

RANGA FAB

SPT REVIEW MEETING MINUTES

°ã, !°Âø ¾Èý « ½tÂtý ÁúÄj÷ " Á ÌÈòÖ, ù

Date : 07-02-2018.

SPT No : 01 / 2018

Site : Site - I

The SPT Meeting was held with the following members

°ã, !°Âø ¾Èý « ½tÂtý Ü ð¾ð Ätý ÄÖð ÌÄ÷, Ù ¼ý Ì¾ð¾ðÄð¾ð.

Sl. No	Name	Designation	Signature
1.	Delphin A ! ¼øÄtý A	HR Manager / HSR / SPT Management Representative / ÁÉ¾ÄÇ ŠÄÄjÇ÷ / °ã, !°Âø ¾Èý « ½tÂtý - ŠÄÄj ñ " Á ÄtÄ¾tÇt¾t	
2.	Marimuthu G ÁjÄtÓðÐ G	Accountants Manager / SPT Management Representative / , ½ ì, tÂø ŠÄÄjÇ÷ / °ã, !°Âø ¾Èý « ½tÂtý - ŠÄÄj ñ " Á ÄtÄ¾tÇt¾t	
3.	Latha P Ä¾j P	Accountant / SPT Management Representative / , ½ ì, ÷ / °ã, !°Âø ¾Èý « ½tÂtý - ŠÄÄj ñ " Á ÄtÄ¾tÇt¾t	
4.	Raghu P Ä Ì P	Checker / SPT Management Representative. !°ì, ÷ / °ã, !°Âø ¾Èý « ½tÂtý - !¾jÆtÄÇ÷ ÄtÄ¾tÇt¾t	
5.	Valarmathi P ÄÇ÷Ä¾t P	Tailor / SPT Management Representative. " ¼Ä÷ / °ã, !°Âø ¾Èý « ½tÂtý - !¾jÆtÄÇ÷ ÄtÄ¾tÇt¾t	
6.	Mythili M " Ä¾tÄt M	Packer / SPT Management Representative. ŠÄì, ÷ / °ã, !°Âø ¾Èý « ½tÂtý - !¾jÆtÄÇ÷ ÄtÄ¾tÇt¾t	

- This team facilitated to implement SA8000: 2014 Standard in our organization.
°ã, !°Âø ¾Èý « ½t, ÌÄÐ ÌtÜÄÉð¾ø SA 8000: 2014 Ì÷ ½ Äð¾ý Ì " ¼Ó " ÈðÄtðÐ¾ " Ä ±Çt " ÄðÄtð¾ÄÐ.
- The team reviewed the implementation of SA8000: 2014 Standard and findings are furnished below
°ã, !°Âø ¾Èý « ½t, ÌÄÐ ÌtÜÄÉð¾ø SA 8000: 2014 Ì÷ ½ Äð¾ý Ì " ¼Ó " ÈðÄtð¾ø ÄüÜð Ì " ÈÄj, " Ç ÄtÜÄj÷ " Ä !°ð¾ø, ù, !ŠÆ, j Ì, ðÄð ÌüÇÐ.

CHILD LABOUR

ÌÆð " ¾ !¾jÆtÄjÇ÷

- 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 À ½tÂÁ÷ð¾tÔû Ç Ì Êó ``¾  ¾iÆtÄiÇ÷, Çtý ± ñ ½tì `` ,	Nil	Nil	Nil	Nil	Nil	Nil
2.	No of child labour employed in supplier chain. ÂtÉtSÂi, ° í , ÇtÂtø À ½tÂÁ÷ð¾tÔû Ç Ì Êó ``¾  ¾iÆtÄiÇ÷, Çtý ± ñ ½tì `` ,	Nil	Nil	Nil	Nil	Nil	Nil
3.	No of fake or forged identification documents accepted ²üÜì , iû ÇôÄð¼ SÂiÂt « øÄÐ SÂi°Ê ¬ À ½ í , Çtý ± ñ ½tì `` ,	Nil	Nil	Nil	Nil	Nil	Nil
4.	No of Adults workers employed. À ½tÂÁ÷ð¾tÔû Ç ÂÄÐ Áó¾ ¾iÆtÄiÇ÷, Çtý ± ñ ½tì `` ,	2 No's	3 No's	10 No's	9 No's	8 No's	2 No's
5.	Age Proof collected details §°, Âtì , ôÄð¼ ÂÄÐ ° í ý È¾ú , Çtý ÂtÄÃð.	2 No's	3 No's	10 No's	9 No's	8 No's	2 No's

