its proper position while working in the sewing sections; The facility has emergency procedure of trauma & serious illness but has not provided any training to the related employees.

PA 10: No Precarious Employment.

The facility has comprehensive processes and procedures in a written manual to support the implementation of No Precarious Employment. However, few required information's were not included in the form of declaration and nomination (Person who can receive undisbursed payment and other dues in the absence of him/her, at the time of his/her employment in the workforce).

PA 12: Protection of the Environment.

The facility has a policy for protection of the environment. However, the facility management did not have any procedure to prevent water loss and have a system to preserve natural water resources to ensure a better environment in the premises.

Following areas, no non-conformity was noted:

PA 3: The rights of Freedom of Association and Collective Bargaining.

Facility has a policy and procedure in The Rights of Freedom of Association and Collective Bargaining. They have a Participating Committee; they sit with the top management at regular intervals on various issues.

PA 6: Decent Working Hours.

Working hours are under legal limits. Daily working hours are 8 hours shift. Rest breaks are also provided as per the law.

PA 8: No Child Labour.

The facility has a robust recruitment procedure and polices against No Child Labor; Fulfills the requirements of this performance area.

PA 9: Special protection for young workers.

The facility has a robust recruitment procedure and polices against Special Protection for Young Workers. No young-looking workers were observed on the factory premises.

PA 11: No Bonded, Forced Labour or Human Trafficking.

The facility has a robust recruitment procedure and polices against No Bonded Labour; Fulfills the requirements of this performance area.

PA 13: Ethical Business Behaviour.

The facility management has developed an Anti-Corruption Policy which was communicated with relevant people; Fulfills the requirements of this performance area.

#Living Wage: selected Global Living Wage Calculation (GLWC) website.

Note: Below documents and photographs have not been uploaded as not applicable to this facility:

Documents:

Government waivers are not applicable.

Collective Bargaining Agreement: No CBA at the facility.

Photographs:

No Dormitory at the facility.

No High-risk health and safety areas.

No Inconsistencies between time and production records.

SITE DETAILS

Site
Shin Shin Apparels Ltd.

Site amfori ID
050-000149-002

GICS Classification

Sector Consumer Discretionary	Industry Group Consumer Durables & Apparel	Industry Textiles, Apparel & Luxury Goods
Sub Industry Apparel, Accessories & Luxury Goods		

amfori Process Classifications

N.A.

GS1 Classifications

N.A.

NACE Classification

N.A.

Water Stress Situation

N.A.

METRICS

Key Metrics

Total workforce	1,189	Workers
Legal minimum wage in local currency	8,000	Monthly
Lowest wage paid for regular work at the site	8,000	Monthly
Calculated living wage in local currency	21,091	Monthly
Total sample	36	Workers

Other Metrics

Male workers	351	Workers
Female workers	838	Workers
Non-binary workers	0	Workers
Permanent workers - Male	369	Workers
Permanent workers - Female	857	Workers
Permanent workers - Non-binary	0	Workers
Temporary workers - Male	0	Workers
Temporary workers - Female	0	Workers
Temporary workers - Non-binary	0	Workers
Seasonal workers - Male	0	Workers
Seasonal workers - Female	0	Workers
Seasonal workers - Non-binary	0	Workers
Management - Male	146	Workers
Management - Female	18	Workers
Management - Non-binary	0	Workers
Apprentices - Male	0	Workers
Apprentices - Female	0	Workers
Apprentices - Non-binary	0	Workers
Workers on probation - Male	53	Workers
Workers on probation - Female	79	Workers
Workers on probation - Non-binary	0	Workers
Workers with night shift - Male	24	Workers
Workers with night shift - Female	0	Workers
Workers with night shift - Non-binary	0	Workers
Workers with disabilities - Male	0	Workers
Workers with disabilities - Female	0	Workers
Workers with disabilities - Non-binary	0	Workers
Domestic migrant workers - Male	364	Workers
Domestic migrant workers - Female	852	Workers
Domestic migrant workers - Non-binary	0	Workers
Foreign migrant workers - Male	0	Workers

