



## MANAGEMENT REVIEW MINUTES (SA 8000)

<b>Meeting No:</b>	SA 01-16
<b>Date:</b>	15.08.2016
<b>Venue:</b>	Conference Room
<b>Presided By:</b>	Sr. Manager HRD Compliance
<b>Persons Attended:</b>	Chief Finance Officer, Manager Stitching Planning, GM Purchase & Stores, Manager Administration, SM HRD, Deputy Manager Finish Folding, EHS Incharge, Manager Stores, Manager Stitching Production, Manager Systems, Compliance team, Workers Representative., Deputy Manager Quality, Manager PPC Stitching, Manager PPC Processing.

Topic / Initiator	Discussion	Decision / Responsibility / Target Date
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Meeting started with Name of Allah Almighty.

**(1) SA 8000 Certification / Last Surveillance audits**

<p><b>SA 8000 Last Audits Review (External Audit)</b></p>	<p>Meeting started with the review of SA 8000 audits conducted after last MR Meeting.</p> <p>Sr. Compliance Officer informed all participants that 5<sup>th</sup> Surveillance audit was conducted in the month of 30<sup>th</sup> December 2015 in which our results had some observations as follows</p> <ol style="list-style-type: none"> <li>1- During the visit at stitching floor it was evident that one maintenance personnel was using blower machine for cleaning of stitching machine without using dust mask</li> <li>2- It is noted that two unidentified gas cylinders (Pressurized) are placed without safety measures in workshop area</li> <li>3- Hydro test records of pressurized gas cylinders not found during audit at workshop</li> <li>4- Internal Audit Checklist need to be revised adding advisory 18</li> </ol> <p>All observations have been fully addressed, for Safety purpose we have discontinued inhouse Gas welding, and it has been communicated to outsource work where Gas welding is involved.</p> <p>We have been contacted by Workers Representative that they had faced cleaning issues in Canteen and we also been getting the same kind of observations from Employees and through the report of Sr. Dispenser.</p> <p>We had brought this problem in consideration to</p>	<p>Sr. Compliance Officer</p>
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	<p>Manager Administration and as per his view deteriorating performance of current Canteen contractor was owing to his other obligations or he may be considering to terminate the contract with Lucky Tex.</p> <p>Sr. Manager Compliance instructed that workers concern must be addressed on war footing and for this issue option to change Canteen contractor should be considered.</p>	
<b>(2) Effort to Implement EMP</b>		
	<p>Sr. Manager HRD &amp; Compliance updated all that Protecting the environment is a longstanding commitment at Lucky Tex and is striving to comply with all applicable legal and other requirements to which it subscribed. Therefore, Lucky tex intends to take step ahead to environmental soundness at site and for this we have contacted M/s NEC Consultants (Pvt.) Ltd. for Environmental Management Plan &amp; Audit for our facility. In this respect, NEC has submitted proposal for us which is under review. This EMP will further improve us on aspects of:</p> <ol style="list-style-type: none"> <li>1. Environment Impact Prediction</li> <li>2. Environment Impact Assessment</li> <li>3. Environment Impact Mitigation and management</li> </ol>	



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<b>(3) Next SA 8000 Audit</b>		
<b>SA 8000 Recertification Audit</b>	Sr. Compliance Officer informed all participants of the meeting that next SA 8000 audit will recertification audit.	ALL HOD's
<b>(4) Child Labor / (5) Forced and Compulsory Labor / (6) Discrimination</b>		
	There is no evidence or case identified of child labor / no complains of forced labor / discrimination report received from any workers.	
<b>(7) Health and Safety</b>		
	<p>Sr. Compliance officer brief all participants that we have conducted Hazard Identification and Risk Assessment of All Lucky Tex with the help of relevant departments employees having best awareness of working issues in the department, participants were as follows:</p> <ol style="list-style-type: none"> <li>1. Mr. Atiq Engineer / HOD Maintenance Workshop.</li> <li>2. Mr. Rehan Engineer / HOD Power Generation</li> <li>3. Mr. Syed Ansar ul Haq HOD Printing, Sampling, Color Kitchen</li> <li>4. Mr. Sajid</li> </ol>	Compliance & Relevant Employees of different departments



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	<p>HOD Finishing</p> <p>5. Mr. Muhammad Arif Sr. Lab Assistant (M. Sc. Chemistry)</p> <p>6. Mr. Ashfaq Ahmed Ast Manager (Btech Chemistry)</p> <p>7. Mr. Ashraf Salim Manager Lab &amp; QC (B. Sc. Chemistry)</p> <p>8. Mr. Syed Danish Ali Sr. Compliance Officer – Lucky Tex</p> <p>Sr. Compliance Officer updated all attendees of meeting that we have carried out sessions with workers to make their understanding on potential hazard on jobs and what are the precautions and PPEs they are required to follow.</p> <p>CFO appreciated the effort of compliance department and instructed that Hazard Identification practice should be periodically updated and he submit to him as well for his update.</p> <p>Sr. Manager HRD &amp; Compliance replied to CFO that he would personally take follow up.</p> <p>Sr. Compliance officer informed all that it is our compliance strategy to bring geographic locations of our Factory to be checked for any hazard which may affect our Workers/Factory and for this we have already sent letter requesting them to allow our visit.</p> <p>M/s Cresox (Neighboring Factory) have accepted the request.</p>	



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<b>(9) Discrimination</b>		
	There is no issue of discrimination observed in Lucky Tex.	Compliance Department
<b>(9) Disciplinary Practices</b>		
	No such issues were found / highlighted to discuss in the meeting.	Compliance Department
<b>(10) Remuneration</b>		
	Remuneration is being as per law	Sr. Manager HR
<b>(11) Working Hours</b>		
	Manager HR informed that issues to discuss regarding working hours.	Sr. Manager HR
<b>(12) Sr. Compliance Officer</b>		
	Manager Systems informed that all SOPs where changes were required are revised to update to current requirements of SA 8000 standard and applicable labor laws.	Compliance Department
<b>(13) Internal Audits</b>		
	Internal audit conducted as per plan. No major issues were observed in this audit. OFI highlighted to prepare <i>Area wise Fire Hazard &amp; Extinguisher Plan</i> for whole Lucky Tex.	SHE
<b>(14) Corrective / Preventive Actions</b>		
	No corrective actions received regarding any social compliance issue.	
<b>(15) Next Meeting</b>		
	Next Meeting schedule will be shared with all participants.	