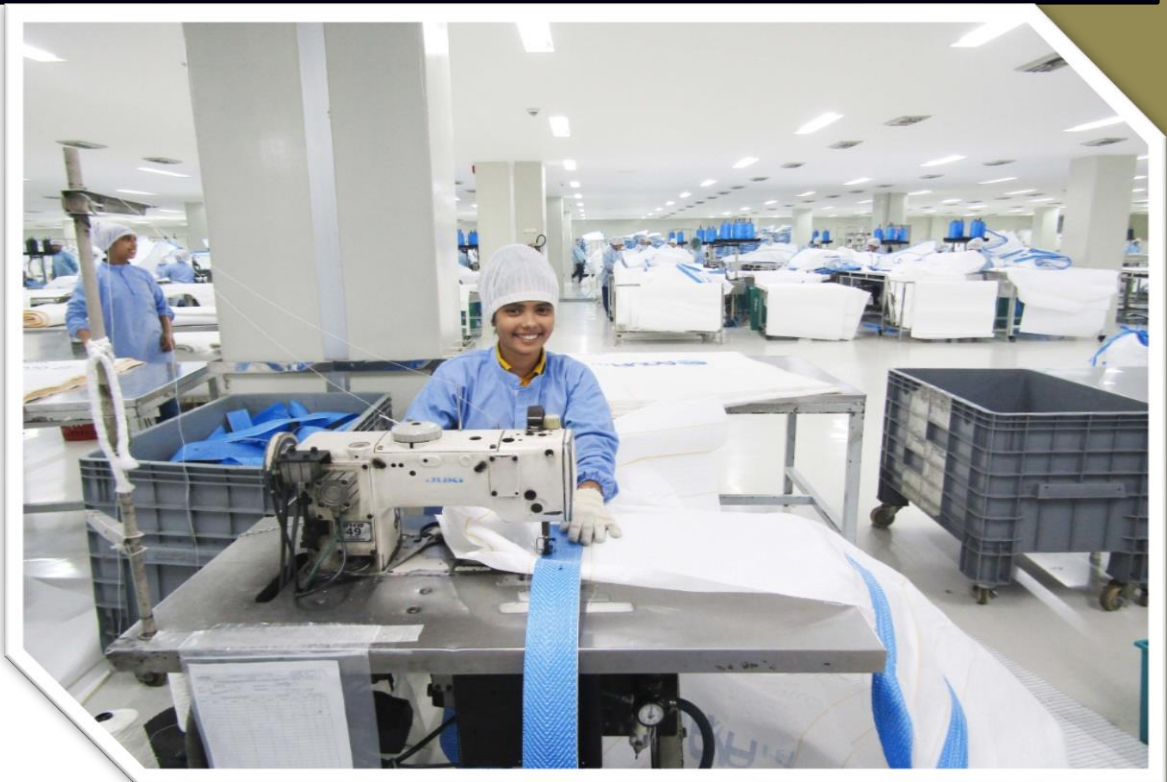


2020

UN Global Compact Communication on Progress Report 2020



Abdul Mumit
Dutch-Bangla Pack Ltd
22/12/2020

Statement of continued support by the Managing Director:

I am pleased to confirm that Dutch-Bangla Pack Ltd. supports the ten principles of the Global Compact on human rights, labor, environment and anti-corruption. With this communication, we express our intent to continue implementing and developing those principles. We are committed to further embed the principles of UN Global Compact in the strategy, culture and day-to-day operations of our company, and to engage in collaborative projects which advance the broader development goals of the United Nations, specifically the Sustainable Development Goals (SDGs). Dutch-Bangla Pack Ltd. will continue to make a clear statement of this commitment to its stakeholders and the general public.

We recognize that a key requirement for participation in the Global Compact is the annual submission of a Communication on Progress (COP) that highlights our company's efforts to implement the ten principles. We support public accountability and transparency, and therefore commit to report on the progress annually according to the Global Compact COP policy. This includes:

- A statement signed by the chief executive expressing continued support for the Global Compact and renewing our ongoing commitment to the initiative and its principles. This is separate from our initial letter of commitment to join the Global Compact.
- A description of practical actions (i.e., disclosure of any relevant policies, procedures, activities) that the company has taken (or plans to undertake) to implement the Global Compact principles in each of the four issue areas (human rights, labor, environment, anti-corruption).
- A measurement of outcomes (i.e., the degree to which targets/performance indicators were met, or other qualitative or quantitative measurements of results).

Yours Sincerely,



Abdul Mumit
Managing Director



Statement of continued support by Board of Directors

We hereby confirm that Dutch-Bangla Pack Ltd. supports the ten principles of the United Nations Global Compact on human rights, labor, environment and anti-corruption. With this communication, we express our assurance to implement and develop these principles. We are committed to making the Global Compact and its principles as part of corporate strategy, culture and day-to-day operations of our company and to engaging in collaborative projects which advance the broader development goals of the United Nations.

Starting from our products, to the way we treat our employees & other stakeholders, to the manner in which we serve the communities we work in, we are committed to create an environment that not only advances our business goals, but also serves the greater interest of the country.

We have 'sustainable development' at the core of our values and business activities. We believe our enterprise should grow up with society, for the greater benefit of all. Our individual and collective efforts are in line with the mission of our business, which is to serve the community.

We support transparency and public accountability, and therefore commit to assume the responsibility & oversight for long-term corporate performance and sustainability. Our CSR programs, in this regard, are aimed at those who are impacted by our operations directly – our employees, consumers of our products, all other stakeholders, the locality in which we operate, and the environment. This allows us to be socially and environmentally sustainable.

On behalf of Board of Directors of Dutch-Bangla Pack Ltd.,



Abdul Mumit
Managing Director



Human Rights Principles

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.

Assessment, Policy and Goals:

Dutch-Bangla Pack Ltd (DBPL) promotes a positive culture and the continuous improvement of working conditions with respect to human rights. We support and respect the protection of internationally proclaimed human rights within the staff, including directors, executives, management, supervisors and staff, whether directly employed or contracted. DBPL shall continue to encourage all suppliers and contractors to comply with the same standards.

Implementation:

- I. **Employee Handbook:** DBPL has developed an Employee Handbook in February 2016 to protect the human rights of all employees according to global human rights proclamation and standards. Following agendas are included in the handbook:
 - Equal Employment Opportunity Policy
 - Employment at Will
 - Policy against Harassment & Discrimination
 - Grievance Policy
 - Disciplinary Policy
 - Open Door Policy
 - Confidentiality Policy
 - Drug & Alcohol Policy
 - Various HR Processes & Employee Benefits
 - Work Related Accident & Injury
 - Company Work Rules etc.

The handbook is available in both Bangla and English languages to ease communication and maintain smooth compliance.

- II. Occupational health and safety:** The company maintains a well-defined occupational health and safety policy. To improve occupational safety, prevent injury and ill health of employees and avoid property and infrastructure damage, DBPL periodically conducts a comprehensive Hazard Identification and Risk Assessment (HIRA) exercise. The purpose of the exercise is to identify high risk hazards and implement emergency management programs to minimize the same by prevention, mitigation, preparedness, response and recovery measures. To maintain an effective health & safety management system a Health & Safety Committee has been set up whose members actively participate in attaining the goal of zero harm. Regular quarterly meetings of the Health & Safety Committee are conducted to maintain compliance with legal requirements. During 2020 the company took the following initiatives to strengthen occupational health and safety in its factory:
- We provided safety shoe, harness, safety helmet and apron to third party construction workers who commenced work during November 2020 for a planned new expansion.
 - Improved firefighting tools including axes, blankets, extinguishers etc. have been provided.
 - Several toilets/washrooms in the floors have been renovated and fitted with louvers and exhaust fans.
 - We provide Group Life Insurance for all employees at company's cost under which scheme the employees or their nominees shall get insurance benefits in case of death or accident.

III. Hepatitis-B Vaccination Program:

In 2020, the company has conducted a Hepatitis-B vaccination drive. All employees were covered and provided Hepatitis-B vaccination under the program.



IV. Covid-19 Health & Safety Measures:

By March 2020, Covid-19 had affected numerous countries of the world, though in Bangladesh it was only beginning to spread. Anticipating the devastating impact of the disease, already in February 2020 the management of Dutch-Bangla Pack Ltd. planned and began implementing extensive health and safety measures to safeguard its production facilities and offices from the virus.

Furthermore, Isolation Facility has been set up in a dormitory outside the factory complex and if any employee travels out of town or is experiencing Covid-19 symptoms, they stay in quarantine for 14 days in the Isolation Facility where food and any other required medical facilities are provided free of cost by the company. They are allowed to join work after the quarantine period upon confirming they are not infected. In the Isolation Facility, a maximum of 70 persons can be accommodated.

