

## RANGA FAB UNIT II

### SPT REVIEW MEETING MINUTES

°ā . | °Āø ¾Ēý « ½Āť ÁĀĀĀ ÷ Ā Ĩ Ēōō. ū

Date : 08-Feb-2018

SPT No : 01 / 2018

Site : Site-2

The SPT Meeting was held with the following members

°ā . | °Āø ¾Ēý « ½Āť Ūō¼ō Āť Āōō ĄĀ÷. Ū ¼ý Ą ¼ō¼ōĀō¼ō.

Sl. No	Name	Designation	Signature
1.	Guansekaran P Ĩ ½Ŗ° . Āý P	Packing In Charge / SPT Management Representative / ŠĀĭ ū ĩ þ ý ° ĩ ÷ ^ / ° ā .   ° Āø ¾Ēý « ½Āť - ŠĀĀĭ ñ Ā ĀĀ¾ĀĄ ĄĀ	
2.	Rathika M Āĭ ¾Ā . ĭ M	Stitching In Charge/ HSR / SPT Management Representative / ŠĒō° ĩ þ ý ° ĩ ÷ ^ / ° ā .   ° Āø ¾Ēý « ½Āť - ŠĀĀĭ ñ Ā ĀĀ¾ĀĄ ĄĀ	
3.	Mohankumar ŠĀĭ . ý Ĩ Āĭ ÷ M	Stitching In Charge / SPT Management Representative / ŠĒō° ĩ þ ý ° ĩ ÷ ^ / ° ā .   ° Āø ¾Ēý « ½Āť - ŠĀĀĭ ñ Ā ĀĀ¾ĀĄ ĄĀ	
4.	Kodangi Ŗ . ĭ ¼Āĭ . Ą V	Tailor / SPT Management Representative. Ā ¼Ā ÷ / ° ā .   ° Āø ¾Ēý « ½Āť - ĩ ¾ĀĀĄ ÷ ĀĀ¾ĀĄ ĄĀ	
5.	Gomathi R Ŗ . ĭ ĀĀĀ R	Packer / SPT Management Representative. ŠĀĭ ÷ / ° ā .   ° Āø ¾Ēý « ½Āť - ĩ ¾ĀĀĄ ÷ ĀĀ¾ĀĄ ĄĀ	
6.	Amutha M « Ō¼ĭ M	Checker / SPT Management Representative. ĩ ° ĩ ÷ / ° ā .   ° Āø ¾Ēý « ½Āť - ĩ ¾ĀĀĄ ÷ ĀĀ¾ĀĄ ĄĀ	

- This team facilitated to implement SA8000: 2014 Standard in our organization.  
°ā . | °Āø ¾Ēý « ½Āť, ĄĀ Ą ĨĀĒō¼ō SA 8000: 2014 ĄĀ ½Āō¼Āť Ą ĩ ¼ō ĒōĀĀ òĀ¼Ā ĄĀ ĄĀĀĀ ò¼ĀĀ.
- The team reviewed the implementation of SA8000: 2014 Standard and findings are furnished below  
°ā . | °Āø ¾Ēý « ½Āť, ĄĀ Ą ĨĀĒō¼ō SA 8000: 2014 ĄĀ ½Āō¼Āť Ą ĩ ¼ō ĒōĀĀ ò¼ō ĀŪŪō Ĩ ĒĀĭ . Ą ĀĀĀĀ ÷ Ā ĩ °ō¼ō, ū . ŠĒ ĩ . ĩ ĩ , òĀĀĀ ūĄĄ.

$$\overline{\text{I } \mathcal{A} \mathcal{O} \cdot \cdot \frac{3}{4} \mid \frac{3}{4} \mid \mathcal{A} \mathcal{C} \ddot{\mathcal{A}} \mid \mathcal{C} \div}$$

- a) No child labour is engaged or supported to engage. Child Labour Policy and procedure established, communicated to all interested parties.
- b) If child labour is found in the organization, a Child Labour Remediation Procedure established.
- c) The policy and procedure communicated to the suppliers, sub-contractors and interested parties.
- d) No young worker is engaged. Procedure established, if they are engaged.

Sl. No	Particulars	Aug' 17	Sep' 17	Oct' 17	Nov' 17	Dec' 17	Jan' 18
1.	No of child labour employed À½ÀÀ÷ð¼ÀÒÙÇ Ì ÅÖ'' ¼   ¼jÆtÄjÇ÷, Çty ±ñ ½ñ	Nil	Nil	Nil	Nil	Nil	Nil
2.	No of child labour employed in supplier chain. ÄtE(SÄj, ° í, ÇtÄt Å½ÀÀ÷ð¼ÀÒÙÇ Ì ÅÖ'' ¼   ¼jÆtÄjÇ÷, Çty ±ñ ½ñ	Nil	Nil	Nil	Nil	Nil	Nil
3.	No of fake or forged identification documents accepted ²üÜi  , jüÇöAð¼ Äj Ät « øÄð Äj ° È ñ Ä½í, Çty ±ñ ½ñ	Nil	Nil	Nil	Nil	Nil	Nil
4.	No of Adults workers employed. À½ÀÀ÷ð¼ÀÒÙÇ ÅÄð Åö¼   ¼jÆtÄjÇ÷, Çty ±ñ ½ñ	3 No's	2 No's	8 No's	7 No's	10 No's	4 No's
5.	Age Proof collected details S°, Äñ, öAð¼ ÅÄð ° ý È¼ú, Çty ÄtÄð.	3 No's	2 No's	8 No's	7 No's	10 No's	4 No's

