

Internship Report on Pakiza Knit Composite Ltd

Comparative Analysis
Between
The Theory With The
Application Of Labor Law
Practices
At
Pakiza Knit Composite Ltd.



Internship report on
Comparative analysis between the theory with the application of labor law practices at
Pakiza Knit Composite Ltd.

Submitted To

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Submitted By

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United International University

Quest for Excellence

Department Of Bachelor of Business Administration

Date of Submission:

1st March, 2021



Letter of transmittal

Date: 1st March, 2021

To

Md. Kazimul Hoque

Assistant Professor

School of Business & Economics

United International University

Subject: Submission of Internship Report on Comparative analysis between the theory with the application of labor law practices at Pakiza Knit Composite Ltd.

Dear Sir,

This is my immense pleasure to present my internship report on comparative analysis on compliance issues practices and applications of Pakiza Knit Composite Ltd with what I read in books, and also the HR practices of that factory. Which I am assigned by our respectable faculty. It gives me much pleasure to tell you that working on this report have given me a wide range of exposure.

The report is based on the knowledge, experience of labour law practices that we have learned during the period of our class. We are submitting this report with the hope that it lives up to your satisfaction, however I would be glad if you enlighten me with your thoughts & views regarding the report. In addition, if you wish to enquiry about any of the aspects of this report. I would be glad to answer your queries.

Sincerely

.....

Sadia Tasnim Farah

ID: 111 161 380

School of Business & Economics

United International University

Declaration of the student

I, Sadia Tasnim Farah, hereby declare that the presented report of internship titled **“Comparative analysis between what I have read in textbook and the application in this factory about labour law”** of **Pakiza Knit Composite Ltd** is uniquely prepared by me after the completion of three months’ work at Pakiza Knit Composite Ltd, savar, Dhaka.

I also confirm that the report is only prepared for my academic requirement not for any other purposes.

Name: Sadia Tasnim Farah

Id: 111 161 380

BBA

Department of Business Administration

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Acknowledgement

First of all I like to thank the almighty Allah for blessing me with the strength, aptitude & patience for successfully completing my report.

I would like to thank my faculty advisor, “Md. Kazimul Hoque” for giving me the opportunity work with him. I have been able to complete this report in a comprehensive manner due to the guidance, support & counselling that he has provided during the periods. I tried my best to implement his constructive suggestions while doing my report. I also like to take this opportunity to acknowledge the help provided to me by some personals of the organization. My sincere gratitude goes to “Md. Omar Faruk”, Assistant Manager, “Shamim Ahmed”, HR Officer, “Fajle Rabbi”, Sr. HR Officer and “Monzurul Islam”, HR Officer, “Md. Arifujjaman”, HR Officer, “Shefali Parveen”, Assistant Manager, “Rina Akter”, Jr. Welfare Officer and another intern Iqbal Hasan, for providing me information’s and taught me a lot about HR functions, that is not only required to complete the report, it will make my path easier in future.

I also thank AGM, Sajedur Rahman for giving me time from his busy schedule.

Finally my sincere thanks go to each and every one who has helped and supported me significantly in different stages during the periods.

Executive Summary:

This is a report that which I have prepared to fulfil requirement of my internship. I have worked 3 months at Pakiza Knit Composite Ltd, factory, situated in savar. I am making this report to do comparative analysis between the compliance issues and HR practices of Pakiza Knit Composite Ltd and the compliance issues and HR practices of blue collar people, I have read in the book and to find out the relevance and application of the theoretical knowledge in practical life.

This report has been completed by taking information from different relevant sources. For the secondary data, I have used the website of this factory. I have also take information from Wikipedia. In addition, I have taken some information from the journal, Year book and prospectus. Primary data collected by working Pakiza Knit Composite Ltd.

This report has seven Parts. First part is introduction of report. In part two I've discussed the company overview. In part three I have discuss the Literature review. In part four I have discuss body parts of the report which includes preliminary and condition of employment and service, maternity benefit, safety, working hour and leave, wages and payment thereof. And chapter five is all about conclusion. Reference and appendix are included in the last part.

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List of abbreviation

OT= Over Time

PKCL= Pakiza Knit Composite Ltd

MCD= Material Control Department

PC= Participation Committee

CMO= Chief Marketing Officer

Chapter-1

INTRODUCTION

1.1 Background:

This is a report that which I have prepared to fulfil the requirement of my internship. This following report has been assigned to me by my advisor MD. Kazimul Haque. I have worked at the Pakiza Knit Composite Ltd, When I had the opportunity to see and learn new things about how textile factory in Bangladesh operates. This report refers about our in depth understanding about the various aspects of this factory and factories on the hole.

1.2 Objectives

Comparative analysis between the compliance issues and HR practices of Pakiza Knit Composite Ltd and the compliance issues and HR practices of labor I have read in the book.

- To find out the relevance and application of the theoretical knowledge in practical life.
- To know about the real life scenarios and problem that occurs in garments sector, which however cannot understand properly by reading books and studying in class room.
- To gain knowledge about the factory labors HR system.

1.3 Methodology:

This report has been completed by taking information from different relevant sources. This report also consists of a significant amount of data obtained from both primary and secondary sources.

1.3.1 Secondary Data:

- For the secondary data, I have used the website of Pakiza Knit Composite Ltd.
- I have also take information from Wikipedia.
- In addition, I have taken some information from the journal, Year book and prospectus.

1.3.2 Primary Data:

- By working Pakiza Knit Composite Ltd.
- Collecting Survey data from employees and workers when I work at the organization.
- Visiting with fire safety officer and designer for two hours.
- Discussing with HR officer and some workers.

1.3.3 Methods by collecting data:

- I collected the data from them in both the qualitative and quantitative way. Such as,
- I collected the facts through interviewing the HR officers.
- I have maintained a whatsapp group with the officers. If I require any information instantly, then I can connected with them through the group.
- I asked them various questions that I have attached in the appendix.
- I observe lots of documents, personal file and recordings of workers.
- Sometimes I call over phone to gather the information.

1.4 Limitation:

While working for this report we face some limitations.

- First of all, I am working at Savar. It is far from my house. So after came back to my home, I haven't that much energy to do the report task. So the weekly holiday is very much important for me to recover my body.
- I need to contact with my supervisor about report purpose over phone or email, but to understand properly direct communication is inevitable.
- We need some information to collect from them but it's a new organization which is established in 2014. So they have plan on this topic but they cannot implement this.

Chapter-2

Literature review

According to [Art Hogan](#), We've priced to perfection, so you're going to have a little bit of a retrenchment.

When organization have huge amount of worker what they don't actually required for organization, at that time they terminate them from organization, called retrenchment.

According to [Dada Bhagwan](#), The whole world can be explained in just one sentence. 'What is being discharged is old and what is being charged is new'. If someone is discharging bad behaviour but at the same time, has learned from the enlightened one, he would be charging a higher life form.

When worker is physically and mentally unfit to work, organization terminate that employee on that medical ground, called discharge.

