



**Mr. M Anis Ud Dowla**  
CHAIRMAN  
ACI LIMITED

Ever since the inception of ACI Limited we have always tried to nurture the culture of the above mentioned statement which we found already present within the company through inheritance from ICI Plc of UK.

It is indeed a great pleasure for me to integrate and embed the global compact within each of our businesses across the board and take it to the summit. However it is a long journey and requires step by step implementation of each of the principle under the Global Compact. We are pleased to say that so far we have achieved to implement many of them but never the less there are always rooms for improvements.

The pace of our start is not to be taken as reluctance to accept the global standards but as reflection of our preparation to have a stronger foothold in the future and to stand out as an example in the global arena. With this we would like to wish ourselves all the best and express the outmost support that we want to give through the Global Compact Endorsement which we have committed earlier.

Once again my best wishes to ACI and all others who are standing for the noble cause.



## ACI Limited Communication on Progress For the year 2006

Ever since its inception in 1992 when ICI Plc of UK was divested to local management the name of the company was changed to Advanced Chemical Industries (ACI) Limited. ACI inherited the rich ICI culture of product quality, customer service and social responsibility and continued to nurture them. ACI is the first company in Bangladesh to obtain certification of ISO 9001 Quality Management System in 1995. ACI is also the first Company in Bangladesh to get certification of ISO 14001 Environmental Management System in 2000. ACI employees are proud of their work culture, business ethics and environmental consciousness.

### ACI Mission Statement >>>

ACI's mission is to enrich the quality of life of people through responsible application of knowledge, skills and technology. ACI is committed to the pursuit of excellence through world-class products, innovative processes and empowered employees to provide the highest level of satisfaction to its customers.

### ACI Values >>>

Quality  
Customer Focus  
Fairness  
Transparency  
Continuous Improvements  
Innovation

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As a practitioner of Corporate Social Responsibility (CSR) and a participant of the Global Compact, it is our pledge to provide a healthy and hazard free workplace for our employees and safeguard the environment from degradation. Over the years, we have successfully managed to be recognized as a practitioner and promoter of socially responsible business behavior.

This commitment clearly reflected in our mission statement and in our pursuit of becoming the first ISO 9001 (Quality Policy) and 14001 (Environmental Policy) certified Company in Bangladesh. Further more we have also implemented the Safety Health and Environment (SHE) policy to ensure all types of Health Work Place Safety of our employee.

To strengthen our commitment towards practicing and internalizing the principles of the global compact we have embedded the key principles, relevant to the industry and the context of Bangladesh, within the business policies with primary focus on Environment as a starting point. In the future we plan to incorporate the other GC principles within the business policies. We participate in Global Compact meetings organized internationally and nationally and have submitted case studies on our activities, which speak of our commitment on the Global Compact.

In this document we are providing some more information on the activities, which are being undertaken by us on a continuous basis and other initiatives, which we have undertaken in alignment with the Global Compact Principles.

GLOBAL COMPACT PRINCIPLES	Action taken (Till 2006) and Reference
<b>Principle 1: Human Rights</b> Business should support and respect the protection of internationally proclaimed human rights.	i. ACI SHE Policy (Page 3) ii. Awareness Building in Oncology Sector (Page 4)
<b>Principle 2: Human Rights</b> Businesses should make Sure that they are not complicit in human rights abuses.	iii. Employee Benefits (Page 5) iv. Training & Development Policy (Page 6)
<b>Principle 7: Environment</b> Businesses should support a precautionary approach to environmental challenges.	v. ACI Quality Policy (Page 7) vi. ACI Aerosol Production Unit (Page 8) vii. Educating the Doctors and Farmers (Page 9).



## ACI SHE POLICY

ACI's Limited is a manufacturer and marketer of pharmaceutical products, cosmetics, toiletries, homecare, cropcare and animal health products employing and serving people all across Bangladesh. ACI shall uphold its commitment to play a leading role in enhancing the 'quality of life' of the people of Bangladesh through 'responsible application of knowledge, skills and technology'.

In fulfillment of this commitment, we shall maintain a continuing effort to adhere to the following principles:

- i. We believe that all the accidents, incidents and work related ill health are preventable and we will manage our own business with the aim including the provision of adequate resources for the prevention and control of major accidents
- ii. We will investigate all the work place accidents and illness in order to promptly correct any unsafe condition or practices, and to prevent repetition of these occurrences.
- iii. As an absolute minimum, we will comply with all the national regulation and in addition, will set our own internal corporate standards on matters relating to safety, health and the environment and endeavor to strictly adhere to them.
- iv. We will continue to improve communication and the exchange of views with the employees, employee representatives, customers, contractors, suppliers and neighbors and any other individual or organization affected by our business.
- v. We will integrate SHE consideration into business planning and decision –making.
- vi. We will continue to innovate in order to improve our products and processes so that their effect on safety, health and the environment is reduced.
- vii. Continuous improvement in all aspects of safety, health and the environmental performance will be achieved via training, system and the equipment that are necessary.
- viii. We will increase shareholder value through SHE excellence.