ÁÃŒÎ ¾Ø « ØÄÐ , Œ¼; Â | ¾; ÆÄ; Ç÷

- a) No forced or compulsory labour is engaged or supported to engage. Forced or Compulsory Labour Policy and procedure established.

Sl. No	Particulars	Aug' 17	Sep' 17	Oct' 17	Nov' 17	Dec' 17	Jan' 18
1.	Voluntary / Excessive OT Hours Performed ÀÖöÄÄj É « ¼t. öÄÊÄj É Ät. . S¿ÄÄ½2t   ° ö¼ S¿Äí . Çty ±ñ ½2tí . .	Nil	Nil	Nil	Nil	Nil	Nil
2.	No of employees recruited through agency Ö. Ä÷. ù ā ÄÄj. S° ÷ì . öÄÖ¼   ¾j ÄÄj Ç÷. Çty ±ñ ½2tí . .	Nil	Nil	Nil	Nil	Nil	Nil
3.	Amount paid to man power agency, Ö. Ä÷. ù ì     ° Öö¼tÄ   ¾j . .	Nil	Nil	Nil	Nil	Nil	Nil
4.	No of employees recruited directly S¿Ät. ¼Äj. S° ÷ì . öÄÖ¼   ¾j ÄÄj Ç÷. Çty ±ñ ½2tí . .	3 No's	2 No's	8 No's	7 No's	10 No's	4 No's



- b) Health and Safety policy and procedure established.  
 උපරිමයෙන් සෑදී ඇති සෞඛ්‍ය සහ සුරක්ෂිත ආරක්ෂණ ප්‍රතිපත්ති සහ ක්‍රියාමාර්ග සටහන් කළ අතර ඒවායේ අදාළ ක්‍රියාමාර්ග සඳහා අවශ්‍ය වන සියලුම පියවරන් ග්‍රහණය කර ඇත.
- c) Safe and healthy workplace environment is provided.  
 සුරක්ෂිත සහ සෞඛ්‍ය සහ සුරක්ෂිත සේවා සැපයීම සඳහා අවශ්‍ය වන සියලුම පියවරන් ග්‍රහණය කර ඇත.

Sl. No	Particulars	Aug' 17	Sep' 17	Oct' 17	Nov' 17	Dec' 17	Jan' 18
1.	No of Reportable accident occurred « ඒකාබද්ධව ප්‍රකාශ කළ හැකි අනතුරු සංඛ්‍යාව »	Nil	Nil	Nil	Nil	Nil	Nil
2.	No of minor accident/ Incident occurred. « අවම වශයෙන් ප්‍රකාශ කළ හැකි අනතුරු සංඛ්‍යාව »	Nil	Nil	Nil	Nil	Nil	Nil
3.	No of near miss occurred « අනතුරු සංඛ්‍යාව »	Nil	Nil	Nil	Nil	Nil	Nil

- d) All hazards are mitigated or appropriate control measures provided.  
 සියලුම අනතුරු සහ අනතුරු සංඛ්‍යාව අවම කර ඇත. අනතුරු සංඛ්‍යාව අවම කිරීම සඳහා අවශ්‍ය වන සියලුම පියවරන් ග්‍රහණය කර ඇත.
- e) Workplace risks to new, expectant and nursing mothers done and action taken to remove or reduce the risks.  
 නව, ප්‍රසූත සහ භ්‍රෑණ දායක මව්වරුන්ගේ ස්ථානවල අනතුරු සහ අනතුරු සංඛ්‍යාව අවම කිරීම සඳහා අවශ්‍ය වන සියලුම පියවරන් ග්‍රහණය කර ඇත.
- f) Hazard Identification and risk assessment was conducted on 01-August-2017.  
 අනතුරු හඳුනා ගැනීම සහ අනතුරු සංඛ්‍යාව අවම කිරීම 01-08-2017 දින සිට 01-08-2017 දින දක්වා සිදු කරන ලදී.
- g) Where hazards remain, suitable PPEs are provided. The cost of PPEs is borne by the management. First aid facilities provided and follow up medical treatment facilities provided. The employees are provided medical insurance. They can avail medical treatment with this insurance policy.  
 අනතුරු සහ අනතුරු සංඛ්‍යාව අවම කිරීම සඳහා අවශ්‍ය වන සියලුම පියවරන් ග්‍රහණය කර ඇත. අනතුරු සංඛ්‍යාව අවම කිරීම සඳහා අවශ්‍ය වන සියලුම පියවරන් ග්‍රහණය කර ඇත. අනතුරු සංඛ්‍යාව අවම කිරීම සඳහා අවශ්‍ය වන සියලුම පියවරන් ග්‍රහණය කර ඇත. අනතුරු සංඛ්‍යාව අවම කිරීම සඳහා අවශ්‍ය වන සියලුම පියවරන් ග්‍රහණය කර ඇත.
- h) Rathika M is appointed as HSR and she is responsible for safe and healthy workplace environment.  
 රාතිකා මාට්ටු HSR ලෙස පත් කර ඇත. ඇය සුරක්ෂිත සහ සෞඛ්‍ය සහ සුරක්ෂිත සේවා සැපයීම සඳහා අවශ්‍ය වන සියලුම පියවරන් ග්‍රහණය කර ඇත.
- i) Health and Safety Committee is constituted. This committee equal no of management representative and worker representatives. The Health and Safety Committee is trained by External Agency. This Committee has conducted risk assessment to identify current and potential health and safety hazards. The risk assessment record maintained.  
 සෞඛ්‍ය සහ සුරක්ෂිත කමිටිය පිහිටුවා ඇත. මෙම කමිටියේ සාමාජිකයන්ගේ සංඛ්‍යාව සමාන වේ. සෞඛ්‍ය සහ සුරක්ෂිත කමිටිය පුහුණු කර ඇත. මෙම කමිටිය විසින් අනතුරු සහ අනතුරු සංඛ්‍යාව අවම කිරීම සඳහා අවශ්‍ය වන සියලුම පියවරන් ග්‍රහණය කර ඇත.

