



United International University

INTERNSHIP REPORT ON

“Wage analysis and Audit of Aarong”

Submitted to:

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Submitted By:

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BBA

Major in Human Resource Management

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Internship Report On **Wage Analysis and Audit of Aarong**



Letter of Transmittal

To

Piana Monsur Mindia

Assistant Professor

United International University

Subject: Submission of internship report on Wage analysis and Audit of Aarong.

Dear Mam

With due respect, I am really happy to submit you internship report on “Wage analysis and Audit of Aarong” which an obligatory part of the fulfillment of the internship program.

The entire report is based on practical experience on the Aarong and its reporting rules and regulations. This report will help to have in depth knowledge about Aarong and its products and services and also the rules and regulation that they follow for their producer. Your proper guidelines also helped me to prepare this report.

I have tried my level best to finish all the thing what I have learned at Aarong. Besides, I collected the necessary data through unstructured interviews, different publications and related websites. I have devoted my effort to make the report representing the fact. I will be always available to interpret any issue regarding this report.

Thanking you

Yours sincerely

Nishat Tasnim Sinthiya

ID: 111151100

Acknowledgments

First of all I would like to thank Almighty Allah as I have completed the report in due time. I am grateful to those people who helped me in completing the report. I want to bid my heartiest thanks to my supervisor, **Piana Monsur Mindia** for her inspiration, guidance. Valuable suggestions, Sympathetic advice and enthusiastic throughout my study work.

It is very difficult to complete such work without the co-operation of others. From the very outset, my seniors, colleagues. Team leader, Executive of Aarong helped me by giving their valuable time to provide me suggestions, answering my questions and helping me with different documents and materials. My extreme gratitude goes to Mr. Faruque Ahmed (Executive, Aarong) for giving me the opportunities to do my internship in the organization.

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Executive Summary

Aarong formed in 1978 had built up themselves one of the greatest helpful gatherings in the reasonable exchange division in Bangladesh. It's vision to assist the craftsman with helping themselves by re-establishing their pride and confidence, restoring Bangladesh's conventional Art and art. Another point was to affirm the women right and to set up them as a significant resource in the general public.

The essential target of this report is to have a presentation about Aarong's consistence policies exercises and its effect on the general public. So all the things that I really attempted to develop here is completely founded on my work experienced and my insight.

Since the social consistence and producer relation department is new and I was the main representative to work with the office head, I was engaged with making arrangements for Aarong. Here I discuss wage deduction policy, wage analysis, social audit, producer relationship, service and so on. In the end of the report I give recommendation of some problem that I observe during my three month of internship contract.

Chapter One

Introduction of the Report

1.1 Origin/Background: This report is made for my internship purpose. My honorable faculty gives me this task and I join Aarong to complete my internship. After finishing the internship period I make this report.

1.2 Scope:

This report covers Aarong products and services, organizational overview, management and organizational structural functions performed by Aarong. This can help interest people on Aarong to get easy information or for student to do further research purpose.

1.3 Objective:

- ❖ **Primary Objective:** I have included lots of information here about Aarong. And I collected some primary information from my department physically. Make a good communication with artisan, data collection and their analysis and so on.
- ❖ **Secondary Objective:** I collect some data from website like Aarong history, and others secondary data from direct my Social compliance and producer department.

1.4 Methodology:

- To set up this report I had to gathered information from various part of the department that I achieved.
- I have gathered data from sites and furthermore coordinate from Aarong.
- My learning and experience working with Aarong give me thought for making this report.

1.5 Limitations:

- There some boundaries about sharing data of Aarong.
- Time limitation.

Chapter Two

Introduction of the Organization

2.1 History: At the beginning Aarong began with one outlet at Shukrabad of Kalabagn in 1989. Aarong's unique design and nature of item made a buzz among the urban customers promptly. Additionally the exiled and guests from abroad discovered Aarong exceptionally particular contrasted with the contemporary market. Accordingly, Aarong began to grow quickly. In the next long stretches of its introduction Aarong gazed it trade task and setup another outlet in Moghbazar. The development of Aarong proceeded with the openings of Sylhet outlet in 1985, Banani outlet in 1988, Khulna outlet in 1995, Rankin outlet in 1998, Uttara outlet in 2001 and Halishaahar outlet in 2008, Mirpur in seventh august 2010 and later such a large number of outlets are open.

Several notable variables added to the development of Aarong in its initial age. Its introduction of Bangladesh conventional crafted works was exceedingly refreshing in home and abroad. Nearby individuals living in urban zones discovered Aarong as a way to reconnect to their underlying foundations, while the outcast discovered it as a window to know Bangladesh. Besides the business development, Aarong likewise constantly takes part in substantial scale mold occasions up till now. Aarong additionally has been getting national and worldwide honors for its items and activity all through its past. Major among them are, International Award given to BRAC in 1988 for Aarong's administration, Fair-exchange Awards for craftsmanship, Banquaba, Canada Exhibition Awards Life time Achievement Awards 2010 by Annodin and Baximco and so forth.

(<http://www.brac.net/brac-enterprises/item/878-aarong>, 2019)

2.2 Logo of Aarong:



Logo of Aarong

The logo of Aarong is a picture of peacock which is astoundingly delightful because of the splendid, glowing, differentiated beautiful as a result of the splendid, brilliant, enhanced vivid example in its tail. The shade of the peacock in the logo is orange since it's speak to vitality, By this logo Aarong imparted that its item are as staggering and as one of a kind as a peacock, Moreover it needs to underline its characteristic and eco-friendly items through the image.

2.3 Mission Statement of Aarong:

“To make Aarong the best in the world in providing a unique Bangladeshi lifestyle experience to empower people and promote Bangladesh while protecting our environment.”

2.4 Vision statement of Aarong:

“ A just enlightened, healthy and democratic societies free from hunger, poverty, environmental degradation and all forms of exploitation based on age, sex, religion and ethnicity.

(<http://www.brac.net/vision-mission-values?view=page>, 2019)

2.5 Products and Services: Aarong the main mold and specialties retail of Bangladesh has been assuming job in invigorating the conventional Arts and artworks of Bangladesh. By utilizing the merchandise and of the nation Aarong offers a lots of scope of energizing items from conventional to western clothing house hold products to shoe, bags, jewelry and leather accessories and has become the Mecca of Deshi items. The creativity and nature of the items has elevated it to the main position in the mold and art industry of this nation. The scope of item offered by Aarong is as Follows:

Men garments:

1. Punjabi
2. Shirt
3. Short Kurta
4. Shawls
5. Sleeping suit

Women/Ladies garments:

1. Sharee
2. KameezSkirts
3. Scraves
4. Kurti
5. Three piece
6. Fabrics
7. Tops
8. Pants
9. Dopatta etc.

Children Garments:

1. Boys: Pants, Shirt, Fotua, Punjabi
2. Girls: Skirt, Kameez, tops etc.
3. New born baby: Nima, Panty, Baby sets

Others:

1. Nakshi Katha
2. Jewelry
3. Toys
4. Paper
5. Home textile
6. Metal. (<http://www.aarong.com/>, 2019)

Chapter Three

Discussion of HR Function of the selected organization

SOCIAL COMPLIANCE AND PRODUCER DEVELOPMENT (SCPD)

3.1 Introduction of SCPD Department: From a client center, the principle thought of having a social consistence division is to ensure that our clients can stop at Aarong with a spotless still, small voice. The division is to ensure that the creation focuses where fabricating assignments places are working in standard that are adequate to society without misuse occurring. The workplace, terms and conditions wage levels, specialist advantages, well-being and security offices, working hour and laborer improvement are altogether institutionalized and executed by their maker.

Maker connection and advancement is vital to the association and gives the makers a place to express their perspectives and complaints of how to enhance the functioning connection among Aarong and its Producers. Consistence and complaints is field to this division straightforwardly by the Producers which are then taken up with the fundamental office at Aarong for goals.

Thus, a protest or explore raised about a maker is likewise taken a gander at by SCPD Department for truth discoveries and after that going to a goals with the applicable individuals included.