### OUTCOME > > >

#### Safety in Plant Operation

Under this continuous process the plant includes manufacturing building, support services, machineries and operational practices. Each component is properly designed, and periodic assessment of risk and hazard are carried out. Periodic maintenance, identification of risk-prone operations and adoption of corrective/preventive precautions are also carried out to maintain safety in plant operation. As a result the following are initiated in the organization: a) Routine inspection of equipment, safety and fire protection system, b) Incident reporting system for injury, accident and dangerous occurrences, investigation, reporting and corrective measures to be adopted depending on seriousness of incidents, c) Use of protective clothing, proper cleaning and maintenance required for protection against chemical hazard.

#### Health

ACI takes appropriate care to protect the safety and health of all persons involved in the work team. The company complies with the legal requirement and appropriate code of practices to promote safety and health of its employees.

Factory administration is responsible for (1) Risk due to exposure of chemical (2) Control by use of protective clothing on the workplace or Engineering Design is implemented (3) Hygiene monitoring programmed is arranged to demonstrate safe working condition.



## NEW INITIATIVES: AWARENESS BUILDING ON ONCOLOGY SECTOR

As a socially responsible diversified conglomerate ACI is committed to improve the health standard and quality of life of the people of Bangladesh. ACI strongly feels that apart from production of medicine it is also our responsibility to participate in awareness building program in various medical fields which can be vastly improved. In this regard, our first step is to create awareness regarding cancer and its multidisciplinary treatment approach along with Ashik Foundation which is a voluntary organization which started its journey in April 1994 and is the first non profit charity organization for childhood cancer in Bangladesh. The Palliative Care Unit project is funded by UICC (International Union Against Cancer). In Bangladesh, new cancer cases per year can be estimated as 200 thousand and each year, 150 thousand die due to cancer. The total number of cancer cases of the country at any point of time is about 10 million. Among them approximately 6000 children suffer from cancer, of which a small percentage receives any treatment, although 70% of childhood cancer can be cured if diagnosed and treated on time. A large number of these patients cannot afford the treatment and become palliative cases.

The vision of the initiatives is threefold:

1. Building awareness regarding childhood cancer in Bangladesh along with Ashik Foundation and Haemato-Oncologist and other physician health workers related to this.
2. Developing resource center for knowledge development in this sector
3. Improve the quality of care by arranging/participating in seminars and symposia to disseminate knowledge regarding cancer.

### OUTCOME > > >

1. Regular training of the health care service providers (doctors, nurses, medical social workers.) in Palliative Medicine
2. Research initiative in cancer pain and palliative unit at the National Institute for Cancer Research Hospital.
3. Manual development in childhood cancer and palliative care initiatives.



## EMPLOYEE BENEFITS PACKAGE

ACI is an equal opportunity employer and it follows the principle of diversity in recruitment, training and giving opportunity to its employees for career progression and growth. The company has a mixed workforce from all parts of the country from different religious background. The employee benefits package of the company was developed with the intention that all the employees would have access to his right as part of the ACI family. The package includes the following as mentioned below:

1. Gratuity Scheme
2. Provident Fund
3. Medical Rules for all Permanent Management Staff
4. Top-of-The Grade Management Compensation Policy
5. Annual Payments to Management Staff
6. Festival Bonus
7. Performance Appraisal
8. Telephone at Residence
9. Policy on Mobile Phone
10. Procedure for Staff Canteen
11. Scholarship Scheme
12. Application for Scholarship

### OUTCOME > > >

1. An employee shall be eligible for gratuity on leaving the company after continuous and confirmed service.
2. All employees are entitled to provident fund, which takes 10% from the employee basic salary and equal amount from the company as well.
3. In case of hospitalization of the staff, spouse or child, the employee shall be reimbursed 50% of the charges. In case of surgery the company reimburses 75% of the hospital charges.
4. Each management employee is entitled to festival and performance bonus.
5. All permanent employees under non management staff are eligible to apply for scholarship for their children.



## ACI QUALITY POLICY

ACI's mission is to achieve business excellence through quality by understanding, accepting, meeting and exceeding customer expectations.

ACI follows International Standards on Quality Management System to ensure consistent quality of products and services to achieve customer satisfaction. ACI also meets all national regulatory requirements relating to its current businesses and ensures that current Good Manufacturing Practices (cGMP) as recommended by World Health Organization is followed for its pharmaceutical operations.

