



# EPYLLION GROUP

United Nations Global Compact Communication on Progress Report 2014  
Reporting period: February 2013 to February 2014

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*Statement of  
continued support from  
Managing Director*  
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Epyllion Group is publishing its second Communication on Progress (COP) Report to United Nations Global Compact this year. Epyllion Group is continuing its journey as a business associate member of United Nations Global Compact for two years. We remain untiring committed to all ethical principles and goodness from inception. As a committed member we follow the gist of UN Global Compact's 10 Principles to implement sustainability projects as well as taking core business decisions.

Corporate governance and sustainability at Epyllion Group assimilates profitable growth, environmental concerns and social dedication. We believe in fusing our Code of Conduct, business principles, cultural pillars and operating doctrines to exceed the expectations of our employees, buyers, suppliers, community and other viable stakeholders as well as the national and global necessitate.

We believe on human spirit, the ultimate strength of a human being to fight against all odds and difficulties. By taking this motto with us, our commitment for better planet is focusing on human capital development, generation of employment opportunity, women empowerment, nurturing the educational sector of our country and aiding the youth with sports development programs and so on. These are examples of our indefatigable commitment towards the society. Along with the economy and society, we give the same emphasis on the third element of sustainable development; environment. We invest time and effort on environmental beneficiary projects, because we know the payback is much higher than our investment. These investments not only reduce the consumption of natural resources and environmental pollution and operational costs but also conserve the natural habitat and improve the working environment for us.

I am pleased to reaffirm Epyllion Group's commitment and continuous support towards the United Nations Global Compact. So I hereby as the Managing Director of Epyllion Group would like to state full commitment and continuing support towards the 10 Principles of United Nations Global Compact in regards to human rights, labor rights, environment and anti-corruption on behalf of myself and my company.

  
**Reaz Uddin Al-Mamoon**  
Managing Director  
Epyllion Group

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## ABBREVIATIONS USED IN THIS REPORT

BGMEA :	Bangladesh Garments Manufacturer and Exporters Association	MANCOM :	Management Committee
BKMEA :	Bangladesh Knitwear Manufacturers and Exporters Association	NDFA :	Narayanganj District Football Association
BMI :	Body Mass Index	NGO :	Non Government Organizations
BMS :	Building Management System	PC :	Participation Committee
COC :	Code of Conduct	PSC :	Primary School Certificate
COP :	Communication on Progress	PMS :	Performance Management System
CP :	Cleaner Production	RMG :	Ready Made Garments
CRP :	Center for Rehabilitation of the Paralyzed	SA :	Social Accountability
CSR :	Corporate Social Responsibility	SBU :	Sub Business Unit
DoE :	Department of Environment	SR :	Social Responsibility
ECC :	Environmental Clearance Certificate	SSC :	Secondary School Certificate
EFL :	Epyllion Fabrics Limited	T&D :	Training and Development
EIP :	Employee Induction Program	UNGC :	United Nations Global Compact
EMP :	Emergency Management Plan	UNGCLN :	United Nations Global Compact Local Network
EMS :	Environmental Management System	USGBC :	United States Green Building Council
EnMS :	Energy Management System	WED :	World Environment Day
ESIP :	Energy Savings Initiative Program	ZDHC :	Zero Discharge harmful Chemical
ESL :	Epyllion Style Limited		
ETP :	Effluent Treatment Plant		
HRMS :	Human Resources Management System		
HSC :	Higher Secondary School Certificate		
ILO :	International Labor Organization		
INGO :	International Non Government Organizations		
JSC :	Junior School Certificate		
KPI :	Key Performance Indicator		
LEED :	Leadership in Energy & Environmental Design		

The image features a vibrant sunset background with a bright yellow sun low on the horizon. In the foreground, the dark silhouettes of two people are shown climbing a hill. One person is in a crouched position, reaching out to assist the other, who is also crouched. A red flag is planted in the ground to the left of the climbers. The lower portion of the image is composed of abstract, overlapping shapes in shades of green and orange, creating a sense of movement and energy.

# Human Spirit

## EPYLLION GROUP - HUMAN SPIRIT

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*To stretch out our  
business we always  
analyze and set priorities  
for regions, products,  
services and  
sustainability.*

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Epyllion Group is a signatory to the United Nations Global Compact, a platform for encouraging and promoting good corporate principles and learning experiences in the areas of human rights, labor rights, environment and anti-corruption. This COP provides an overview of our commitments and activities during the reporting period 2013-14 in support of the UN Global Compact's principles.

The focus point on which Epyllion Group upholds its belief is “Human Spirit”. This is the composition of principles, fellowship, and intuition. These qualities build a human spirit to employ the right thing and omit the odds. In each sector of work and persuasion we adopt the most right thing. This is the gist of our business principles. By having this philosophy with us, Epyllion Group witnessed a unique abilities and achievements over the past 20 years after its inception.