$$\acute{A}\grave{A}\delta\hat{I}^{3/4}\emptyset \ll \emptyset\ddot{A}\mathfrak{D} \quad \delta^{1/4}i\hat{A} \mid ^{3/4}i\mathfrak{A}\grave{A}i\mathbb{C}\div$$

- | Sl. No | Particulars | Aug' 17 | Sep' 17 | Oct' 17 | Nov' 17 | Dec' 17 | Jan' 18 |
|--------|--|-----------|-----------|------------|-----------|-----------|-----------|
| 1. | Voluntary / Excessive OT Hours Performed
ÁÔÖÄÄ; É « ¾, ôÄÊÄ; É Á", ÑÄÄ ½± ° ö¾
ÑÄÄ í, Çý ± ñ ½±ì", | Nil | Nil | Nil | Nil | Nil | Nil |
| 2. | No of employees recruited through agency
Ö, Ä÷, ù ä ÄÄ; , Ñ ÷ ì, ôÄð ¼
 ¾Ä;Ä;Ç÷, Çý ± ñ ½±ì", | Nil | Nil | Nil | Nil | Nil | Nil |
| 3. | Amount paid to man power agency,
Ö, Ä÷, ù ì ì ° öð¾Ä ¾Ä", | Nil | Nil | Nil | Nil | Nil | Nil |
| 4. | No of employees recruited directly
ÑÄÄ ÷ ¼ÄÄ; , Ñ ÷ ì, ôÄð ¼ ¾Ä;Ä;Ç÷, Çý
± ñ ½±ì", | 2
No's | 3
No's | 10
No's | 9
No's | 8
No's | 2
No's |
| 5. | Appointment order issued details
Ä½± Ç;ÄÄÉ - ð¾Ä× ÄÄ í, ÄÄ ÄÄð. | 2
No's | 3
No's | 10
No's | 9
No's | 8
No's | 2
No's |

- Page 2 | 11

Sl. No	Particulars	Aug' 17	Sep' 17	Oct' 17	Nov' 17	Dec' 17	Jan' 18
1.	No of original documents collected § °, Ä ì, ðÄð¼ ä Ä ¬ Ä½ í, Çíý	Nil	Nil	Nil	Nil	Nil	Nil

- c) Employment costs or fees are not borne by the employees.

¼ÄÄÇ÷, Ç¼ð p ÖóÐ §Ä¬ Ä ì ì § ° Öð Ó ý ± ó¼ ¼Ä¬, Öð ÄÈðÄÄÄ¼ð¬ Ä.

Sl. No	Particulars	Aug' 17	Sep' 17	Oct' 17	Nov' 17	Dec' 17	Jan' 18
1.	Employment Costs collected § °, Ä ì, ðÄð¼ §Ä¬ Ä Ä½ Ä ×, û	Nil	Nil	Nil	Nil	Nil	Nil

- d) The employees have right to leave from the premises during the emergency situation

« Ä ° Ä Ý ú Ç ì Ä, Ç¼ð ¼ÄÄÇ÷, û ÇÜÄÉ ÄÇì, ð¬¼ Äð í ÄÇ§ÄÜÄ¼ü ì Óð ¬ Ä¬ Ä ñ í.

- e) The employees can quit from the employment with due notice.