3.2 Activity parts of SCPD Department:

1. Social Audit

2. Producer Development

-  2.1.Producer Communication
-  2.2 Knowledge Management
-  2.3 Capacity Building
-  2.4 Training Program

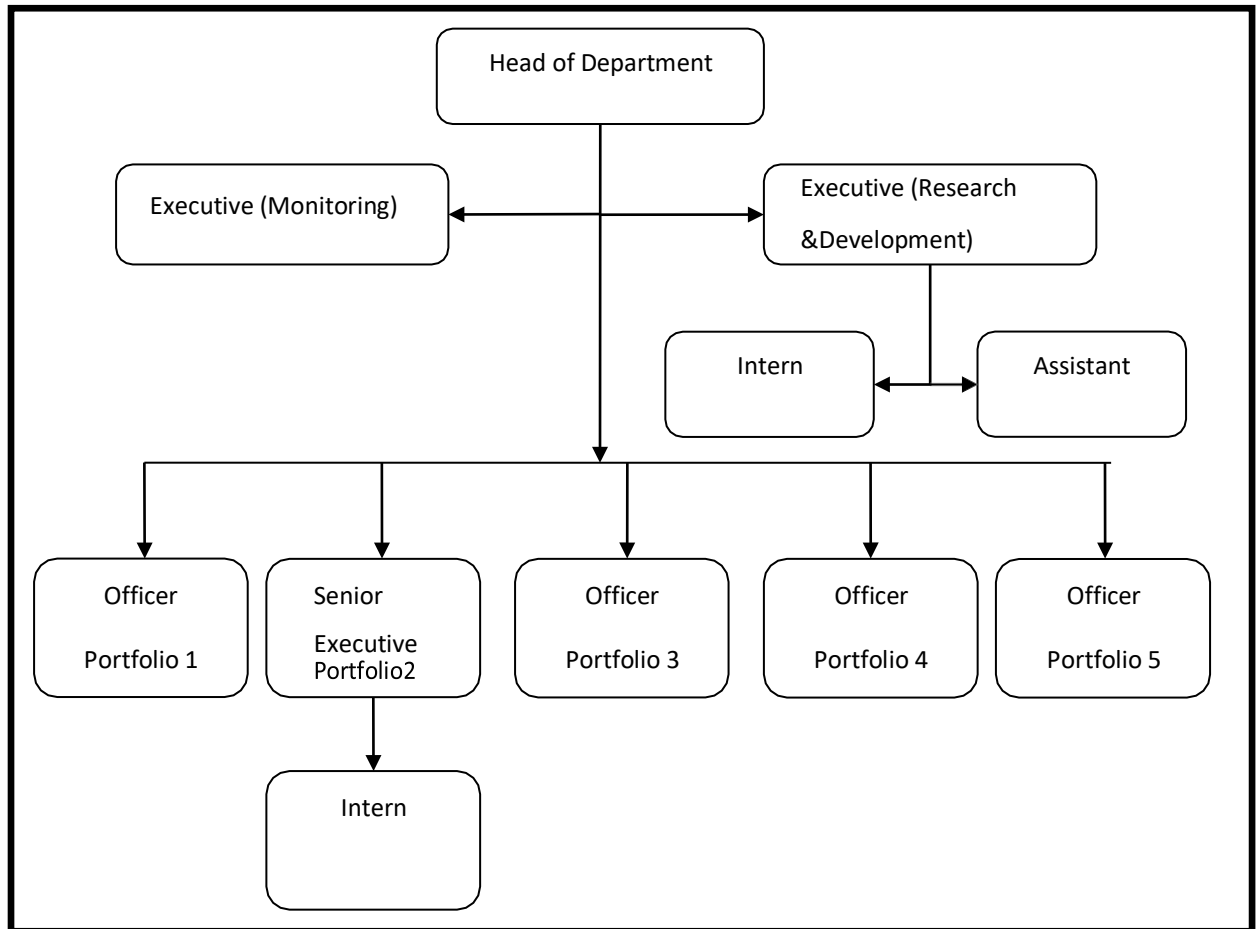
3. Field Operations

-  3.1 HSS
-  3.2 ADI
-  3.3 Jamdani School

4. Research and Design

- ✚ 4.1 Project Management
- ✚ 4.2 Departmental Development
- ✚ 4.3 Sustainability
- ✚ 4.4 External Communication

3.3 Organogram for SCPD :



3.4 Task and Activites:

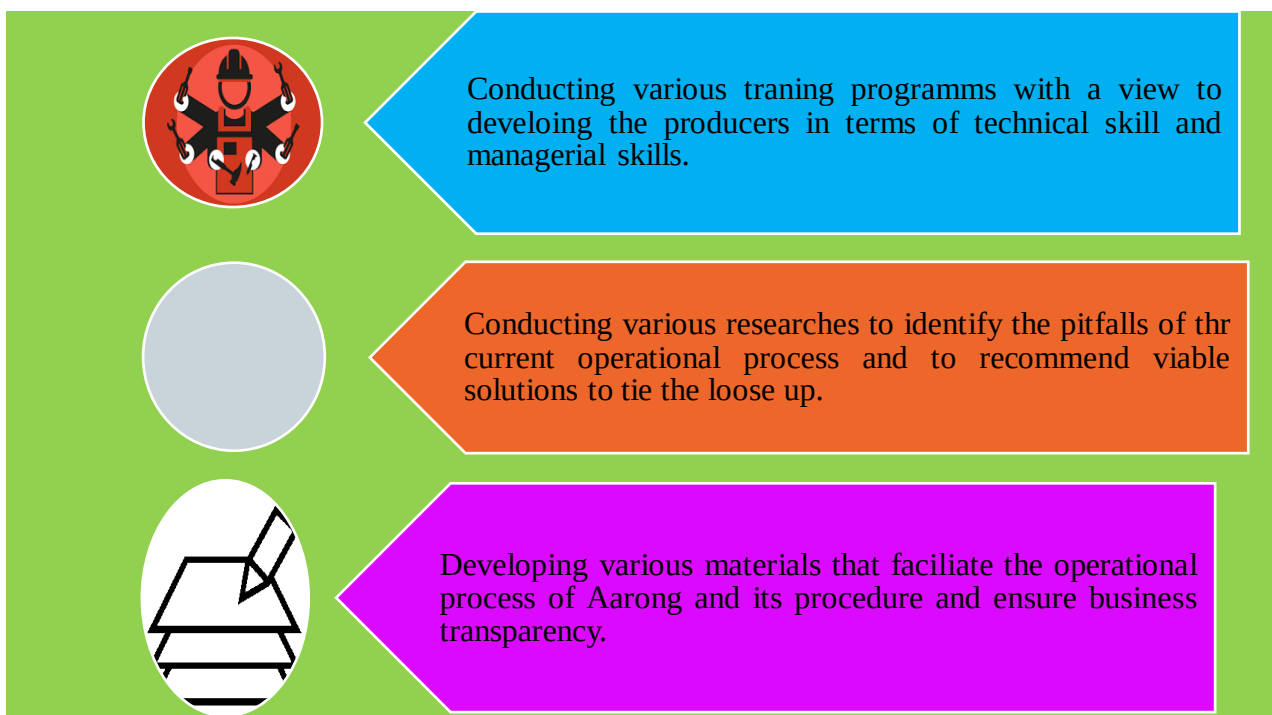
This Department demonstrates the responsibility of the best dimension the executives to ensure consistence in each segment of its generation. Beneath this errand and the activity for those SCPD is considered mindful.

	Task	Activity
Social mpliance	Write up an official Compliance Policy, punishment strategy, derivation arrangement, maker selection approach and condition strategy for Aarong.	Research best Practices
		Format own policies.
	Orientation manual for new products.	Processes and policies of Aarong in a booklet.
	Research and implement environmental initiatives at Aarong.	Research new ideas and upcoming environmental and Sustainable strategies.
		Introduce and implement in Aarong, AAF and producers.
	Conduct Social audits for all producer, AAF and individual producers.	Structures the criterion a producer needs to have to comply with Aarong’s compliance policy conduct social audits.
		Reporting and recording audit result.
		Follow up on non-conformances.
Producer Relation	Grievance Handling	List the grievances Aarong will entertain
		Listening to producers
		Recording.
		Communicating to relevant departments to resolve.
	Offer continuous support/ benefits/ training for producers development	Research on support/benefits/training that needs to be provided to produces for their development.
		Organize and implement various training/events For our producers.

3.5 Social Compliance policies and its impacts:

Before implementing any task our duty was to make the policy. As the department is very important for Aarong so many people are involved with it. And everybody take their responsibility very seriously. So many parts exist here. Audit, HSS project, capacity building, Training program, Producer development, removing grievances. My responsibility was to communicate with the artisans, identify their problems, make a good relation with them, wage analysis and wage calculation. And make a report for my HOM (Head of Marketing).