To remain competitive in increasingly aggressive markets, we in terms of organization and individual adopt a positive attitude to transform. This transformation is a journey towards the sustainability. In Epyllion Group, it is clearly maintained the techniques and technologies for planning and implementing positive changes, which maximize the potential growth. We achieve our best from our personnel by using their strengths and involving them in all stages of business decision and execution. Managing positive changes for better planet keeps us one step ahead to achieve sustainable development.

Our strategic approach ensures maximum return on our spending and boosts the profits of the company. To stretch out our business we always analyze and set priorities for regions, products, services and sustainability. By the shared inner spirit of Epyllion board members, MANCOM members, executives and other personnel all the impossibilities of plans are over empowered; and turn into possibilities. It is the culture of Epyllion Group that we always share our vision, mission and plan and thus remain as successful entity. By the team works of highly inspired and skilled personnel we are sustaining and will sustain the vision to remain for aspects of the global business ethics and standards.

# HUMAN RIGHTS



## HUMAN RIGHTS

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*Principle 1: Businesses should support and respect the protection of internationally proclaimed human rights.*

*Principle 2: Make sure that they are not complicit in human rights abuses*

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### **Making rights as certainty**

Epyllion Group supports the Human Rights values of the Universal Declaration of Human Rights, and all internationally-accepted standards for the protection and defense of human rights, because we believe on empowering the human spirit. In the Code of Conduct and Business Principle of Epyllion Group, it is clearly stated to respect basic human rights in all its aspects and there is a ZERO TOLERANCE policy in human rights abusing in any way. Epyllion Group as abiding by the national legislations and company's own policies maintains ethical and decent work environment and ensures that no employees engage themselves in, directly or indirectly, any activity that exploits another individual one within or beyond the company territory. This company requires everyone with whom it conducts business to similarly respect and protect human rights.

### **“Protect, Respect and Remedy” to human rights**

We follow United Nations “Protect, Respect and Remedy” Framework for Business and Human Rights and the Guiding Principles to implement this framework as the key factor in all business decision. It is our corporate responsibility to act with the due diligence to avoid infringing on the rights of others and addressing harms that do occur. In maintaining support, respect and protect to human rights, we adopt various assistance and supportive programs for the employee, community people and society in broader sense. As it is the State's duty to protect human rights, Epyllion Group abides all imposed legal legislations those are subject to adopt in doing our business. We respect and uphold human rights in sphere of our business influence and initiatives are taken in probable remedial action.

### **Initiating to comply with ISO 26000**

Epyllion Group is taking initiatives to comply with the basic framework and requirements of ISO 26000 Standard in terms of social responsibility. This framework builds on existing management system and helps us to align sustainable practices into our existing business practices. We show full respect and responsibility towards the society and environment in which we operate our business, because it is a crucial factor in our ability to continue to operate effectively. We operate our business in an ethical and transparent way that contributes to the health and welfare of the society and environment.

### **Orienting employees for the best adaptation**

Epyllion Group orients 100% of its employees through an orientation program. These programs are organized to make all employees well known of all sub business units (SBUs), COC and Business Principle of the company as well as the facilities, compliance management, corporate social responsibility, ethical commitment of the company and all required information and supports that an employee needs to adopt with the environment. There is a unique concept of “Buddy” is implemented in employee orientation. In this concept, existing closest co-workers act as buddy of newly recruited employees to facilitate all the possible resources for them so that they can find the right environment to explore themselves. It is believed that in this way together with new potentials company will step forward.

## HUMAN RIGHTS



*Vitamin-A vaccination program*



*Annual Volley-ball tournament*

### **Special consideration in health care**

Epyllion Group considers employee's health as key issue. Health care and first aid facilities in all units with comprising of basic medications and supplements. An ambulance is always kept ready for any emergency service. In 2013-14 reporting session, specified health camps on female genital and reproductive care and eye care were organized in all units for all employees collaborated with Shahid Suhrawardi Medical College and Hospital, Bangladesh National Eye Institute, BIRDEM and BSMMU. An open platform discussion session was organized on heart diseases (exclusive emphasis on high blood pressure) at corporate office. A year-long health check-up camp was organized in all units collaborated with Grameen Communications. This health camp covered all employees of and above 25 years old and aided them in basic health check-up including height-weight ratio, BMI, body temperature, blood pressure, blood glucose, blood hemoglobin, urinary glucose, urinary protein, urinary Urobilinogen, oxygenation in blood, pulse rate and arrhythmia. Female employees were exclusively facilitated by this camp in testing hemoglobin concentration in blood. Free iron supplements were also distributed among the female employees to generate awareness on anemia. Vitamin-A vaccination program were held for the children of employees.

### **Empowering women and safe motherhood**

A woman is entitled to live in dignity, in freedom and in safe. Empowering women is also an indispensable tool for advancing development and reducing poverty. Empowered women contribute to the health and productivity of whole families and communities and to prospect for the future generation. Epyllion Group's employee statistics reveal percentages of female employees are more than the male. On average 56% of total employees are women. In promoting gender equity, we encourage women to work with us by providing competitive salary packages and all key benefits and facilities within the legal binding. Apart from legal compliance, we care women's health in terms of their genital and reproductive health as well as safe motherhood. So that female health camp was organized in all units to protect female employee's health. To safeguard secure motherhood, we initiated "Nutrition Allowance" for all expecting female employees until they go for maternity leave.