According to [Steven Magee](#), Free speech works so much better when you do not have to worry about a toxic employer that may fire you for it.

If any employee do any sort of misconduct in organization then organization terminate the employee on the ground of misconduct as punishment called dismissal.

According to [Robert J. Braathe](#), If you make more appointments with quality people, you will have less disappointments with non-quality people.

It means we should appoint more quality full worker in our organization for more production.

According to [Fyodor Dostoyevsky](#), The man who has a conscience suffers whilst acknowledging his sin. That is his punishment.

If any worker do any sort of wrong task or miss behaviour then she could be punished according to her guiltiness.

According to [Alexander Hamilton](#), The prosecution will seldom fail to agitate the passions of the whole community, and to divide it into parties more or less friendly or inimical to the accused. The subjects of its jurisdiction are those offenses which proceed from the

misconduct of public men, or, in other words, from the abuse of violation of some public trust, and they relate chiefly to injuries done immediately to the society itself.

According to law there are several type of misconduct. If any worker does one of them, then she/he will punish.

According to [Craig D. Lounsborough](#), It's never over. At worst, it's just paused for a moment.

A worker can terminated for different ground such as, retrenchment, discharge, dismissal, partial disablement, total disablement, misconduct etc.

According to [Willa Cather](#), I like trees because they seem more resigned to the way they have to live than other things do.

Whenever a worker do not keep pace with the organization properly or get more valued offer than present then she/he resign willingly from her/his job.

According to [Israelmore Ayivor](#), Empty complaints are the sources of everyday failure, but not the problem being complained about. Problems are solvable; but not with complaints. A complainer is just an explainer of problems!

Sometimes workers are complaining to employer about various problems. Here the quotation means, problems are represented by complain of workers.

According to [Robert Frost](#), By working faithfully eight hours a day you may eventually get to be boss and work twelve hours a day.

For worker, eight hours is perfect working hour according to law.

According to [Henry Ford](#), It is not the employers who pay the wages. Employers only handle the money. It is the customer who pays the wages.

A worker's minimum wage rate is 8000 tk. Below that, there is no wage rate according to law.

Chapter-3

ORGANIZATIONAL

OVERVIEW

3.1 Historical Background

First of all I need to talk about Pakiza Group. In 1982, Rafiqul Islam Khan, chairman of Pakiza Group, opened Pakiza by selling sarees and printed fabrics only. From the beginning, they only serve the local market. But gradually, because of their increased popularity, they need to expand their business internationally.

Such as, Pakiza Knit Composite Ltd is a sister concern of Pakiza Group. Among the many companies, the another sister concerns of Pakiza Group are,

- ❖ Pakiza Woven Fashion Ltd
- ❖ Pakiza Cotton Spinning Mills Ltd
- ❖ Pakiza Dyeing & Printing Industry Ltd
- ❖ Pakiza Spinning Mills Ltd
- ❖ Pakiza Textile Ltd
- ❖ Pakiza Apparels Ltd
- ❖ Garden Textiles Mills Ltd
- ❖ Pakiza Garments Ltd

3.2 Pakiza Knit Composite Ltd.

Pakiza Knit Composite Ltd, a knit fabric manufacturing giant, was successful in catching the early winds of the favorable enterprise in world-class textiles in Bangladesh and became standard of excellence in this sector. Established in 2014, PKCL is now one of the largest knitting capacities within the country. PKCL never compromises with quality and drives timely production.



Men's t-shirt



Ladies t-shirt



Babies t-shirt



Men's hoodie



Ladies jacket



Ladies shorts

Vision

Standard Of Excellence In Product Quality,

Business Ethics

And Work Environment

Mission

Create a Culture In Pakiza That Supports Our Employees,

So That

They Can Provide Excellent Service To Our Customers

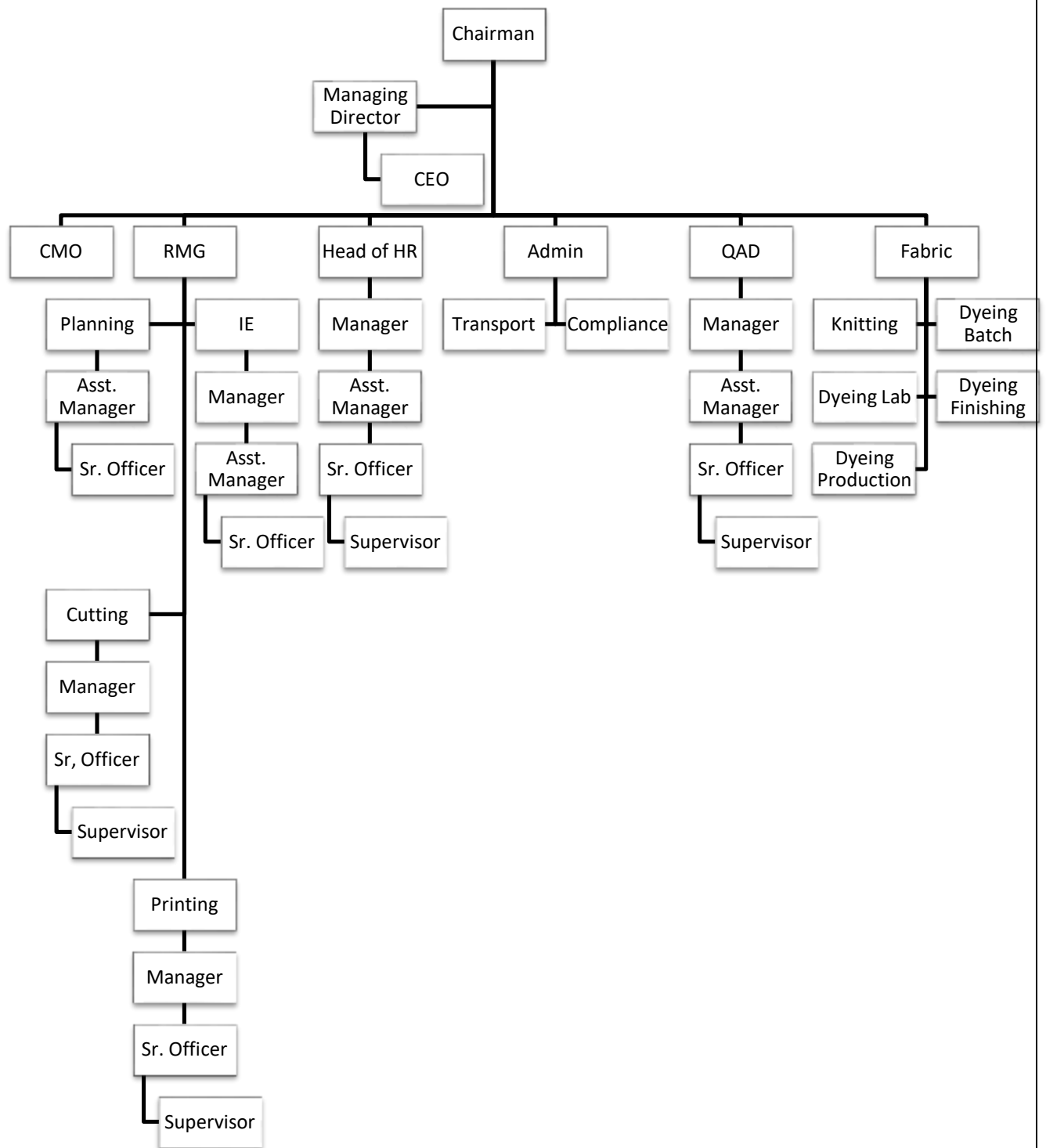
Values

Customers Will Never Love a Company

Until

The Employees Love It First.