¼ÄÄÇ÷, û, ¼ì « ÈÄðÄü ì ÄÈ ì Ä½ÄÄÖóÐ ÄÄ, ÓÈÖð, ¼ó¼ ¬ Ü Ä¼Äì, Ä½ÄÄÖóÐ ÄÄ, Ä ÇÄ÷, û ÄÜÜð « Ä÷, Çíý, ½ ì ì ÓÈ ì, ðÄð¼ ÄÄÄ í, û Äý ÄÖÄÜ.

Sl. No	Particulars	Aug' 17	Sep' 17	Oct' 17	Nov' 17	Dec' 17	Jan' 18
1.	No of employees left. Ä½Äð p ÖóÐ ÄÄ, Ä ¼ÄÄÇ÷, Çíý ± ñ ½ì "	11 No's	1 No's	30 No's	31 No's	22 No's	11 No's
2.	No of settlement made to employees. , ½ ì ì ÓÈ ì, ðÄð¼ ¼ÄÄÇ÷, Çíý ± ñ ½ì "	11 No's	1 No's	30 No's	31 No's	22 No's	11 No's

- f) No human trafficking practice followed in organization

ÇÄÐ ÇÜÄÉð¼ð, ÄÉ¼, ¼ð¼ð Ç¬¼Ö¬ È, û ± Ð × ð Äý ÄÜÈ Ä¼Äð¬ Ä.

HEALTH & SAFETY

¼, ¼ÄÖ ÄÜÜð ÄìÐ, ìðÖ

- a) Licence, permits and or certificate are maintained as required by law.

ð¼ðÄÈ ¬ ÜÇ « ÈðÐ ¬ ÄÄ í, û, « ÜÄ¼, û ÄÜÜð « øÄÐ ° ý È¼ú, û ÄÄÄÄì, ðÄÄ, ýÈÈ.

Sl.No Ä. ± ñ	Licence, Permits or certificate Name ¬ ÄÄð, « ÜÄ¼ « øÄÐ ° ý È¼ú, Çíý ÄÄ÷	Expiry Date , ÄÄÄ¼ §¼¼	To be Renewed on ÖððÄì ì ð §¼¼
1.	Fire Licence.	12-06-2018	One Month Before
2.	Building Stability Certificate.	09-06-2020	One week Before.
3.	Noise, Illumination and ambient air quality tests reports	28-01-2019	One week Before.
4.	Drinking water test reports	28-07-2018	One Month Before
5.	First Aid Training Certificate.	18.04.2018	One Month Before.

- b) Health and Safety policy and procedure established.

¼, ¼ÄÖ ÄÜÜð ÄìÐ, ìðÖ ì, ìü, ÄÜÜð Ç¬¼Ö¬ È, Ç²ÜÄððÄðÄÜÇÐ.

- c) Safe and healthy workplace environment is provided.

ÄìÐ, ìðÄÈ ÄÜÜð ¬ §Äì ì, ÄÄÄÈ §Ä¬ Ä ÝúÇ ì Ä ÄÉ í, ðÄð ìüÇÐ.

Sl. No	Particulars	Aug' 17	Sep' 17	Oct' 17	Nov' 17	Dec' 17	Jan' 18
--------	-------------	---------	---------	---------	---------	---------	---------

1.	No of Reportable accident occurred « Èìì ", « Çìì , ì Û " ¼Ä Ñ ÀðÐ ì , Çìý ± ñ ½ìì " ,	Nil	Nil	Nil	Nil	Nil	Nil
2.	No of minor accident/ Incident occurred. °ìÈÄ Ñ ÀðÐ ì , ù / ÄÄðÐ ì , Çìý ± ñ ½ìì " ,	Nil	Nil	Nil	Nil	Nil	Nil
3.	No of near miss occurred ÄÄðÐ ì , Çìý ± ñ ½ìì " ,	Nil	Nil	Nil	Nil	Nil	Nil