### **Incentive and facilities to uphold employee motivation**

Employees endorse a company to achieve its best. Because a motivated employee puts his best skill and efficiency forward and thus achieve the best quality products and services that ultimately bring success to the company as simply a consequence of process. Skilled and motivated human resources are one of the core strengths of Epyllion Group. So we always try to enhance employee assistance program in various ways to stimulate the skill and dedication of the employees. There are incentives in attendance and productivity for the workers, lunch subsidy for all employees, transportation service, dormitory services, best employee/line/performer awards, annual cultural program, annual sports programs (Volley ball, Football and Cricket), interest-free loan, effective in-house and external training facilities, regular awareness programs, free snacks for workers from company's own bakery unit to confirm best hygienic foods and "New born gift" for all employees.

## HUMAN RIGHTS



Educational Assistance Program-KHEA



Epyllion Group Football Development Program, Press briefing



The latest motivational program was that all employees initiated their 1st working day of this year having gift packet from the company on behalf of the Managing Director.

We publish a quarterly magazine, "Amader Kotha (আমাদের কথা)" for our employees. Title of the magazine means, "The voice of ours". This magazine is the reflection of our own thoughts, feelings, news and write-ups. This is an open door for our employees to express their imagination and writing capability as well as act as their escape from life stress.

An individual bakery unit, Epy Toast is established to provide hygienic snacks for the employees. Free snacks are distributed among the workers. A mango garden has been in leased to grow fruits organically and without using any pesticides to provide fresh fruit to all employees. All employees are entitled to get bakery products from Epy Toast and garden fruits in cheaper price.

### Facilitating educational sector for Better Bangladesh

Epyllion Group has developed an educational assistance program for all employees. We connect to the society through our own employees and we believe that aiding a student from a family eventually aids the country's development. This educational assistance program is divided into two parts; scholarship and stipend and covers all employees by giving exclusive consideration for the workers. Title of this program is KHEA, which elaborately stands "Keen Hand for Educational Assistance". KHEA is mainly for the meritorious students of Epyllion Group's employees at educational levels of PSC, JSC, SSC and HSC. Apart from this program Epyllion Group run a free coaching center for orphan and unprivileged students from pre-school to higher secondary level of education.

### Aiding young generation through sports development program

Youngsters are the core strength of a nation. This generation is the future leader of the country. By taking this target group in mind, Epyllion Group launched a sports development program to aid young generation by promoting country's sports environment. As the first project under this program, Epyllion Group is sponsoring Narayanganj District Football Association (NDFA) for consecutively three years. Under this program, Epyllion Group financing football tournaments to develop professional football environment in the projected district. Apart from financing football tournament we are contributing in development and renovation of district level football stadiums and football clubs. One of the inimitable schemes of this program is "Digitalization". All footballers and club officials of Narayanganj District will be trained up on information technology to match up with the current demand of development. A website comprising of nation's football pride and history of Bangladesh along with the projected district has been developed all ready and a documentary is also under process to reveal the football history, achievements and future vision of Bangladesh.

### Lending a hand

In Epyllion Group, we often arrange different voluntary activities for the people who are living in disadvantageous position in society. It is important that in the places we do business, the inhabitants to some extent have to have capacities. So it is our social responsibility to build up economic and value capacity among those who are below or at the poverty line, where we have our footprints. To lend

## HUMAN RIGHTS



CRP's Annual Sponsored Walk, 2013

a hand towards society, Epyllion Group established a Trust, Epyllion Foundation. This Trust actively contributes in developing society with giving special consideration in educational sector, health care sector, women empowerment, poverty reduction and environmental sustainability.

In reporting session 2013-14, Epyllion Foundation contributed in developing social and environmental concerns in nationwide and combating natural and anthropogenic disaster in Bangladesh. Mentionable contributions are supporting in rescue program of a collapsed industrial building (Rana Plaza) at Savar, supporting winter affected people in rural areas by distributing winter wear and blankets, aiding educational and religious institutions in renovation and capacity development, sponsoring social publications to aid cultural sustainability, supporting and contributing CRP, in various initiatives in aiding physically challenged person's rehabilitation program.

### Measurement of Outcome

1. Primary nomination for the "Oslo Business for Peace Awards". UN Global Compact Local Network (UNGCLN) of Bangladesh nominated us from RMG sector of Bangladesh for our untiring commitment and effort in social compliance and long term success in business and society.

2. Certification and membership: WRAP (Worldwide Responsible Accredited Production), BSCI (Business Social Compliance Initiatives) and SEDEX (Suppliers Ethical Data Exchange) Standard certified.