❖ Training program



They Give so many training to their producers to develop their product. Developing various materials that helps operational process of Aarong. As Aarong don't compromise with their quality so that they always concern about their product, their customer satisfaction. Aarong has zero tolerance about any

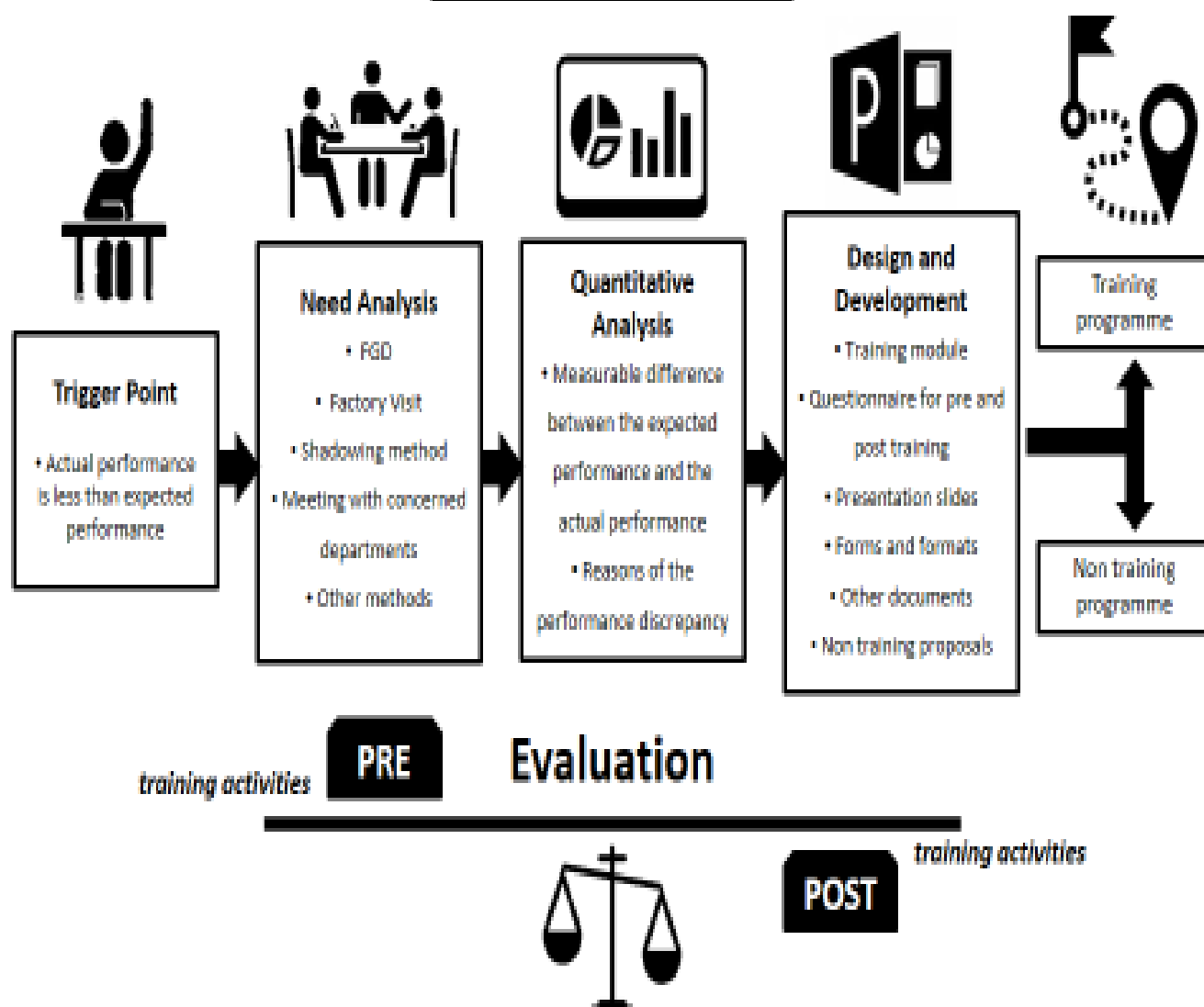
kind of compromise with their product. For this kind of reason they arrange so many training program to their producer to develop their materials, design, quality etc.



Picture of Training Session

Producer Development - Capacity Building

Process Flow



-
- ❖ **Training Evaluation:** After giving all types of training they evaluate the training program and give feedback to their producers. It helps the producer to understand their fault, lacking's, so that they can easily understand their problem and by getting the feedback they can sort it out as soon as possible

❖ **Penalty/ Compensation Policy:**

It is an allotted duty to SCPD to build up a punishment or remuneration approach. This approach essentially incorporates the rate of punishment for various fault in assembling process done by both Aarong production center and individuals producer. It additionally incorporates the rate of punishment for late conveyance. Punishment forced by quality control and stock request division. At present there is no particular arrangement. Punishment forced by the choice dependent on the judgment of the office head. So the individual maker and the creation focus don't have a clue about the particular rate for blame may do in assembling process.

They follow the national labor law of Bangladesh and against child labor and all. So the compensation policy can follow that rules and regulations.

❖ **Wage reasoning Policy:**

Wage reasoning approach will satiate the conditions in which conclusion from the wage pay can be made. It will pursue the country rule as guide and ensure that finding is legitimate. For ensuring corporate and social equity it is extremely important to have legitimate wage finding strategy it will likewise ensure those workers are treated genuinely under any conditions.

➤ **Necessity and Objective:**

At present Aarong rely upon the judge met of the trough or on the week by week group meeting for choosing finding. On the off chance that an individual or group chooses the derivation, it isn't constantly reliable and it doesn't mirror the picture that Aarong needs have. Aarong as a social endeavor dependably search for passage and equivalent conduct in each part of it basic leadership.

Some of the time circumstance emerge that expert needs to make some move against the specialist or the worker. The issue may be not sufficiently huge to flame him. Wage finding can be organized on

such case for making some remedial move. Derivation can be function as notice for minor offense. Root level laborers blame can be controlled with legitimate wage finding arrangement. For having sound order and keep up specialist it is extremely essential have a legitimate wage finding approach.

❖ **Social Audit:**

A review is an orderly and free examination of books, accounts, statutory records, archives and vouchers of an association to find out how far the fiscal summaries just as non-money related revelations present a genuine and reasonable perspective of them concern.

They have visited different production centers (both individuals and AAF) for leading review. I have gathered information in regards to following viewpoints. Child and force labor health and safety remuneration working environment, working hour and overtime.

➤ **Necessity and Objective**

Aarong is committed for nit hiring children and stop employing children in of their supply chain. Social review concentrates profoundly into the child and force labor. At whatever point we found any children in any production center Aarong take action against the producer. Poll studies likewise discover the issue with respect to wellbeing and security and compensation. Review ensures the check and parity of Aarong inventory network and offers certainty to the laborer in the root level. It is likewise fill in as a decent imparting procedure between best administration and the root level laborer.

❖ **Social Audit According to Labor Law:**

As indicated by the work law age of 14 enable boss to procure. It is beyond the realm of imagination to expect to finish optional school training inside the age of fourteen. Aarong encourage low maintenance work for the children with the age above 14. Poor kids can procure too learn in the meantime. It will have positive can acquire just as concentrate in the meantime. It will have positive effect on the general public.

Clear drinking water, first aid box, clean toilet, fire extinguisher and different viewpoints go under the examination in poll study. Review distinguish those the state of those perspectives underway. Reviews distinguish that state of those perspectives underway focus. These are the key component for guaranteeing sheltered and sound workplace. Safe specialist can lead safe life. What's more, this will empower his/her family to wind up protected and secure.

Legitimate compensation standard working hour and after some time are must need factor for ensuring social equity. Review contrasts the wage and the important business likewise with the lowest pay permitted by law set by the legislature. It additionally checks the time following register for distinguishing specialists after some time. Review offer dependence to the laborer that top administration is cognizant about their action. What's more, the executives won't permit any kind of injustice. It spurs the laborer and ensures social equity.

Discrimination regarding individual's social and personal status (Race, social origin, religion, gender, sexual orientation, politician, political opinion, marital status etc.) is keenly checked in the audit. Aarong promise to for working as a social enterprise and help to create a fair society is being promoted by social audit.

MD. Norea Alam (Nominated for awards)

Code- 3650

Category-Tailor



Picture: Fire Equipment, Working space, security, PPE (From left)

Audit team always does these types of work and find the lacking to the producer according to the labor law. If they are not right then show them how to maintain the policy and those who are already expert on their work; they get the reward according to their performance.

❖ Living wage

As a social endeavor Aarong constantly cognizant about its specialists about its workers basics needs. Aarong point is to give living compensation to its laborer, Aarong procure outside consultancy for ascertaining living pay. Wage is determined thinking about the fundamental needs of the specialist. I have attempted to ensure social consistence in various generation focus. I gather the information and ascertain living compensation for the specialist as per the guidance of the remote consultancy bunch MCG.

➤ Objective and Necessity:

Aarong is a reasonable exchange association. Aarong become fare trade not for the business purpose but to ensure global standards for its worker and the producer For instance: One of the admission exchanges decides that Aarong pursues is spot installment. Specialist and maker get equity to their work. It likewise halos them to get free out of neediness and make an effective arrangement for their expert and individual life.

By giving living pay Aarong help the laborer as well as help the group of the specialist. Living compensation determined by thinking about each laborer and their family. Aarong point is to give wage in such way that each laborer alongside 3 others individual from his or her family can live with that wage by satisfaction all the fundamental needs. While we compute living pay we think about after expense. Food Nonfood (cloths) House rent, education, Health care etc.

3.6 Producer Relation:

❖ Grievance handling :

Producers turn out with various social and creation related issue. SCPD listen that issue, in the event that it is social issue, SCPD resolve the issue yet for the generation related issue SCPD take those issue and do week by week meeting and attempt to determine those issue with the individual expert.

SCPD dependably worry about their maker. They generally attempt to give the best answer for their maker for any sort of issue. They generally take choice based on their tenets and control.

❖ Business management training and orientation manual:

Aarong does not have new introduction manual for its potential and existing producers. It is another key duty to SCPD to make introduction and give business the board preparing to its maker. Introduction manual incorporates the subjects that makers should know before he makes the last concurrence with Aarong.

