



A-One Polar Ltd.
Sustainability-Report-2018



Message of Managing Director

I, Engineer Md. Shamsuzzaman, Managing Director of Micro Fibre Group Welcome you to our glorious world of hundred percent knit composite Manufacturing dominions. The guiding principle of our company management is **"Quality first and customers gratification"**. The main focus of the principle has been designed for the growth and stability of our business with full satisfaction of Our dignified clients and patrons.

We launched our expedition in 1997 with a perception that we will establish ourselves as the most renowned knitwear manufacturer of Bangladesh as a global clothing leader with an exceptional contribution in MFA regime.

our expert engineers, technicians and workers work here with utmost sincerity and honestly to blend the fabrics into world class apparels. We integrated modern technologies in order to become globally competitive. Our painstaking efforts in each stage of procurement and production process have really enabled us to achieve our cherished success.

We care mostly about workers safety, cleanliness, security and hygienic matters since we have already accredited by ISO & OEKO-TEX standard certifications.

As we own the composite factories we can ensure and guarantee you the best quality , competitive price and in time shipment. We are committed to render Services to the valued customers to their utmost satisfaction.

Thank you very much for being with Micro Fiber Group so long.

Our principle is "Commitment and Quality"

At present in our country garment sector is at risk. We are trying our level best to save the sector from falling into danger. The below mentioned reports are presented as the summary of sustainability report.



Occupational Health & Safety

Occupational Health and Safety (OHS)

A-One Polar Ltd. aims on creating a healthy, environment-friendly and safe workplace and educating the workforce regarding health and safety issues. A good work environment not only has direct impact on the employees' health but also plays a vital role on the productivity level.

Our Occupational Health and Safety Policy and related procedures encompass all national and international standards. This includes, but is not limited to:

- 1) Bangladesh Labour Law 2006 including the amendments and the rules
- 2) Other national laws
- 3) ILO Conventions
- 4) Buyers' Codes of Conduct

All employees are covered under this policy and this is applicable to any unit of A-One Polar Ltd. Dedicated teams are present to oversee the different health and safety needs and maintain safety standards.

All instances of accidents, injuries, and occupational diseases are kept in record in A-One Polar Ltd. Each record of an occurrence is categorized into multiple types to analyze the specific type of injury and disease.

Occupational diseases are prevalent in the workplace due to the existing surroundings. The presence of dust, heat, chemicals, work stress, posture of working, etc. make rise to illness such as cough or cold, headaches, back pains, allergies, neck pain, as well as sinusitis. Most of these diseases can be cured or even prevented through the proper use of personal protective equipment (PPE).

A dedicated medical center is present in our factory complex which manages and treats all kinds of occupational diseases. In addition, the center also deals with non-occupational but common diseases such as fever, measles, tooth pain, and so on.

Furthermore, to aware employees and workers regarding various health issues, awareness programs, meetings, trainings, and workshops are conducted on a regular basis. The topics of these sessions also deal with issues such as personal hygiene, for example washing hands, thereby dealing with a preventive measure for various diseases. Health and safety committees are present in our factory. Fire safety is one of the most important issues regarding occupational safety. The Compliance department performs audits to ensure unobstructed evacuation paths, properly designed evacuation maps and lighting present in required areas. To tackle the events of fire, four teams – the fire fighters, the rescue team, the cordon party and the first aiders—are involved.



Risk Management

Given the nature of business, the raw materials and products that A-One Polar Ltd. handles and the scale of operations, our risk management systems are designed to ensure that all our assets are safeguarded and protected against any kind of loss including mankind and property.

For worker safety, specific risk analyses are done based on their workplaces. These workplaces include a wide variety of areas within the factories such as the chemical store rooms and the Effluent Treatment Plants (ETPs), as well as the zones containing different machines such as compacting machines and generators.

Pregnant women are also considered under risk management: to avoid the risk to the fetuses, they are to be seated when working, allowed leaving early during the lunch breaks, and not allowed to work overtime.

Each type of analysis includes the description and consequence of the hazard, the person at risk and the control or preventive measures that can be taken. In addition, hazards are given ratings, calculated by using the frequencies of occurrence and the severity, thereby effectively identifying the risks or hazards to prioritize on.

OHSAS 18001:2007 standard

The Occupational Health and Safety Assessment Series (OHSAS) is an international management system specification for occupational health and safety. Implemented by the GIZ, one of A-One Polar Ltd. Lab has been accredited. OHSAS was chosen to further reduce illness and incidents through continual improvement, increase awareness about health and safety, and establish a health and safety management system within the factory. The multi-department committee formed has enabled multiple benefits including increased hazard awareness, safety culture, and reduced risk behavior. A-One Polar Ltd. is planning to replicate the standard to other units.

Safety Measures:

Fire Safety-

1. Fire extinguishers
2. Fire blankets
3. Stretchers
4. Smoke detectors
5. Sprinklers
6. Fire hose cabinet boxes
7. Water drums and buckets
8. Fire beaters
9. Fire hooks
10. Electrical Safety:
11. Top quality cabling and accessories
12. Trained technicians for maintenance
13. International safety features for equipment
14. Maintenance and risk analysis records

Electrical Safety:

1. Top quality cabling and accessories
2. Trained technicians for maintenance
3. International safety features for equipment
4. Maintenance and risk analysis records

Building Safety:

1. Structural assessments
2. Bangladesh National Building Code (BNBC) during construction
3. Certification with Architectural and Structural Design Standard
4. Scaled as-built drawings

Chemical Safety:

1. Careful assessment of chemicals
2. Chemical usage policy
3. Material safety data sheet (MSDS)
4. Regular trainings

Human Rights

Investment

Significant investment agreements include participation in training, creation and implementation of new policy or procedure, and other activities that A-One Polar Ltd. undertakes to promote labor practices, human rights, societal and environment- tal concerns, as well as any sustainability issue. A-One Polar Ltd. has dealt with multiple activities that promote human rights. These are summarized below.