Sl. No	Particulars	Aug'17	Sep'17	Oct'17	Nov'17	Dec'17	Jan' 18
1.	Health and Safety Committee Meetings Details	-	04-08-17	-	07-08-17	21-08-17	23-08-17
2.	No of accident / incident investigation conducted	Nil	Nil	Nil	Nil	Nil	Nil

$$\frac{\partial \hat{A}}{\partial t} = -\frac{1}{2} \frac{\partial^2 \hat{A}}{\partial x^2} + \frac{1}{2} \frac{\partial^2 \hat{A}}{\partial x^2} + \frac{1}{2} \frac{\partial^2 \hat{A}}{\partial x^2} + \frac{1}{2} \frac{\partial^2 \hat{A}}{\partial x^2}$$

Sl. No	Particulars	Aug'17	Sep'17	Oct'17	Nov'17	Dec'17	Jan' 18
1.	Fire Training (Using Fire Safety Equipments)	09-08-2017				21-12-2017	
2.	Fire Mock Drill	09-08-2017		06-10-2017		21-12-2017	
3.	Health, Safety, Hygienic (House Keeping Cleanliness, etc.)			12-10-2017			
4.	Emergency Response (Procedure and Drill)			06-10-2017			
5.	Training Based on risk assessment			27-10-2017			
6.	Awareness on PPE	09-08-2017					

## MAINTENANCE DETAILS

$$\tilde{A} \tilde{A}^T; \tilde{A} \tilde{A}^T \tilde{A} \tilde{A}^T \tilde{A} \tilde{A}^T.$$

Sl. No	Particulars	Aug'17	Sep'17	Oct'17	Nov'17	Dec'17	Jan' 18
1.	Fire Extinguisher ¾ ¢ ¨ ½ ÒÀj ý	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly
2.	Fire Alarm ¾ ¢ ± î ° Àñ ¨ ¸	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly
3.	Emergency Light « Å°Å ¸ j Ä ÅÇì l	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly
4.	Electrical Installation Äý ° j ¾E þ ¨ ½ò0 ¸ ü	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly
5.	Machineries. þ Åó¾Äí ¸ ü	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly

- j) All personnel have free access to clean toilet facilities, potable water.

« É δ Δ | % Ą Ą Ć ÷ Ů ö Í δ % Ą ģ Ę , Ą Ć o Ą t % ģ Ů Ä Ů Ů ö İ Ę Ć Ā | Ä Ů Ą % ü İ | % ö % Ć Ą Ą ģ Ę  
Ä Ą Ć - Ć | Ä Ů Ů ğ Ć Ę ÷.

Sl. No	Particulars	Aug' 17	Sep' 17	Oct' 17	Nov' 17	Dec' 17	Jan' 18
1.	No of children in the creche <div style="text-align: right;"> <math>\frac{1}{2}</math> of 34 = 17         </div>	Nil	Nil	Nil	Nil	Nil	Nil

Sl. No	Particulars	Remarks
1.	Name of the creche attendant 1. Name of the creche attendant	N/A
2.	Name of the nurse 2. Name of the nurse	N/A
3.	Name of the welfare officer. 3. Name of the welfare officer.	N/A

- k) All personnel have right to remove from themselves from imminent serious danger without seeking permission from the organization.

– Àð¾¡É Ýú¿ ÁÂ¿ ¿ÚÁÉð¾¿ « ÛÁ¾Á¿É¿ ¿ÚÁÉð¾¿ ÁðÎ | ÁÇ¿SÁÚÁ¾üì « ÉðÐ |¾¡Æ¿Ç÷, Ûì ò - Á¿ - ñ Î.