Due to such measures there has been no incident of Covid-19 inside the factory complex. Moreover as a result of such stringent safety measures the company has been able to avoid any disastrous impact of Covid-19 and, barring minor setbacks during April to July 2020, has been able to achieve its full production and growth targets.

The measures and protocols maintained at DBPL to safeguard its employees from Covid-19 are given in following pages.

COVID-19 PROTOCOL MAINTAINED AT DBPL

1. PURPOSE

The purpose of this protocol is to ensure the safe working environment from COVID-19.

2. SCOPE

This protocol is applicable in the factory of Dutch-Bangla Pack Ltd.

3. REFERENCE

WHO guideline, *BPGMEA guideline*.

4. RESPONSIBILITIES

All employees, visitors, guest, auditor, and contactor, of DBPL.

5. DEFINITIONS

COVID : Corona Virus Disease

WHO : World Health Organization

BPGMEA: *Bangladesh Plastic Goods Manufacturers & Exporters Association guideline*.

DBPL : Dutch-Bangla Pack Ltd.

PPE : Personal Protective Equipment

6. PROCEDURE

6.1 Management system diagram chart



6.2 Personal Hygiene

6.2.1 Entrance Protocol:

6.2.1.1 Hand wash followed by hand sanitization.

6.2.1.2 Feet sanitization at main entrance to the premises.

6.2.1.3 Separate uniform and shoes for production areas.



6.3 Fit to Work Protocol:

6.3.1 Temperature checking of employees and visitors at entrance and exit from the premises.

6.3.2 Regular health check-up (including temperature measurement) in residential facilities

6.4 PPE:

6.4.1 Face masks, uniform, hair covers for every employees and visitors.

6.4.2 Gloves for sewing and liner extrusion and shaping operators.

6.4.3 Additional face shields for more exposed employees (supervisors)

6.4.4 Full body PPE for house keepers, security personnel etc.



6.5 Additional Protocols:

6.5.1 Updated laundry policy for effective sanitization of uniforms, masks etc.

6.5.2 Compulsory hand sanitization in the middle of every shift.

6.5.3 Hand wash every time employee leaves work stations for breaks.

6.6 Social Distancing

6.6.1 Sewing: Minimum gap of 1.5 meters between personnel.

6.6.2 Management team separate out into different offices.

6.6.3 Use of online meetings to replace physical meetings.

6.6.4 Increase floor based trainings to replace classroom based trainings.

6.6.5 Reduced no. of trainees per classroom training session.

6.6.6 Digital payment of wages to avoid worker congregation during salary disbursement.

6.7 Guest Protocol

6.7.1 All unnecessary visits have been minimized.

6.7.2 Designated separate entrance change rooms for visitors.

6.7.3 Identical hygiene procedures for employees.



6.8 Facility Hygiene:

6.8.1 Workplace cleaning routine:

6.8.1.1 High frequency cleaning of frequent contact surfaces (door handles, railings etc.)

6.8.1.2 Disinfection of work and machine surfaces during every shift.

6.8.1.3 Regular cleaning of external premises and garden.

6.8.1.4 Special cleaning procedure for canteen.



6.8.2 Check points:

6.8.2.1 Primary checking: At the main entrance to the premises (temperature checking).

6.8.2.2 Secondary checking: In the production floor (by hygiene supervisors for personal hygiene).

6.8.3 High-risk area classification:

6.8.3.1 Comprehensive risk assessment, incorporated into OHSAS 18001 assessment, to identify physical areas into 3 risk categories: High, Medium and Low.

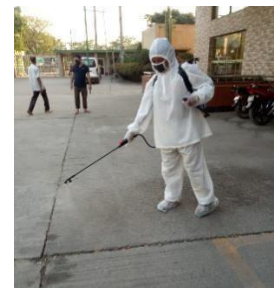
6.8.3.2 Separate cleaning and hygiene strategy based on risk classification.

6.8.4 Transport:

6.8.4.1 Thorough disinfection of all incoming transports (Containers, cars etc.).

6.8.4.2 Separate parking of internal and external vehicles.

6.8.4.3 Separate waiting area for drivers.



6.9 Leadership

6.9.1 Infrastructure

6.9.1.1 COVID Committee (multi-disciplinary members, chaired by Head of Compliance) – existing HSE committee nominated as the COVID committee.

6.9.1.2 Bi-monthly reporting of Committee Head to top management.

6.9.1.3 Floor meetings by Production section heads to promote awareness.

6.10 Capacity Building

6.10.1 Awareness training for workers.

6.10.1.1 On Job awareness training on the operational guidelines.

6.10.1.2 Good Hygiene practices outside the workplace.

6.10.1.3 “Guidelines for COVID-19” banners at entrances and inside production locations.

6.10.1.4 Displaying *Emergency contacts* in every production floor.

6.10.1.5 “Public address” system in main gate to instruct social distancing and personal hygiene during exit and entry of employees.

6.10.1.6 Participation of management employees in external informational seminars.

6.10.1.7 External training of management employees (*under implementation*).



6.11 Internal/External Communication

6.11.1 Operational procedures circulated and displayed internally.

6.11.2 Regular communication with relevant external authorities:

6.11.3 Local government office

6.11.4 Department of Inspection of Factories and Establishment, Ministry of Labor.

6.12 Risk Management

6.12.1 Disease prevention

6.12.1.1 Drinking of lukewarm water regularly by employees.

6.12.1.2 Active engagement by all relevant teams (HSE team, Welfare officer, Workers' participatory committee, On-site doctor, Nurses).

6.12.1.3 Mitigation measures for physical gatherings (maintaining social distance during prayers).

6.12.1.4 Promoting psychological health through counseling.

6.13 Risk assessment

6.13.1 Risk assessment incorporated into Health and Safety Management System (OHSAS) and Environmental management system (ISO 14001).

6.14 Incident Management

6.14.1 Comprehensive Incident Management procedure for positive and suspected cases.

6.14.2 20-bed isolation facility set-up (outside the factory premises) for immediate response to cases.

6.15 Procurement

6.15.1 Minimizing cash transactions for local procurement.

6.15.2 Geographically diversified purchase strategy (basic raw materials sourced from Middle -east, Vietnam, Thailand, S. Korea, Japan).

6.16 Monitoring Measurement and Analysis

6.16.1 Internal Assessment

6.16.1.1 Bi-weekly assessment of effectiveness of preventive steps by COVID committee.

6.16.1.2 Hygiene score system (through internal audits) to create section-wise awareness.

6.16.1.3 Hygiene supervisors for ensuring continuous adherence in all production stations.

6.16.1.4 Health and safety officer, on-site doctors and nurses for health evaluation and advice.

6.17 External Assessment

6.17.1 Third-party food safety and social compliance audits undertaken after implementation of preventive steps.

6.17.2 Successful inspection by local administration:

6.17.2.1 Department of Inspection of Factories and Establishment, Ministry of Labor.

6.17.2.2 Chief Executive Upazila (local administrative region) office

6.18 Incidence evaluation

6.18.1 Procedure for internal evaluation of incidences for positive and suspected cases.

6.19 Compliance Management

6.19.1.1 Regulatory Compliances

- 6.19.1.1.1 Public advise & Technical guideline- COVID-19 (World Health Organization)
 - 6.19.1.1.2 Technical Guideline –COVID-19 (Ministry of health & family welfare)
 - 6.19.1.1.3 BGMEA Factory opening Guidelines
 - 6.19.1.1.4 BPGMEA Guideline for COVID-19.
 - 6.19.1.1.5 <https://www.livecoronatest.com/> (LIVE CORONA RISK ASSESSMENT)
- 6.19.1.2 **Product specific compliance**
- 6.19.1.2.1 Implementation of High-care team for sensitive food and pharma grade products.
- 6.19.1.3 **Wastage Management**
- 6.19.1.3.1 Proper storage (to prevent cross contamination) of PPE waste (masks, gloves etc.) after use.
 - 6.19.1.3.2 Safe disposal of PPE wastage to prevent cross contamination.
 - 6.19.1.3.3 Separation of production wastage and PPE waste at source.

INCIDENT MANAGEMENT PROCEDURE FOR COVID-19

1. PURPOSE

The purpose of this protocol is to provide guidance for management of suspected cases of COVID-19 at Dutch-Bangla Pack Ltd.

2. SCOPE

This is protocol is applicable to all processes and employees at the factory site of Dutch-Bangla Pack Ltd.

3. NORMATIVE REFERENCES

- Public advise & Technical guideline- COVID-19 (World Health Organization)
- Technical Guideline –COVID-19 (Ministry of health & family welfare)

4. RESPONSIBILITIES

All employees, visitors, guests, auditors, and contactors, of DBPL.

5. DEFINITIONS

COVID : Corona Virus Disease

WHO : World Health Organization

BPGMEA: *Bangladesh Plastic Goods Manufacturers & Exporters Association guideline.*

DBPL : Dutch-Bangla Pack Ltd.

