



A To Z Textile Mills Limited



United Nations
Global Compact

**Communication
on Progress
2020**



United Nations
Global Compact

Table of Contents

Contents

Introduction	1
HUMAN RIGHTS	2
LABOUR	4
ENVIRONMENT	6
ANTI-CORRUPTION	8



Introduction

A to Z Textile Mills Limited is committed to uphold the highest standards of environmental, social, health and safety responsibility and ethical conduct of business. Transparency and deliverance have been our fundamental core and primary code of conduct. Our DNA always aims at having a strong CSR present, embedded in the backbone of our business model. We are privileged to have had the opportunity to participate as one of the members of the United Nations Global Compact.

STATEMENT OF CONTINUED SUPPORT

To Our Valued Stakeholders,

A TO Z Textile Mills is pleased to report that our continued participation in the United Nations Global Compact has been of progress in the past years. Considerable steps have been taken to implement and advance the goals set forth by the United Nation with respect to Human Rights, Labour, Environment and Anti-Corruption.

Large scale manufacturing in developing countries comes with many challenges and we are committed to overcoming obstacles with respect to our commitment to the Global Compact. The core values which we are committed to are the same standards which we apply when dealing with suppliers, collaborators or other related stakeholders.

We continue to make efforts to maintain and further incorporate our Code of Conduct and business ethics within our company and our community.

Sincerely,



Kalpesh Shah

CEO, A to Z Textile Mills Ltd

February 10, 2020



HUMAN RIGHTS

Assessment, Policy and Goals

Our commitment:

We recognize that certain human rights are considered fundamental and universal by the international community. We respect and promote human rights and are not complicit in human rights abuses. We provide a safe and good working environment to prevent accidents and injuries.

Implementation:

A to Z Textiles Mills, Ltd is an ISO 9001:2015 certified company and was awarded certification in July of 2017.

A to Z Textile Mills, Ltd has adopted, recognizes and supports the following policies in relation to human rights:

- ❖ Open Door Policy promoting open communication between all staff including junior staff, middle management, senior management and Directors (Policies found in A to Z Textile Mills Employee Handbook and A to Z/SOP/HR&IR/09).
- ❖ Health and Safety Committee (Policy found in A to Z/SOP/HSE/Policy/004).
- ❖ Human Relations & Industrial Relations Training Policy (A to Z/SOP/HR&IR/Policy/ 007).
- ❖ Training programs offered in-house, on-the-job and outsourced through trained trainers for employees (Policies found in A to Z/SOP/ HR & IR clause 2.10 and clause 2.11).
- ❖ Standard Operating Procedure for induction/orientation training for new employees (Policies found in A to Z/SOP/HR & IR clause 2.6).
- ❖ Departmental Training Needs Assessment (Policies found in A to Z/ SOP/ HR & IR/Policy/003).
- ❖ Occupational Health and Safety Policy (A to Z/SOP/HR & IR/Policy/004).

Measurement of Outcomes

- ✓ 113 employees trained in HIV/AIDS awareness
- ✓ 64 members involved in the Company Health and Safety Committee
- ✓ 40 administrative personnel trained in intermediate computer and software programs
- ✓ 34 Managers underwent Management development training



- ✓ 71 employees were trained an occupational safety and health training
- ✓ 100 employees were trained on use of portable fire extinguishers
- ✓ 20 employees were trained on intermediate techniques of firefighting including use of fire hose and operating of fire truck.



LABOUR

Assessment, Policy and Goals

Our commitment:

We uphold the freedom of association and recognize the right to collective bargaining. Worker representatives are not subject to discrimination. Our managers have a positive attitude toward the activities of trade unions.

Our employees are our most important asset. Our employees work voluntarily and are paid wages and compensation for overtime in accordance with Tanzanian law. Advances and deductions from wages are documented. All applicable taxes and employee pension contributions are deducted and paid directly to the government; our company matches these pension contributions.

We do not hire persons under the age of 18. We do not work with suppliers that use child labour.

Implementation:

A to Z Textile Mills, Ltd complies with the core labour standards as stated by the International Labour Organization.

A to Z Textile Mills, Ltd distributes Employee Handbooks which are made available to all employees detailing information about Company policies and values, worker's rights and employee welfare. (A to Z Textile Mills, Ltd Employee Handbook).

All employees are given an equal opportunity to grow within the Company regardless of age, gender, religion, nationality or race.