#### FREEDOM OF ASSOCIATION AND COLLECTIVE BARGAINING

Üð¾¿ ÁðÀÜ, ¡É Í¾ó¾Áð ÁÜÜð ÜðÎ ¿ðó¾¿Ü, ¡É SÁÁð.

- a) All personnel have right to form, join and organise trade union of their choice and to bargain collectively.

¾í, Û ÁðððÁðÉ, « ÉðÐ |¾¡Æ¿Ç÷, Ûì ò |¾¡Æ¿Ü°í, í ¿ ²üÁ¿ð¾, |¾¡Æ¿Ü°í, Û¾ý þ ¿ðÐ |¾¡Ç ÁÜÜð ¿Öí, ¿¾ì, ÁÜÜð ÜðÎ ðSÁÁð SÁ° Ö¿ - Á¿ - ñ Î.

- b) Works Committee, Grievance Handling Committee and Internal Complaints Committee existing and meeting is being conducted regularly.

À¿¿ Ì Ø, Á¿Á¿ð Á¿ð, ¡¾ððì Ì Ø ÁÜÜð Í |¾¡Áð ÁÜÜð Á¿ð, ðð Ì Ø, ÁÜÜð Ì ¿ ¾Æ-ì ò Ì ØÁ¿Éð ²üÁ¿ð¾ÁðÎ ¿Çð ÁÜÜð Á¿¾ð ¿Ö¿É Üð¾ð ¿¾ |ÁÜ, ¿Éð.

Sl. No	Particulars	Aug'17	Sep'17	Oct'17	Nov'17	Dec'17	Jan' 18
1.	Works Committee	21-08-17	12-09-17	03-10-17	11-11-17	14-12-17	18-01-18
2.	Grievance handling Committee	18-08-17	15-09-17	05-10-17	10-11-17	06-12-17	05-01-18
3.	Internal Complaints Handling Committee	08-08-17	06-09-17	12-10-17	13-11-17	05-12-17	05-01-18

#### DISCRIMINATION

Á¿ Á¿ þðÁ¿ Á

- a) No discrimination practices followed with respect to Standard requirement.

SA 8000 ¿¿¾ð¾üì ðÁðÎ ±ó¾ ¿ Á¿ Á¿, ¿ Á¿ ÁÜÉðÁ¿ Á¾¿ Á.

Sl. No	Particulars	Aug' 17	Sep' 17	Oct' 17	Nov' 17	Dec' 17	Jan' 18
1.	No of application rejected on grounds of discrimination. Á¿ Á¿ « ÉðÁ¾ Á¿ð ÁÜððÁð¾ SÁ¿ Á Á¿¾¿ð¿.	Nil	Nil	Nil	Nil	Nil	Nil
2.	No. of benefits rejected on the grounds of discrimination. Á¿ Á¿ « ÉðÁ¾ Á¿ð ÁÜððÁð¾ °Ö¿, ¿Ç¿ Á¿Á¿.	Nil	Nil	Nil	Nil	Nil	Nil

- b) No interference with the exercise of personnel's rights to observe tenets or practices by the management.

¿¿Á¿, ð, |¾¡Æ¿Ç÷, ¿Ç¿ °ò¾¡ó¾í, Û « ðð ÁÆí, í, ¿ |ÁÜÁ¾¿ ±ó¾Á¾ þ ¿¾Üð |°ð¾¿ Á.

- c) Any behavior that is threatening, abusive, exploitative or sexually coercive, etc are not allowed. ÁðÎ¾¿, ¾ÁÆ¿É ¿¾ÁÆì, Í Áñ¾ « ðð Á¿Á¿ °ðó¾Á¿É ¿¾ð¾¾, ¿ Ç ÖÜÉÖö « ÛÁ¾¿, ðÁ¿ Á¾¿ Á.

- d) No pregnancy or virginity tests are carried out.

Ü×ÜÉð « ðð Üð °ðó¾Á¿É Á¿S°¿É, Û |°ððÁ¿ Á¾¿ Á.

#### DISCIPLINARY PRACTICES

¿Í Ì ¿¾ÁÆì ¿.



- a) All personnel are treated with dignity and respect. No corporal punishment, mental or physical coercion or abuse is engaged or tolerated. No inhumane or harsh is allowed.

« " É òÐ | ¼|ÆtÄj Ç÷, Û ò ÄÄtÄj " ¼Ö¼Û ò ÄüÛ ò ñ ½tÄðÐ¼Û ò ¼ð¼öÄt " ty ÉÉ ÷. - ¼ð ÄBtÄj É ¼ñ ¼ " É, ÄÉ « ØÄÐ - ¼ð ÄBtÄj, Ðý ÒÛð¼ø « ØÄÐ ¼ÄÉj, ¼ð " ¼ Û ² Ðö ¼ " ¼| ÄÜÄ¼ø " Ä. ÄÉ ¼| ÄtÄj É ÄÜÉ « ØÄÐ ÄÉ ¼¼ý " ÄÄÜÉ ¼ÄÉi " Û Û ÖÜÉÖö ¼Ät÷i, öÄÖt ÛÇÐ.