PPE : Personal Protective Equipment

6. PROCEDURE FOR DEALING WITH SUSPECTED PATIENTS

- 6.1 Workers who are assisting a potentially infectious employee must wear appropriate PPE gear and follow all hygiene practices.
- 6.2 Isolate the person to prevent the spread of COVID-19. Use the Isolation facilities of DBPL if necessary. Provide the person you are concerned about with a mask to wear (if not worn already).
- 6.3 Seek advice from public health and government officials.
- 6.4 Ensure the person has transport to their home or to the closest medical practice or facility.
- 6.5 Clean and disinfect the areas where the suspected infected employee has been. Secondly, block the areas off until thorough cleaning is completed, including all communal areas such as the bathroom, kitchen, meetings rooms and offices.
- 6.6 Identify and tell close contacts of the suspected infected employee that they may have been exposed to the virus. Those who may have been exposed are required to follow the current government advice on quarantine requirements.
- 6.7 Review risk management controls and evaluate whether existing procedures need to change.

V. Providing Commodities to the staff: During the initial spreading of Covid-19 in Bangladesh in April 2020 the country was under various lockdown restrictions and people were experiencing financial and logistical hardships, particularly those who had low incomes. To provide assistance to the workers of the company during such hard times when the essential commodities were provided to them at company's cost. The following baskets of commodities were distributed to every worker containing the following necessities:

Item	Brand	Unit	Qty
Rice	Paijam	per kg	2.00
Dal, Masoor	Teer	per kg	1.00
Atta	Fresh	per kg	1.00
Oil	Teer	per half ltr.	0.50
Salt	Teer	per half Kg.	0.50
Body Soap	Lifebuoy	per/pcs	1.00
Laundry Soap	Tibet 570	per/pcs	1.00
Bag		per/pcs	1.00



The above package caters to the need of an average household for about a week.

VI. On-time payment of full salary: During the most critical phase of Covid-19 spreading in the country, from May to July 2020, majority of business organizations including manufacturing concerns were affected by absenteeism, supply chain malfunction and other lockdown related restrictions. To cope with the loss arising out of the situation the government allowed all manufacturing concerns to pay 65% of salaries to the employees during these three months. DBPL faced similar difficulties

in this period. However, considering the hardship being experienced by employees due to lockdown, the company continued to pay full salaries to all its employees.

VII. Staff Training & Development: DBPL continuously develops and executes an extensive training plan which includes training topics on skills enhancement, health and safety and any other topic deemed beneficial for employees, frequency of training, training materials, trainer details etc.

Following the training plan of 2020 (given in next page), 53 training programs on a total of 25 essential topics were conducted during 2020 and 80% of total manpower received these trainings. Due to Covid-19, the conducting of training programs was hampered during the first half of the year. Later in the year the company strengthened its health and safety measures which once again enabled the facilitation of trainings at DBPL. Which is the reason why the total number of 53 trainings is slightly lower than the 60 training programs conducted in the previous year.

SI	Training Topics	Trainer	Participants	Annual frequency
1	Emergency preparedness & Response	MR	All	2
2	Product Non-conformity, Correction & Preventive action and product & Process Quality	HOD/MR	Production & QC Personnel	2
3	Legal Requirements	HRD/MR	Supervisor & Above	1
4	Internal Audit	MR/Expert	All internal auditors & HOD	2
5	SA 8K Policy (Child Labor, Forced Labor, Working Hour, Remuneration, WPC, Discrimination, Counseling, Disciplinary Practices & Complaints	MR/HRD	All	1
6	Employee Orientation Manual & Behavior Base Safety	HRD	All	1
	Employee Orientation Manual & Behavior Base Safety	HRD	Monthly New Recruitment	12
7	Wastage Management	HOD	Production & Store Personnel	2

SI	Training Topics	Trainer	Participants	Annual frequency
8	HIRA and Environmental Aspect & Impact	MR	All	1
9	Hygiene & GMP	HRD/MR/Safety Officer	All	3
10	HACCP	Food Safety Team Leader	Supervisor & Above	1
11	Standard Operating Procedure, Work Instruction & Documentation	HOD	All	2
12	First Aid, Fire fighting & Rescue	MR/Expert/Safety Officer	Team Member	2
13	Material Handling & Vehicle Operation & Safety	HOD/MR	Store Personnel & SCM and Power stacker & forklift operators	2
14	Occupational Health Safety (Work at height & Hot work, PPE)	MR/HOD	All	2
15	Maintenance(Preventive & Breakdown)	HOD	Maintenance Personnel	2
16	Introduction of Equipment & Measuring Instrument	HOD	Maintenance Personnel	2
17	Electrical Hazard & Safety	HOD	Maintenance Personnel	3
18	Good Laboratory Practice	QA Manager	QC Lab Team	2
19	Pest Control Procedure & It's Implementation	MR/HRD/Expert	Team Member	1
20	ISO Policy, Procedure & Objective	MR	All	2
21	Lean Manufacturing	Mr. Shams Tabrin	Supervisor & Above	1
22	SPT training	MR of SA 8K	SPT Team	1
23	Use of Lubricants	HOD, Mechanical	Twisting Opt. & Mechanical Team	1
24	Sensory Test	QC Head	All QCI	1
25	Mock Recall	Food Safety Team Leader	Food Safety Team	1
TNA	According to recommendation of Department			



All the training courses being imparted are available in online format. Due to Covid-19, when it is not feasible for trainees to be physically present, the training is conducted online and accessed remotely. Otherwise the trainer visits the floor where a specific group of trainees are gathered and training is imparted to the group, maintaining health and safety guidelines and necessary physical distance.

The trainings are conducted by the training department, which is a part of the Human Resources Development section.





DBPL Employees in a training program.

In 2020 DBPL continued with its “Staff Training & Development Policy” introduced in 2019 for skill enhancement of the company’s employees as well as for personal career development. Under this policy, the Management Representative (MR) of every compliance standard maintained by the Company is offered one internal training course per year on issues related to his/her respective standard. Furthermore in addition to the internal training programs external trainings are offered to all management staff on topics like compliance standards including ISO and SA8000, and other relevant subjects such as various aspects of production, maintenance, supply chain, health, environment, HR and information technology. Every management staff is entitled to one external training per year and the concerned staff himself or herself identifies a relevant training course from a reputed training provider organization of the country.



To better manage the internal training programs, a digital training management system is used at DBPL factory. The system collects, in real time, the attendance and other relevant data of trainees to help in training needs assessment and planning.

VIII. SA8000 Certification: DBPL obtained the SA8000 certification in August 2012, the global standard providing a framework to certified organizations to demonstrate their dedication to the fair treatment of workers. As of now it is one of only eight organizations in Bangladesh to obtain and maintain the SA8000 certification.

By late 2017, DBPL transitioned to the 2014 version of SA 8000, which is the latest edition of the standard. As a part of its ongoing activities for compliance to SA8000 standards, DBPL has a Social Performance Team (SPT), formed by electing nine workers and three management representatives. The team composition is given below:

SI No	Name of Employees	Designation	Section	Picture
1	Nirod Ranjan Sharma	DGM	Office	
2	Mrs. Shamsunnahar	Manager	General Office	

SI No	Name of Employees	Designation	Section	Picture
3	Mr. Abu Hanif	Sr. Officer	General Office	
4	Mr. Md. Ruhul Amin	Asst. Officer	General Office	
5	Mr. Md. Amzad Hossain	Sr. Operator	Circular Loom	
6	Mr. Nonee Das	Sr. Operator	Cutting	
7	Mr. Ali Asgar	Foreman	Maint	
8	Mr. Md. Saifullah	Supervisor	Needle Loom	

SI No	Name of Employees	Designation	Section	Picture
9	Ms. Ayesha Akter	QCI	QC-Expansion	
10	Mr. Nitta Nanda Biswas	Sr. Operator	Sew-CR	
11	Ms. Khadiza Khatun	Asst. Operator	Sew-CR	
12	Ms. Shikha	Sr. Operator	Sew-CR	
13	Mr. Shah Alam	Operator	Sew-Expansion	
14	Ms. Nusrat Jahan Simu	Operator	Sew-Expansion	

The SPT members participate in risk assessments, monitoring, and facilitating the implementation of corrective and preventive actions. The worker representatives facilitate communication between workers and management on recommendations or complaints relating to SA8000 policy implementation and in general participate in the following actions:

- Risk assessment
- Internal audits and monitoring
- Relevant and appropriate aspects of management review
- Opening and closing meetings of labor audits, including SA8000 audits
- Reporting back to workers on any corrective and preventive actions taken
- Reporting back to Senior Management on the performance and benefits of actions taken to meet the SA8000 Standard



SA8000 Certification of DBPL valid till 19 March 2020

The management members of the Social Performance Team participate in management reviews and in the decision-making process to implement preventive and/or corrective actions.