Foreign migrant workers - Female	0	Workers
Foreign migrant workers - Non-binary	0	Workers
Workers hired directly - Male	345	Workers
Workers hired directly - Female	852	Workers
Workers hired directly - Non-binary	0	Workers
Workers hired indirectly - Male	24	Workers
Workers hired indirectly - Female	4	Workers
Workers hired indirectly - Non-binary	0	Workers
Unionised workers - Male	0	Workers
Unionised workers - Female	0	Workers
Unionised workers - Non-binary	0	Workers
Workers under CBA - Male	0	Workers
Workers under CBA - Female	0	Workers
Workers under CBA - Non-binary	0	Workers
Pregnant workers	2	Workers
Workers on parental leave - Male	0	Workers
Workers on parental leave - Female	7	Workers
Workers on parental leave - Non-binary	0	Workers
Sample - Male	11	Workers
Sample - Female	25	Workers
Sample - Non-binary	0	Workers

FINDINGS



PA1: Social Management System

Site: Shin Shin Apparels Ltd. | Site amfori ID: 050-000149-002

Question: 1.1 Is there satisfactory evidence that the auditee has set up an effective management system to implement the amfori BSCI Code of Conduct?

ENGLISH

Finding

Based on site visits, document review, and interviews during audit time it was noted that the established management system of the facility needs some improvement in implementing the BSCI Code of Conduct in their business practice in a few performance areas.

Note: as the facility has other effective systems, policies, and procedures in place to implement the BSCI COC in their business practice, a partial rating was given to this checkpoint.

Question: 1.3 Is there satisfactory evidence that the auditee has identified their significant business partners and their level of alignment with the amfori BSCI Code of Conduct?

ENGLISH

Finding

Based on document review and interview during audit It was noted that, the facility management has no good overview of the significant business partners and their level of alignment with the BSCI Code of Conduct due to followings:

- a) The facility management did not identify all significant business partners.
 - b) The facility management did not share amfori COC and TOI with all significant business partners.
 - c) The facility management did not monitor the social performance of all business partners.
 - d) The facility was maintaining manual time recording system for security section employees where all "IN" and "OUT" time were uniform (e.g. In 6:00 am and out 2:00 pm) and it does conflict with actual "IN" and "OUT" time of employees. However, facility was using electronic time record for other section employees and provided sampled months payroll records and job cards were signed by the employees and consistent with other documents. Note that, facility has 28 security personnel recruited as indirect employees.
- Note: The facility management has prepared a list of business partners, so the issue has been rated as partial.



PA 2: Workers Involvement and Protection

Site: Shin Shin Apparels Ltd. | Site amfori ID: 050-000149-002

Question: 2.4 Is there satisfactory evidence that the auditee builds sufficient competence among managers, workers and workers representatives to successfully embed responsible practices in the business operation?

ENGLISH

Finding

Based on worker interviews on the day of audit it was noted that 15 out of 36 interviewed sampled workers of the factory were found not well-aware of the requirements of amfori BSCI Code of Conduct. However, facility management provided regular training to the workers on amfori CoC, last training was conducted on 07 December 2023.

Note: Facility management has provided training to the workers, thus a partial rating has been given in this checkpoint.

Question: 2.5 Is there satisfactory evidence that the auditee has established, or participates in, an effective operational-level grievance mechanism for individuals and communities?

ENGLISH

Finding

Based on document review, and management interviews it was noted that the facility has policy on grievance procedure for the workers, but the policy was not in line the with amfori BSCI requirement as the policy did not define how to deal with “potential conflict of interest”, “proper appeal process” etc.

Note: facility management has already established a grievance procedure, so partial rating is given in this checkpoint.

PA 4: No Discrimination, Violence or Harassment

Site: Shin Shin Apparels Ltd. | Site amfori ID: 050-000149-002

Question: 4.1 CRUCIAL: Is there satisfactory evidence that the auditee takes the necessary measures to avoid or eradicate discrimination in the workplace?