Sl. No	Particulars	Aug' 17	Sep' 17	Oct' 17	Nov' 17	Dec' 17	Jan' 18
1.	No of disciplinary action ±i i, öÄð¼ " Øi i ¼ÄÉi " Äty ÄtÄö	Nil	Nil	Nil	Nil	Nil	Nil
2.	No of employees dismissed. Ä½tÇi " ò   ° öÄöÄð¼   ¼ ÆtÄj Ç÷, Çty ±ñ ½ti " Û	Nil	Nil	Nil	Nil	Nil	Nil

#### WORKING HOURS

ŠÄ " Ä ŠöÄö

- a) Applicable law is complied with.  
| Äj Öö¼i ÛÉÄ " ö¼i, Ûi i | p ½i, öÄÖt ÛÇÐ
- b) For every day 8 Hours & every week 48 hours engaged.  
" Û| Äj Ö ¼i Û ö 8 Ä½t ŠöÄö " Û| Äj Ö Äj Äöö 48 Ä½t ŠöÄö ÄÖt ŠÄ ŠÄ " Ä | ° öÄöÄt, ty ÉÐ.

Sl. No	Particulars	Aug' 17	Sep' 17	Oct' 17	Nov' 17	Dec' 17	Jan' 18
1.	Maximum working hours per day " Ö ¼i Çty « ¼t, öÄÉÄj É ŠÄ " Ä ŠöÄö	8 Hours	8 Hours	8 Hours	8 Hours	8 Hours	8 Hours
2.	Maximum working hours per Week " Ö Äj Äö¼ty « ¼t, öÄÉÄj É ŠÄ " Ä ŠöÄö	48 Hours	48 Hours	48 Hours	48 Hours	48 Hours	48 Hours
3.	Maximum OT Hours per Day " Ö ¼i Çty « ¼t, öÄÉÄj É Ät " ö Ä½t ŠöÄö	Nil	Nil	Nil	Nil	Nil	Nil
4.	Maximum OT Hours per week " Ö Äj Äö¼tül " « ¼t, öÄÉÄj É Ät " ö Ä½t ŠöÄö	Nil	Nil	Nil	Nil	Nil	Nil
5.	Maximum OT Hours per Quarter " Ö   Äj ñ Éül " « ¼t, öÄÉÄj É Ät " ö Ä½t ŠöÄö	Nil	Nil	Nil	Nil	Nil	Nil
6.	Absenteeism Details Ät öÖ ±i öÐi  , jñ ¼ ° ¼Ä¼ö	15.43%	13.85%	21.78%	19.35%	21.39%	19.76%
7.	No of weekly off days worked Äj Äj ö¼Ä Ät Ö " É ¼ð, Çty ŠÄ " Ä   ° ö¼ ÄtÄö.	Nil	Nil	Nil	Nil	Nil	Nil

- c) All overtime is voluntary.  
Ät " ŠöÄ Ä½t ¼ý É " ° Äj, p Öi, ty ÉÐ.

#### REMUNERATION

° ¼tÄö

- a) Living wages is calculated.  
Äj üÄj ¼j Äö¼tül, j É ° ¼tÄö, ½i, t¼öÄÖt ÛÇÐ.

The calculated living wages is Rs. 7197.73/- Family / Month.

" Ö i i öÄö¼tül " Ö Äj ö¼tül, ½i, t¼öÄö¼ Äj üÄj ¼j Ä ° ¼tÄö ä. 7197.73/-

- b) Wages is disbursed on or before 7<sup>th</sup> of every succeeding month.  
° ¼tÄö ±¼t÷ Äöö Äj ¼ö 7 « ØÄÐ « ¼ül Öý É ŠÄ ÄÉi, öÄt, ty ÉÐ.

Sl. No	Particulars	Aug'17	Sep'17	Oct'17	Nov'17	Dec'17	Jan'18
1.	Wage disbursed on 06-11-17	07-9-17	05-10-17	06-11-17	07-12-17	04-01-18	06-02-18
2.	ESI Contribution Remitted On 18-09-17	18-09-17	14-10-17	16-11-17	14-12-17	18-01-18	13-02-18
3.	EPF Contribution Remitted on 18-09-17	18-09-17	14-10-17	16-11-17	14-12-17	18-01-18	13-02-18

- c) Leave with wages is disbursed in January  
 °  $\frac{1}{4} \times \text{Wages} \times \frac{1}{2} \times \text{Wages} \times \frac{1}{4} \times \text{Wages} \times \frac{1}{4} \times \text{Wages}$
- d) Bonus is disbursed before Diwali  
 °  $\frac{1}{4} \times \text{Wages} \times \frac{1}{2} \times \text{Wages} \times \frac{1}{4} \times \text{Wages} \times \frac{1}{4} \times \text{Wages}$
- e) The wages is paid in Bank Account & cash  
 °  $\frac{1}{4} \times \text{Wages} \times \frac{1}{2} \times \text{Wages} \times \frac{1}{4} \times \text{Wages} \times \frac{1}{4} \times \text{Wages}$
- f) No Deductions are done from wages.  
 °  $\frac{1}{4} \times \text{Wages} \times \frac{1}{2} \times \text{Wages} \times \frac{1}{4} \times \text{Wages} \times \frac{1}{4} \times \text{Wages}$