3. Low or ignorable amount of migration (in staff 3.5% and in worker 5.4%) and absenteeism (only 2.6%).

4. Absent of any fatal or moderate occupational health hazard.

5. Health check-up report of health camp represents most of the employees of Epyllion Group have sound health status.

6. 100% employees (both staffs and workers) are covered under EIP (Employee Induction Program) and other necessary training and awareness program. Except the EIP, total 162 in-house and external training are conducted that covered 4361 employees

7. Analysis of exit interview of employees reveal higher satisfaction from employees

8. Total 98 students received scholarship and stipend under educational assistance program

9. Total 496 female employees received "Nutrition Allowance" and 95 employees received "New Born Gift" this reporting phase

# LABOR RIGHTS



## LABOR RIGHTS

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

*Principle 4: The elimination of all forms of forced and compulsory labor.*

*Principle 5: The effective abolition of child labor.*

*Principle 6: The elimination of discrimination in respect of employment and occupation.*

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### Fair labor management

Epyllion Group follows almost all principles in managing fair labor. These include our own COC, national laws and regulations of Government of Bangladesh, international standards and norms in labor management, ILO Conventions and Declarations, COC of the buyers we work with and the principles and guidelines of the certifications and memberships we have. Our COC covers appropriate and reasonable working hours, competitive salary packages higher than the nation's minimum wage standard, proper compensation and benefits, efficient working environment, proper grievance mechanism and giving staffs and workers proper channels to report concerns with an appropriate organogram. Every individual are enjoying their rights and privileges from the company as per the relevant laws, orders and guidelines.

### Participations Committee (PC)

Epyllion Group states freedom of forming and joining any registered association and trade unions. Formally in our all business units we maintain Participation Committee (PC). Worker's Participation Committee is a unique team building initiative in the garment industry. This committee helps to achieve objective by creating bridge between the top management and workers. Through this committee, workers and management uphold their mutual interest. This committee regularly sit together to engage in open discussion to increase productivity, have fair negotiation, collective bargaining for their interests and development initiatives.

### No force in anywhere

Epyllion Group does not engage in or support the use of forced and compulsory labor. There is absolute absence of any demand to the job seekers or newly recruited employees to lodge deposits or original identity papers as a guarantee of being employed here. Epyllion Group, with its vision of being a good neighbor across the boundaries and model corporate house expects its employees to consider its reputation as such a valid reason to be in its cadre. Absolute freedom of entry into and exit from the company is provided within the current regulations governing the same. Overtime is fully voluntary in all of our business units. Consent from respective employees is must before proceeding for any overtime. There is no force and compulsory labor for anyone in anywhere within the company.

### Upholding child rights

It is legally prohibited to exploit children by recruiting them. We also follow the same. We discourage any exploitation of children through direct employment or indirect engagement in our suppliers and stakeholders. In employment, the first thing that is screened is age of the applicant. It is done either by verifying National Identity (NID) card or birth certificate and medical verification by expert medical officials. As we practice this code across all of our business units, we extend our responsibilities towards our stakeholders and we are going beyond own territory to encourage the society to abolish any form of child labor. We are now working with "Save the Children", an INGO working for child rights to prepare a draft "National CSR Guideline on Child Right" and to establish it nationally. Together with this organization, we wish to lend our hand forward to have a child labor free Bangladesh.

### Key Performance Indicator

A performance indicator or key performance indicator (KPI) is a type of performance measurement. Epyllion Group use KPIs to evaluate employee's individual achievements and company's success in broader sense. It is defined in terms of making progress toward

## LABOR RIGHTS



*Participation Committee's meeting*

strategic goals. Specific PMS officials are there to define and evaluate the evaluation scoreboard to evaluate performance of each employee in appropriate way. There is an appraisal committee also comprises of top management and MANCOM members to set objectives for different departments and their KPIs. By this process, we can ensure fair performance management that creates a discrimination-free work place.

### **Discrimination is in dictionary only**

Epyllion Group's employees are not subjected to face discrimination based on caste, gender, religion, disability, sexual orientation, political view or affiliation and marital status, during any stage of their employment including recruitment and hiring, participation in training programs, opportunities for advancement, decision making in respect of wages, salaries or benefits. Our COC prohibits any overt or subtle pressure for sexual favors; including implying or threatening that an applicant's or employee's co-operation of a sexual nature will have a bearing on conditions of employment or future opportunities.

Any employee who feels that he/she/another employee is a victim of discrimination or harassment enjoys the freedom to report the matter to his or her supervisor or to the top official directly. All such complaints are immediately recorded, investigated and appropriate actions are taken. All reports of harassment are kept confidential, limiting involvement only to those who have a need to know.

As a model employer we employed physically challenged people within their ability. In one of our business units, transgender personnel are also working in secure condition without fearing to face any hassle from anyone in factory premises.

### **"Help Desk"- a service to reach all**

We implemented a concept of "Help Desk" in our production floor to reach workers to support or help in any queries and assistance. These help desks are resources that are intended to provide "One stop services" to the workers with information and support related to any official assistance, query and grievance. The purpose of a help desk is to troubleshoot problems or provide necessary guidance within very short time to reduce loss of precious productive minute. All workers and staffs are getting their problems and queries solved in closest place. This concept serves the workers within their work floor and within the comfort level.

