

Social Manual Page 1 of 11	Naman Textile	Chapter No.	3
		Issue No.	1.0
		Date	01.07.2020

3.0 Social accountability requirements

3.0 Child Labor

3.1.1 Policy: The Company shall not engage in or support the use of child labor

3.1.2 Scope: This clause is applicable to the physical boundaries of Naman Textile covering its administration and all operational departments along with all other external bodies and factors involved directly or indirectly.

3.1.3 Application & compliance

No child labor is employed in Naman Textile nor does it support the use of child labor in any way. The minimum age for employment in the company is 18 yrs. Documents such as Birth certificate, School leaving certificate etc. are checked while recruiting the employee. Individual employee files are kept and maintained in the company. A system is established, implemented and effectively communicated to company employees as well as interested parties to prevent use of child labor. This system includes verifying age of the candidate at the time of recruitment to prevent child labor.

At present no young workers are employed but in future if they will be employed then HR Head shall ensure that they work outside the school hours. In such cases below care shall be taken:

- Young workers will not work in night hours;
- Young workers will not work more than 8 hours per day;
- Young worker's school, work, and transportation time will not exceed a combined total of 10 hours per day.

The functional heads ensure that child and young workers in or outside work places are not exposed to the hazardous or unsafe work places which are not safe for physical and mental health and development of such workers.

We have displayed on the notice boards the Child Labor Policy, Ethical & Social Policy as well as standing order of Naman Textile in English & local language.

3.1 Forced and Compulsory Labor

3.2.1 Policy: The Company does not engage in or support the use of forced or compulsory labor as defined in ILO Convention 29. As a policy, none of the personnel are required to pay 'deposits' or lodge original identification papers with the company upon commencing employment.

3.2.2 Scope: This clause is applicable to the physical boundaries of Naman Textile covering its administration and all operational departments along with all other external bodies and factors involved directly or indirectly.

3.2.3 Application & compliance

Neither forced nor compulsory labor is encouraged in any way by Naman Textile nor does it support the use of them. The company does not take any personal deposits or hold up wages as guarantee or security, nor does it keep original identity papers of the personnel. Original documents are verified against the copies given by the personnel and after verification originals are given back on the same day.

All the terms & conditions of employment are fully highlighted prior to the commencement of job.

Social Manual Page 1 of 26	Naman Textile	Chapter No.	6
		Issue No.	1.0
		Date	01.07.2020

6.0 Social responsibility core subjects

6.1 General

- ❖ The seven core subjects of the social responsibility are as follows:
 1. Organizational governance
 2. Human rights
 3. Labor practices
 4. The environment
 5. Fair operating practices
 6. Consumer issues
 7. Community involvement and development
- ❖ **Naman Textile** reviews these seven core subjects considering economic aspects, as well as aspects relating to health and safety and the value chain of the organization. We also consider the possible ways in which men and women can be affected by each of the seven core subjects.

6.2 Organizational governance

6.2.1 Overview of organizational governance

6.2.1.1 Organizations and organizational governance

- Organizational governance is the system by which we make and implement decisions in pursuit of our organization objectives. This is the most crucial factor in enabling our organization to take responsibility for the impacts of our decisions and activities. It is the starting point for integrating social responsibility throughout the organization. Effective governance is based on incorporating the principles of social responsibility into decision making and implementation.

6.2.1.2 Organizational governance and social responsibility

- Organizational governance is the most crucial factor in enabling us to take responsibility for the impacts of our decisions and activities and to integrate social responsibility throughout the organization.
- Our aim is to become a socially responsible organization by implementing an organizational governance system enabling us to provide oversight and to put into practice the principles of social responsibility.

6.2.2 Principles and considerations

- Effective governance is implemented by incorporating the principles of social responsibility. In addition to these principles, we consider the practices, the core subjects and the issues of social responsibility when we establish and review our governance system.
- Leadership is also critical to effective organizational governance. It's not only for decision making but also for employee motivation to practice social responsibility and to integrate social responsibility into our organizational culture.
- Due diligence is one of the useful approach in addressing the issues of social responsibility.

Department HR	Naman Textile Standard Operating Procedure	No.	SOP/HR/02
		Issue No.	01
		Date	01.07.2020

Standard Operating Procedure For Child Labor

Controlled Copy No.			
Issued to			
Issued by	Management Representative		
Revision details			
Issue No.	Issued on	Details of amendment / revision made	Reason for amendment
01	01.07.2020	First issue	SOP is issued due to implementation of social accountability requirements.

Prepared And Approved By	Signature	Page
Management Representative		1 of 2

Department SA	Naman Textile Social Accountability Policy	No.	Policy/02
		Rev. No.	01
		Date	01.07.2020

Policy on Religion, Caste, Regional, Sexual, Racial Harassment or Bullying

At **Naman Textile**, we are morally and legally committed to maintain the work culture of our organization free from religion, caste, regional, sexual and racial harassment or bullying.

Employee shall bring any and all such activities to notice of the management for appropriate necessary action against the blameworthy.

Employee can directly approach to management in this regard without any fear, and strict action would be initiated in time bound manner.

Employee may choose to mark a copy of such information to the undersigned.