Sl. No	Particulars	Aug' 17	Sep' 17	Oct' 17	Nov' 17	Dec' 17	Jan' 18
1.	Wages deducted for disciplinary purpose. Øí Ì ¿¼ÄÊì ¨ ¸ ì ° öÅÇõ ÄtÈ÷%ö   ° öÂôAÖ¼ ÄtÄÃö.	Nil	Nil	Nil	Nil	Nil	Nil
2.	Wages deducted as fine « ÄÄj¾ö Ä³⁄₄ö öÂÖ¼  ¾jÆtÄjÇ÷ ü ÄtÄÃö.	Nil	Nil	Nil	Nil	Nil	Nil

- g) Overtime wage is 200%  
 $\text{Á}^{\text{c}} \cdot \text{S} \cdot \tilde{\text{A}}^{\circ} \text{ö} \text{A} \text{C} \text{ö} 200\% \rightarrow \text{b} \text{Öi} \cdot \text{tý} \text{È} \text{Đ}.$

MANAGEMENT SYSTEM

## POLICIES, PROCEDURES AND RECORDS

- a) SA Policy is established, documented and familiarized to all personnel.  
SA Policy is established, documented and familiarized to all personnel.
- b) Policy and procedures pertaining to SA8000 Standard developed and implemented.  
SA 8000 Policy and procedures are developed and implemented.
- c) SA Policy is displayed in English and Tamil nearby the gate for public.  
SA Policy is displayed in English and Tamil nearby the gate for public.
- d) All appropriate records are maintained with respect to SA8000 Standard.  
All appropriate records are maintained with respect to SA8000 Standard.
- e) Management Review Meeting is conducted once in 6 months.  
Management Review Meeting is conducted once in 6 months.



## SOCIAL PERFORMANCE TEAM

° ā , | ° Åø¾tËý « ½t

- a) SPT team established and comprises 3 management Representatives and 3 worker's elected representatives.

° ā , | ° Åø¾tËý « ½t ² üÄÎ ò¼ôÄð¼Ð ÄüÜö ā ý Ü ç÷Äj , ÄÄ¾ç¾ç , Ü ö ÄüÜö ā ý Ü |¾jÄÄj Ç÷ , Çj ø S¾÷ó |¾Î ì , öÄð¼ ÄÄ¾ç¾ç , Ü ö ÷ üÇÉ÷.

## IDENTIFICATION OF RISKS

p¼" Å « "¼ÄjÇö , jÎ¾ø

- a) SA8000 risk assessment is conducted and record maintained.

SA 8000 ç÷½Äð¾tý p¼÷ Ä¾ôÄÎ | ° öÄðÄðÄüÜö Ñ Ä½í , ü ÄÄjÄÄü , öÄÎ , ý ÈÐ.

## MONITORING

, ñ , j½tò¾ø

- a) The SPT monitors

1. Compliance with this Standard;

2. Implementation of actions to effectively address the risks identified by the SPT;

3. For the effectiveness of systems implemented to meet the organization's policies and the requirements of this Standard.

- b) ° ā , | ° Åø¾tËý « ½tÄjÉ Ð Äý ÄðÄÉ Äü" È , jñ , j½tñ , ý ÈÐ

1. SA 8000 ç÷½Äð¾tËü | p½í Ì¾ø

2. ° ā , | ° Åø¾tËý « ½tÄjø « "¼ÄjÇö , ñ Î üÇ p¼÷ , " Ç , " ÇÄ ÄÄüüÇ | ° Åø , " Ç ç"¼Ö" ÈöÄÎ ò¾ø

3. SA 8000 ç÷½Äð¾tý S¾" Ä , ü ÄüÜö çÜÄÉ ò¾tý | , jü" , " Ç | ° ÅøÄÎ ò¼ôÄð¼ Ö" È , Çý¾tËý .

- c) Facilitates routine internal audits and produce reports to top management.

÷ ü¾½tñ " , Ö" ÈÄ" Ä ±Ç¾jÎ Ì¾ø ÄüÜö ā ò¼ SÄÄjñ " ÄÎ Ì « Èñ " , " Ä ° Ä÷Äò¾ø.

- d) Periodic meeting is conducted.

|¾j¼÷ Üð¼ö ç¼ð¾öÄÎ , tÈ Ð.