- d) All hazards are mitigated or appropriate control measures provided.
« " ÈðÐ Ñ ÀðÐ , Ù ð ÄðîÄîðððÄðîùÇÐ « ðÄÐ Ñ ÄÄ , ðîðÄîðð ì Ç¼ÄÈì " , Ù ð ÄÈì , ðÄðÄðîùÇÐ.
- e) Workplace risks to new, expectant and nursing mothers done and action taken to remove or reduce the risks.
ìÆó " ¼ ÄüÈìð¼, Äîæðîð ÄüÜð , Õ×üÈ ¼îðÄî÷, Ù ì , ìÉ þ¼÷, ù , ñ ¼ÈÄðÄðîùÇÐ ÄüÜð þ¼ " Ä ì " ÈðÄ¼ü , ìÉ Ç¼ÄÈì " , ²üÄîðððÄðîùÇÐ.
- f) Hazard Identification and risk assessment was conducted on 01-August-2017.
Ñ Àð " ¼ « " ¼ÄîÇð , ì ì ¼ð ÄüÜð þ¼÷ ÄîðÄîð× 01-08-2017 « ý Ù ì °ðÄðÄð¼Ð.
- 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.
Ñ ÄÄ , ðîðÄîðð ì Ç¼ÄÈì " , Ù ì ÄÈì Ñ ÀðÐ ì " ÈÄÄð " ÄîÄÈð , ÄîÜð¼ÄîÉ ¼ÈìÇÄ÷ ÄîÐ , ìðð °¼Èì ù ÄÈì , ðÄðîùÇÐ. ÄîÐ , ìðð °¼Èì , Ù ì , ìÉ ì°Ä× " Ç ÇìÜÄÈÄ ÒüÜìì , ìÜÜð. ÄÄ¼Ä Õ¼Ö¼Ä Ä°¼, ù ÄÈì , ðÄðîùÇÐ ÄüÜð ì¼¼÷ ÄÖððÄ ò, ì " ° ÄÈì , ðÄìð. « " ÈðÐ ì¼ÈÄîÇ÷, Ù ì ìð ÄÖððÄ , ìðÄì ÄÈì , ðÄðîùÇÐ. ì¼ÈÄîÇ÷, ù ÄÖððÄ , ìðÄì ãÄð, ÄÖððÄ ò, ì " ° ÄüÜìì , ìÜÇÄîð.
- h) Delphin A is appointed as HSR and He is responsible for safe and healthy workplace environment.
ì¼ðÄý A « Ä÷, ù ì , ì¼Äð ÄüÜð ÄîÐ , ìðð ÄÄ¼Çì¼Äî , ÇìÄÄì , ðÄðîùÇî÷. Ñ ÄÄì , ÄÄüÜð ÄÄ " Ä ÝúÇì " Äìì « ÄÄÄ ÄîÜðÄîÉÄ÷.
- 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.
Çì÷Äî , ð ÄüÜð ì¼ÈÄîÇ÷, Çìý °Ä ÄÄ¼Çì¼, Ù¼ý ì , ì¼Äð ÄüÜð ÄîÐ , ìðð ìð ²üÄîðððÄðîùÇÐ. ì , ì¼Äð ÄüÜð ÄîÐ , ìðð ìðÄîÉð ¼ì¼ÖüÇ ÇÄÄ¼ð ÄÄüò ÄÈðÄðîùÇÐ. þó¼ ìðÄîÉð ¼ü ÄîððüÇ ÄüÜð ±¼÷ÄÖð Ñ¼ðÇÄð ÄüÜð Ñ ÀðÐ , " Ç « " ¼ÄîÇð , ñ ì ÄüÜð þ¼ " Ä Ä¼ðÄì ì°ðÄðÄðî Ä¼ÄÄì , ù ÄÄîÄÄì , ðÄì , ìýÈð.