As part of complying with the standards of SA8000, DBPL through the assistance of SPT, has developed two additional comprehensive risk assessments, which are followed to ensure health and safety at workplace:

- a) Risk assessment for new and expectant mothers
- b) Risk assessment for construction workers.

Furthermore, DBPL now follows a revised Recruitment Policy & Procedure, in line with SA8000:2014 standards, to allow better options and opportunities within the company to recently recruited employees who are still in their probationary periods.

IX. Counseling & Disciplinary Policy: DBPL has a defined disciplinary process, which is explained to all employees during the orientation for new recruits and is defined in the employee handbook. The company does not and will not engage in or support the use of corporal punishment, mental or physical coercion, or verbal abuse.

X. Remuneration: DBPL recognizes the right of employees to a living wage; ensuring wages paid meet or exceed the legal minimum standard and are sufficient for basic needs of a person while providing some discretionary income on top. All overtime is reimbursed at a premium rate as defined by national law.

The company does not use labor-only contracting arrangements, consecutive short-term contracts and/or false apprenticeship schemes to avoid fulfilling its obligations to the employees under applicable labor and social security regulations. In 2020, DBPL has made an average salary increase of 15% as a result of the annual performance review.

The Government of Bangladesh revised the minimum wage for plastic sector employees effective from 28 June 2020. In anticipation, since January 2020, DBPL increased the minimum wage to Tk. 8,000, an increase of more than 25% from the earlier minimum wage of the company.

XI. Health Care Benefits: DBPL provides health care benefits and medical facilities for all employees. A qualified and registered physician, a paramedic and two nurses are available during working hours for medical need or emergency of the workers. All expenses for the treatment of work related injury are borne by the company.

The company provides several other health care facilities to the employees free of cost, which include:

- Annual Health Checkup.
- Maintaining of employees' health database.
- Free services and consultation of a Health & Safety Officer based at factory.
- Consultation by doctors at several hospitals. Medical insurance for hospitalization is provided at company's cost to all management employees. This service is obtained from the global insurance company Metlife.

XII. Group Insurance: Employees are provided group insurance arranged at company's cost. DBPL has an agreement with global insurance company Metlife for this purpose.

XIII. Housing Facilities: Dormitory facilities are available for the employees of DBPL. Within the factory compound there are two ladies' dormitories. In addition there are four rented housing facilities for men within walking distance from the factory, capable of housing around 500 persons.

In 2019, the company added a second dormitory for women employees. With a capacity to house 168 persons, it is equipped with all modern amenities and provides quality accommodation for the women employees of the company.



The second women's dormitory at DBPL Factory.



The second women's dormitory at DBPL Factory – dining area.



XIV. “Happy Kid” – Day Care Center: Dutch-Bangla Pack Ltd. (DBPL), in partnership with Sporsho Daycare, has set up Happy Kids, a daycare center within its factory premises. The daycare is situated inside the new women’s dormitory of DBPL. Sporsho Daycare, which will be responsible to operate the facility, has been running its daycare services since 2013 and has established a reputation for providing exemplary services in this field.

Sporsho is employing two employees, one Supervisor and one Nanny, to take care of the children of women employees of DBPL, during 6 am to 5 pm on every working day. The employees who choose to leave their children at the daycare during their duty receives the service free of cost. The center accepts children between the ages from 6 months to 4 years and is able to accommodate five children at a time. Sporsho Daycare ensures that the employees responsible to run the facility are well qualified and experienced in all aspects of childcare to deliver a safe and happy stay for the children. They are also trained to provide first-aid.



Happy Kids – the daycare center.

XV. Happy Shop

Dutch-Bangla Pack Ltd. (DBPL), in partnership with Apon Wellbeing Ltd., operates a fair price shop within its factory premises at Gazaria, Munshiganj.



Happy Shop

Named the “Happy Shop”, it has 1300 square feet of floor space and runs a fair price retail system exclusively for the employees of DBPL, selling packaged and non-packaged food and other household items to workers at up to 10% less than the retail price in the market. The company employees are able to purchase goods on credit from the shop which are paid back by deducting from their salaries. In addition to allowing the workers to save on goods they already buy, the scheme also provides free healthcare insurance to the employees.

XVI. ATM Machine at Factory: DBPL, through one of its regular bankers Prime Bank Ltd., has had an ATM booth installed in front of its factory complex. Two ATM machines have been installed in the booth. Previously DBPL had been disbursing the bulk of its employee salaries by cash and a small part by bank transfer. This used to take up two full working days for three staff from the accounts department at DBPL factory while they wrestled to disburse the salaries of 1200 employees of the company on time. Furthermore, it goes without saying, the process was susceptible to hitches like human errors, delays and administrative problems arising out of physical record keeping. Along with the installation of ATM booth, Prime Bank shall from now on process the salaries of DBPL employees, as a part of which all 1200 employees had already opened personal bank accounts at Prime Bank Ltd. As a result, a good amount of administrative time shall not be wasted every month. Moreover the bank cards the employees have been supplied with can be used for a variety of purposes besides withdrawing cash from ATMs, for example for purchasing at various shops and facilities all over the country and also at 'Happy Shop', the convenience store inside the DBPL factory complex. The ATM booth became operational from 2nd July 2020 and immediately afterwards the DBPL employees began to use it to withdraw money from salary accounts and other banking needs. The employees are highly pleased to be able to avail the facility.



XVII. Regular Recreational Activities & Celebration: DBPL arranges recreational activities for its employees such as games and tournaments, and celebration programs on various national & international days like Victory Day, Bengali New Year, International Mother Language day etc. Moreover, Picnic is arranged annually with all employees of Dutch-Bangla Pack Ltd. and their family members joining. In 2020, however, due to Covid-19 situation, all such celebrations with large numbers of people gathering were cancelled. Fortunately, the annual picnic was organized on 7 February 2020, before Covid-19 entered the country. This year's picnic was combined with a daylong boat trip down the Meghna River, one of the longest and widest rivers in Bangladesh, on a large passenger carrying ship that comfortably carried the 1200 participants. During the event the participating DBPL staff and their family members enjoyed recreational activities like games, quizzes, live music and cultural programs along with sumptuous food and scenic beauty of the river-way. The total cost of 1.4 million BDT for organizing the program was borne by the company.



XVIII. Repair of Adjacent Road for Safe Walking by Employees: The highway in front of the DBPL Factory complex is risky for people to walk on or cross and in recent years several accidents occurred here. Many employees of DBPL walk on or cross over this road while arriving at or leaving after work. To address this risk the company repaired the adjacent walking road so that DBPL employees can safely arrive or leave at the factory.



Repaired adjacent road in front of DBPL Factory

XIX. KPI Based Reward System: To increase employee motivation, DBPL has a KPI based reward system. Every month the best performing worker is designated “Star Employee” and she or he gets a financial reward for the next one year, which is equivalent to around 10% of her or his salaries.

XX. Digital Tracking of Overtime Work: Overtime work is generally discouraged for the employees of DBPL. Still in some urgent situations a small amount of overtime work is done by employees at their own will. For these instances to keep a fair and accurate tracking of overtime work and make corresponding payment, DBPL has installed a digital tracking system for overtime work.





Digital overtime tracker

XXI. Financial Benefit for New Parents: The management of DBPL has introduced a onetime cash gift of Tk. 10,000 for the employees if they become a parent of a new baby.

Measurement of Outcomes:

- Ø SA 8000 certificate for Social Accountability.
- Ø Dutch-Bangla Pack Ltd. has been identified as an example factory in Bangladesh by the Dutch minister for foreign trade and development cooperation.
- Ø Suggestion box is available.
- Ø Regular awareness session on the principles of SA 8000, Workplace safety, Behavior Based Safety.
- Ø Worker's participatory profit fund.
- Ø Allowances for attendance, proper hygiene practices, night shifts etc.
- Ø The appointment letter has been updated by incorporating all additional points that are necessary according to the local labor law.



Labor Principles

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

Assessment, policy and goals: DBPL is committed to responsible business practices with absolute regard for conventions of the ILO, UN and national law related with Labor. We uphold the commitment not only for our core business but also for our suppliers and vendors as well.

Implementation:

Freedom of Association and Right to Collective Bargaining (Principle-3): All workers have the right to form, join, and organize trade unions of their choice and to bargain collectively on their behalf with the company. Dutch-Bangla Pack Ltd respects this right, and effectively informs personnel that they are free to join an organization of their choosing and that their doing so will not result in any negative consequences to them, or retaliation, from the company. Furthermore, the company shall not interfere with the establishment, operation and organization of collective bargaining groups.

As a part of its ongoing activities for compliance to SA8000 standards, DBPL has formed a Social Performance Team (SPT), by electing nine worker and three management representatives.