Organizational Structure



Chapter-4

Analysis

Preliminary

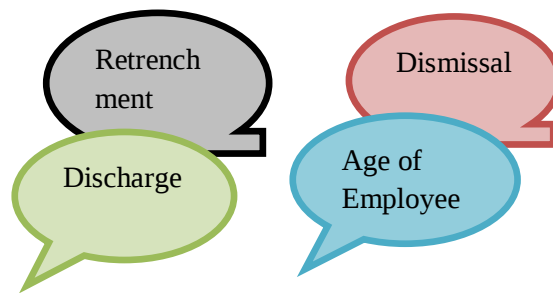


Figure 1: Combined form of retrenchment, discharge, dismissal, age of employee

4.1 Retrenchment

Retrenchment means, whenever organization terminate excess amount of employee from organization. Generally, when a worker worked in a particular organization for a long time, here creates a bonding between employer and worker. So suddenly retrench the workers without any reason is not goes under the rules of Pakiza. They do not follow it.

4.2 Discharge

When employee is physically and mentally unfit to work in organization, organization terminates the employee on that medical ground, we called it discharge. Every day, one or another, getting injured. Maybe someone's finger is being cut off, hand is going into the machine, and someone is getting sick suddenly. In that case, first of all, he or she comes to the HR office. Then the HR officer sends him/her to the medical of Pakiza. If the doctor thinks that she is unable to do any type of work, she will be given leave for few days that she needs and she will be released. If the worker is completely unable to do her task, then she will be terminated from organization.

4.3 Dismissal

When employee does any type of misconduct in organization, then it is called dismissal.

In Pakiza Knit Composite Ltd, if any worker fights, one worker abused another, lies about anything, in that case, instant she/he lost the job. She/he was expelled with a resignation letter.

If any worker absent for many days and then will come to the factory, that also includes to misconduct. In case of old and efficient worker, commitment are written by her/him that in future if she will absent any working day, then her job will be lost. And in case of new worker, company give her resign letter and fired from the company.

4.4 Age of employee

According to law, whose age 0-14 years, they are included to child. They are strictly prohibited to do job in organization. The people whose age is more than 14 and less than 18, they are included into adolescent. According to law the adolescent people can do work in factory but there are so many conditions are included. Their opportunity, facilities and amount of leave will be higher.



Figure 2: Different age of employees

But in Pakiza Knit Composite Ltd, they do not take any adolescent people as a worker. Basically in case of shortage of worker, factories can take adolescent people as worker. But PKCL do not have worker shortage. Again, the adolescent worker needs extra facilities that hamper the production, that's why Pakiza wants to ignore to take adolescent people as worker. They direct recruit adult people as their permanent worker whose age 18 years or above.

Conditions of Employment and Service

4.5 Classification of workers and probation period

4.5.1 Substitute worker

Sometimes if any permanent worker is absent, then organization needs to maintain replaced worker who are performing the job of permanent worker but they do not actually work permanently, those are called substitute worker.

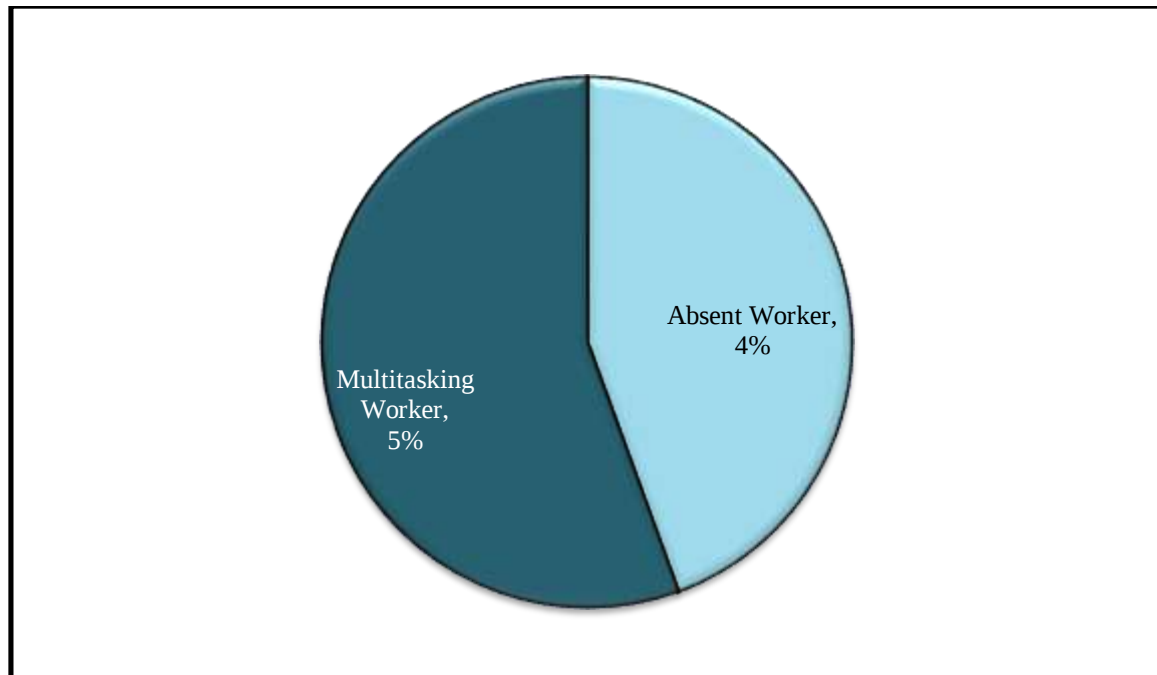


Figure 3: comparison between multitasking worker and absent worker

In every factory substitute worker is must. Just like that Pakiza also maintain substitute worker. They have 5% multiskill worker in this factory. In every production line, there are absent 1 to 2 people for many reasons like maternity leave, sick leave, casual leave etc. In one line, there works 45 people, so in every 100 people, there are 4 workers are absent. But they have 5% multitasking worker. So there creates no shortage of worker. At that time the multitasking workers are working there, because production cannot be reduced.

4.5.2 Casual worker

Who is working in particular organization as a casual worker which is not main job of organization. As for example: maintaining fan, ac, machine etc.