Aarong has closed around 1000 individual producers who are associated with assembling material and basically the handiwork. Those producers who don't have enough information about present day business the executives. Legitimate business the executives preparing can build their productivity and viability. It is likewise a prerequisite of passage exchange to Aarong.

❖ Producer Forum :

Producer forum is kind of off the job training. It's one of activities of SCPD for building positive association with Aarong's producers where producers accompany a gathering to talk about their necessities, diverse issue with the board. It is as a method for communicating their assessment in an orderly way. This is an alternate issue for the executives. This producers in consistently, from every class a gathering of producers come to meeting which is sorted out by SCPD office. In this gathering or meeting concern people from each office are available to tune in from producers and give then proposals, arrangement just as clarify distinctive issue.

❖ Director forum:

Director's forum is an activity of SCPD where all producer of specific class are assembled for conference with various offices individual. The motivation behind the gathering is to build up a decent relationship by talk about and resolve issues that emerge from producer's end. Director forum is half quarterly in year where executive of Aarong stays present and give elevate choice to issue of

makers. Subsequent to completing discussion choice of chief is flowed through a notice gathering for refreshing others.

❖ **Fire safety :**

Entreprise size	Artisan Range	Range of minutes needs to escape
Cottage	1 to 15	1-5 minutes
Micro	16 to 30	5-10 minutes
Small	31 to 120	More than 10 minutes
Medium	121 to 300	More than above

Table: Time needs to escape for occupants

Implication:

As it is needed to have such a fire extinguisher which can distort fire immediately before it gets rise. That is why a question raised that how much time is needed to escape when fire occurred in factories as lots of people works there and here. Hypothetically, ABC extinguisher can help all producers during fire and to support the claim three minutes that artisans needed to escape plays an important role. As timing of preliminary stage varies according to the types of fire that different types of fire extinguisher are needed. With the table, the necessity of ABC fire extinguisher is actually proved.

3.7 Pictures of Fire Safety Training



F



Picture of fire training

1.8 HSS (Health security Scheme)

1. Introduction:

The Health security Scheme (HSS) is financed through a monthly contribution from both Ayesha Abed Foundation (AAF) and from the AAF artisans. This contribution is accumulated into the Health Security Fund (HSF). Artisans and their enrolled family members are provided with payouts if they are admitted in empanelled medical facilities (or attend emergency units). The primary purpose of the scheme is to aid the artisans with the payment of catastrophic health express.

2. Background:

The Ayesha Abed Foundation (AAF) works with over 35,000 artisans (piece-rate workers) in 13 main production centers and 637 sub-centers. Due to the nature of their work, not all artisans work every month. At any given point in time approximately 20,000 artisans are engaged in production. Due to low-income and lack of savings, artisans tend to find themselves in extremely difficult financial situations if catastrophic incidents occur to their health or that of their close family members. Artisans usually either avoid addressing the medical issue or loan money from whenever possible; both of those actions can have severely determined effects on the livelihood and welfare of the artisans. Additionally by aiding artisans in addressing these incidents of ill health, productivity can be increased and absenteeism can be lowered.

3. Finance

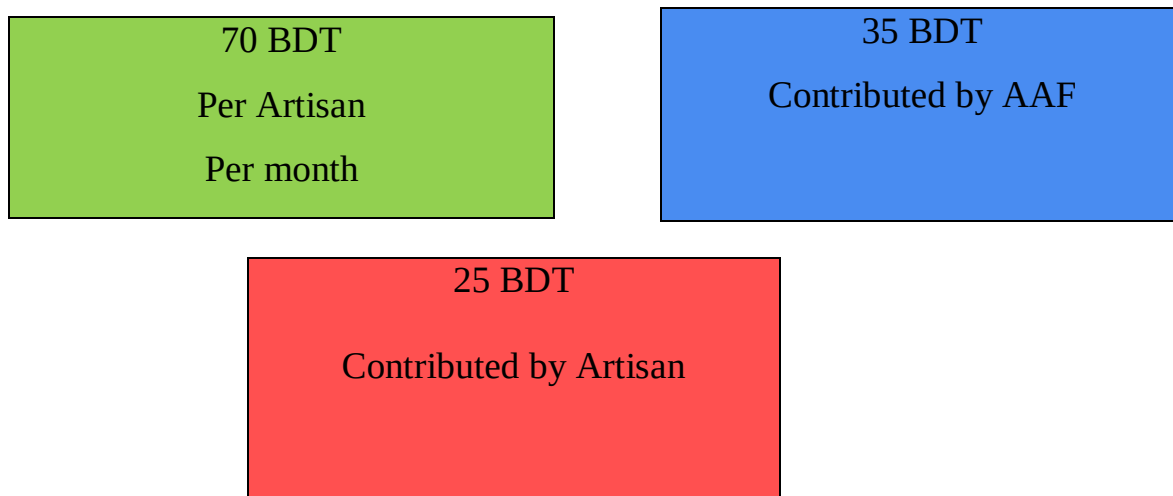


Table : Health security Fund (HSF)

4. Categories of payment amounts

- BDT 1000 as initial payment of all admissions.
- Emergency Hospitalization normal delivery. No additional benefit will be received after payment.
- Medical Hospitalization and minor Surgery. Additional 2000 BDT (paid in tranches of 500 BDT every 2 days (48 hours)).
- Complicated child birth (C- Section Delivery, Miscarriage and legal Abortion) or Medium Surgeries. Additional 5000 BDT on the day of or following the procedure.
- Surgical Hospitalization (Major surgeries) Additional 9000 BDT on the day of or following the surgery.

5. Payment Criteria :

One incident of ill health is termed as one episode. Before each payment is processed the following criteria are verified. Payment is only possible if all of the criteria are met

- a. The artisan is registered with HSS
- b. The artisan has worked at least 4 of the previous 6 months from the date of the episode.

- i. During maternity leave the artisan remains covered under HSS for up to 6 month seven if no work is billed.
- ii. During sick leave the artisan remain covered.
- c. Beneficiary is admitted in an empanelled hospital.
- d. Payments can be obtained for up to two episodes annually.

Artisans with cases of need that do not fulfil their criteria can apply to use the welfare fund by contacting the center Manager.

6. Program Sensitization :

All program Sensitization will be performed before registration.

- a. **AAF Workshop** attended by all administrator, Human resource personnel, Accountants, center Mangers, Wing/Cluster In-charge from Ayesha abed foundation (AAF). Conducted by social Compliance and producer Development Department (SCPD).
- b. Background of HSS.
- c. Process and regulation of HSS.
- d. Comprehension of roles and responsibilities of each personeel.
- e. Provide materials like ID cards, plastic covers, registration forms, Operational Guidelines, Artisan verification forms.
- f. Some terms and condition-
 - With lamination (per sub centers)
 - Without lamination (per artisan)
- 7. **HNPP Workshop** attended by all District Mangers, Upazila Managers and Program Organizers. Conducted by social compliance and producer Development Department (SCPD).
- 8. **Artisan Awareness Session** attended by all active artisans (including Sub-center/Section in charges) in respective sub-centers/Section. Conducted by trained Sensitizers.
- 9. **Registration terms All** AAF artisans and employees are eligible to be register under HSS who do not have a BRAC pin.
 - Additionally four persons who reside in the same households as the artisan are included if they meet the following criteria.

-
- In case of married artisan- the spouse of artisan and children of artisan who are 18 years old or younger.
 - In case of the artisan being single- Parents of artisan, Children of artisan who are 18 years old or younger.
 - **Exceptional Cases** – in artisan cannot register any family members under above criteria artisan is allowed to register one of the following-
 - ✚ Grandchildren
 - ✚ Mother/father-in-laws
 - ✚ Siblings

10. bkash –

- i. bkash agents near each hospital visited by SCPD.
- ii. SCPD collects information from chosen Bkash agents
- iii. Name
- iv. Contact
- v. Bkash number
- vi. Opening hours
- vii. Address etc. SCPD briefs bkash.