The SPT members participate in risk assessments, monitoring, and facilitating the implementation of corrective and preventive actions. The worker representatives facilitate communication between workers and management on recommendations or complaints relating to SA8000 policy implementation and in general participate in the following actions:

- Risk assessment
- Internal audits and monitoring
- Relevant and appropriate aspects of management review
- Opening and closing meetings of labor audits, including SA8000 audits
- Reporting back to workers on any corrective and preventive actions taken
- Reporting back to Senior Management on the performance and benefits of actions taken to meet the SA8000 Standard



The management members of the Social Performance Team participate in management reviews and the decision-making process to implement preventive and/or corrective actions.

Elimination of Forced & Compulsory Labor (Principle-4): Dutch-Bangla Pack Ltd. shall not engage in or support the use of forced or compulsory labor as defined in ILO Convention 29, nor shall personnel be required to pay “deposits” or lodge “identification papers” with the company upon commencing employment. We don’t withhold any part of any personnel’s salary, benefits, property, or documents in order to force such personnel to continue working for the company. Personnel employed by the company shall have the right to leave the workplace premises after completing the standard workday, and be free to terminate their employment provided that they give reasonable notice. Workers are allowed to leave after their regular shift. They are not forced to remain at the work premises to work overtime hours – therefore all overtime work must be fully voluntary & paid at a premium rate.

Abolition of Child Labor (Principle-5): Dutch-Bangla Pack Ltd. shall not engage in child labor at any level of the organization. No worker is employed under the minimum age established by national law (Labor Law 2006). In any event children under the age of fourteen (14), or the minimum working age according to International Labor Organization (ILO) exemptions (under Convention 138), shall not be recruited or employed.

According to the *Company Policy* of Dutch-Bangla Pack Ltd., employment age is at least **18** years. To eliminate incidences of child labor at Dutch-Bangla Pack Ltd., we subscribe to the appropriate national and international legal standards, and also adopt some objectives at the time of recruitment of employees.



Elimination of discrimination (Principle-6): We have a well-defined & established policy for non-discrimination. DBPL does not engage in or support any type of discriminating practices, or harassment in any form to occur. It asks only skills oriented questions when interviewing for hire or promotion. DBPL does not engage in or support activities that would interfere with an employee's right to exercise, observe tenets or practices, or to meet needs relating to race, caste, national origin, religion, disability, sexual orientation, union membership, or political affiliation. DBPL does not allow behavior from its employees that are discriminative or harassing in nature. Gestures, language and physical contact that are sexually coercive, threatening, abusive, or exploitive are prohibited. Employees are informed of this policy during new employee orientation and it is covered in the employee handbook. All allegations of discrimination or harassment are brought immediately to the attention of the Human Resources Department and are investigated immediately & resolved.

Measurement of Outcomes:

- Ø SA 8000 Certificate for Social Accountability.
- Ø Dutch-Bangla Pack Ltd. has been identified as an example factory in Bangladesh by the Dutch minister for foreign trade and development cooperation.
- Ø Formation & Activity of "Social Performance Team".
- Ø No labor strike or any kind of unrest ever.
- Ø Number of child worker is ZERO.
- Ø Defined procedure for grievance management.
- Ø Periodic Internal & External Audit. Already total 03 nos. of Internal & 05 nos. of External audit conducted till to date in 2017.
- Ø Yearly reporting to the mother company LC Packaging Ltd. Netherland, about the compliance status of its standards.



Environmental Principles

Principle 7:

Businesses should support a precautionary approach to environmental challenges.

Principle 8:

Undertake initiatives to promote greater environmental responsibility.

Principle 9:

Encourage the development and diffusion of environmentally friendly technologies.

Businesses should support a precautionary approach to environmental challenges.

Principle 8:

Undertake initiatives to promote greater environmental responsibility.

Principle 9:

Encourage the development and diffusion of environmentally friendly technologies.

Assessment, policy and goals: DBPL is committed to prevent environmental pollution & continually improve the environment management system. DBPL recognizes that the delivery of its operations inevitably impact on the environment in a number of ways, for example, through the generation of waste through the production process and the use of energy for heating and lighting. Through a commitment to continuous environmental improvement, DBPL's aim is to ensure that our business operation is undertaken in such a manner as to have minimum impact on the environment. Specifically, DBPL strives to minimize environmental aspects by decreasing wastes, using optimum energy, using non-hazardous chemicals instead of hazardous chemicals, produce eco-friendly products that can be recycled and reused, seek continuous improvement in the design and implementation of products and processes, to eliminate or minimize probable health hazards, incident risks and minimize environmental aspects by using new technologies. The basic raw material of DBPL is Polypropylene which is a polyolefin thermoplastic. Generally, polyolefin are recyclable through a re-extrusion and granulation process. Furthermore, DBPL also remains prepared for emergencies and act promptly to eliminate their resulting impacts.

Pledge of Business Ambition for 1.5C: During 2019, DBPL signed the pledge of Business Ambitions for 1.5C, a part of the UNGC movement. The company is now a part of the global movement of leading companies aligning their businesses with the most ambitious aim of the Paris Agreement, to limit global temperature rise to 1.5°C above pre-industrial levels.

Implementation: During 2019, DBPL continued to undertake various measures to achieve reductions in waste and energy. Furthermore to create a framework for monitoring the measures undertaken by the company to ensure social and environment friendly practices, an Environmental and Social Impact Assessment (ESIA) survey was conducted by engaging a reputed third party consulting firm during November 2018. The guidelines and recommendations provided by the assessment report have been followed onward from 2019.

To promote energy efficiency, in addition to solar panels on its roofing, which is used for internal heating. DBPL has also arranged for several energy audits which attempted to identify scopes for reducing energy consumption without compromising working environment comfort and safety. Based on the feedback of the energy audit, DBPL implemented specific steps, such as converting older T12 fluorescent fixtures to high efficiency T5 or T8 fixtures, daylight harvesting etc. DBPL has also installed water absorption chillers that reduce energy requirements for air conditioning significantly.



To reduce dependency on conventional power sources and introduce environment friendly solar power in a significant scale, during 2019 DBPL has planned to install solar panels on the total roof area of all buildings within the factory complex, which comes to around 10,500 square meters. The planned project, which is targeted to be completed by 2020, shall fulfill 30% of all energy requirements of the factory.



To effectively control the use of hazardous substances, DBPL firstly identifies all hazardous substances that are required for the production process. An initial evaluation is done to ascertain whether any of these substances can be replaced with less harmful alternatives. Consequently, attempts are made to mitigate the risks of contamination and exposure through these hazardous materials by implementing precautionary measures such as secondary containers, encased and designated

storage, minimizing storage of hazardous chemicals that are susceptible to human contact etc.

Air Quality Test: DBPL carries out Air Quality Tests to check the level of pollution and also to comply with the environment protection laws of Bangladesh. The tests are conducted at two places where there is risk of pollution: a) Ambient air quality in factory premise outside of production building and b) Stack emission of gas generator. In both places the results received indicate that the air quality is well within the permissible limit.

Sound Test: DBPL carries out regular Sound Tests to determine the sound level in and around the factory complex. The test results indicate the sound levels are within permissible limits. To ensure safety and protection of the employees, the company provides hearing protectors as shown below to use inside the factory floors and generators rooms, where the sound is higher despite being within the permissible limits for such areas.



Hearing protectors.

To reduce sound in the production floors, generator room and areas adjacent to the generator room, the following measures have been undertaken and/or are under process:

1. It is observed that the tape lines and looms create substantial sound in the production floors. To counter it, upon consultation with an architect, custom built racks have been placed at strategic positions around the extruders and between the tape line and loom sections. This created a sound dampening effect which reduced the noise to a good extent in the related floors.