## INTERNAL INVOLVEMENT AND COMMUNICATION

- ü ®ÄjÄü ÄüÜö¾ , Åø |¾j¼÷ð

- a) The employees are imparted SA8000 Standard training for familiarization. SA8000 Standard is displayed in English and Tamil. Periodical training is planned.

|¾jÄÄj Ç÷ , ü |¾ÄðÄ | , jüÄ¾ü , j , SA 8000 ç÷½Äð¾tý ÄÄüöÄÄÉ , öÄÎ , ý ÈÐ. SA 8000 ç÷½Äð¾tý ÄüÜö Ñ í , tÄð¾ø , jðñ Ì " ÄÎ , öÄð¼üÇÐ.

## COMPLAINT MANAGEMENT AND RESOLUTION

Ö , j÷ SÄÄjñ " Ä ÄüÜö¾ÄjÉö

- a) Written Complaint / Grievance Handling procedure is established and familiarized among all employees.

Ì " È¾t÷Ì ò ç"¼Ö" È ² üÄÎ ò¼ôÄðÄüÇÐ ÄüÜö « " ÈðÐ |¾jÄÄj Ç÷ , Ü Ì ò |¾ÄÄü , öÄð¼üÇÐ.

- b) The complainant is not discriminated

Ö , j÷ « ÇòÄÄ÷ , ü ÄjÄ ÄÎ ò¼ôÄ¾Äjð¼÷ , ü.

çÄÐ çÜÄÉ ò¾tËü ü | ÄÈðÄð¼ Ö , j÷ , ü Äý ÄðÄÄjÜ

SL. No	Deviation / NC Observed	Gap Identified / Root Cause.	Action Required / Corrective Action	Responsibility	Target Date	Status
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			monitored during the SPT Review meeting and Internal Audit regularly.			
2.	In & Out time records not demonstrated for few contract employees working in this unit and their In & Out time records not demonstrated.	Due to delay in supply of raw materials by suppliers, there was delay in production. Hence the production team has engaged the contract labours to meet the urgent shipment schedule of the buyer and that was without the knowledge of HR team. Hence the in and out time records could not be documented.	<p>Correction: It is decided by the top management to not engage the contract employees and implemented forthwith.</p> <p>Corrective Action: The Production team is instructed to not engage the contract labours and not recruit any employee directly. If contract labours engaged or new employee recruited, they will report to the HR team and they will be engaged as per the legal norms, the engagement of them will be routed through HR dept only.</p>	Mrs. Delphin	31-01-18	Completed
3.	Feedback during worker interview confirmed that there were few accidents, However the same was not recorded and analysed for reasons. Example: - Ms Sathya and Ms Paramesh.	The HSR had deputed the HR assistant to record the accidents but he failed to record the accidents. The HSR did not monitor the recording the accidents.	<p>Correction: The accidents / incidents are recorded, it was analysed and appropriate action taken to prevent recurrences.</p> <p>Corrective Action: Training imparted to the HR assistant to update each accident / incident and the HSR will ensure the updation of each accident in the record.</p>	Mrs. Delphin	31-01-18	Completed
4.	No valid Fire license certificate retained by the Organisation. Note :- Evidence demonstrated for having applied for Fire licence.	We have submitted application along with required documents to the Third Party Consultant. The Consultant failed to submit the documents to the appropriate authority on time to obtain the fire licence and there was no monitoring system established to renew / submit the application for obtain the statutory and regulatory documents.	<p><u>Correction:</u> The fire license obtained and it is valid till 04-Dec-2018</p> <p><u>Corrective Action:</u> A checklist / monitoring plan is established to renew the licenses and approval before expiration and the task assigned to the Health and Safety Committee. During Health and Safety Committee Meeting, the Status or validity of the licences and approval will be reviewed. Hence forth, The application will be submitted to the relevant authority for renewal of licences and approval before expiration. The HSR will monitor the same during every SPT Meeting Minutes.</p>	Mrs. Delphin	31-01-18	Completed
5.	No Crèche facility provided by the Organisation. Considering the strength of employees (<30 women employees) as per factories act Crèche must be maintained. Note :- None of the employees were bringing their children to the factory.	Our organisation has provided crèche facility to the female employees in the Main Site. Due to insufficient space in Unit-1, this crèche facility could not be provided. Moreover, the female employees are not bringing the child. Hence we presumed, we did not require this facility for female employees of Unit-2.	<p><u>Correction:-</u> Crèche facility is provided in Main Unit (Site-1) The top management has approved to engage this crèche facility for the female employees of Unit-2. The female employees are made aware of this facility.</p> <p><u>Corrective Action:-</u> This matter was discussed with all female employees of Site 2 and we briefed on the crèche facility provided in Main site. All the female employees agreed to avail the crèche facility in Main site and they have given their consent</p>	Mrs. Delphin	31-01-18	Completed