Approved By	Signature	Page
Director		1 of 1

Copyright @ Xelmart Group; E-mail: isogorilla.com@gmail.com

Grievance Committee			
Sl. No.	Name	Designation	Role
1.		CEO	Team Leader
2.		MR / Chemist	Asst. Team Leader
3.		Lab Chemist	Team Member
4.		Labor Officer	Team Member
5.		Plant In-charge	Team Member
6.		Plant Worker	Team Member
Frequency of meeting of Grievance Committee		Once in six months	
Agenda for the meeting			
1.	Review of actions decided in previous meeting		
2.	Review of Grievance Policy and steps		
3.	Review of Grievance cases received during the period, results and impacts		
4.	Review of resource requirement		
5.	Meeting output		

Approved By →

1st July 2020

Naman Textile			
Exhibits	No. → F/SYS/17	Issue No. → 01	Page No. → 1 Of 1
Social Performance Team (SPT)			

Social Performance Team (SPT)

Sr. No.	Name	Designation	Qualification	Experience
1				
2				
3				
4				
5				
6				

Team must include an equally representation of:

a) Worker representative(s); and

b) Management

Approved By → Management Representative		Issue Date → 01.07.2020
---	--	-------------------------

Department OHS		Naman Textile Evaluation of Hazard Identification and Risk Assessment										No.	F/OHS/02/XXX						
Date	01.07.2020											Rev. No.	00						
Page	1 of 1											Approved By					MR		
N= Normal, AB= Abnormal, E= Emergency, NA= Not Applicable, NAV= Not Available																			
L= How Likely, S= Possible Level of Severity																			
Sr. No.	Activity	Hazard	Risk	Condition	Existing Control						Gaps, If Any	Risk Priority		Score (LX S)	OHS Risk Classification	Overriding factor (LC/IP C/CE/DC/E)	Is Risk Acceptable (Y/N)	Additional Measures	
				N/AB/E	Elimination	Substitute	Engineering	WI/ SOP/ OCP	Administration Control	Visual / PPE		How likely - Occurrence (L)	Possible level of severity (S)						
1.																			
2.																			
3.																			
4.																			
5.																			
6.																			
7.																			
8.																			
9.																			

Department OHS – Corporate Office		Naman Textile Evaluation of Hazard Identification and Risk Assessment	No.	F/OHS/02/COP
Date	01.07.2020		Rev. No.	00
Page	1 of 6		Approved By	
			MR	

N= Normal, AB= Abnormal, E= Emergency, NA= Not Applicable, NAV= Not Available

L= How Likely, S= Possible Level of Severity

Sr. No.	Activity	Hazard	Risk	Condition	Existing Control						Gap s, If Any	Risk Priority		Score (LX S)	OHS Risk Classification	Overriding factor (LC/IP C/CE/DC/E)	Is Risk Acceptable (Y/N)	Additional Measures
				N/AB/E	Elimination	Substitute	Engineering	WI/ SOP/ OCP	Administration Control	Visual / PPE		How likely - Occurrence (L)	Possible level of severity (S)					
1.	Use of electricity in the office	Excess use	Resource depletion / global issue	Abnormal	NA	NA	NA	NA	To reduce use of electricity	NA	NA	5	3	15	High	NA	Y	
		Unwanted use		Abnormal	NA	NA	NA	NA		NA	NA	5	3	15	High	NA	Y	
		Electric shock	Fatal to human	Emergency	NA	NA	NA	NA	NA	NA	Shock proof shoes	5	4	20	Very High	IPC	Y	
		Fire due to spark	Damages to property / resource depletion	Emergency	NA	NA	Fire Hydrant System	NA	NA	NA	NA	5	5	25	Very High	IPC	Y	
2.	Use of air conditioners in the office	Higher power consumption	Resource depletion / global issue	Abnormal	NA	NA	NA	NA	To reduce use of electricity	NA	NA	5	3	15	High	NA	Y	
3.	Use of stationary items	Excess use	Resource depletion	Abnormal	NA	NA	NA	NA	NA	NA	NA	5	3	15	High	NA	Y	
4.	Use of computers, printers and other electrical / electronic equipments	Higher power consumption during idle operation	Resource depletion / global issue	Abnormal	NA	NA	NA	NA	To reduce use of electricity	NA	NA	5	3	15	High	NA	Y	

Workshop: 1

Workshop 1

Social Accountability Workshop

SA 8000:2014 Questionnaire

- Analyze the statement provided and indicate in the box on the paper whether you consider the statements to be **"True"** or **"False"**.
- If you consider the statements to be **"True"**, please indicate in the box the clause number from SA 8000:2014 which supports your decision which supports your decision

No.	Question	True/False
1.	An organization should not engage in or support the use of child labour	True, Chp IV – 1.1
2.	Personnel shall have no right to leave the workplace premises after completing the standard workday	False
3.	In the event of a work-related injury the organisation shall provide first aid and assist the worker in obtaining follow-up medical treatment	True, Chp IV – 3.3
4.	The organisation shall provide to personnel, on a regular basis, effective health and safety training	True, Chp IV – 3.6
5.	All personnel in organization have no right to form, join and organize trade union(s) of their choice	False
6.	The organisation not allow any behavior that is threatening, abusive, exploitative or sexually coercive	True, Chp IV – 5.3
7.	The organisation must treat all personnel with dignity and respect	True, Chp IV – 6.1
8.	All overtime work shall be voluntary and must not exceed 15 hours per week in any circumstance	False
9.	Wages shall be sufficient to meet the basic needs of personnel and to provide some discretionary income.	True, Chp IV – 8.1
10.	The organisation shall make its policy statement publicly available in an effective form and manner to interested parties, upon request.	True, Chp IV – 9.1



Overview