Sl. No	Particulars	Aug'17	Sep'17	Oct'17	Nov'17	Dec'17	Jan' 18
1.	Health and Safety Committee Meetings Details	10-08-17	06-09-17	10-10-17	04-11-17	06-12-17	08-01-18
2.	No of accident / incident investigation conducted	Nil	Nil	Nil	Nil	Nil	Nil

TRAINING DETAILS

ÄÄüò ÄüÈÄ ÄÄÄì , ù

Sl. No	Particulars	Aug'17	Sep'17	Oct'17	Nov'17	Dec'17	Jan' 18
1.	Fire Training (Using Fire Safety Equipments)	07-08-17					
2.	Fire Mock Drill	10-08-17		07-10-17		21-12-17	
3.	Health, Safety, Hygienic (House Keeping Cleanliness, etc.)			12-10-17			

4.	Emergency Response (Procedure and Drill)			14-10-17			
5.	Training Based on risk assessment			12-10-17			
6.	Awareness on PPE	04-08-17					
7.	Training to Health and Safety Committee Members				04-11-17		

MAINTENANCE DETAILS

ÁÁ; ÁÁôÖÖ ÄÄÄö.

Sl. No	Particulars	Aug'17	Sep'17	Oct'17	Nov'17	Dec'17	Jan' 18
1.	Fire Extinguisher ¾ « " ½ ôÄ; ý	10-08-17	05-09-17	04-10-17	03-11-17	05-12-17	04-01-18
2.	Fire Alarm ¾ ± î °Äî "	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly
3.	Emergency Light « Ä °Ä , iÄ ÄÇ î î	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly
4.	Electrical Installation Äý ° i¾É þ " ½ ôÖ , ü	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly
5.	Machineries. þ Äó¾Ä í , ü	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly

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

« " ÉòÐ |¾;ÄÄ;Ç÷, Üö Íò¾Ä;É , ÄôÄ¾í, ü ÄüÜö ÌÊÇ! " Ä |ÄÜÄ¾ü Ì Í¾ó¾ÄÄ;É ÄÄ, " Ç |ÄüÜÜÇÉ÷.

Sl. No	Particulars	Aug' 17	Sep' 17	Oct' 17	Nov' 17	Dec' 17	Jan' 18
1.	No of children in the creche ÌÆó "¾, ü , iôÄ, ð¾ø " üÇ ÌÆó "¾, Çý ± ñ ½î "	Nil	Nil	Nil	Nil	Nil	Nil

Sl. No	Particulars	Remarks
1.	Name of the creche attendant ÌÆó "¾, ü , iôÄ;Ç÷ ÄÄ÷.	N/A
2.	Name of the nurse °ÄÄÄÄ÷ ÄÄ÷	N/A
3.	Name of the welfare officer. ¾;ÄÄ;Ç÷ ÇÄ « ÖÄÄ÷	N/A

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

¬Äò¾Ä;É ÝúÇ! " ÄÄø ÇÜÄÉò¾ý « ÜÄ¾ÄýÈ ÇÜÄÉò "¾ Äð Î |ÄÇ\$ÄÜÄ¾ü Ì « " ÉòÐ |¾;ÄÄ;Ç÷, Ü Ì ð " Ä " Ä " ñ Í.

FREEDOM OF ASSOCIATION AND COLLECTIVE BARGAINING

Üö¾ " ÄôÄü , iÉ Í¾ó¾Äö ÄüÜö Üö Î ' ôÄó¾Äü , iÉ \$ÄÄö

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

¾ í , ü ÄôÖÄôÄÊ, « " ÉòÐ |¾;ÄÄ;Ç÷ Ü Ì ð |¾;Äü ° í , í , " Ç ²üÄÎò¾, |¾;Äü ° í , í , Ü¾ý þ " ½ óÐ , iüÇ ÄüÜö ' Ö í , " ½ í , ÄüÜö Üö Îò\$ÄÄö \$Ä° ÖÖ Ä " Ä " ñ Í.