ENGLISH

Finding

Based on the document review, management, and worker interviews during audit time, it was noted that the facility did not conduct any internal assessment on the most frequent grounds used for discrimination as well as the most common activities through which discrimination may occur and did not identify the root cause of discriminatory behaviors.

Note, as facility has a discrimination policy and identified most common activities, so partial rating is given in this section.

PA 5: Fair Remuneration

Site: Shin Shin Apparels Ltd. | Site amfori ID: 050-000149-002

Question: 5.4 Is there satisfactory evidence that the auditee provides sufficient remuneration that allows workers to meet a decent standard of living?

ENGLISH

Finding

Based on Document review, management, and worker interviews during audit time, it was noted that the factory management has taken some initiative to calculate living wages, but no action plan is in place to fill up the gap between the present local minimum wage and a living wage. Though they are ensuring minimum wage as per law.

Note: As the facility has calculated living wage, so partial rating is given in this checkpoint.

PA 7: Occupational Health and Safety

Site: Shin Shin Apparels Ltd. | Site amfori ID: 050-000149-002

Question: 7.17 Is there satisfactory evidence that the auditee ensures adequate safeguards for any machine part, function, or process which may cause injury to workers?

ENGLISH

Finding

In accordance with Bangladesh Labor Law 2006, Section 63(d) (unless the following machinery are in such position or of such construction as to be safe to every person employed in the establishment as they would be if they were securely fenced (i) every part of an electric generator, a motor or rotary converter, (ii) every part of transmission machinery, (iii) every dangerous part of any machinery.)

Finding: Based on the facility visit it was identified that,

- a) Needle guard was in displaced condition in approx. 20% sewing machine at sewing section located 1st floor of the building 01.
- b) Eye guard was in displaced condition in approx. 15% overlock machines at sewing section located 1st floor of the building 01.

As per the statement of facility management there were approximately 694 sewing machines and 121 over lock machines were in operation in the production floors.

Note: As the facility had other machine guards in place, so partial rating is given in this section.

Question: 7.19 Is there satisfactory evidence that the auditee has emergency procedures, in writing, to deal with cases of trauma or serious illness?

ENGLISH

Finding

Based on document review and management interview, it was identified that the facility management has developed emergency procedure of trauma & serious illness but has not provided any training to the related employees.

Note, as facility has developed emergency procedure of trauma & serious illness, so partial rating is given in this section.

PA 10: No Precarious Employment

Site: Shin Shin Apparels Ltd. | Site amfori ID: 050-000149-002

Question: 10.2 Is there satisfactory evidence that the auditee engages workers based on recognised and documented employment relationships?

ENGLISH

Finding

In accordance with Bangladesh Labor Rules 2015, Rule 118: (Following the description of Form-41, every worker must nominate a person who can receive undisbursed payment and other dues in the absence of him/her, at the time of his/her employment in the workforce).

Finding: Based on the facility visit it was identified that; Following required information's were not included in the randomly checked 36 out of 36 forms of declaration and nomination (Person who can receive undisbursed payment and other dues in the absence of him/her, at the time of his/her employment in the workforce): Address, Date of Signature of nominated person, worker and management.

Note:

As the facility had provided Identity Card to all the employees and maintained nomination form, so partial rating was given to this checkpoint.

PA 12: Protection of the Environment

Site: Shin Shin Apparels Ltd. | Site amfori ID: 050-000149-002

Question: 12.5 Is there satisfactory evidence that water is managed in a way that respects the environment, particularly but not limited to preserving local water sources?

ENGLISH

Finding

Based on facility visit and management interview, it was identified that the facility did not have any procedure to prevent water lose and have a system to preserve natural water resource (recycling practices, preserve rainwater etc.) to ensure better environment in the premises. However, facility management is planning to do so.

Note: As facility has environment protection policy, so partial rating is given in this section.