



কে এন্ড কিউ (বাংলাদেশ) লিঃ KAY & QUE (BANGLADESH) LTD.

Manufacturer of Carbon Products
Coal Tar & Pitch, Pesticide business and
CNG Refueling & Filling Station.

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Tabith M. Awal
Managing Director
Kay & Que (Bangladesh) Ltd.

Dear Global Compact Stakeholders,

Recently the World has come together to fight a common evil better known as 'climate change.' Although our solutions and views to the environment may be different, we are all equally affected by the negative impact on our climate irrespective of race, religion or gender. As Corporate Citizens of just not of Bangladesh, but of the world, we have also begun our own battles in trying to make our world a better place to live.

K&Q Ltd. is a strong believer in the 10 principals set by the UNGC and is convinced that these principals will guide the path to a more harmonious business climate. We have always paid utmost attention so that our consumers are delivered with quality products and also ensured that our trade suppliers have always maintained the best practices possible. Currently we are embarking upon more environmentally safer practices and only diversifying in environmental friendly products. We also are extending our knowledge and experience to all those who wish to really bring a change to the 'climate change.'

Best Wishes,



Factory : Plot No. 242, Dhakhinpara, Dhamrai, Dhaka, Bangladesh. Phone : 9346187

**Communication on Progress (CoP)
Of
Kay & Que (Bangladesh) Ltd**

Brief description of nature of business

Kay & Que (Bangladesh) Ltd was incorporated in 1984 with the objectives of setting up a manufacturing facility of the dry-cell battery components. The company initially adopted a project for manufacturing of carbon rods used as anodes in the dry-cell battery.

One of the most important factors to assure higher quality of the Lechlance type dry-cell battery is the quality of its raw-materials. Kay & Que has been manufacturing this component of the Lechlance batteries since 1989 and within a short span captured the local market in Bangladesh and initiated export. Around 60% of its annual production has been exported to various destinations of Asia & Africa i.e- (India, Pakistan, Nepal, Iran, Senegal, Mali, Cameron , South Africa etc.) The implementation of Total Quality Management (TQM) and a documented Quality Management System (QMS) i.e-ISO-9001:2008 was couple led in the year 2000.

Currently the company has diversified its business to:

- Setting up a CNG refueling station on its own premise.
- Processing & packaging of chemicals such as Sulpher, Mencozeb, Metasystrox etc.
- Creating a processing unit and distribution of tar & pitch for the local markets.

Scope of this COP (Communication on Progress):

- We have been maintaining of Total Quality Management (TQM) and documented Quality
 Management System(QMS) since 2000. Therefore resource management is the biggest asset
 for sustaining the productivity and quality of products.
- Our workplace is focused on ensuring the rights and respects of every individual regardless of
 being staff or guest.
- **Marketplace:** We take utmost case in creating products which are not harmful to any
 customers or end users. We further monitor our customers in the manner they use our
 products. However for foreign clients we simply relay on their assurance.
- **Community :** There is no negative impact upon the community located at our commercial site
and as the locality changes overtime we also adapt to those changes.

Human Rights

UN Global Compact Principles Covered:

Principle 1: Business should support and respect the protection of internationally proclaimed human rights

Principle 2: Business should ensure that they are not complicit in human rights abuses

Human Rights Current

Commitment

Commitment that to engage 18 years above permanent /consulted workers with medical facility, implementation of labor law activities and work environment facilities under the Child Labor Employment Law 1938, no-26 & amendment in 1974 no-53.

Actions taken to implement commitment

- A medical officer has been appointed for medical check-up
- and perform the medicine facility for necessary treatment.
- HRD (Human Resource Development) department has been
- working on labor welfare related function.
- Free lunch facility has been implemented for all factory
- employees.
- Uniform ,shoes, mask, gloves, soap etc have been provided
- for all factory employees.

Measurement of outcomes and value added for our company

- Reduce the accident in the work station.
- Production & productivity increase due to job satisfaction.

Human Rights Future

Activities plans for next year

- Inform and make aware the employees more aware of their rights & responsibilities.
- Offer on accommodating work environment for physically challenged.

Labour Rights

UN Global Compact Principles Covered:

Principle 3: Business should uphold the freedom of association and the effective recognition of the right to collective bargaining

Principle 4: Business should support the elimination of all forms of forced and compulsory labour

Principle 5: Business should support the effective abolition of the child labour

Principle 6: Business should support the elimination of discrimination in respect of employment and occupation

Human Rights Current

Commitment

We are committed that all of the personnel engaged in performing work affecting the product and its product quality are competent on the basis of appropriate age, education, training, skills and experience under the Employment of Labor Act 1965, P.O-no-100 in 1972 and amendment in 1978.

Actions taken to implement commitment

- Maintaining appropriate records of education, training, skills, age & experience
- Plan & implementation of training (Internal & external) for ensuring the competence level are achieved
- Provision & implementation of job description, job evaluation, incentive or punishment for related assignments
- Ensuring by job evaluation that its personnel are aware to the relevance and importance of their activities and how they contribute to the achievement of the assigned objectives
- Job related all kinds of facility has been implemented through the service rules by covering of ILO rules & regulations

Measurement of outcomes and value added for our company

- Rejection & wastage control
- Reduce of customer complain
- Increase the productivity

Human Rights Future

Activities plans for next year

- Ensure none of our suppliers are engaged in any adverse behavior towards their labours.

Environment

UN Global Compact Principles Covered:

Principle 7: Business should support a precautionary approach to environment challenges

Principle 8: Business should undertake initiative to promote greater environmental responsibility

Principle 9: Business should encourage the development and diffusion of environmentally friendly technologies

Human Rights Current

Commitment

We are committed to ensure the rules and regulations which are provided by the Government Environment department and implement of environment in the work place under Industrial Act-1979.

Actions taken to implement commitment

- Received no-objection certificate from Govt. environment department & implemented the related rules.
- Implement of infrastructure facilities such as factory building, process equipment & related documents, plants machinery & laboratory equipments, fire extinguisher and security services
- Implemented of work environment like:
 - > Sufficient lighting in the work area by electrical illumination
 - in addition to natural light in the day time as well as night.
 - > Uniform, shoes, gloves, mask for all workers
 - > Daily cleaning of the factory floor
 - > Sufficient provisions of windows for cross ventilations of air
 - & air vents in the roof

Measurement of outcomes and value added for our company

- Brand the company as a responsible business entity.

Human Rights Future

Activities plans for next year

- To contain or neutralize the smoke emitted from the kiln.

Anti-corruption

UN Global Compact Principles Covered:

Principle 10: Business should work against corruption in all its forms including extortion and bribery

Human Rights Current

Commitment

We are serious about keeping our company force from any extortion or bribery, both as a supplier and as a buyer.

Actions taken to implement commitment

- We have created systems of continuous auditors.
- A transparent financial and inventory system.
- Rotation of most staff from sensitive department.
- Incorporated a company policy not engage or allow corruptions to engage the employees.

Measurement of outcomes and value added for our company

- Increase the overall efficiency of the company.
- Gives comport to buyers and regulatory agencies.

Human Rights Future

Activities plans for next year

- Engage employees, suppliers with written warranties.