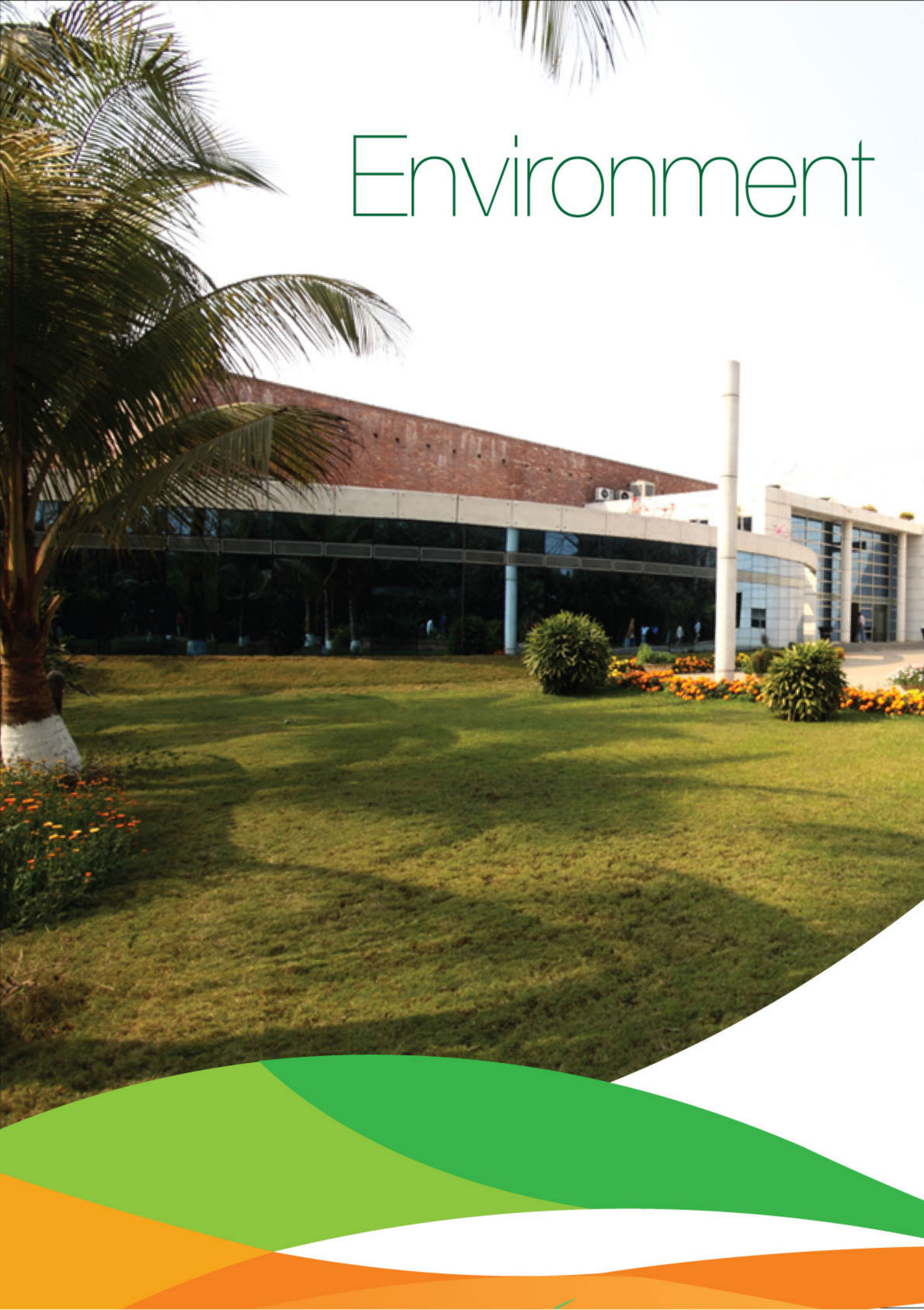
### **Measurement of Outcome**

1. No labor strikes or any kind of labor unrest
2. Employee grievance records demonstrate high satisfaction of labors.
3. No grievance on forced labor, wages, overtime, working hour, discrimination, harassment and benefits
4. Child labor free work place
5. Corporate focal point in establishing national CSR guidelines on child rights
6. Diversified work force is found in every sector from administration to planning and production including disables, transgender, tribal races
7. Low or ignorable amount of migration (in staff 3.5% and in worker 5.4%) and absenteeism (only 2.6%).
8. Analysis of exit interview of employees reveal higher satisfaction from employees
9. Complements from trade unions and labor associations



*"Help Desk" service*

# Environment



## ENVIRONMENT

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*Principle 7: Business should support a precautionary approach to environmental challenges*

*Principle 8: Undertake initiatives to promote greater environmental responsibilities.*

*Principle 9: Encourage the development and diffusion of environmentally friendly technologies.*

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### Precautionary approach to conserve environment

It is universally stated that precaution and prevention is better than cure. By keeping this simple thought in mind, Epyllion Group initiates and implements precautionary approaches to conserve environment. We believe in protecting and conserving environment rather than treating the pollution. We have taken adequate and appropriate steps to make the possible disposal and discharge limited both in terms of quality and quantity. All wastes are identified, segregated and collected from the source of generation. Total waste management follows a methodical fashion so that these can be disposed with least damage to the environment.