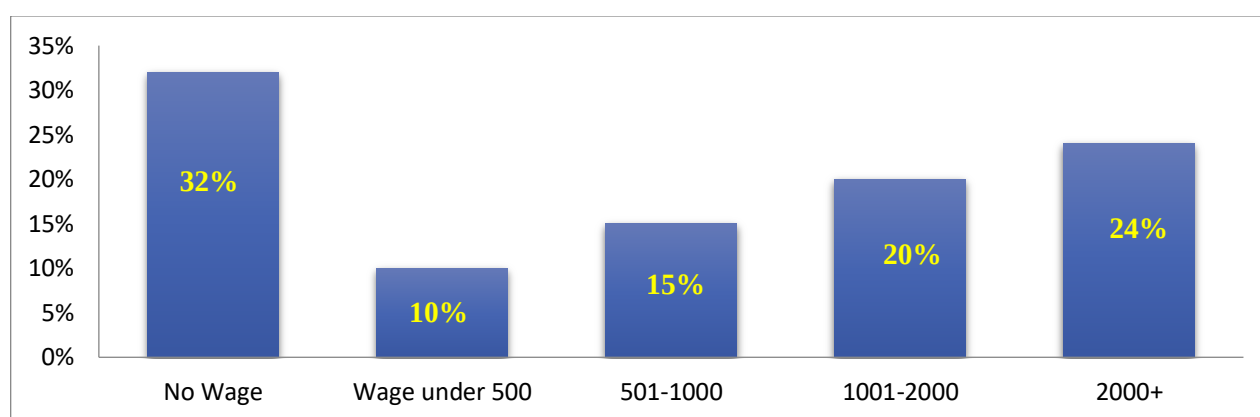
Chapter Four

Analysis and Findings

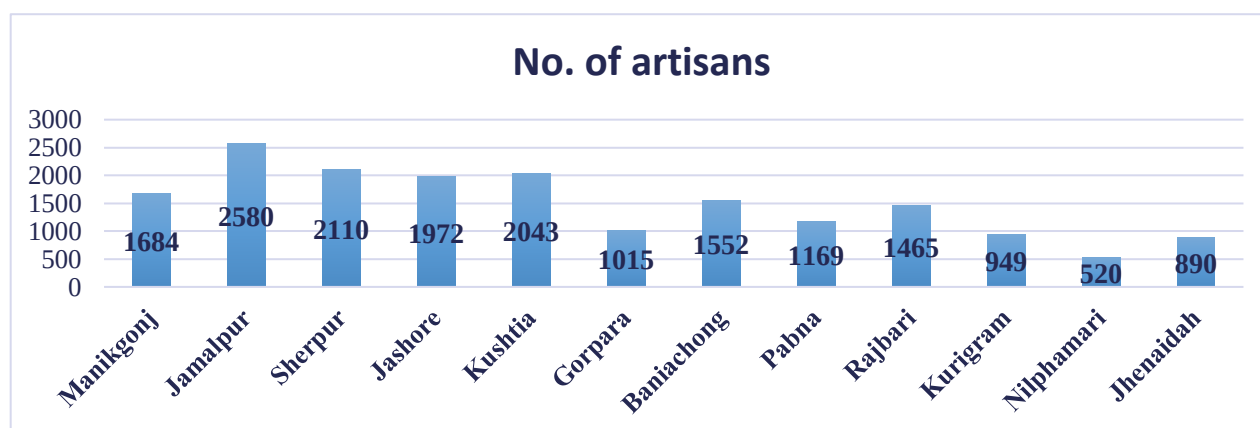
4.1 AAF Sub-Centre Wage Analysis

Synopsis:

The report aims to provide a comprehensive analysis on monthly wage amount of AAF artisans of AAF artisans. The major objective of the report is to ensure equal distribution of work at every centers and allocate legit labor cost in accord with the order as well. The report has been prepared on the basis of AAF monthly wage report from January to august 2018. To have an explicit scenario this report has been segregated into five categories which includes- no wage, wage below BST 500. Wage within BDT 501-1000, wage within BDT 1001-2000 and wage over BDT 2000. A descriptive summary of the wage analysis is given herein.

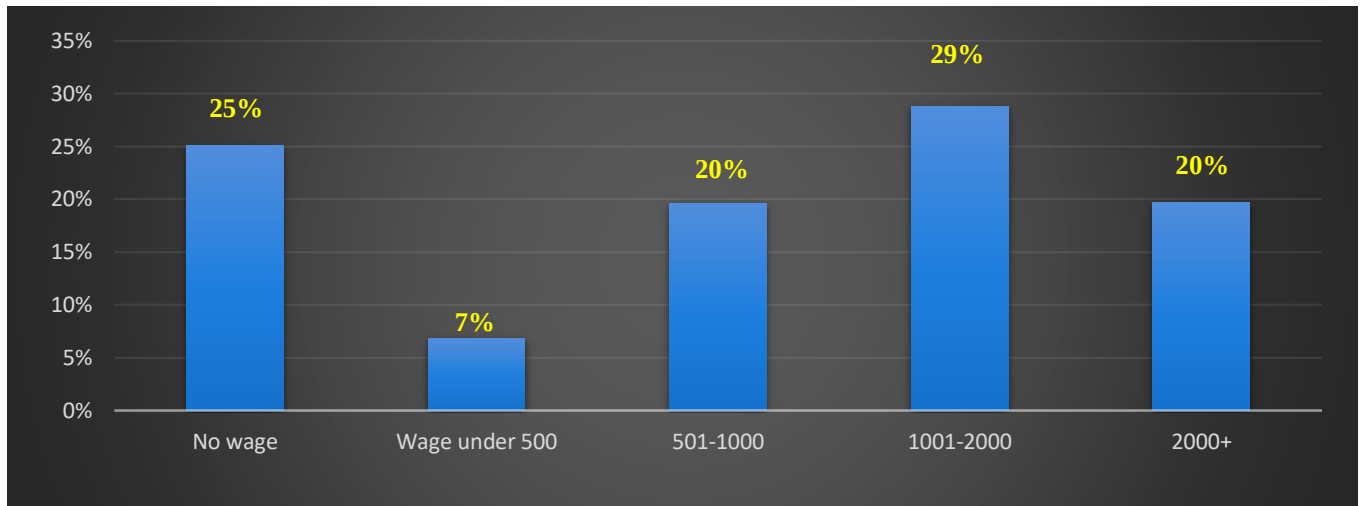


Overall scenario of artisans wage analysis of 12 AAF



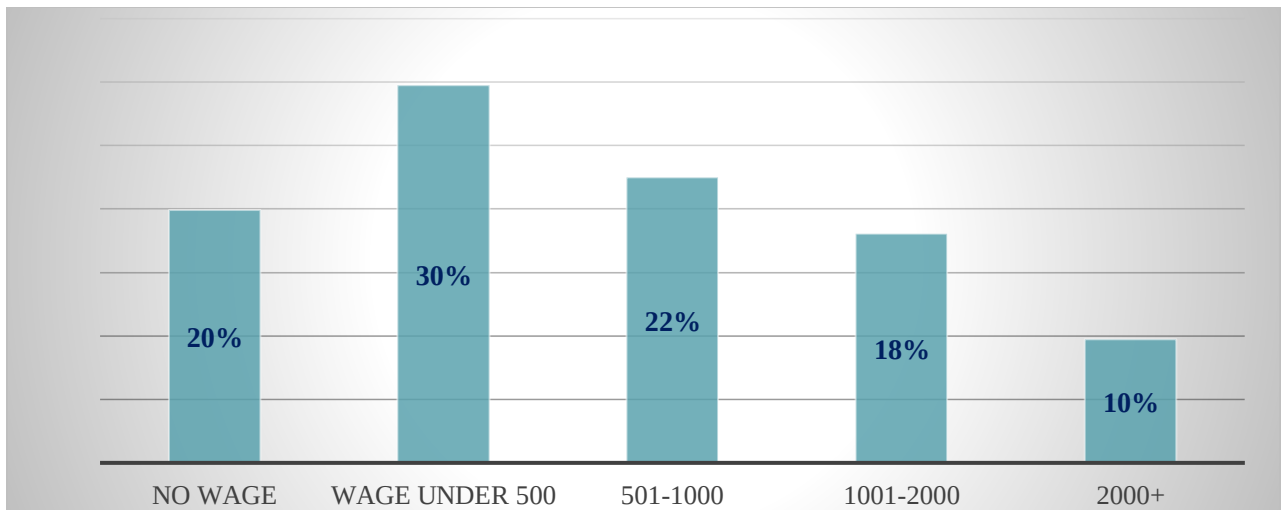
Gorpara

This analysis is from January to August 2018



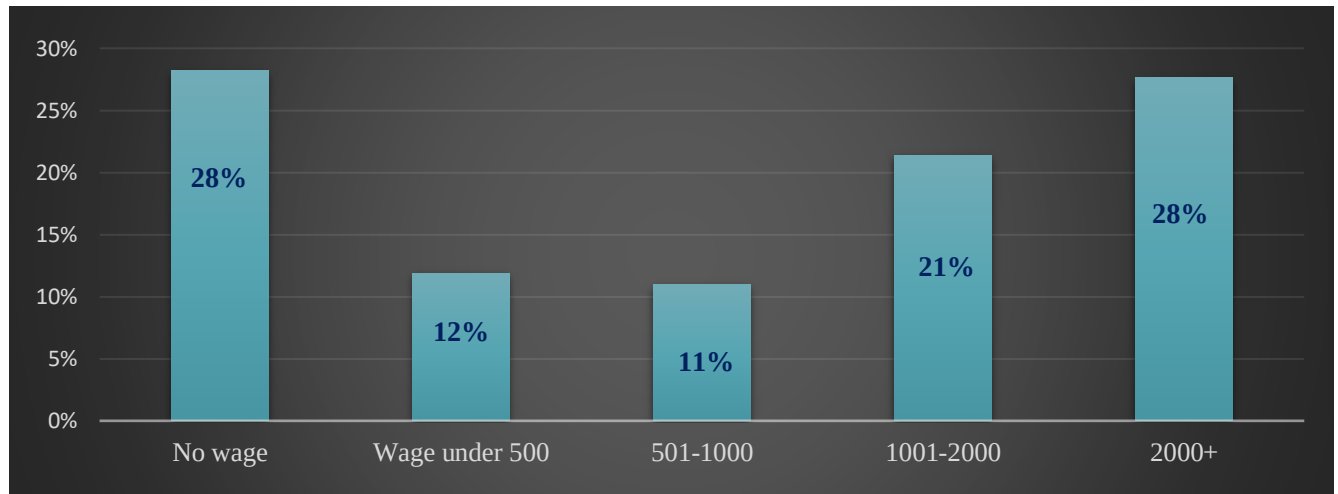
1222 artisans are working in AAF Gorpara. According to wages we found that 20% artisans who received salary more than 2000 BDT. Another 29% in between 1001-2000 BDT. 20% receives wage between 501-1000 BDT. 7% artisans got wage below 500 BDT and remaining 25% artisans didn't receive any wage during analysis period.