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

Sl. No	Particulars	Aug'17	Sep'17	Oct'17	Nov'17	Dec'17	Jan' 18
1.	Works Committee	05-08-17	06-09-17	10-10-17	03-11-17	06-12-17	06-01-18
2.	Grievance handling Committee	04-08-17	06-09-17	06-10-17	10-11-17	06-12-17	09-01-18
3.	Internal Complaints Handling Committee	07-08-17	-	10-10-17	-	07-12-17	05-01-18

À; ì À; Î þ ø Ä; " 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.
À j l À j Î « Ê ô À ¨ ¼ Â t ø Á Ú ô Â ô ð ¼ § Å ¨ Ä Å t ñ ½ ô À í , û. | Nil | Nil | Nil | Nil | Nil | Nil |
| 2. | No. of benefits rejected on the grounds of discrimination.
À j l À j Î « Ê ô À ¨ ¼ Â t ø Á Ú ô Â ô ð ¼ ° Ö ¨ , , Ç t ý Å t Ä Å í , û. | Nil | Nil | Nil | Nil | Nil | Nil |

- ## DISCIPLINARY PRACTICES

' Ø í ì ħ¼ÅÊ ì " , , û

- | Sl. No | Particulars | Aug' 17 | Sep' 17 | Oct' 17 | Nov' 17 | Dec' 17 | Jan' 18 |
|--------|---|---------|---------|---------|---------|---------|---------|
| 1. | No of disciplinary action
± î ì , ôÀð¼ ´ Ø í ì ¸¼ÅÊ ì ¨ , Âéý ÅÄÃõ | Nil | Nil | Nil | Nil | Nil | Nil |
| 2. | No of employees dismissed.
À½¸¸ì , õ º öÂðÀð¼ ¼jÆtÄjÇ÷ , Çéý
± ñ ½tì ¨ | Nil | Nil | Nil | Nil | Nil | Nil |

§ Å " Ä § ¿ Ã õ

- |À|Õó¾ì ÜÊÂ °đ¼í, Ù ì ì p ½ í, ôÀđ î û ÇĐ

1.	Maximum working hours per day ` Ö çİÇİý « ¾, ôÄÊÄİ É SÄ `` Ä SçÃõ	8 Hours	8 Hours	8 Hours	8 Hours	8 Hours	8 Hours
2.	Maximum working hours per Week ` Ö Ä;Ãð¾ü ý « ¾, ôÄÊÄİ É SÄ `` Ä SçÃõ	48 Hours	48 Hours	48 Hours	48 Hours	48 Hours	48 Hours
3.	Maximum OT Hours per Day ` Ö çİÇİý « ¾, ôÄÊÄİ É Ät `` , ô Ä½t SçÃõ	Nil	Nil	Nil	Nil	Nil	Nil
4.	Maximum OT Hours per week ` Ö Ä;Ãð¾ü ì « ¾, ôÄÊÄİ É Ät `` , ô Ä½t SçÃõ	Nil	Nil	Nil	Nil	Nil	Nil
5.	Maximum OT Hours per Quarter ` Ö ;Äİ ñ Êü ì « ¾, ôÄÊÄİ É Ät `` , ô Ä½t SçÃõ	Nil	Nil	Nil	Nil	Nil	Nil
6.	Absenteeism Details ÄtÎðÒ ± ìðĐ ì , ñ ¼ °¼Ä¾¾õ	18.26%	13.9%	20.11%	16.98%	19.73%	21.17%
7.	No of weekly off days worked Ä;Äİó¾Ä ÄtÎ Ó `` È çİð , Çİý SÄ `` Ä	Nil	Nil	Nil	Nil	Nil	Nil

- All overtime is voluntary.

REMUNERATION
° ¾ Æ Õ

- Living wages is calculated.

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

Õ ì Î õÀò¾ü Ì Õ Ä;¾ò¾ü Ì , ½ Ì , ¼ôÄđ¼ Å;úÅ;¾;Ã °¾Âõ å. 7197.73/-

- Wages is disbursed on or before 7th of every succeeding month.