A to Z Textile Mills, Ltd has adopted, recognizes and supports the following policies with regards to Labour Standards:

- ❖ Standard Operating Procedure for recruitment of new employees (Policies found in A to Z/SOP/HR & IR clause 5.2.1).
- ❖ Performance evaluations (Policies found in A to Z/SOP/HR & IR clause 5.3.6).
- ❖ Constructive disciplinary action and a functioning disciplinary committee (Policies found in A to Z/SOP/ HR & IR clause 2.14 and clause 2.15). Our disciplinary procedure is



transparent by nature and gives the choice for any employee to appeal if aggrieved by a decision.

- ❖ Strategic objective target was established and aim the organization to comply with labour laws in all operations.
- ❖ Providing one free meals and snacks for all our employees.
- ❖ Dispensary is available all day around inside the organization and if any employee needs first aid will be provided and taken care immediately by the nurses employed in the dispensary.

Measurement of Outcomes

- ✓ A to Z Textile Mills, Ltd has never been complicit in the use of child labour or forced labour
- ✓ 100% of our employees are free to join trade unions as per the Trade Union Collective Bargaining Agreement and weekly meetings are conducted with trade union representatives
- ✓ Worker Health and Safety Audits are conducted annually by OSHA and A to Z Textile Mills, Ltd has been in compliance with all regulations
- ✓ Health and Safety committee members have organized meetings on quarterly basis that reviews the OHS status, sets correctives and preventive measures.
- ✓ 100% of our employees have access to the A to Z Employee Handbook translated in the local language so they are aware and trained on the Company's Code of Conduct and relevant policies.
- ✓ A to Z Textile Mills has a branch office for trade union (TUICO) which operates 6 days of the week, targeting on any employees' grievances procedures.



ENVIRONMENT

Assessment, Policy and Goals

Our commitment:

We strive to reduce our environmental and health impact through the responsible use of natural resources and the reduction of waste and emissions. We seek to develop and promote environmentally friendly technologies. We encourage our suppliers in their efforts to preserve the environment.

Implementation:

A to Z Textile Mills, Ltd strives to protect the environment in which we operate and comply to all mandatory state regulations including the current National Environmental Management Act (2004)

- ❖ We conduct Environmental Impact Assessments
- ❖ We have adopted and implemented an Environmental Policy (AtoZ/SOP/SHE/Policy/006)
- ❖ We recycle various forms of plastic including PET, HDPE, LDPE and PP. We recycle the plastic scrap waste accumulated from our production
- ❖ We are using mainly briquettes in our boilers as a source energy which is friendlier to our environment.
- ❖ Effluent treatment plant for the treatment of waste water from our dye house.
- ❖ Sewage plant has been installed for the treatment of waste water from all the departments in our factory. These treated waters are being re-used in other areas of our factories including agriculture, toilets and construction.
- ❖ We have been certified by National Environment Management Council (NEMC) that we comply with environmental management act (EMA 2004) with certificate no. 1009 since March 2017.
- ❖ Independent department was assigned fulltime duty to ensure the organization comply with environmental management act through company policies implementation, monitoring and evaluation.



Measurement of Outcomes

- ✓ Annual audits are conducted by the Occupational Health and Safety Organization to assess the use of our steam boilers, steam / air receivers, industrial hygiene and electrical use. A to Z Textile Mills, Ltd has been in compliance with all regulations
- ✓ Investment of \$1 million in recycling machinery to recycle waste from in-house production and post-consumer plastic waste.
- ✓ One million litre water storage capacity for rain water harvesting



ANTI-CORRUPTION

Assessment, Policy and Goals

Our commitment:

We work against corruption in all its forms, including fraud, extortion, embezzlement, bribery, and theft, including theft of intellectual property.

Implementation:

A to Z Textile Mills, Ltd does not support fraudulent activity of any kind. Strict anti-corruption policies have been established and any employee who commits such an offence, action is taken upon him/her as per the law.

- ❖ Anti-fraud policies are communicated to all employees (A to Z Textile Mills, Ltd Employee Handbook)
- ❖ Regulations on gifts (A to Z Textile Mills, Ltd Employee Handbook)
- ❖ Whistle blowing policy (A to Z Textile Mills, Ltd Employee Handbook)
- ❖ Employees were given awareness training on anti-bribery and corruption
- ❖ A to Z Textile Mills Limited has a separate hotline number 0800789999 live 24/7 for any individual to report on any activities of corruption found internally /externally about the organization.
- ❖ A to Z Textile Mills Limited has a separate email id Hotline@atoz.co.tz, for the same.
- ❖ Training sessions are provided and as an outcome a self-assessment questionnaire have been filled by the trainees and documented the same.

Measurement of Outcomes

- ✓ Management supervises and approves the procurement of any and all materials used by the company.
- ✓ A system requiring multiple signatories has been established to ensure transparency in the procurement system