Baniachong



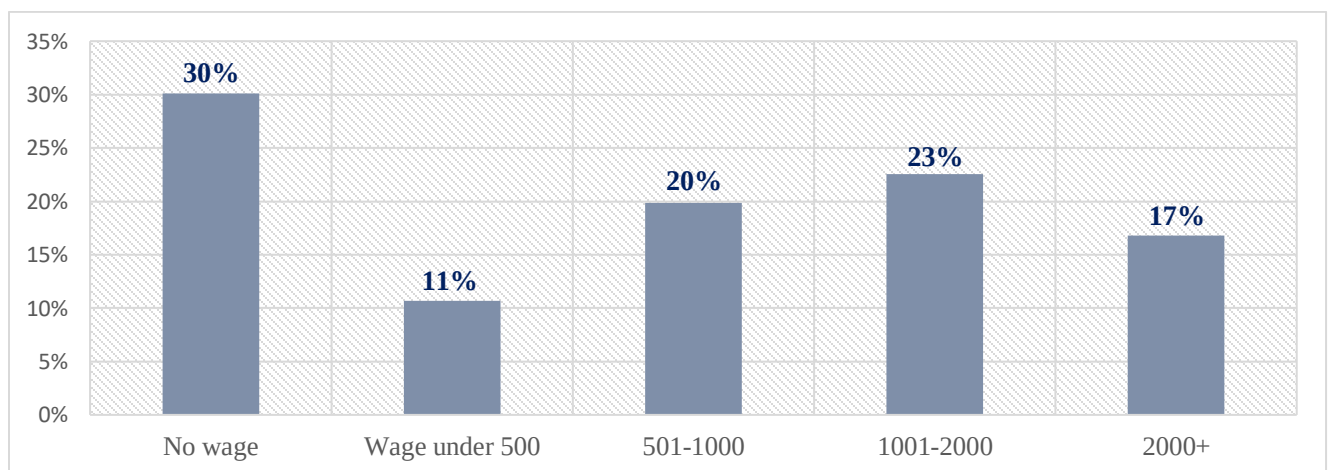
1552 artisans are working in AAF Baniachong. According to wages we found that only 10% artisans who receives salary more than 2000 BDT, another 18% in between 1001-2000 BDT, 22% receive wage between 501-1000 BDT, 30% artisans got wage below 500 BDT and remaining 20% artisans didn't receive any wage during this period .

Jhenaidah



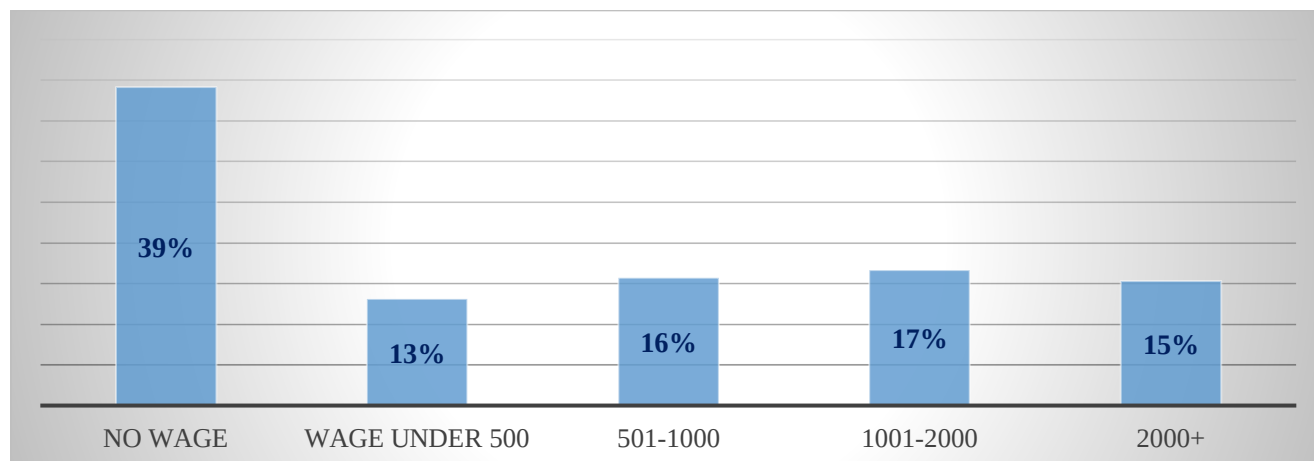
996 artisans are working in AAF Jhenaidah. According to wages we found that 28% artisans who receives salary more than 2000 BDT, 12% in between 1001-2000 BDT, 11% receives wage between 501-1000 BDT, 12% artisans got wage below 500 BDT and remaining 28% artisan didn't receive any wage during this period .

Kurigram



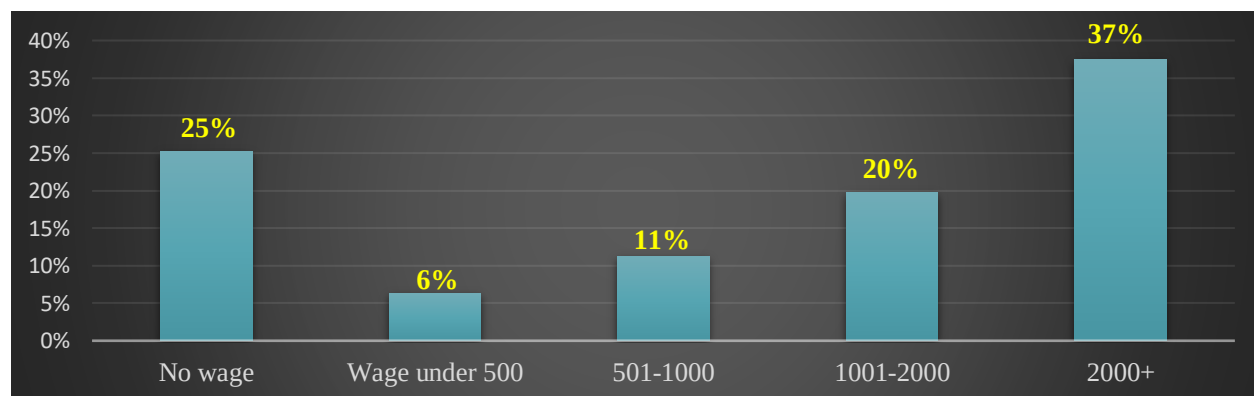
1102 artisans are working in AAF Kurigram. According to wages we found that only 17% artisans who receive salary more than 2000 BDT, another 23% in between 1001-2000 BDT, 20% receives wage between 501-1000 BDT, 11% artisans got wage below 500 BDT and reaming 30% artisans didn't receive any age during this period.

Pabna



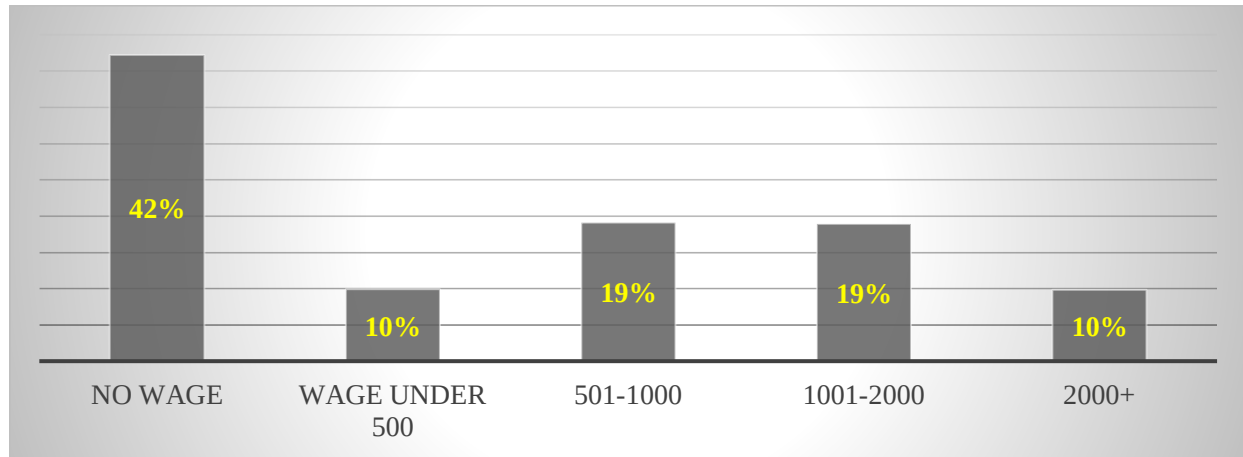
1634 artisans are working in AAF Pabna. According to wage we found that only 37% artisans who receives salary more than 2000 BDT, another 20% in between 1001-2000 BDT, 11% receives wage between 501-1000, 6% artisans got wage below 500 BDT and remaining 25% artisans didn't receive any wage during this period.

