



# ACS Textiles (Bangladesh) Ltd.

Tetlabo, Rupganj, Narayanganj.

## Ethical Code of Business Conduct

The management of ACS always respects the law of the land, ILO and UN conventions, any other applicable statutory regulations, whichever are more stringent. The company is also committed to maintain the Code of Conduct of different buyers as well. While performing the day-to-day work respective of process, production, planning, programming, all must be strictly regulated within the framework of laid down rules & activities.

### **Prohibition of Discrimination**

No discrimination shall be tolerated on the basis of gender, color, age, religion, race, caste, mental status, social background, disability, ethical national origin, nationality or any other personal characteristics. All persons shall be treated with dignity and respect. Pregnancy test should not be the criteria of recruitment process.

### **Prohibition of Child labor**

No person irrespective of male or female is allowed to be recruited and employed for any types of job unless s/he completes minimum 15(fifteen) years of age. To ensure the accuracy of age of the employees, educational certificate/ birth certificate/ certificate from the local authority and/or certificate from a registered medical practitioner is to be obtained. Maintenance of these documents in the personal files is mandatory.

### **Prohibition of Forced Labor**

The company is committed not to engage any forced labor, whether in the form of prison labor, indentured labor, bonded, uncompensated or involuntary labor or otherwise. The factory gate must be unlocked when working. The company also does not condone the practice of involuntary employee “deposits” withholding of identify papers or any other practice that would restrict for movement of employees.

### **Health & Safety**

Protection of health, safety and environment is a primary goal of the company. The company is dedicated to continuous efforts to make its operations compatible with protecting people, property and the environment. The company is committed to work with its employees, clients, contractors, suppliers, partners and customers and with the communities in which it operates in order to achieve this goal. All employees should comply and conduct their duties and responsibilities in compliance with the detailed directions as given in the Health and Safety policy of the company.

### **Harassment & Abuse**

The company has a strong commitment to maintaining a workplace totally free from any physical, sexual, psychological or verbal harassment. The management strongly believes that each and every employee of the organization should be treated professionally with respect and dignity. As such, under any circumstances no one in the hierarchy of the organization is allowed to violet this management philosophy. In case of any errors /mistake /negligence/ damage on the act and part



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of any employee, the situation has to be dealt with professionally, and action has to be taken within the preview of the laid down disciplinary procedure of the company. The company never tolerates corporal punishment.

## **Working Hours**

All employees regular working week must not exceed 48 hours, or, including allowed overtime, 60 hours and not more than average 56 hours in a year. Employees must have to grant at least 1(one) day off after 6(six) consecutive working days. No woman's allowed to work in the factory except between 6am to 10pm without her consent.

## **Wages & Benefits**

In ACS Textiles (Bangladesh) Ltd. wages of the workers and staff are defined inconformity to the gazette notification of the Peoples Republic of Bangladesh. As a standard practice every worker and staff are to be provided a detailed pay slip prior payment and wages have to be disbursed within the stipulated date as determined by law.

## **Overtime Compensation**

The management firmly believes that "the overtime for the workers must be on voluntary basis rather compulsory as it is the right of the workers to solely decide whether s/he will do overtime or not. In case of overtime hours workers will be compensated as mandated by local labor law with the monthly wages.

## **Freedom of Association**

The management of ACS always regards & respects freedom of speech and freedom of association of its workforce. To express and share problems /dissatisfaction /discomfort /grievance of the employees, management has initiated and constitutes a participation committee as a forum to address and resolve these issues in a very congenial work environment. It is management expectation that the participation committee should actively its constructive role, and to facilitate that all employees are should co-operate the forum.

## **Disciplinary Practices**

In order to ensure discipline of the organization, management of ACS deals all the undisciplined issues professionally within the legal frame work of Bangladesh Labor Law. In this connection all concerned employees of ACS are advised to strictly follow the prescribed law of the land while in action with disciplinary matters.

## **Social Responsibility**

The management of ACS always committed to the need of social welfare activities. To faster the principles of humanity, the management always love to be in the forefront to help the distressed class of poor people during the time of natural calamities like flood and cyclone.

Besides, it is one of the management Moto to help out the poor communities who does not have financial solvency to construct /repair/renovate their schools,



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colleges, small health complex, mosques and madrasahs. Company has also taken the initiative from its social responsibility for free education for the children of the employee. Furthermore, the management on the occasion of Eid festivals distributes a huge amount of money among its workers as gift to celebrate the Eid in a most joyful and befitting manner. Management volunteers all these activities from the inspiration of philanthropist motive and for betterment and wellbeing of mankind.

## **Environment Requirements**

The company is formally committed to comply with all the relevant /applicable environmental legislation of Bangladesh Government. To ensure environmental protection in the process of using raw materials, manufacturing products and discharging wastes, the company should follow the guidelines and standard methods of various aspects of the environment conservation and rules of the concerned regulatory bodies. Importance to protect the environment has already been briefed in the companies Environment Policy and all employees are to follow and comply with explained guidelines without any fail.

## **Supply Chain**

ACS will monitor its supply chain compliance with this Code, and we, or our representatives, may visit factories to ensure compliance with this policy. Any violations of our Code will be reported to the vendor for follow up and corrective action. Vendors are required to cooperate with the entire process. Where there are Zero Tolerance violations and/or the vendor/factory does not demonstrate a willingness to comply, ACS reserves the right to discontinue business with the vendor/factory.

## **Reporting Channel**

In the event of any inconsistency found with this code of conduct, anyone may report this to the “Executive Director” of ACS directly or in any other convenient way.

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Approved by:  
**Managing Director**