We possess one of the large biological Effluent Treatment Plant (ETP) in Bangladesh which ensures the better treatment of industrial chemicals. Moreover, sludge of the ETP is transferred to a cement manufacturer for recycling and reusing in cement manufacturing process. To have our precautionary approach in broader business community, we are one of the active executive members of UNGCLN Steering Committee's environmental forum.

All probable and potential emergencies with an impact on the environment are identified and action plans are implemented to reduce their probability of occurrence and significance of impact. Furthermore, an EMP (Emergency Management Plan) is established along with necessary mitigation and response plans, in adequate detail to match the relevant impacts, are also worked out and documented. The personnel who will have to play roles in respect of these plans are made aware of these roles and appropriate training sessions and drills are carried out to enhance their preparedness.

### Green construction concept

We believe on having an infrastructure for our operational facilities that concerns simultaneously of economy, utility, durability, comfort and are environmentally responsible throughout its life-cycle; from design to construction, operation, maintenance, renovation, and demolition. Our main objective is to reduce the overall impact of the built environment on human health and the natural environment by

- \* Efficiently using energy, water and other resources
- \* Protecting occupant health and improving employee productivity
- \* Reducing waste, pollution and environmental deterioration

In reporting phase of this COP, Epyllion Group shifted its corporate office to a greener corporate house, NinaKabbo. This building is not only a relaxation to eyes for its aesthetic view, but also promotes environment friendly and energy efficient technologies and cultural sustainability.

Epyllion Style Limited, one of the sister concerns of Epyllion Group extended its capacity with a green building that is going to get LEED (Gold) certification from USGBC. By getting this certification, this building is going to be a pioneer in Bangladesh's readymade garments manufacturing industrial installations. It is not only suitable and soothing for its occupants, but also to the surrounding environment including the water resources and energy resources especially in reducing of carbon emission. The main two things were considered in planning and construction of this building is

## ENVIRONMENT



ESL Green Building

occupant friendly and zero damage to the environment. Key benefits of this building in terms of environment, energy, water and occupant are listed here to state a clear view.

### Environment

- a.** Almost zero damage to the ecological system of the neighboring environment
- b.** Minimal damage to site eco system
- c.** Controlling of urban storm water peaks arise as a result of this new construction
- d.** Minimal dust generation due to site activities
- e.** Low Carbon footprint
- f.** Reduced urban heat island effect
- g.** Light pollution would be minimized
- h.** Help reduce emission by promoting alternative transport modes
- i.** Use of sustainable landscape models
- j.** Minimal generation of construction waste
- k.** Better waste management system during operations
- l.** "3 Rs" – Reduce, Reuse and Recycle philosophy will be implemented

### Energy

- a.** This building is going to be 15% efficient than a similar building with the
  - i. Use of energy saving lights
  - ii. Hi-efficiency ventilation system
  - iii. Inverter type window type air conditioners
  - iv. Combination of natural and mechanical ventilation systems
- b.** Building's energy performance will be tracked and controlled
- c.** Improved monitoring facilities of energy usage with the use of BMS
- d.** Commissioning of building energy systems to ensure the design requirements have been implemented

### Water

- a.** This project will save minimum 60% of potable water requirement by means of;
  - i. Innovative water saving techniques
  - ii. Hi-efficient water saving fixtures
  - iii. Rain water harvesting
- b.** An innovative waste water treatment has designed to minimize the pollution
- c.** Ground water recharge
- d.** Water efficient landscaping

### Occupants

- a.** This building would remove all possibilities of "Sick Building Syndrome"
- b.** Prevalence of improved Indoor environmental quality
- c.** Optimum indoor thermal comfort with respect to outdoor temperature and humidity
- d.** External and internal glare control devices for occupants' clear visibility
- e.** Optimum luminance at various sections of the building in conformity with the codes of practices
- f.** No clogging of CO<sub>2</sub>; thanks to innovative ventilation system
- g.** All building contaminants will be below the recommended levels in terms of Carbon Dioxide, Carbon Monoxide, Formaldehydes, Volatile Organic compounds (VOC) and Small dust particles
- h.** More facilities such as high standard showers and changing / locker spaces for bicycle commuters
- i.** Smoking will not be allowed in the building

## ENVIRONMENT



*Decorative boxes to collect paper for reuse*



*Heat exchanger collection pump*

All these features and concept in designing this manufacturing unit poses the more efficiency in every aspect like environmental concerns, water and energy consumption, occupancy than the other conventional buildings. This is not just a building of bricks and concretes but a milestone in green construction and green manufacturing themes for the readymade garments and all manufacturing sectors in Bangladesh and worldwide. It is all about the transforming to achieve ultimate sustainability in economic, social and environmental concerns. Another greener infrastructure, an accessories factory is under construction now. It will also serve the society and environment by generating employment for local people, having an aesthetic view and will be efficient in usage of natural resources (energy and water) and in sustainable chemical and waste management.