Manikgonj



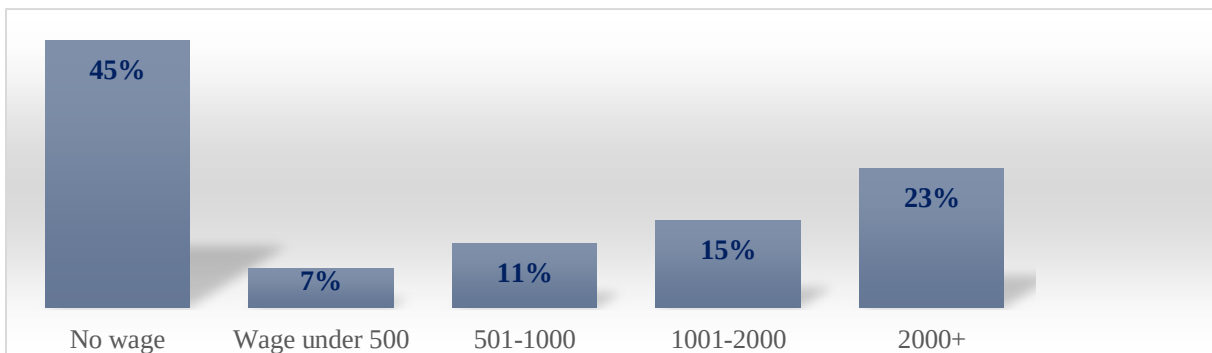
2375 artisans are working in AAF Mnaikgonj. According to wages we found that only 37% artisans who receives salary more than 2000 BDT, another 20% in between 1001-2000 BDT, 11% receives wage between 501-1000 BDT, 6% artisans got wage below 500 BDT and remaining 25% artisans didn't receive any wage during this period .

Rajbari



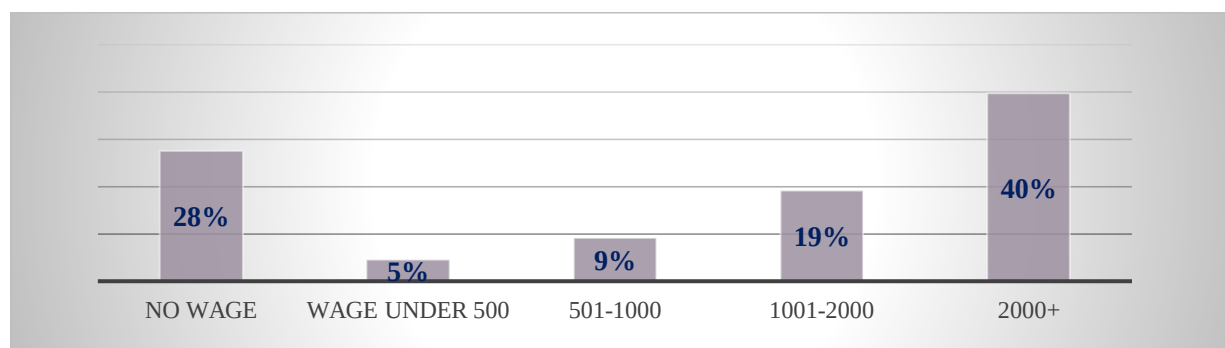
1713 artisans are working in AAF Rajabri. According to wages we found that only 10% artisans who receives salary more than 2000 BDT, another 19% in between 1001-2000 BDT, 19% receives wage between 501-1000 BDT, 10% artisans got wage below 500 BDT and remaining 42% artisans didn't receive any wage during this period.

Sherpur



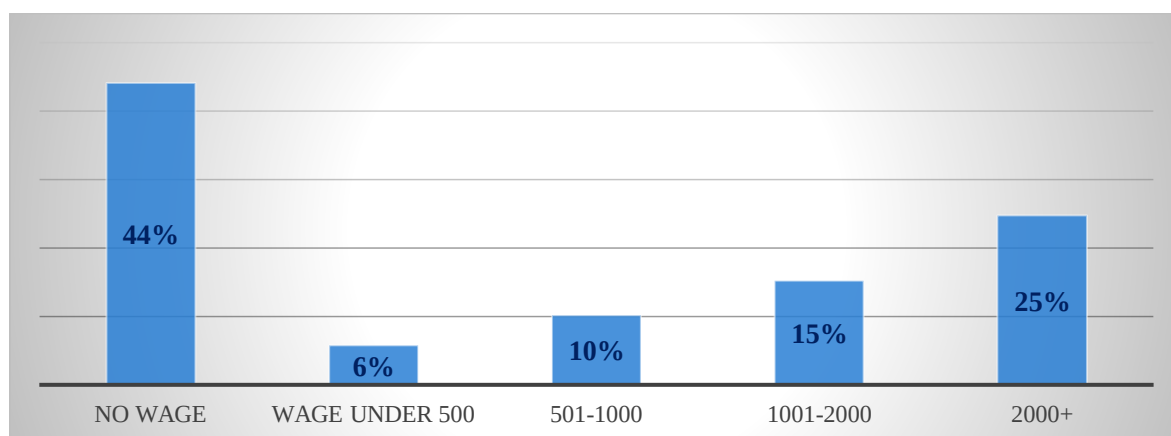
2849 artisans are working in AAF Sherpur on average. According to wages we found that only 23% artisans who receives salary more than 2000 BDT, another 15% in between 1001-2000 BDT, 11% receives wage between 501-1000 BDT, 7% artisans got wage below 500 BDT and remaining 45% artisans didn't receive any wage during this period.

Jamalpur



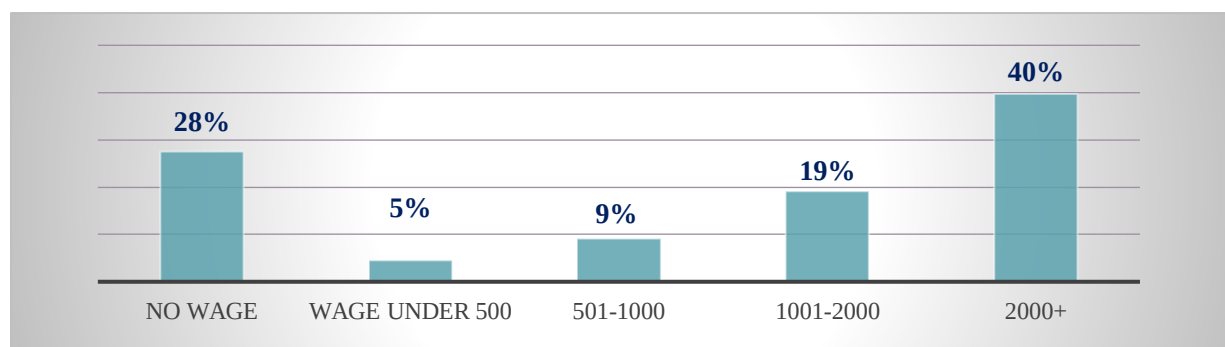
3053 artisans are working in AAF Jamalpur on average. According to wages we found that only 40% artisans who receives salary more than 2000 BDT, another 155 in between 1001-2000 BDT, 11% receives wage between 501-1000 BDT, 7% artisans got wage below 500 BDT and remaining 45% artisans didn't receive any wage during this period.