A-One Polar Ltd. has made investment in various training sessions. The Mothers @ Work program is designed by UNICEF and implemented by BRAC to train pregnant and lactating mothers on maternity protection and breastfeeding. The Better Business for Children is another program by UNICEF which is being implemented by Phulki. This program provides training on UNICEF's Children's Rights and Business Principles with focus on community improvement. The Woman empowerment program Phulki was held in our factory.

Forced Labor

A-One Polar Ltd. does not use involuntary or forced labor. The Code of Conduct emphasizes that all employees should be working at factory voluntarily and no means should be adopted as a measure which may indirectly result in an employee working forcibly. The freedom of movement of employees is not restricted except for the protection of property and security of factory personnel. Additionally, no employees are recruited on contract basis and an employee may resign from the company by giving one month's notice.

Child Labor

A-One Polar Ltd. is not engaged with any form of child labor. At the time of hiring, psychological interviews are done to determine the age of potential employees. In addition, documents such as proofs of age are collected from all potential employees and the authenticity of age documents is verified. In the absence of age documents, the potential employee is to be verified and confirmed by the registered doctor available at the factory.

Security Practices

All security personnel in A-One Polar Ltd. are of our own source: there are none from third party organizations. Human rights topics are communicated to all security personnel via trainings that take place every month.

Freedom of Association and Collective Bargaining

A-One Polar Ltd. recognizes and respects the right of employees to exercise their lawful rights of freedom of association and collective bargaining. No discrimination is done against employees who form or participate in lawful associations and or collective bargaining. The presence of the Participation Committee (PC) allows the workers to freely communicate regarding any issue. To ensure these rights are exercised, monthly audits from the Compliance team take place, noting the composition of the committee members, frequency of meetings, topics discussed, and so on. A-One Polar Ltd. management has been able to form PCs according to the guidelines which is very effective for conveying information to both labor and management and resolving any grievances if present.

Significant operational changes are communicated with the concerned employees with a minimum of 3 months prior to the change.

Supplier Assessment:

Suppliers of A-One Polar Ltd. are also assessed for labor practices, human rights, societal and environmental impacts. The A-One Polar Ltd. Compliance team conducts supplier assessment through specific standards questionnaire on social and environmental areas based on the A-One Polar Ltd. Code of Conduct. Before making a business relationship with a supplier, it is compulsory that the supplier abides by our Code.

Other Water Saving Practices:

1. Rain water harvesting
2. Repair leaking taps and educate staff to turn off after use
3. Replace water taps without aerators by taps with aerators
4. Replace single flush cisterns with dual flush
5. Reusing hot water from boilers
6. Using Exhaust Gas Boilers
7. Rain Water Harvesting Plant progress is going on

Energy Management:

Energy is an essential point of the industrial sector to achieve sustainability as it is directly related to financial matters and global climate change. Energy consumption within the organization is monitored and tracked to reduce wastage of the energy. The following steps are currently implemented to reduce energy consumption:

Preparation of energy management policy:

1. Collecting consumption of water, steam, diesel, gas and electricity along with monthly production
2. Benchmarking and regulating energy consumption in consultation with the production team by doing process re-engineering and innovations
3. Reducing carbon emission
4. Reducing diesel consumption in generators
5. Taking initiative to reduce energy consumption by choosing alternative sources of non-renewable resources
6. Training employees on energy and environmental aspects within the industry

Energy Efficient Machineries:

High end energy efficient capital machineries from Europe, USA and Japan are used in our production processes. These world class machineries have greatly reduced the energy consumption. Some of the features of our energy efficient and environment friendly machines are as follows:

Other Energy Saving Practices:

1. Hot water recovery (lowering the consumption of fossil fuel)
2. Reducing light intensity in certain areas
3. Switching off unnecessary lights during day time
4. Replacing T8 and T5 lights with the more efficient LEDs (light emitting diodes)
5. Recovering steam condensates
6. Preventive Variable Frequency Drive (VFD) in-built air compressors
7. Regular maintenance

Local communities:

Apart from the machinery used in the different operations, A-One Polar Ltd. procures all other products and services from Dhaka. When A-One Polar Ltd. began its operations in Vulta, Rupganj, Narayanganj-1462, the entire area was undeveloped. The progression was escalated by industries and the locality has gone through a significant transformation. Popular local branded shops and local and global branded products are now available in the community.

Anti-corruption:

A-One Polar Ltd. and each of its business take the appropriate steps to ensure all its employees and those acting on its behalf:

- Meet all legal and regulatory requirements governing the lawful and ethical conduct of business
- Make all employees aware of their personal responsibilities and strictly adhere to this policy

- Provide information to all employees and further guidance if they have any query or uncertainty regarding these requirements

Roles of Welfare Officers:

1. Maintaining first aid boxes and checklists
2. Dealing with complaints from workers
3. Registering and providing extra care to pregnant employees
4. Ensuring washroom hygiene
5. Coordinating and conducting trainings
6. Facilitating meetings
7. Informing workers of any changes in policies

We want to sustain in garment sector converting the man power into public resources. We do it from our social responsibility.