Those type of worker is not available in Pakiza Knit Composite Ltd because, basically this is maintained by the technician of maintenance department.

4.5.3 Temporary worker

Those workers who are working organization in a contractual basis.

Pakiza take contractual worker for target fulfilment basically. They, may work one month or even one day. And then receive money. After fulfilment of target, the contractual worker would be omitted, and new worker would be recruited. But if company want, they can hold the contractual worker by recontract.

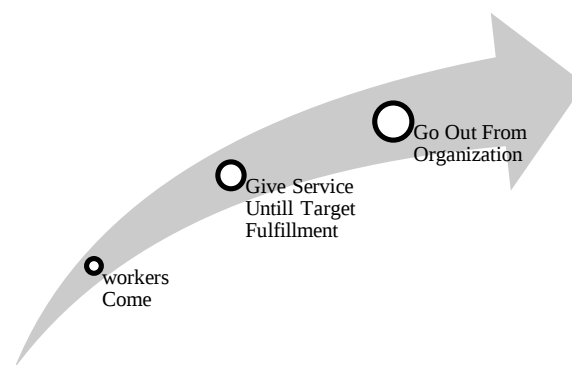


Figure 4: Life cycle of contractual worker

They work as unit basis means piece rate payment basis. After ending of month, they take their wages according to their production.

4.5.4 Permanent worker

Those workers who is employed in organization as permanent basis. This factory has now 3700 thousand permanent worker.

4.6 Appointment letter and identity card

A worker is appointed by appointment letter and identity card which is provided by organization. After the recruitment process, the selected worker gets an appointment letter but it takes some days. Because, at a time so many workers would be recruited. So on that day it is almost impossible to make lots of appointment letter. That's why it takes some times. After

two to three days, workers are come to the HR office and bring their appointment letter along with identity card.



Which another name is punch card. One copy of appointment letter will give to the worker and one copy can be reserved by HR officer. Previous 2-3 days attendance and overtime can be recorded by a temporary attendance card. A worker is maintaining the temporary attendance card for those days.

4.7 Service book

After 3 months of probationary period, a worker can be a permanent worker. After being permanent, organization would be maintaining a service book for that worker by the cost of organization. This service book is attached within a personal file which is in charge by employer. According to law, at the time of termination or resignation, the service book of worker has to give along with her/him. Pakiza, also maintaining it from beginning.



4.8 Service book form

Generally HR officers of Pakiza Knit Composite Ltd, maintain the service book. It is a document that contains this following information:

In first part,

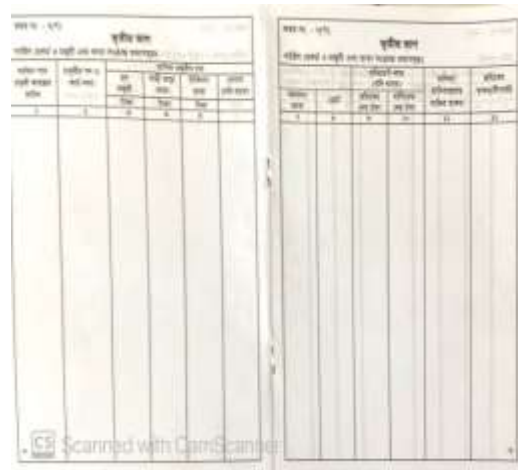
Passport Size Picture	National Id No (If any)
Workers Name	Educational Qualification
Father's Name	Training/Special Skills (If any)
Mother's Name	Height
Husband/Wife Name	Blood Group (If any)
Permanent Address	Special Marks To Identify (If any)
Present Address	Date Of Opening Service Book
Date of Birth/Age	Mark Of The Thumb Of Left Hand
Signature Of Worker	Signature Of Management Authority

Figure 1: First part of service book

In second part, there are only need to write the company name and the name of owners of the company.

In third part,

- ✓ Workers joining date
- ✓ Id card no
- ✓ Basic wages
- ✓ House rent
- ✓ Food allowances



- ✓ transpoertatuion allowances
- ✓ Total wages
- ✓ Bonuses
- ✓ Signature of worker

4.9 Procedure for leave

- First of all, when a worker need to go to leave, she/he must be write an application by mentioning some information like, name, Id no, reason behind the leave, duration of leave etc and give it to HR office in Pakiza.
- In case of casual leave, a worker needs to give the leave application before she/he avail the leave. And in case of sick leave, she/he needs to give the leave application to HR office after avails the leave.
- If leave will be granted then she will get a leave pass which is a torned portion of leave application

PAKIZA KNIT COMPOSITE LTD	
Leave Application Form	
Name of the Applicant :	
Designation :	
Card no :	
Joining date :	
Section/Floor no :	
Leave applied: days	
Date/Duration:	
Reason for leave	

Leave type				
Address where she/he will staying during leave:				
Signature of applicant:				
Date of Application				
Number of vacations/absences				
Signature of floor in-charge with comment			Departmental Head	
Fill up by office				
Type of leave	Total leave	Consumed leave	Deserved leave	Comment
Casual Leave	10 days			
Sick leave	14 days			
Earned leave	18 days = 1 days			
Maternity leave	112 days			
Departmental Head (HR)				

4.10 Stoppage of work

If any organization have to shut down the part means specific unit of organization or entire organization for any unavoidable circumstances, known as stoppage of work.

- In Pakiza, one day, there was no electricity for two hours. At that time, the workers are staying there for two hours without doing any task. And definitely they will get payment for those two hours.

- Some workers were going outside of organization for their personal reason by taking get pass for an hour or one and half hour. But also they will get their full payment.



4.11 Punishment for misconduct and conviction

As per law, we count those as misconduct:

Wilful disobedience	Riotous or disorderly behaviour in the organization
Theft, fraud or dishonesty in business or property.	Habitual negligence of work
Taking or giving bribe	Habitual breach of any conduct or discipline
Habitual breach of any law or rule or regulation	Falsifying, tempering with damaging or causing loss of employer's official records.

Figure 2: list of misconduct as per law

As per Pakiza, basically those are counting as misconduct such as,

- If employer or worker bullying each other
- For any kind of theft
- For breach any order
- Fighting with one another
- For telling lie
- Late attendance
- Relationship between male and female worker

Now I am talking about punishment, if any worker doing any of misconduct, firstly, the employer will warn verbally the worker. If warning is not applicable for her/him, then the employer can go for further procedure, which is suspending the worker for two days. And deducting the two days wages of her/his monthly wages. And lastly, if her/his misconduct is extremely severe, then she/he dismissed from the job.

4.12 Termination of employment of worker by an employer

In this case Pakiza Knit Composite Limited follow the Bangladesh Labour Law that is,

For permanent worker,	They give notice to the worker before 120 days means four months.
And for temporary worker,	Company give notice to the worker 30 days before means one month.

Figure 3: Termination of worker by an employer

The rules are changed based on permanent and temporary worker.

Secondly, if any employer needs to terminate any worker immediately, then she/he have to give her the equivalent wages of the notice period.