The management of ACI commits itself to quality as the prime consideration in all its business decisions. All employees of ACI must follow documented procedures to ensure compliance with quality standards.

The pool of human resources of the company will be developed to their full potential and harnessed through regular training and their participation in seeking continuous improvement of work methods.

### OUTCOME > > >

As an outcome of our quality policy we are the first company in Bangladesh to attain ISO 9001 in 1995 and ISO 14001 in 2000 certification to fulfill our vision of improving the quality of life of the people of our country. For stronger foothold on our policy, we currently audit (internally and externally) our manufacturing plant twice a year to ensure that we follow the Good Manufacturing Practice as recommended by World Health Organization (WHO).

We produce quality products according to the international pharmacopoeia to meet the highest requirements. The quality assurance system is based upon the strict choice of raw and packaging materials, processes which enables compliance with the existing standards or pharmacopoeia.

Records and reference sample concerning every production steps are documented. A process sheet and batch manufacturing record system provide a reliable base for full traceability in every phase of the process and product life cycle.

Raw materials, intermediates and final products are thoroughly tested at ACI laboratory on different parameters before giving the necessary authorization for use.

Products which are subject to microbiological testing are kept in quarantine for a specific period before release. ACI has expanded its Quality Control Facilities with an ultra modern new microbiology laboratory that meets latest regulatory requirements of GLP.

The high standard work practices, innovative and high quality products have gained wide acceptance and reputation, both locally and internationally, which enables us to acquire high product image and manufacturing collaboration with multinationals.



## TRAINING AND DEVELOPMENT POLICY

ACI recognizes the responsibility to enhance the employee's opportunity to develop competence level for ensuring satisfactory performance. The training program includes, but is not limited to, the following:

1. Training Need Assessment & Performance Development Planning
2. Training Plan
3. Training Design & Development
4. Training Evaluation
5. Management Development Plan
6. Individual Development Plan

### OUTCOME > > >

1. For every position the competency requirement is benchmarked by the supervisor.
2. All training needs which are identified in the review are included in the training plan of the company to the development and growth of the employee.
3. Under an appropriate guide line the training needs are incorporated prior to the delivery of the training of the scheduled program.
4. When a training program is run, an evaluation takes place not only after the training but also prior to the training to assess the learning that the person obtained from the training.
5. From the review of the training program, all training needs are collected and compiled with a time line, which is termed as Management Development Plan (MDP).
6. Each employee is given a form, which is completed in consultation with the supervisor to identify the areas where the employee needs to develop his skill further not only to perform his responsibility better but also to be able to undertake higher responsibilities in the future.





## ACI AEROSOL PRODUCTION UNIT

Ever since its inception in 1967 (Under ICI Plc UK), ACI Aerosol was formulated with CFC (Chloro Fluro Carbon). As the use of the CFC was banned, in 1999 ACI Aerosol production unit, with support from UNDP, was shifted to ACI Formulations, Razabari, Gazipur, and its formulation was changed to LPG based Aerosol from CFC base. More over, the plant was incorporated with:

- Most updated and safest waste management system.
- The whole system of the plant is automated and every part of it is interrelated with each other.
- The plant has an individual LPG – deodorization plant nearby which gives the purest and odorless LPG for the formulation of Aerosol.

### OUTCOME > > >

1. Fully aligned with the global mindset of protecting the environment
2. 1<sup>st</sup> Aerosol plant in Bangladesh with LPG formulation



## EDUCATION OF THE DOCTORS AND FARMERS

**Continued Medical Education (CME)** for medical professionals and **Farmer Educations** for safety use of pesticide are the two programs, which are directly focused in the development of the society.

A dedicated team of medical graduates makes up the Medical Services Department (MSD) in ACI, which carries out CME programs, termed 'Clinical Meetings', across Bangladesh. These are essentially non-advertised meets of medical professionals that serve as a training and knowledge-sharing forum, often conducted by experts on the subject. Our partners in development for these programs are doctors, medical associations and/or departments, and various study groups. Below is the outcome of the Continued Medical Education programs.

### OUTCOME > > >

Year	Number of Programs	Doctors Participation
2004	342	18,000
2005	373	24,680
2006	481	24,906

ACI has undertaken extensive programs to educate crop farmers all over rural Bangladesh in Good Agricultural Practices. We have a team of agricultural experts working at the field level across the country, holding a range of technical trainings and field demonstrations. Similar programs are also carried out for animal and poultry farmers.

### OUTCOME > > >

#### Farmer Education Program

Year	Number of Programs
2004	2000
2005	2600
2006	4120

#### Poultry Education Program

Year	Number of Programs
2004	110
2005	150
2006	200