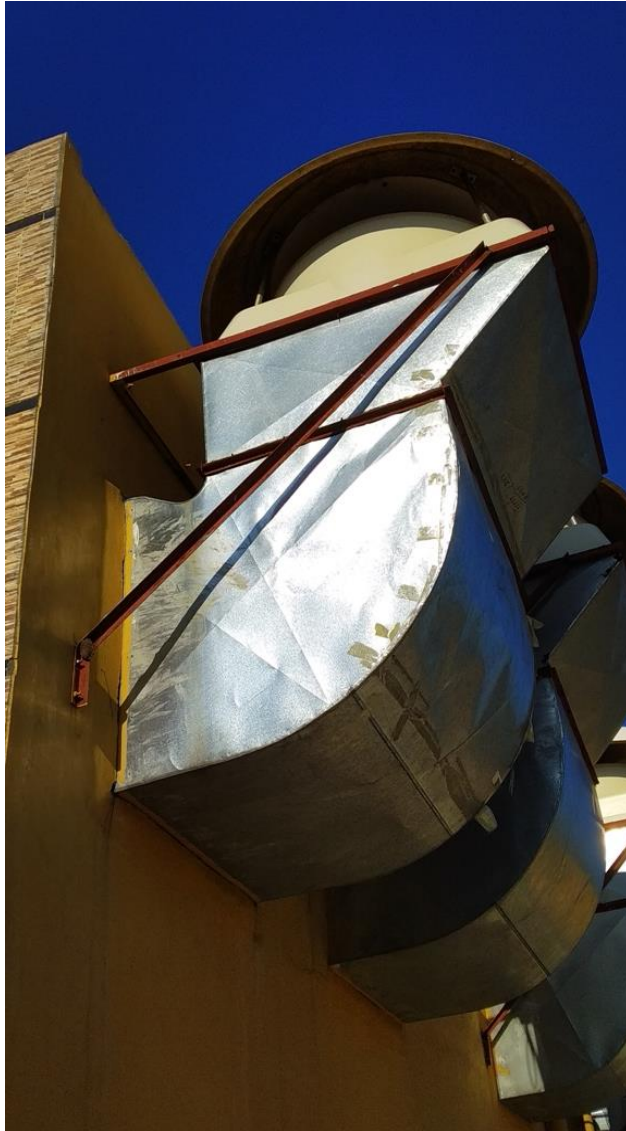




Racks placed to reduce sound.

2. Previously the production floors were using larger exhaust fans which made louder noise. Now the larger fans are replaced with smaller but a greater number of exhaust fans. These new exhaust fans have lower rpm creating lower noise and has ducts designed in a way that also dampens the sound.





Sound dampening duct of new exhaust fans



3. We have now installed e-coolers replacing the previously used air handling units which makes lower noise.



E-cooler.

4. We have used special insulation on the roof of generator room which also reduces the sound.



Waste Recycling Project: Dutch-Bangla Pack Ltd. (DBPL) has set up a state-of-the art commercially driven recycling and plastic waste management company named “GreenBANGLA Recycling” which applies latest technology and responsible management practices. The business model is to buy used plastic from local and international sources and then recycle and process the plastics into value-added products.

Recycling plastic from plastic waste is a growing business worldwide. Bangladesh does not have a polymer manufacturing industry and the virgin PP used in the production of plastic goods is all imported. As such, there is a rapidly growing incentive to recycle plastic waste, which is vital if we consider the environmental sustainability.

Total demand for plastic granulates in Bangladesh stands at more than 1 million ton per annum. Out of the total demand, only 40 % of the resin used is virgin material and the remainder is recycled resin (source: Waste Concern Bangladesh). The recycled resin is produced in poor recycling facilities, which determine the quality of the re-granulate and hence limits its usage in high value added, export oriented industries (such as big bags or woven PP bags). Though a growing portion of plastic waste is recycled, health safety and environmental issues are not properly looked after. Rampant use of child labor, especially for waste collection and sorting, leads to violations of national and international labor standards.

The GreenBANGLA Recycling Company has been set up with a goal to address the above needs. To maintain the social, environmental and commercial sustainability of the company, staff and waste pickers are trained to reduce exposure to health risks and as a result the livelihood opportunities are increased. The recycling company has obtained SA8000, ISO14000 and OHSAS18000 certification in order to ensure long term commitments to social, environmental, health and safety standards.

The Netherlands SDG report of the UN Global Compact (https://www.vno-ncw.nl/sites/default/files/sdg_voortgangsrapport_bedrijven_op_weg_naar_2030_gcni_november_2018_0.pdf) mentions the following regarding DBPL’s waste recycling facility (DBPL being the joint venture partner of the Dutch company LC Packaging):

organisatie gekeken. Het bedrijf is zich zeer bewust dat de bedrijfsactiviteiten invloed hebben op de aarde. KPN laat apparatuur produceren waarvoor grondstoffen nodig zijn en het bedrijf is een van Nederlands grootste energieverbruikers. KPN wil dat in 2025 de netwerkactiviteiten vrijwel volledig circulair zijn.

LC PACKAGING

Feit: Alle verpakkingen worden na gebruik afval, tenzij gerecycled of hergebruikt. Verpakkingsproducent en distributeur LC Packaging heeft als doel om afvalstromen gerelateerd aan haar verpakkingen te minimaliseren, door onder andere de efficiëntie en footprint van haar eigen productieproces te verbeteren. Om het productieafval van LC Packaging's SA 8000 en ISO 14001 gecertificeerde FIBC productielocatie in Bangladesh terug te dringen, is het bedrijf met hulp van het Duitse DEG en het Nederlandse FMO een recycling, of beter gezegd 'upcycling' initiatief gestart. Onder de naam GreenBangla recycled het bedrijf met behulp van een geavanceerde Starlinger recyclingmachine 75% van haar plastic productieafval (PP en PE) en draagt daarmee actief bij aan SDG 8, 12 en 13. Het eindproduct bestaat uit plastic granulaat dat weer wordt verkocht en hergebruikt in de lokale markt. Dit initiatief creëert ook een 30-tal kwaliteitsbanen in het ontwikkelingsland wat te kampen heeft met notoir slechte arbeidsomstandigheden en ernstige vervuiling. De GreenBangla medewerkers zijn uitvoerig

getraind in het recyclingproces en genieten arbeidsomstandigheden volgens de SA 8000 standaard en UN Global Compact principes. Toekomstmuziek is het uitbreiden van de recyclingactiviteiten, zodat GreenBangla ook plastic kan recycleren van en voor bijvoorbeeld andere productielocaties en partners

MASTERPEACE

MasterPeace is actief in 40 landen met lokale teams. Zij richten zich met projecten op 3 pijlers.

- 1) ze inspireren en verbinden jongeren met muziek, kunst, sport en dialoog
- 2) ze organiseren lokale dialoog met stakeholders van bedrijven, gemeenten en vertegenwoordigers van "civil society"
- 3) ze creëren gezamenlijk perspectief via leiderschapstrainingen en het opstarten en opschalen van social enterprises (veelal in samenwerking met bedrijven)

Een voorbeeld is het concept 'Walls of Connection'; een campagne en een kick off in communities op lokaal te werken aan een inclusieve community met perspectief. Een voorbeeld is het concept 'Walls of Connection'; een campagne en een kick off in communities op lokaal te werken aan een inclusieve community met perspectief (zie www.masterpeace.org). Iedereen herkent fysieke en mentale muren die opgeworpen worden. MasterPeace staat voor verbinding en perspectief. In 30 steden op alle continenten hebben ze dromen van verbinding door jongeren gevisualiseerd. Tienduizenden jongeren zijn actief betrokken en begeleid door ruim 1000 creatieven. De campagne heeft een miljoenen bereik en lokaal zijn 30 communities met elkaar in gesprek gegaan om te werken aan perspectief voor iedereen. Zie meer [prachtige voorbeelden](#) op de website.

12 RESPONSIBLE
CONSUMPTION
AND PRODUCTION

Translation:

LC PACKAGING

All packaging turns into waste after use, unless recycled or reused. Packaging producer and distributor LC Packaging has the aim of recycling waste related to its packaging through efficiency and footprint to improve its own production process. LC Packaging's SA 8000 and ISO 14001 certified FIBC production site in Bangladesh, with help from the German DEG and the Dutch FMO, has set up a recycling, or rather 'upcycling' initiative. Under the name GreenBangla, the company recycles, using an advanced Starlinger recycling machine, 75% of its plastic production waste (PP and PE) and thereby actively contributes to SDG 8, 12 and 13. The end product consists of plastic granulates that again is sold and reused in the local market. The initiative also creates employment for some 30 persons in an environment friendly facility in a developing country, where employees and businesses have to contend with notoriously poor working conditions and severe pollution. The GreenBangla employees are comprehensively trained in the recycling process and enjoy working conditions according to the SA 8000 standard and UN Global Compact principles. In future GreenBangla aims to expand its activities so that it can also recycle plastic from and for, other production sites and partners.

LC Packaging Code of Conduct: Dutch-Bangla Pack Ltd. complies with and is a signatory to the Code of Conduct followed by LC Packaging to maintain a high standard of social and environmental responsibility and ethical conduct among its production partners and supply chain. The code of conduct is available in this link: <https://lcpackaging.com/sustainability/supplier-code-conduct>.

Measurement of Outcomes:

- Ø Certificate of ISO 14001:2004 for Environment Management System.
- Ø The company shall undergo the certification process for ISO 45001 Occupational Health and Safety standard, which replaces the earlier standard of OHSAS 18001.
- Ø List of Environmental aspect-impact and control the significant impact.
- Ø Achievement of the objectives of Environment management system.
- Ø NOC from the Environment department of Bangladesh.
- Ø Periodic internal & External Audit. Already total 03 nos. of Internal & 05 nos. of External audit conducted till to date.
- Ø Dutch-Bangla Pack Ltd. has been identified as an example factory in Bangladesh by the Dutch minister for foreign trade and development cooperation.
- Ø DBPL has instituted a waste recycling project at an investment of USD 600,000 to ensure safe, sustainable and commercially-viable recycling of plastic waste. The facility not only recycles the plastic waste generated by DBPL, but also encourages others to follow suit by acting as a pilot project. This project has been subsidized by DEG (German Development Finance).