4.13 Termination of employment by worker

When a worker want resign from organization of his/her own accord that is we known as resignation. Before resignation, a worker must give notice to the organization that he/she wants resign. In that case also, Pakiza Knit Composite Limited follows the procedures of Bangladesh Labour Law.

For permanent worker,	The worker needs to give notice to the organization before 60 days of her resignation.
For temporary worker,	The worker needs to give notice to the organization before 30 days of her resignation.

Figure 4: Termination of employment by worker

Secondly, as per labour law, if any worker needs emergency resign, then she has to pay employer. The Pakiza's rules are slightly different from this law. If any worker needs emergency resignation, then she has to work one month extra. For this extra month, she cannot get any type of wages. If she can to give one month services to the company, then company will deduct the previous one month basic wages of her.

Before left the organization the worker submit all the things in the custody of HR Officer.

4.14 Procedure of making complaint

As per law, complain is all about labour court. In PKCL, so far this has not happened in that factory. What happens here is limited inside the factory. The method is explained below:

After getting a complaint from worker, if this is more severe, than they make a investigation committee, which is consist of four people.

Step 1:

Firstly, a worker will make written complain at the beginning. If the complain is severe, then she/he can make it.

Step 2:

Against whom the complaint has been brought, employer will send him a notice of cause. There will be written with sufficient reasons you need to be answered within the next seven days.

Step 3:

Then the worker will give written answer within 7 days. If the answer will not satisfactory, then the employer will make an investigation committee.

Step 4:

Then employer will inform the worker about investigation committee which is consist of four members, timing and date in which the investigation is committed. One member is from PC, two members are neutral like they may come from HR, Admin or Compliance. And the last one can come from any department.

Step 5:

In date of investigation, many types of questions are asked to accused person. Then they can come to a decision that whether she is guilty or not.

Step 6:

If she will not guilty, then she can start her job again, but if she will guilty, maybe she can be suspended for two days, or in case of very serious case, according to section 23 (B), factory can close the employee.

Step 7:

Lastly, a letter would be written about the result of this investigation and send it to the departmental head of HR.

Maternity Benefit

4.15 Prohibition of engagement of women worker in work in certain cases

It is the time when the factory cannot recruit a female worker. Basically the pregnant worker gets these benefits.

Eight weeks before the birth of child and eight weeks after the birth of child organization cannot take any female person as their worker.

4.16 Right to maternity benefit and liability for its payment

- The total leave period is 112 days. She will get 56 days before the birth of a child and will get 56 days leave after the birth of a child. But one point is important to mention here, she will be able to get this maternity benefits if she worked at least 6 months in Pakiza Knit Composite Ltd.
- Another point is that, she will get the benefits for her first and second birth of child. But for third child or more than two children, she will get the leave benefits but will not get the cost benefits.

4.17 Procedure regarding payment of maternity benefit

The procedure regarding payment of maternity benefit can be explained in that way, first of all, she needs to give an application to HR office before taking the leave about maternity leave. After HR office approves the leave, she can take rest on the leave.

She will get the last three months wages with earned leave and bonuses. Firstly we count per month's wages and working days individually. Then we need to divide total last 3 months wages by total last 3 months working days.

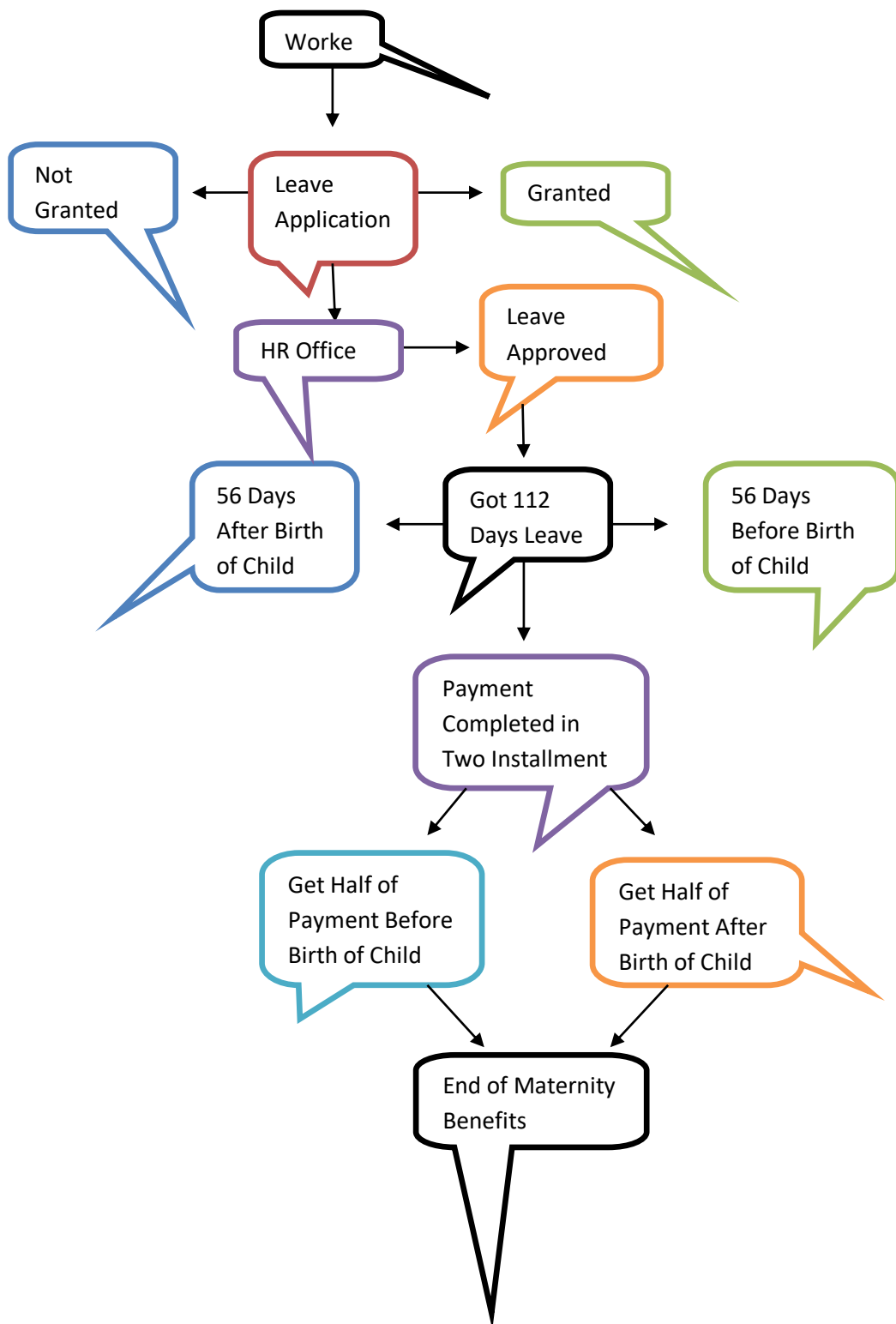


Figure 5: Process of getting maternity benefits

Suppose,

A worker can get wages in the month of,

January- 9347 TK

February- 9845 TK

March- 10400 TK

During 3 months her working days:

January- 26 days

February- 24 days

March- 26 days

Then, Last three months salary/last three months working days

= $(9347+9845+10400/26+24+26)$ TK

= $(29592/76)$ TK

= 389.36 TK

= 389 TK

Then we need to multiply the amount with 112 days:

= 389 TK*112 Days

= 43,568 TK

The money will be given in two instalments. The worker receives one instalment before the birth of child and another instalment after the birth of child.