### **Initiative to promote greater environmental responsibility**

Promotion of environmental responsibility at Epyllion Group starts with the Top Management who emphasizes and reinforces the same in its broader environmental commitment. Epyllion Group plan and implement environmental program to improve the environmental performances and outcomes in respect of achieving environmental sustainability. In reporting phase, Epyllion Group sponsored a yearlong environment beneficiary project initiated by Earth Club (a student association of a large Private University) titled, "Paper Recycling Drive 2013-14". Under this project, volunteers of this association have placed decorative boxes to collect one-side used papers to reuse these in another function thus reducing the paper usage and promoting reusing. Epyllion Group sponsored this association's annual environmental publication "Green Reflection" also. Similar to each year, we sponsored DoE (Department of Environment), the government authority of imposing environmental legislations and guidelines in observing World Environment Day (WED) in 2013 also.

Another environmental beneficiary project is also under process and will be launched very soon. It is also a paper reusing project title REPAER (Recycling Paper And Rapid Employment) to reuse official waste papers to produce biodegradable packaging. This project will not only serve the environment but also will generate employment opportunity for the poor women in slum. This program will bring following impacts to the society and environment

- \* Paper reusing and recycling without causing and environmental degradation
- \* Poverty alleviation through employment generation
- \* Creation of micro level economic dynamics
- \* Empowering women and social bondage

### **Implementing environment friendly technologies**

Apart from complying the national environmental legislations and required international standards, we implement various environment friendly technologies including technologies in operational and waste treatment process, waste reduction and recycling facilities and in energy efficient technologies. Some of the mentionable technologies are

- a. Hot water generation system
- b. Combi-Dye (an amalgamation of two dyeing process to lower energy, water and chemical usage and cost)
- c. Cooling Water Recover and Reusing System

## ENVIRONMENT



Water tank for Hot Water System



Cooling water recover and reusing system

- d. Rain Water Harvesting System
- e. Eco Soaping
- f. Cold Bleach
- g. NO-BLEACH
- h. Water Silting with enzyme dust cleaning system
- i. Switched to energy efficient lighting
- j. CO2 Neutralization Project
- k. Sub metering to all potential energy consuming sectors to monitor, evaluate and control the usage
- l. Water flow meter to trace the water consumption

### Environmental beneficiary projects with buyers

Epyllion Group, as a significant supplier of many renowned clothing brand has involved itself in several programs collaborated with the buyers under its own environmental concern programs. These programs aim to achieve sustainability in respect of environmental conservations and pollution prevention.

#### Eco Factory Program (Plan-A) with Marks & Spencer

This program is introduced by Marks & Spencer and in act in Epyllion Style Limited (a garments unit of Epyllion Group). This program is working under M&S's award-winning 'Plan A' sustainability programme. Plan A is structured around one vision, seven pillars, and 180 commitments encompassing most material impacts. Under this program, Epyllion Style Limited went through a self evaluation as a primary base of this program. After the self evaluation, various development initiatives have been taken to be more energy efficient under eight distinctive categories. These are energy, green energy, lighting, insulation, temperature management, water management, waste management and minimum standard and certifications. An energy audit will be organized very soon to judge the current position in terms of energy efficient facility.

#### ZDHC (Zero Discharge Harmful Chemical) program with C&A

C&A launched an environmental concern project with Epyllion Fabrics Limited (a textile unit of Epyllion Group) titled ZDHC program to initiate a sustainable chemical management system. This project aims to ensure zero discharge of harmful chemicals. Under this program Epyllion Fabrics Limited went through an audit from C&A representative of technical background followed by a self evaluation form and chemical inventory. Epyllion Fabrics Limited poses an outstanding outcome to minimize its usage of harmful chemical in dyeing process, appropriate chemical inventory and management system and in discharge of clean treated effluents.

#### Cleaner Production Program with G-STAR

Cleaner Production (CP) Program is a program to modify the processing and operational units and raw materials used in production process to make the entire process unit sustainable in context of product cost, reusability, recoverability and the final effluents and by products. This program is initiated by G-STAR and are implementing with Epyllion Fabrics Limited.

#### ESIP (Energy Savings Initiative Program) with H&M

H&M initiated this program in EFL to moderate existing conventional technologies to be more efficient in energy usage to

## ENVIRONMENT



Water flow meter



Energy meter



Servo motor



Quick Panel

*Technologies to be more energy efficient*

lower the consumption and cost. H&M along with GlZ audited the unit and set a plan of action for the factory to comply with to become more energy efficient. Epyllion Fabrics Limited implemented all required technological modifications to be economically and environmentally efficient. H&M further re-audited this unit and found its exponential growth in positive impacts towards the environment.