Anti-Corruption Principles

Principle 10:

Businesses should work against corruption in all its forms, including extortion and bribery.

Assessment, policy and goals: DBPL takes a zero-tolerance approach to bribery and corruption and we are committed to conducting our business in an honest and ethical manner. The company has adopted this policy to communicate the message of zero-tolerance and assist those working for us to uphold it.

Implementation: DBPL is committed to conduct all of its business in an honest and ethical manner and ensure that it meets its legal obligations and averts, notices and eradicates corrupt practices, and collaborates to reduce opportunities for bribery and corruption. DBPL requires all staff at all times to act honestly and with integrity and to safeguard the resources for which they are responsible. DBPL does not tolerate any form of corruption and takes the most serious view of any attempt to commit corrupt practices by members of staff, contractors, agents and business partners. Cases of suspected corruption are to be properly investigated and appropriate action taken, including reporting to the appropriate authorities, disciplinary action, prosecution and active pursuit of recovery.

EcoVadis: In 2020, along with LC Packaging, DBPL was awarded the prestigious EcoVadis Platinum Rating. EcoVadis is an international organization that monitors and provides CSR and sustainability ratings for organizations across the supply chain. Integrating Process, People and Platform the criteria used by EcoVadis for evaluating companies include Ethical, Environmental, Social and Supply Chain functions. The ethical functions focus on the following aspects while measuring the performance standard of a company:

- Corruption & bribery
- Anti-competitive practices
- Fair marketing



Measurement of Outcomes:

- Ø DBPL has not been involved in any legal cases, rulings or other events related to corruption and bribery.
- Ø DBPL has very close relationship with the Dutch Embassy in Dhaka for mentoring and advisory role in the proceeding and rules.
- Ø Every year, bi-annual internal audits take place.
- Ø Our books and accounts are subjected to statutory external audit annually.
- Ø A new accounting software, Tally ERP-9 Gold (Multi) User Edition has been implemented to ensure strict legal adherence.
- Ø Anti-money laundering policy has been developed on 20 January 2016.



Certificate BD14/04945

The management system of

Dutch-Bangla Pack Limited

Boro Baluakandi, P.O.-B.K. Raypara, P.S. Gazaria,
Dist. Munshiganj, Bangladesh

has been assessed and certified as meeting the requirements of

ISO 9001:2015

For the following activities

Manufacture and Sale of Flexible Intermediate Bulk Containers (FIBCs) including Food and Pharmaceutical Grade FIBCs, Multi Layers Liners, Container Liners and Recycling of Polypropylene and Polyethylene waste.

This certificate is valid from 30 September 2020 until 30 September 2023 and remains valid subject to satisfactory surveillance audits. Recertification audit due a minimum of 60 days before the expiration date. Issue 3. Certified since 30 September 2014

Authorised by



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Page 1 of 1







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DUTCH-BANGLA PACK LIMITED

HEAD OFFICE: NAVANA DH TOWER(10TH FLOOR), SUITE#1001, 10TH FLOOR,
6 PANTHA PATH, DHAKA, BANGLADESH.

FACTORY: BORO BALUAKANDI, P.O. B K RAYPARA, P.S. GAZARIA DIST: MUNSHIGANJ,
BANGLADESH.

Bureau Veritas Certification Holding SAS – UK Branch certifies that the Management System of the above organization has been audited and found to be in accordance with the requirements of the Management System standard detailed below.

Standard

BS OHSAS 18001:2007

Scope of certification

FACTORY: PRODUCTION OF FIBC'S INCLUDING FOOD AND PHARMACEUTICAL GRADE FIBC'S, WIDE-WIDTH COATED FABRICS, MULTI-LAYER LINERS, CONTAINER LINERS AND RECYCLING OF POLYPROPYLENE AND POLYETHYLENE WASTE

HEAD OFFICE: MARKETING, PURCHASING & SALES RELATED ACTIVITY TO SUPPORT THE PRODUCTION OF FIBC'S INCLUDING FOOD AND PHARMACEUTICAL GRADE FIBC'S, WIDE-WIDTH COATED FABRICS, MULTI-LAYER LINERS, CONTAINER LINERS AND RECYCLING OF POLYPROPYLENE AND POLYETHYLENE WASTE

Original cycle start date: **24 February 2015**
 Expiry date of previous cycle: **23 February 2018**
 Recertification Audit date: **08 January 2018**
 Recertification cycle start date: **21 February 2018**

Subject to the continued satisfactory operation of the organization's Management System, this certificate expires on: **23 February 2021**

Certificate No. **IND18.8545UHS** Version : 1 Revision date: **21 February 2018**



Signed on behalf of BVCH SAS – UK Branch
Ramesh KOREGAVE
Director, CERTIFICATION
South Asia Region



Certification body
address
5th Floor, 66 Prescott Street, London, E1 6TD, United Kingdom.

Local office
(Bureau Veritas India) Private Limited (Certification Business)
72 Business Park, Major Industrial Area, MIDC Cross Road 'C',
Andheri (East), Mumbai-400 083, India

Further clarifications regarding the scope of this certificate and the applicability of the management system requirements may be obtained by consulting the organization.
To check this certificate validity please call +91 22 6274 2000.

Implementing the Ten Principles into Strategies & Operations

Criterion 1: The COP describes mainstreaming into corporate functions and business units

The following best practices are implemented in DBPL, which:

- Ø allocates responsibility for implementing sustainable practices in corporate functions like procurement, government affairs, human resources etc. to ensure seamless integration with company's sustainability goals and commitments
- Ø aligns goals, strategies and incentive schemes of all units and subsidiaries of the company with corporate sustainability strategy
- Ø assigns responsibility for corporate sustainability implementation to an individual or group within each business unit and subsidiary

Criterion 2: The COP describes value chain implementation

The following best practices are implemented in DBPL, which:

- Ø evaluates the entire value chain, both upstream and downstream, to highlight the opportunities, risks and impacts
- Ø shares policies and expectations with suppliers and relevant business partners
- Ø carries out capacity building activities like training and awareness-raising events for suppliers and other business partners
- Ø employs monitoring and assurance mechanisms like audits and screenings to ensure compliance within the company's sphere of influence

Criterion 3: The COP describes robust *commitments, strategies or policies* in the area of human rights

The following best practices are implemented in DBPL, which:

- Ø is pledged to conform, wherever the company operates, to all applicable laws and globally recognized human rights principles e.g. the Universal Declaration of Human Rights and Guiding Principles on Human Rights
- Ø has integrated or stand-alone policy declaring commitment to support and respect human rights approved at the company's most senior level (BRE 1 + BRE5 + ARE 1 + ARE 5)
- Ø has policy statement informing human rights expectations from staff, business partners and others linked to products, operations and services (BRE 1)
- Ø has publically available policy statements, communicated internally and externally to all staff, business partners and other relevant parties (BRE 1 + BRE 5 + ARE 1 + ARE 5)

Criterion 4: The COP describes effective *management systems* to integrate the human rights principles

The following best practices are implemented in DBPL, which:

- Ø has procedures to conform to globally recognized human rights principles
- Ø implements a continuous due diligence process to assess the actual and potential human rights impacts (BRE 2 + BRE 3 + ARE 2 + ARE 3)
- Ø conducts internal training and awareness-raising events on human rights for management and staff
- Ø employs operational grievance mechanisms for anyone potentially impacted by the company's activities (BRE 4 + ARE 4)
- Ø assigns responsibility and accountability for addressing human rights impacts
- Ø utilizes decision-making, budget and oversight to effectively respond to human rights impacts
- Ø employs procedures for the remediation of adverse human rights impacts caused or contributed to by company (BRE 3+ BRE 4 + ARE3 + ARE 4)

Criterion 5: The COP describes effective *monitoring and evaluation mechanisms* of human rights integration

The following best practices are implemented in DBPL, which:

- Ø applies a system to monitor, by quantitative and qualitative metrics, the effectiveness of human rights policies and implementation, including in the supply chain (BRE3 + ARE3)
- Ø employs a system of monitoring that utilizes internal and external feedback, including from affected stakeholders
- Ø has functional procedures to deal with incidents caused or contributed to by the company and affecting internal and external stakeholders (BRE 4 + ARE 4)
- Ø carries out leadership reviews for monitoring and enhancement of results
- Ø implements grievance procedures that are legitimate, equitable, predictable, accessible, transparent, rights-compatible, a source of continuous learning, and based on dialogue and engagement (BRE4 + ARE4)