4.18 Payment of maternity benefit in case of death of a woman

The female worker, who can avail the maternity leave, she will get half of the payment before 8 weeks of birth of a child, and she will carry it by herself after giving the leave application to the organization. Then after giving the birth of a child, if she will not eligible to come to the factory, then the nominee declared by her, will take the payment. But if the female worker would die during the birth of a child, she will also get the full maternity benefits.

Safety

4.19 Precaution as to fire

- To get safe from fire every organization should have safety staircases. As like as that Pakiza has also safety staircases and firefighting equipment in every floor.



- There is firefighting equipment in different places of Pakiza, as fire precaution. Basically in ground floor, which is about dyeing function, there is a huge chance to occur fire. Because, in every single moments, workers are working by hot water in machine.



- The room where workers are working, as per law, Pakiza is maintaining the sliding door for workers safety. And for interrelated room, the way of exit would be straight means, they are using those doors which can be open for both sides.
- In every safety door, there is written “Exit” in English and “Bahirgomon” in bangla, which is focused by green lighting billboard, instead of red color.



- There are two types of fire bell. One is gong bell and another one is fire alarm. There is a gong bell in every exit of Pakiza. Basically when the electricity goes out, if there occur fire anyhow, at that time this bell rings. Again when there is a fire while is electricity the whistle starts blowing in fire alarm.



- Another point is, there are two types of fire detector. One is convational. It is a manual detector. When it detects fume, it starts to sound. Another detector is addressable detector. When it detects fume, there is a screen, where it will become visible, and then it starts alarming. All the fire doors will start to close down, so that oxygen cannot enter and fire could not go out. But importantly mention that, it is not the emergency exit. Those are different.
- Each and every way of exit should be kept free in Pakiza Knit Composite Ltd. There is visible ice mark. Nothing is put on this ice mark. It is only used for people's walking. After all it would be blocked anymore.
- In this factory, 18 workers out of 100 workers must be trained. It is a rule of that factory. About those people, 6% regulate the first aid treatment, 6% worked as fire fighter and another 6% worked as fire rescuer. Those 18 people are certified from Bangladesh Fire Service and Defense. There is one fire extinguisher in every 550 square feet and always the amount is 10% extra for safety. The workers of Pakiza get training once in every six months about fire safety.

4.20 Hoists and



lifts

In PKCL, they have crane and lifts to carry out the raw material and people respectively.

- They can maintain the lifting machinery properly. In the particular floor the lift can be stopped and open the door where it was supposed to stop. Until the door closes, the cage does not move.
- The safe limit would be written inside the lift. In PKCL, the lift's safe limit is 16.



- The cage of those lifts are very comfortable, we can easily stand on it.
- The lift will be checked by auditor in every six months.

Working Hour & Leave

4.21 Daily working hour

As per law, daily working hour is 8 hours. And maximum overtime 2 hours per day. But in this factory, maximum time workers are working up to 12:00 am from 5:00 pm. So that, the overtime of workers is up to 7 hours.

4.22 Interval for rest or meal

In this factory, workers are start their work from 8:00 am and finish at 5:00 pm. In the middle of that they get their lunch hour. As it is a textile factory, for eight hours of working hour, they get one hour break for their lunch. The lunch hour is 1:00 pm to 2:00 pm. In variety of intervals they would maintain this one. And get 15 minutes break for their prayer.

4.23 Weekly holiday

The factory must be closed one day a week. But sometimes for huge pressure of production the workers need to give their service the whole week.

4.24 Extra allowances for overtime

If any worker worked more than eight hours a day then it is counted as ot. At Pakiza, almost every worker doing ot, and in case of ot payment, they follow the labour law that the ot payment will be twice of normal payment rate.

The calculation is like that,

Monthly working days- 26 days (after deducting four Friday)

Daily working hour- 8 hours

Monthly working hour-26*8

= 208 hours

Suppose,

A workers basic salary is- 4350 tk

So,

Workers basic salary/monthly working hour = per hour ot rate

$$4350/208 = 20.9 \text{ tk}$$

$$= 21 \text{ tk}$$

As OT rate will be twice of normal payment so $21 \times 2 = 42 \text{ tk}$ (per hour ot rate)

4.25 Limited hour of work for women worker

According to law, women workers cannot be allowed to work after 10:00 pm, without their willingness. If they are willing to do work after 10:00 pm, then only they can work. In Pakiza Knit Composite Ltd, the women workers are worked up to 10:00 pm. Then 10:00 pm to 6:00 am they are not allowed to do work. Whether they are willing to give their service or not.

Not more than



4.26 Casual leave

Casual leave is such type of leave, which is not regular in nature. For any random reason if any particular worker wants to avail this type of leave for particular day, that is known as casual leave.

Workers suddenly want this sort of leave. It is not predetermined. Maximum time they want this type of leave for their family problem. According to law, Pakiza give 10 days' casual leave a year.

4.27 Sick leave

When any worker is sick, physically and mentally unfit to work in organization, in that case she can apply for sick leave.

Sick leave basically is for 14 days as per law. So PKCL also give 14 days' sick leave to any worker. If there is a medical facility in organization, and if the doctor says that, a particular worker require leave, then the worker get the leave permission from HR office. In PKCL, there is a well organized medical facility. Total five doctors are available here to give the

service. There is separate room for boy's worker and girl's worker with total 6 beds. There is sufficient amount of important medicine here. If doctor after checking up a worker told that she/he is unfit for work and needs leave, then HR office give her/him leave for the days that she/he required.

After recovering and coming to the office, she must be given an application with sufficient medical report. After coming to the factory, HR office sends her to the organizations medical, after checking up the worker by doctor, if she is fit for work, then hr office send her to the floor to do her tasks.

4.28 Annual leave

Annual leave based on service period. If a worker worked on a particular organization at least one year, then she will eligible to get this leave benefit. Otherwise she will not able to get this. Another name of annual leave is earned leave. After working one year she will get leave for the next year. It is the first rule that Pakiza also maintained. The second rule is that, she must be work on 18 working days constantly. Then she will get one day annual leave. And thirdly, the owner can be hold the leave up to 40 days.

As per law, if any worker gives 15 days' continuous service then she will get one day annual leave. Instead of 15 days' PKCL maintain 18 days continuous service.