Sl. No	Particulars	Aug'17	Sep'17	Oct'17	Nov'17	Dec'17	Jan'18
1.	Wage disbursed on 07-09-17	07-09-17	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
 ° ðÀÇðð¼ý Ü ÊÂ Áîôð f ÉÂÄ Á;ðð¼ð Æ í , ðÀÎ , íýÈð.
- d) Bonus is disbursed before Diwali
 §ÄîÉ Š Òð , ½ ì Ì ÄüÜð ¼ÄîÄÇî Ì Ó ý É÷ Æ í , ðÀÎ , íýÈð.
- e) The wages is paid in Bank Account& cash
 ° ¼Äð Ä í , í , ½ ì , íý ã Äð ÄüÜð |Äî Ì , Äî , ×ð Æ í , ðÀÎ , íýÈð.
- f) No Deductions are done from wages.
 ° ¼Äðð¼ÄîÖð ±ð¼ Ä¼¼ |¼î " , , Û ð ÄîÈ Ì , ðÀÎÄ¼ð " Ä

Sl. No	Particulars	Aug' 17	Sep' 17	Oct' 17	Nov' 17	Dec' 17	Jan' 18
1.	Wages deducted for disciplinary purpose. ' Ø í Ì ç¼ÄÈ Ì " , Ì , Ì , ° ðÀÇð ÄîÈð¼ð ° ðÄðÄð¼ ÄîÄð.	Nil	Nil	Nil	Nil	Nil	Nil
2.	Wages deducted as fine « ÄÄî¼ð Ä¼¼ , ðÄð¼¼ ¼îÆÄîÇ÷ , û ÄîÄð.	Nil	Nil	Nil	Nil	Nil	Nil

- g) Overtime wage is 200%
 Äî " , §ÄÄ ° ðÀÇð 200% " , þ Ò Ì , íýÈð.

MANAGEMENT SYSTEM §ÄÄî ñ " Ä ç "¼Ó " È

POLICIES, PROCEDURES AND RECORDS | , | Û " , , Û , ç "¼Ó " È , Û ÄüÜð Ä¼¼§ÄÎ , Û

- a) SA Policy is established, documented and familiarized to all personnel
 ° ã ¼ÄÄ |ÄîÜðð¼¼ " Ä | , | Û " , ²üÄîð¼¼ , " Ä½Äîð¼¼ ÄüÜð « " Éðð |¼îÆÄîÇ÷ , Û Ì Ì ð |¼îÄî Ì , ðÄð Ì Û Çð.
- b) Policy and procedures pertaining to SA8000 Standard developed and implemented.
 SA 8000 ç÷½ Äð |¼î¼÷ÄîÉ | , | Û " , ÄüÜð ç "¼Ó " È , " Ç ²üÄîð¼¼ ç "¼Ó " ÈðÄîð¼¼ðÄð Ì Û Çð.
- c) SA Policy is displayed in English and Tamil nearby the gate for public.
 |Äîð Äî , Û Ì , Ì , ° ã ¼ÄÄ |ÄîÜðð¼¼ " Ä | , | Û " , " í , |Äð ÄüÜð ¼ÄîÆð , |ð °ðÄîð¼¼ð Äð Ì Û Çð.
- d) All appropriate records are maintained with respect to SA8000 Standard.
 ° ã ¼ÄÄ |ÄîÜðð¼¼ " Ä 8000 Ì Ì ° ðÄð¼ÄîÉ « " Éðð Ä¼¼× , Û ð ÄÄîÄî Ì , ðÀÎ , íýÈÉ.
- e) Management Review Meeting is conducted once in 6 months.
 " Ü Äîðð¼ü Ì ' Ò Ó " È §ÄÄî ñ " Ä ÄîÄî÷ " Ä Ûð¼ð ç¼ðððÄÎ , íýÈð.

SOCIAL PERFORMANCE TEAM ° ã , | ° Äð¼Èý « ½ Ì

- a) SPT team established and comprises 3 management Representatives and 3 worker's elected representatives.
 ° ã , | ° Äð ¼¼Èý « ½ Ì ²üÄîð¼¼ðÄð¼ð ÄüÜð ã ý Ü ç÷Äî , ÄîÄ¼¼ç¼¼ , Û ð ÄüÜð ã ý Ü |¼îÆÄîÇ÷ , Çîð §¼÷ð |¼î Ì , ðÄð¼ ÄîÄ¼¼ç¼¼ , Û ð " Û ÇÉ÷.