Criterion 6: The COP describes robust *commitments, strategies or policies* in the area of labor

The following best practices are implemented in DBPL, which:

- Ø refers to the principles of applicable international labor standards (ILO Conventions) and other normative international instruments in company policies
- Ø performs on-going reviews of relevance of the company's labor principles
- Ø maintains written company policy to follow the national labor law and conform to relevant international labor standards in worldwide operations, and engage in dialogue with representative worker organizations (international, sectoral and national).
- Ø refers to relevant international labor standards in the contracts with suppliers and business partners
- Ø maintains specific commitments and HR policies in line with national development priorities or decent work priorities in the country of operation
- Ø maintains structural engagement with a global union, via a Global Framework Agreement

Criterion 7: The COP describes effective *management systems* to integrate the labor principles

The following best practices are implemented in DBPL, which:

- Ø performs regular risk and impact assessments in connection with labor functions
- Ø conducts regular dialogue with trade unions to review the company's progress in maintaining labor standards
- Ø assigns accountability to the relevant staff to ensure compliance to labor principles
- Ø conducts awareness building events and internal training on labor principles for company management and employees
- Ø engages in active dialogue with suppliers to address labor-related challenges
- Ø maintains grievance management system, communication channels and other procedures (e.g., whistleblower mechanisms) for workers to voice concerns, offer suggestions and seek advice

Criterion 8: The COP describes effective monitoring and evaluation mechanisms of labor principles integration

The following best practices are implemented in DBPL, which:

- Ø maintains a system to track and measure performance based on standardized performance metrics
- Ø conducts regular communication with worker representative committees and organizations to review progress and jointly identify future priorities
- Ø conducts audits and other measures to evaluate and improve the working conditions of companies in the supply chain, in agreement to global labor standards
- Ø employs procedures to engage with suppliers to address challenges (i.e., partnership approach instead of corrective approach) to improve workplace practices

Criterion 9: The COP describes robust *commitments, strategies or policies* in the area of environmental stewardship

The following best practices are implemented in DBPL, which:

- Ø adheres to pertinent international conventions and instruments for maintaining environmental standards
- Ø highlights the importance of environmental stewardship of the company
- Ø maintains a written policy for environmental stewardship
- Ø conforms to minimum environmental standards in contracts with suppliers and relevant business partners
- Ø maintains specific goals and commitments for specified years

Criterion 10: The COP describes effective *management systems* to integrate the environmental principles

The following best practices are implemented in DBPL, which:

- Ø performs environmental risk and impact assessments on a regular basis
- Ø assigns responsibility and accountability within the company for conforming to environmental principles
- Ø conducts training and awareness building events on environmental stewardship for management and employees
- Ø employs a grievance management system, channels of communication and other procedures (e.g. whistleblower mechanisms) for reporting concerns or seeking advice regarding environmental impacts

Criterion 11: The COP describes effective *monitoring and evaluation mechanisms* for environmental stewardship

The following best practices are implemented in DBPL, which:

- Ø employs a system to track and measure performance based on standardized performance metrics
- Ø performs leadership reviews for monitoring and improvement of results
- Ø maintains procedures to deal with specific incidences
- Ø undertakes audits and other measures to monitor and improve the environmental performance of companies in the supply chain

Criterion 12: The COP describes robust *commitments, strategies or policies* in the area of anti-corruption

The following best practices are implemented in DBPL, which:

- Ø maintains publically stated formal policy of zero-tolerance of corruption (D1)
- Ø maintains strong commitment for compliance with relevant anti-corruption laws, including the implementation of procedures to know the law and monitor changes(B2)
- Ø maintains and implements detailed policies for high-risk areas of corruption (D4)
- Ø has policy on anti-corruption regarding business partners (D5)

Criterion 13: The COP describes effective *management systems* to integrate the anti-corruption principle

The following best practices are implemented in DBPL, which:

- Ø supported by the organization's leadership for anti-corruption (B4)
- Ø carried out risk assessment of potential areas of corruption (D3)
- Ø has human resources procedures supporting the anti-corruption commitment or policy, including communication to and training for all employees (B5 + D8)
- Ø arranges internal checks and balances to ensure consistency with the anti-corruption commitment (B6)
- Ø establishes management responsibility and accountability for implementation of the anti-corruption commitment or policy (D7)
- Ø has internal accounting and auditing procedures related to anticorruption (D10)

Criterion 14: The COP describes effective *monitoring and evaluation mechanisms* for the integration of anti-corruption

The following best practices are implemented in DBPL, which:

- Ø conducts Leadership review of monitoring and improvement results (D12)
- Ø has process to deal with incidents (D13)

Criterion 15: The COP describes core business contributions to *UN goals and issues*

The following best practices are implemented in DBPL, which:

- Ø aligns core business strategy with one or more relevant UN goals/issues
- Ø develops relevant products and services or design business models that contribute to UN goals/issues
- Ø adopts and modify operating procedures to maximize contribution to UN goals/issues



Criterion 16: The COP describes strategic social investments and philanthropy

The following best practices are implemented in DBPL, which:

- Ø pursues social investments and philanthropic contributions that tie in with the core competencies or operating context of the company as an integrated part of its sustainability strategy
- Ø coordinates efforts with other organizations and initiatives to amplify—and not negate or unnecessarily duplicate—the efforts of other contributors

Criterion 17: The COP describes advocacy and public policy engagement

The following best practices are implemented in DBPL, which:

- Ø publicly advocates the importance of action in relation to one or more UN goals/issues
- Ø commits company leaders to participate in key summits, conferences, and other important public policy interactions in relation to one or more UN goals/issues

Criterion 18: The COP describes partnerships and collective action

The following best practices are implemented in DBPL, which:

- Ø develops and implement partnership projects with public or private organizations (UN entities, government, NGOs, or other groups) on core business, social investments and/or advocacy
- Ø joins industry peers, UN entities and/or other stakeholders in initiatives contributing to solving common challenges and dilemmas at the global and/or local levels with an emphasis on initiatives extending the company's positive impact on its value chain

Criterion 19: The COP describes CEO commitment and leadership

The following best practices are implemented in DBPL:

- Ø CEO publicly delivers explicit statements and demonstrates personal leadership on sustainability and commitment to the UN Global Compact
- Ø CEO promotes initiatives to enhance sustainability of the company's sector and leads development of industry standards
- Ø CEO leads executive management team in development of corporate sustainability strategy, defining goals and overseeing implementation
- Ø which makes sustainability criteria and UN Global Compact principles part of goals and incentive schemes for CEO and executive management team.



Criterion 20: The COP describes Board adoption and oversight

The following best practices are implemented in DBPL:

- Ø Board of Directors (or equivalent) assumes responsibility and oversight for long-term corporate sustainability strategy and performance
- Ø Board establishes, where permissible, a committee or assigns an individual board member with responsibility for corporate sustainability.
- Ø Board (or committee), where permissible, approves formal reporting on corporate sustainability (Communication on Progress)

Criterion 21: The COP describes stakeholder engagement

The following best practices are implemented in DBPL, which:

- Ø publicly recognizes responsibility for the company's impacts on internal and external stakeholders
- Ø defines sustainability strategies, goals and policies in consultation with key stakeholders
- Ø consults stakeholders in dealing with implementation dilemmas and challenges and invite them to take active part in reviewing performance
- Ø establishes channels to engage with employees and other stakeholders to hear their ideas and address their concerns, and protect 'whistle-blowers'



About LC Packaging

Dutch-Bangla Pack Ltd. is an equal joint-venture with LC Packaging of Netherlands.

LC Packaging is a family business, that has been active in the packaging industry since 1923 and for four generations. LC Packaging is a distributor and producer of packaging with its own production facilities in Europe, Asia and Africa. A multinational with over 1.000 employees, with office in 16 countries (HQ in The Netherlands) and a turnover of € 170 million in 2017. The company believes in long-term relationships with customers, production partners and of course its own employees, as they are LC's most valuable asset. The packaging expert is working hard to deliver quality. To LC 'quality' is not just the strength and usability of the final product: it is also in the working conditions and the working environment. It is about creating a safe, healthy and pleasant workplace for its workers, about the payment of a fair wage, rewards, recognition and trust. These quality requirements, and thus the commitment to 'people, profit and planet' applies to all LC offices and product locations and on LC's production partners. Quality is monitored at all levels by a dedicated Quality Department and is confirmed by the Dutch minister of foreign trade and development cooperation, who set's LC (and DBPL in particular) as an example, and the extensive portfolio of certificates that has been awarded to the LC Group, including the SA 8000 and EcoVadis certificate.

More information about the [LC Packaging CSR policy](#)

Take a look at the [LC Packaging CSR Brochure](#)