			<p>under the Freedom of Association clause.</p> <p>Awareness created to all female employees of Unit-2 in this respect.</p> <p>We have also displayed at Notice board, this facility for familiarization.</p>			
6.	Interview had with SPT members do not give confidence that they are aware of their Roles & Responsibilities.	We had imparted general SA 8000 awareness to all the employees. We assumed that it is covered the detailed roles and responsibilities of SPT.	<p><u>Correction</u> The training imparted to the members of SPT on 13-Dec-2017 about their roles and responsibilities by engaging external consultant.</p> <p><u>Corrective Action:</u> In Training Plan, A separate topic "SPT Training" established. Based on the training plan, The training will be imparted to the SPT Members. Once the training is completed, evaluation will be done. Based on the outcome of the evaluation, re-retaining will be imparted. The same will be reviewed during SPT Review meeting and Management Review Meetings.</p>	Mrs. Delphin	31-01-18	Completed
7.	No Records demonstrated for having given training and Retraining to the committee members of Health & Safety Members in order to continually improving the health and safety conditions in the workplace.	<p><u>Root Cause:-</u></p> <p>We have imparted general Health and Safety Training and failed to impart the specific training for Health and Safety Committee Members. We assumed that it is enough for Health and Safety Committee Members and No need to impart specific training.</p>	<p><u>Correction:-</u></p> <p>The Specific Training imparted to the H&amp;S committee Members on 14-Dec-2017 about improving the health and safety conditions in the workplace, risk assessment, accident / incident investigation, etc.,</p> <p><u>Corrective Action:</u> In training plan, A separate Training topic "Health and Safety Committee members Training" established. Based on the training plan, The training will be imparted to the SPT Members. Once the training is completed, evaluation will be done. Based on the outcome of the evaluation, re-retaining will be imparted. The same will be reviewed during SPT Review meeting and Management Review Meetings.</p>	Mrs. Delphin	31-01-18	Completed
8.	There is no secondary exit at 1 <sup>st</sup> and 2 <sup>nd</sup> Floor	This is rented building and the building owner was not ready to provide this facility. Hence we could not provide the emergency exit.	<p><u>Correction:</u> It is discussed with the structural engineer for providing secondary exit and action plan is established in this respect.</p> <p><u>Corrective Action:</u> The legal parameters with respect to health and safety will be considered and provided.</p>	Mrs. Delphin	31-04-18	Action Initiated

Internal Audit (Internal Audit) 06-02-2018 « ý Ů ¼ð¾ðÀð¼ð. « ¾ð ±ð¾À¾À¼É ŠÀÜÀ¼ Ů Ů ¼ÉÀðÀ¼Àð. À. « Ů À. Ů Àý ÀðÀ¼ Ů

Sl. No	Deviation / NC Observed	Gap Identified / Root Cause.	Action Required / Corrective Action	Responsibility	Target Date	Status

## TRAINING AND CAPACITY BUILDING

### AAUOT AUUO 3/4EY 3/4 AOO

- a) Training plan is established. Training is arranged by HR dept and imparted as per the plan. Training is evaluated and records maintained for the training.

AAUOT 3/4O 1/4O 2 uAI O 3/4OAOI uCO. 3/4O 1/4OAE AE O 1/4 AC O EAj O AAUOT « Cti , oAI , ty ED. « Cti , oAO 1/4 AAUOT , u A 3/4OAO 1/4OAOI A 3/4SAI , u AAjAAi , oAI , ty ED.

## TRAINING DETAILS

### AAUOT AUUA AAi , u

Sl. No	Particulars	Aug'17	Sep'17	Oct'17	Nov'17	Dec'17	Jan'18
1.	SA 8000 Awareness				01-11-17		
2.	Training to SPT.					20-12-2017	

## MANAGEMENT OF SUPPLIERS AND CONTRACTORS

### AEI I C , u AUUO OAO 3/4jA , u SAAj n A.

- a) Due Diligence is conducted on Suppliers and Subcontractors.  
AEI I C , u AUUO O 1/2 OAO 3/4jA , u AO O EAj E « I I O E A , j n I uCO.
- b) The suppliers and sub-contractors are communicated the SA 8000 Standard, Policy and Procedure.  
SA 8000 C 1/2AO 3/4ty , j u AUUO C 1/4O E , C AEI I C , u AUUO O 1/2 OAO 3/4jA , u I I 1/4AAi , oAOI uCO.
- c) Site Assessment is conducted and report maintained.  
AEI I C , u AUUO O 1/2 OAO 3/4jA , Cty p 1/4OAO A 3/4OAI , OAOAOI , « Eti , AAjAAi , oAI , ty ED.

Sl. No	Particulars	Aug' 17	Sep' 17	Oct' 17	Nov' 17	Dec' 17	Jan' 18
1.	No of supplier audit performed. 3/4 1/2ti , OAOAO 1/4 AEI I C , Cty ±ñ 1/2ti ,	Nil	Nil	Nil	Nil	Nil	Nil
2.	No of new supplier O 3/4A AEI I C , Cty ±ñ 1/2ti ,	Nil	Nil	Nil	Nil	Nil	Nil

- d) No home workers engaged.  
AOI SA A 3/4jAEj C , u AAy AI OAOAI A 3/4O A.

Sl. No	Particulars	Aug' 17	Sep' 17	Oct' 17	Nov' 17	Dec' 17	Jan' 18
1.	No of home workers engaged. AAy AI O 3/4A AOI SA A 3/4jAEj C , u ±ñ 1/2ti ,	Nil	Nil	Nil	Nil	Nil	Nil