### **Measurement of Outcomes**

1. Primarily nominated for HSBC-The Daily Star Climate Awards 2013 under the category 2: Climate Champion in Green Operation.
2. Certification: OCS 100 Standard and OCS Blended Standard certified.
3. Environmental Clearance Certificate from government authority.
4. We are getting LEED (Gold) green building certification from USGBC
5. Efficient energy usage technology which ultimately saves economy and environment both.
6. Achieved M&S's nomination to work to get Eco Factory certification under their Plan-A Attribute.

# ANTI CORRUPTION



## ANTI CORRUPTION

“ *Principle 10:  
Businesses should work  
against corruption in all  
its forms, including  
extortion and bribery.* ”

### **Ethics is the first thing**

Epyllion Group clearly states its persistence on honesty, integrity and fairness in all aspects of business. “Ethics” is recognized as the first value of our company and associates. Our strategy is to follow the best management systems with higher level of transparency. Strict adherence to written policies in all operations helps us for fair transactions. The direct or indirect offer, payment, soliciting or acceptance of bribes or any kinds of exchanges either monetary or materials in business is strictly unacceptable within the company and beyond. In our Code of Conduct, we strictly mention that any form of monetary corruption is beyond any tolerance. Epyllion Group and its works are firmly against all forms of corruption including extortion and bribery. While all transactions within the company are guided by adequate & appropriate guidelines and documents, we ensure that all financial transactions with the outside stakeholders are exactly as per the terms and conditions governing such transactions. Employees are strictly encouraged not to engage them in offering or receiving any financial or in other forms of exchanges to influence the professional dealings and decision making.

All employees are highly encouraged to report on any corruption issues that are happening or about to happen to respective authority and even directly to the top management with relevant proof. Each incident of reporting is kept confidential to avoid any harm to the reporter. Each single report is inspected to find out the truth and ultimately the wrong one is punished.

### **Fair operating practices**

In practicing fair and transparent operation, we follow simple issues of ISO 26000. These are

- \* Act against any corruption including extortion, bribery, fraud, money laundering and illegal trading within our sphere of influences
- \* Prohibition of any misuses of public policies
- \* Fair competition with the potential competitors
- \* Promotion of our social responsibilities in respect of anti-corruption within the sphere of our influences
- \* Respect for property rights

Our entire business process is developed and maintained ethically and transparently from the decision and planning to execution. All forms of legal documents including licenses, permits, agreements and certificates are properly monitored and regularly maintained to combat any form of corruption issues. All employees who legally fall under category of income tax payee get their own e-tin number and taxes are deducted from salary to comply with the legal bindings. Our anti-corruption policy strictly lays out how discrepancies are to be dealt with and how we can prevent potential incidents. Necessary training and awareness programs as well as web campaigns are organized to make employees more conscious in this issue.

### **Independent departments to avoid corruption**

Audit department is working to monitor company's monetary and other transactions as an independent entity. This team always assessed our stance towards anti-corruption by conducting financial review and inventory in all units periodically. There is

## ANTI CORRUPTION



*Well disciplined work place*

another independent department, IT (Information Technology) Department to ensure IT support and security to the company. Every individual's web browsing is under strong monitoring system to track and avoid any probable online corruption like leakage of company's confidential information and data. Credit Rating, a distinctive and regular observance of the group provides assurance of absence of any monetary corruption like extortion or bribery or monetary manipulation. Along with the anti-corruption policy and extortion and bribery Policy, there is a procurement policy and procedures where it is specifically stated how the suppliers will be selected, communicated, audited and reviewed for continuing business. Regular supply chain conferences are organized to ensure the absence of any single probabilities of anti-corruption. All suppliers and stakeholders with whom we do business are always under strict monitoring and observation both in respect of fair maintenance in monetary transaction and social compliance issues and it is reported publicly if any kind of monetary corruption is found.

### **Signature of Trustworthiness**

Our commitment to sustainability drives our ethical and transparent endeavor, good corporate citizenship in our workplace, communities and the products and services we provide to our customers. At Epyllion Group, sustainability integrates economic progress, environmental concerns and social responsibility with the objective of "ethical business" and establish our signature with trustworthiness to all stakeholders including the employees, community people, buyers, suppliers, government authority, associates and others. We believe in integration of our business values, cultural pillars and operating principles to meet the expectations of our customers, employees, partners, investors, communities and wider society.

### **Enterprise Resource Planning**

Epyllion Group initiated a unique concept of ERP (Enterprise Resource Planning) with the aim to establish transparent and responsible supply chain across the operation. This is the leading concept to develop more sustainable supply chain practice.

### **Measurement of Outcome**

1. Complying C-TPAT and achieved Credit Rating A2 certified from CRAB.
2. Primary nomination for the "Oslo Business for Peace Awards".
3. Absence of any corruption issues so far.



## For more details, please contact

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