4.29 Festival holidays

Festival holiday is set and fixes by government. It is given basically on, Eid-ul-Fitr, Eid al-Adha, Durga Puja, Pohela Boishakh, Christmas Day, 16th December, 26th March, 21st February, 1st May etc. as per law, festival holiday on a particular year is 11 days. But in PKCL, the facility will be more. PKCL give 13 days festival leave with wages instead of 11 days.

Wages & Payment Thereof

4.30 Fixation of wage period

Fixation of wage period means, what is the wages period for a worker. It can be daily, it can be weekly, can be hourly and monthly. PKCL follow monthly wage period for permanent worker. For contractual worker, the procedure is different, this factory recruit contractual worker for target fulfilment. They may work one month even can one day and receive the money. After target fulfilment, PKCL can take them as a permanent worker or omit them from organization. The contractual workers work on unit basis. They get their wages based on their produced unit after the given time.

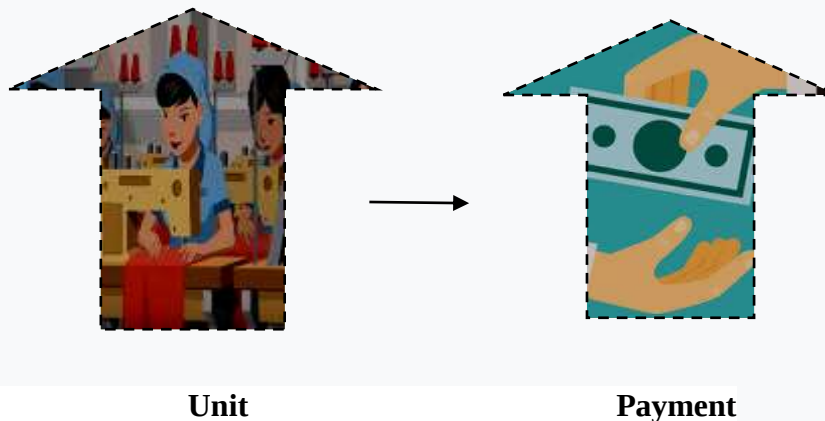


Figure 6: Unit basis payment of contractual workers

4.31 Time of payment of wages

- Time of payment of wages means when the payment should be given. Firstly, if any worker works on a particular month, then she/he will get the payment within the next 7 working days of next month. PKCL also maintain it strongly.
- If any employee is terminated, then she/he will get the money in current month as long as she worked. If any worker go for lefty, means if she/he would miss 10 working days consecutively, then she is fall under lefty. Then organization send her letter, after the worker brought the letter along with her get the money. If any worker go for resign, then HR office give her a fixed date, in that particular date she/he will come to the organization and take her given wages.
- The organization's given date must be a working day as per law.

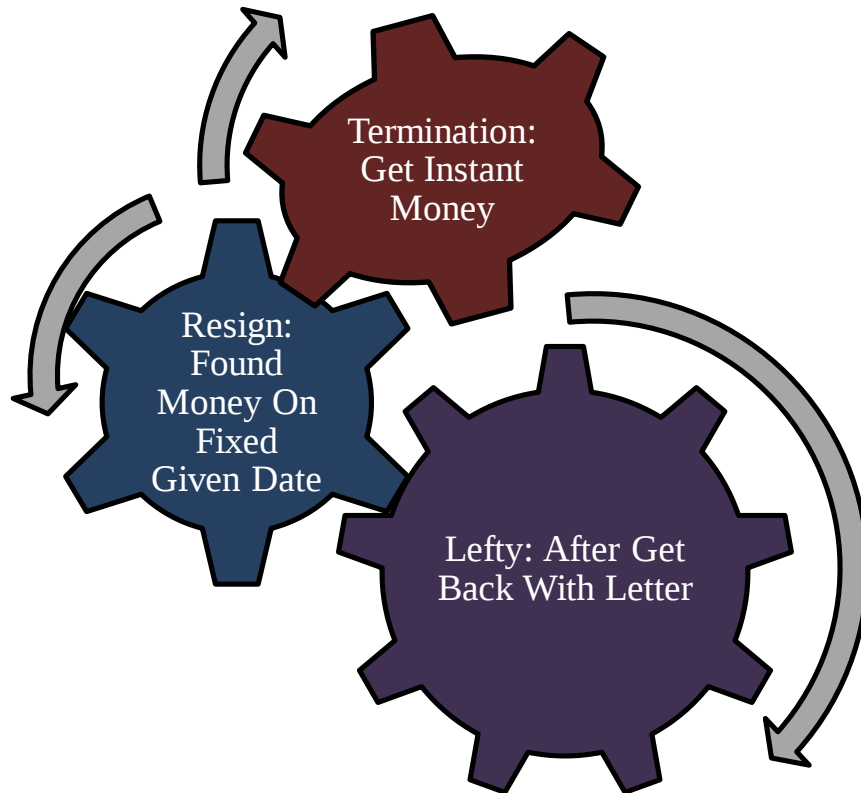


Figure 7: Different time of payment of wages

4.32 Deduction which may be made from wages

In this factory, if any worker without informing to HR office taken any sort of leave, then for that particular day, HR officer can deduct the payment from her/his wages.

Because of any workers negligence, if he/she damages cloths or any raw materials, lose any sort of things, in that case HR officer have to give a penalty for that. Maybe she/he can suspend for major issue or for minor issue they can warn her/him verbally.

In PKCL, if workers want, they can take loan from factory. It depends on her amount of wages. According to wages, the loan amount would be high and low. As they can also take advance salary from organization. And they can repay the money to organization on instalment basis from their wages.

PKCL, have maintain the insurance policy, as this factory is under BGMEA. So if any worker will die, or injured heavily, then she/he will found 2 lacks and 50 thousand taka respectively from PKCL.

Chapter-5

Findings

5.1 Preliminary

5.1.1 Retrenchment

Because of excess amount of workers, Pakiza do not reduce the workers, means they do not take excess amount of workers. Firstly they forecast and then they recruit them.

5.1.2 Discharge

If any worker is severely unable to do work then she will be terminated. Again if any worker is able to do her task after some days, they she can take leave by the permission of organizations doctor and will attend her job after few days.

5.1.3 Dismissal

There are so many misconduct, for which the organization take different steps for different issues. Hr officer may fire them, resign them or write commitment by workers for their misconduct.

5.1.4 Age of employee

Pakiza take adult employee as their worker whose age 18 and above. They do not take adolescent as their worker because the adolescent people take extra facilities which hamper the production.

5.2 Conditions of employment and service

5.2.1 Classification of worker and probation period

5.2.1.1 Substitute worker

Pakiz maintain the substitute worker for properly take caring the production level. Because every day some workers are on leave. So the substitute worker does the task of permanent worker at that time.

5.2.1.2 Casual worker

Pakiza do no need casual worker because they fulfil their need by the technician of maintenance department.

5.2.1.3 Temporary worker

Temporary workers are working on that company in a contractual basis. After their target fulfilment, they are receiving the money and go away from organization.