IDENTIFICATION OF RISKS þ¼¼ " Ä « "¼ÄîÇð , Ì Í ¼ð

- a) SA8000 risk assessment is conducted and record maintained.
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- ## INTERNAL INVOLVEMENT AND COMMUNICATION

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- ## COMPLAINT MANAGEMENT AND RESOLUTION

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EXTERNAL VERIFICATION AND STAKEHOLDER ENGAGEMENT

1. External Verification and Stakeholder Engagement

- Organisation cooperates for Announced or unannounced audit
 1. External Verification and Stakeholder Engagement
- Participates in Stakeholder engagement.

CORRECTIVE AND PREVENTIVE ACTIONS

2. Corrective and Preventive Actions

- Corrective and Prevent Action procedure established and documented.
- The organisation provided adequate resources to the corrective and preventive actions
- Records are maintained for the corrective action initiated
- SA 8000 II Surveillance Audit 28-Nov-2017 to 30-Nov-2017

Sl. No	Deviation / NC Observed	Gap Identified / Root Cause.	Action Required / Corrective Action	Responsibility	Target Date	Status
1.						

Internal Audit 05-02-2018

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

TRAINING AND CAPACITY BUILDING

3. Training and Capacity Building

- 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.

TRAINING DETAILS

4. Training Details

Sl. No	Particulars	Aug'17	Sep'17	Oct'17	Nov'17	Dec'17	Jan'18
1.	SA 8000 Awareness				09-11-17		
2.	Training to SPT.				03-11-17		

MANAGEMENT OF SUPPLIERS AND CONTRACTORS

ÁÆí Ì Ç÷, Û ÄÜÜÕ Ð " ½ ´ ðÄó¼¼Ä÷, Û \$ÄÄ ñ " Ä.

- a) Due Diligence is conducted on Suppliers and Subcontractors.

ÁÆí Ì Ç÷, Û ÄÜÜÕ Ð " ½ ´ ðÄó¼¼Ä÷, Û ÄÐ Ó " ÈÄ Ì É « Ì Ì Ó " È " Ä Ì, ñ Î Û Ç Ð.

- b) The suppliers and sub-contractors are communicated the SA 8000 Standard, Policy and Procedure.

SA 8000 Ç ÷ ½ Ä ð¼¼ý Ì, ñ Û " , ÄÜÜÕ Ç " ¼ Ó " È, " Ç ÁÆí Ì Ç÷, Û ÄÜÜÕ Ð " ½ ´ ðÄó¼¼Ä÷, Û Ì Ì Ì¼ÄÄ Ì, ðÄ ð Î Û Ç Ð.

- c) Site Assessment is conducted and report maintained.

ÁÆí Ì Ç÷, Û ÄÜÜÕ Ð " ½ ´ ðÄó¼¼Ä÷, Ç ðý þ¼ð¼ð Ä¼ðÄ Ì Ì ° ðÄ ðÄ ð Î, « È Ì " , ÄÄ ÄÄ Ì, ðÄ Ì, ðý È Ð.

Sl. No	Particulars	Aug' 17	Sep' 17	Oct' 17	Nov' 17	Dec' 17	Jan' 18
1.	No of supplier audit performed. ¼½ Ì " , Ì ° ðÄ ðÄ ð¼¼ ÄÆí Ì Ç÷, Ç ðý ± ñ ½ Ì " ,	Nil	Nil	Nil	Nil	Nil	Nil
2.	No of new supplier ð¼Ä ÄÆí Ì Ç÷, Ç ðý ± ñ ½ Ì " ,	Nil	Nil	Nil	Nil	Nil	Nil

- d) No home workers engaged.

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Sl. No	Particulars	Aug' 17	Sep' 17	Oct' 17	Nov' 17	Dec' 17	Jan' 18
1.	No of home workers engaged. ÄÄýÄ ð¼Ä Ä ð Î \$Ä " Ä Ì¼ÄÄ Ç÷, Û ± ñ ½ Ì " ,	Nil	Nil	Nil	Nil	Nil	Nil