Nilphamari



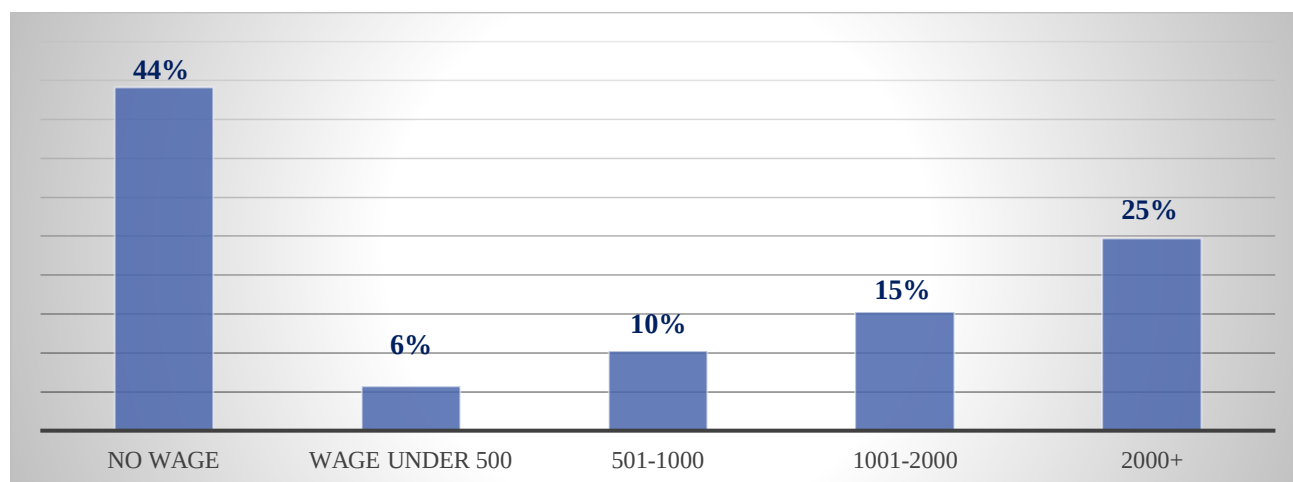
690 artisans are working in AAF Nilphamari on average. According to wages we found that 25% artisans who receives salary more than 2000 BDT, 6% artisans got wage 1001-2000 BDT, 10% receives wage between 501-1000 BDT, 6% artisans got wage below 500 BDT and remaining 44% artisans didn't receive any wage during this period.

Jashore



2535 artisans are working in AAF Jashore on average. According to wages we found that only 40% artisans who receives salary more than 2000 BDT, another 15% in between 1001-2000 BDT, 11% receives wage between 501-1000 BDT, 7% artisans got wage below 500 BDT and remaining 45% artisans didn't receives any wage during this period.

Kushtia



2830 artisans are working in AAF Kushtia on average. According to wages we found that only 25% artisans who receives salary more than 2000 BDT, another 15% in between 1001-200. BDT, 10% receives wage between 501-1000 BDT, 6% artisans got wage below 500 BDT and remaining 44% artisans didn't receive any wage during this period.

This wage report are done by me during my internship period. It shows the wage analysis of AAF.

Receiving call from artisan & Data Entry: The artisan of Ayesha Abed Foundation got the benefit from Brac-Aarong. They got two Hotline numbers and can give a call to inform their problem. I received the calls from them and collect the data in a excel sheet and segment them according to the description. Then on the basis of their information PO confirmation needed and after finishing the all inquiry that payment method have to done.

4.2 Audit

Audit team always give focus on this issue. I also check this rules and regulation of each producer during audit. They are-

1. Cleanliness and sanitation
2. Waste Management
3. Chemical Management
4. Fore safety and System
5. Infrastructure
6. Production Efficiency
7. Human Resource Management
8. Product & Personnel Security.

This guidelines are to be followed by the management of all independent producers and the Ayesha abed Foundation in implementing and policies for the betterment of their production establishments. A social audit will be undertaken by the Social compliance and Produce relations Department at each producer's production center and provide them with findings as to their compliance with these guidelines. SCPD and the producer will jointly develop a Corrective action Plan (CAP) to remedy any issues, and develop better policies and practices.

4.3 Social Audit Guidelines according to labor law of Bangladesh:

A. Cleanliness & Sanitation

1. Site cleanliness of every establishment shall be kept clean and free from odors arising.
 - a. Accumulation of dirt and refuse shall be removed daily by sweeping by effective method from floors and benches of work-rooms.
 - b. The floor and work room shall be clean at least once in every week but washing, using disinfectant where necessary or by some other effective method.



(Bangladesh Labor Law, 2006)

B. Dust and Fume.

- a. In In each foundation in which by any assembling procedure carried on there is emitted any residue or notoriety or other pollution of such a nature and to such a degree as is probably going to be harmful of hostile to the specialists utilized in that, powerful measures will be taken to keep its gathering in any work room.
- b. In any foundation no stationary inward ignition motor will be worked except if the fumes are led into outdoors, and inside burning motor will be worked in any room except if compelling measures have been taken to avert such collection of exhaust

there from as are probably going to be harmful to the laborers utilized in the work room.

(Bangladesh Labor Law, 2006)

C. Dust bin and Spittoon:

- a. In each foundation there will be given, at helpful spots, adequate number of residue container and spittoons which will be kept up in a perfect and clean condition.
- b. No individual will throw any soil or spit inside the premises of a foundation aside from in the residue receptacle and spittoons accommodated the reason
- c. A notice containing this arrangement and the punishment for its infringement will be conspicuously shown at reasonable places in the premises.

(Bangladesh Labor Law, 2006)

D. Drinking water:

- (a) In every establishment arrangements shall be made to provide and maintain at a suitable point conveniently situated for all works employed therein.
- (b) All such points where water is provided will be intelligibly checked Drinking water in Bangla.
- (c) In each foundation wherein two hundred fifty or more specialists are normally utilized , arrangement will be made for cooling the drinking water amid the sweltering climate by viable methods and for conveying thereof.
- (d) Drinking water purification certificates should be available to show water is safe for consumption.

(Bangladesh Labor Law, 2006)



E. Waste Management:

1. It is essential that waste is managed in an environmentally friendly way. A waste management policy should be maintained which should outline the following:
 - a. Waste should be identified and segmented accordingly. Materials for recycling should be placed in the appropriate bins.
 - b. Use of color and symbols for waste bags and containers.
 - c. A register should be maintained and record where waste has been disposed.

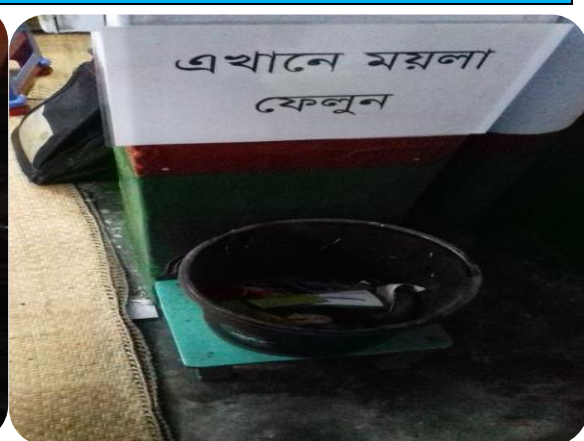


- d. Waste and garbage should be collected in one area only and this must be disposed of in the local allocated place.
 - e. Taking initiatives to reduce reuse and recycle waste.

And there are a lot of things the auditor follow according to the labor law and give feedback to the producer by making a result sheet. It helps them to improve themselves. I also help them to make the report.

Here is some file of successful producers who perform well and maintain all rules of audit:

Jibon Chandra Karmaker
Code-2019
Category-Jewellery



MRS Sangita
Code-0398
Category- Children Tailoring



4.4 Social Audit Report of AAF Manikgonj 2017

Personal Information

Foundation Name: Ayesha Abed Foundation

Location: Manikgonj

Visit Date: 21 November 2017

Compliance Auditor: Tapas Gain

Staff/Artisans Information

Factory Artisans: 408 (Male: 44, Female: 364)

Permanent/Salary: 30

Temporary/Production: 378

Filed (Sub-Centre) Artisans: 1622

Sub-Centre: 71

Summary Report of Social Compliance

SL	Standard	Total Marks	Obtained	Percentage	Color
1	Working environment	27	17	63%	Orange
2	Environmental Management	09	06	67%	Yellow
3	Structural Facility	21	13	62%	Yellow
4	Product personnel security	12	08	67%	Yellow
5	Fire safety and System	09	06	67%	Yellow
6	Ensuring no child labor and forced labor	06	06	50	Orange
7	Employee Management	21	09	43	Orange
Total		105	62	59%	Orange

Green=100%, Yellow=67 up to 99%, Orange= 33% up to 66%, Red=0% up to 325

Chapter Five

Recommendation and Conclusion

I have worked for three months and on that time found some of the problem that Aarong suffering. I address those problems in recommendation and also give some suggestion to overcome those problems.

- ❖ Lack of communication in the department. Need to improve the communication with the producers and also colleagues.
- ❖ Lack of data management system. Need to improve the data management system so that they can avoid a lot of problems.
- ❖ Senior officer and executive need to give more attention to the employees those are related with HSS project.
- ❖ Need to build a strong a relationship with departmental people.
- ❖ Need to give more importance of office ambiance.
- ❖ Internal office equipment need to improve.
- ❖ Employee need to take value training.
- ❖ Need to give training on the basis if team work.

Conclusion:

Aarong has commended 40 years of its prosperity, throughout the year it has gotten constructive change the way of life of burdened individuals. To proceed with his effective adventure Aarong built up social consistence and maker connection division. I unequivocally trust that consistence approach and its execution will help Aarong to end up a pioneer of the social venture in Bangladesh. Working with airing particularly in this division has been an incredible affair for me. I got the opportunity to find out about the essential consistence related movement and that will help me constructed my bearer in this area.

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