5.2.1.4 Permanent worker

There are 3700 permanent workers on that company. They are employed in organization on a permanent basis.

5.2.2 Appointment letter and identity card

After recruiting a worker organization need to give them appointment letter and identity card. After two to three days of recruitment the workers found that. One copy of appointment letter would be conserve by HR officer.

5.2.3 Service book

After 3 months probation period a worker would be permanent worker. After being permanent organization maintain a service book for the worker, which includes, workers personal information, organizations name, name of owners, wages details, leave details and behaviour record.

5.2.4 Procedure for leave

If any worker wants to go to leave, she needs to submit a leave application to the HR office before availing the leave in case of casual leave. In case of sick leave she can give the leave application after availing the leave.

5.2.5 Stoppage of work

Generally this factory does not face stoppage of work strongly. Just one day there occur load shedding for two hours and the workers are sitting idle at that time.

5.2.6 Punishment for misconduct and conviction

There are so many misconduct done by workers and as a punishment, they are warned verbally, may be suspend for two days or terminate permanently.

5.2.7 Termination of employment of worker

For permanent worker the organization needs to give notice to the worker before 120 days of termination. For temporary worker, organization needs to give notice before 30 days of termination.

5.2.8 Termination of employment by worker

For permanent and temporary worker, the worker needs to give notice to the organization before 60 and 30 days before respectively.

5.2.9 Procedure of making complaint

The complaint procedure is so long. It has seven steps. Which is elaborately discussed before.

5.3 Maternity benefits

5.3.1 Prohibition of engagement of women worker in work in certain cases

During maternity, eight weeks before and eight weeks after the birth of child, organization cannot take any female person as their worker.

5.3.2 Right to maternity benefit and liability for its payment

If a worker worked at least 6 months in this factory, only then she can avail the maternity benefit. And she can get the benefits for her first two children. For her third child she can get the leave but not the benefits.

5.3.3 Procedure regarding payment of maternity benefit

For getting the maternity leave she needs to give an application to HR office, after approving the leave, she can avail the leave. The maternity benefits are given in two instalments. One is before the birth of child and another is after the birth of child.

5.3.4 Payment of maternity benefits in case of a death of a woman

If any female worker dies, even then she will get the full maternity benefits.

5.4 Safety

5.4.1 Precaution as to fire

Pakiza has safety staircases and safety equipment such as, protective aprons, safety helmets, hats, shoes or boots, safety goggles, gloves, respirators, mask etc in every floor.

They are maintaining sliding door for the safety of workers. There are attached fire bell in every floor. They are detecting fire if there is occur fire anyhow. And there are 18/100 worker is well trained by Bangladesh Fire Service and Defence to work in emergency situation.

5.4.2 Hoists and lift

The lifting machinery is maintained properly by the audit. They checked it in every after six months. There lifts safe limit is 16 people.

5.5 Working hour and leave

5.5.1 Daily working hour

Their daily working hour is 8 hours without OT. And with OT, they are working up to 10:00 pm to 12:00 am.

5.5.2 Interval for rest or meal

Generally Pakiza give lunch break at 1:00 pm to 2:00 pm. At that time the workers and the employers are free from their all task.

5.5.3 Weekly holiday

Sometimes there is huge production pressure. That's why the workers are unfortunately giving their whole week service to the factory.

5.5.4 Extra allowances for overtime

Because of workers overtime, they get the payments. The OT payment would be twice of normal payment.

5.5.5 Limited hour of work for women worker

In Pakiza, the female workers are able to do their service up to 10:00 pm. After that, they cannot work within the factory.

5.5.6 Casual leave

Pakiza give 10 days' casual leave to the workers. Workers are availing this sort of leave because of their family need.

5.5.7 Sick leave

According to law, Pakiza give 14 days' sick leave to the workers. After availing the leave when workers are coming to the organization, then they are give leave application to HR office to approve the leave.

5.5.8 Annual leave

A worker can get annual leave for her/his 18 days continuous service. But she/he must be work on Pakiza at least one year to avail the leave.

5.5.9 Festival holidays

Instead of 11 days, Pakiza give 13 days festival holidays to the workers. The workers are getting this holidays for 21st February, eid ul fitr, eid ul adha, durga puja, 26th march etc.

5.6 Wages and payment thereof

5.6.1 Fixation of wage period

For permanent worker, the factory would follow monthly wage payment and for contractual worker after target fulfilment they get their payment.

5.6.2 Time of payment of wages

The monthly payment of workers will be given to them within the next 7 working days of next month.

5.6.3 Deduction which may be made from wages

Workers wages are deducted from them for some particular reason in Pakiza such as,

- If they avail any sort of leave without informing to the company.
- For any types of damages like cloths or material damages.
- If they take loan from factory
- And for advance salary

Conclusion

The time to work on the whole report, how is the application of labour law of an factory, I have been informed about that. Before I didn't have such an experience. Managing huge amount of workers of a large organization is really very advanced. At the time of work with this report, I have been aware of some small issues, which I never learn before.

Through working with Asst. Manager, "Md. Omar Faruk", HR Officer, "Shamim Ahmed", HR Officer, "Monzurul Islam", HR Officer, "Md. Arifujjaman", and Sr. HR Officer, "Md. Fajle Rabbi", Assistant Manager, "Shefali Parveen", Jr. Welfare Officer, "Rina Akter" I understood how to manage a factory's HR, Compliance and admin and welfare side. In this factory one person works for another. I gain a lot of knowledge about factory and it was very much interesting because I have the opportunity to gather practical knowledge.

The Pakiza Knit Composite Ltd is one of the promising organizations of our country. There is huge scope for more growth of this organization in the near future.

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Appendix

1. Why the factory doesn't take adolescent people as their worker?
2. Because of lack of raw materials, breakdown of machineries, the factory needed to send a worker to his home?
3. How you calculate the gratuity amount?
4. If any worker does better performance, is she/he being rewarded?
5. Have you maintain any provident fund for worker?
6. Is that factory maintaining any substitute and casual worker?
7. How the factory can take contractual worker? How their wages are decided?
8. What is the amount of permanent worker in this factory?
9. How the salary is decided for probationary worker? Is the probationary period extended or not?
10. Does the factory take seasonal worker?
11. Do they take retired worker as contractual basis?
12. A female worker will get maternity benefits for how many children are alive?
13. How many workers are worked in each floor?
14. What is the procedure of getting maternity benefits? How many days ago she needs to give leave application to HR Office?
15. In case of die of any female worker in the time of childbirth, how she will gets her maternity benefits?
16. What is the capacity of lift?
17. Does the factory maintain mandatory weekly holiday?
18. Because of ruining something or product, lost money, is it necessary for worker to pay compensation?
19. Does any worker take loan from organization? If yes, then how will they repay the loan?
20. Does the factory give insurance facility for workers?
21. If any worker need to take advance salary, is she/he take that?
22. What are the different types of punishments a worker face because of any misconduct?
23. How they can check safety of building and machinery?
24. Where do they throw their wastes?