



## 2022 Communication on Progress Dutch-Bangla Pack Ltd.

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No. of questions  
61

CEO Statement  
☒ Signed

### Governance



#### Policies and Responsibilities

##### 1. Does the Board / highest governance body or most senior executive of the company:

- |   |                                     |
|---|-------------------------------------|
| Issue an annual statement about the relevance of sustainable development to the company | <input checked="" type="checkbox"/> |
| Issue an annual statement that addresses impacts on both people and the environment     | <input checked="" type="checkbox"/> |
| Issue an annual statement highlighting a zero tolerance for corruption                  | <input checked="" type="checkbox"/> |
| Sign off on organizational sustainability targets                                       | <input checked="" type="checkbox"/> |
| Supervise Environmental, Social, and Governance reporting                               | <input checked="" type="checkbox"/> |
| Regularly review potential risks related to the business model                          | <input checked="" type="checkbox"/> |
| None of the above   | <input type="checkbox"/>            |

## 2. Does the company have a publicly stated commitment regarding the following sustainability topics?

	No, this is not a current priority	No, but we plan to have a commitment within 2 years	Yes, and the commitment is focused on our own operations	Yes, and the commitment includes our own operations and the value chain	Yes, and the commitment includes our own operations and the value chain along with communities and society
Human Rights	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Labour Rights / Decent Work	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Environment	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Anti-Corruption	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

## 3. Does the company have in place a code of conduct regarding each of the following sustainability topics?

	No, this is not a current priority	No, but we plan to have a code of conduct within two years	Yes, focused on employee conduct	Yes, focused on employees and suppliers	Yes, focused on employees, suppliers, and other business relationships
Human Rights	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Labour Rights / Decent Work	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Environment	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Anti-Corruption	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

4. Has the company appointed an individual or group responsible for each of the following sustainability topics?

	No one is specifically responsible for this topic	Yes, with limited influence on outcomes (e.g., limited access to internal information, limited decision-making authority)	Yes, with moderate influence on outcomes (e.g., has access to relevant information, reports to senior manager)	Yes, with direct influence of some outcomes (e.g., has access to relevant information, includes one or more senior manager with decision making rights)	Yes, with direct influence at the highest levels of the organization (e.g., has access to relevant information, includes most senior members of organization)
Human Rights	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Labour Rights / Decent Work	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Environment	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Anti-Corruption	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

5. Does the company have a formal structure(s) (such as a cross-functional committee) to address each of the following sustainability topics?

	No formal structure	Yes, and with limited influence on outcomes (e.g., limited access to internal information necessary to understand risks, poor representation from relevant departments or functions)	Yes, with moderate influence on outcomes (e.g., it includes representatives of some functions, departments, or business units most relevant for addressing the risks concerned, has access to relevant information, reports to senior manager)	Yes, with direct influence on some outcomes (e.g., it includes representatives of functions, departments, or business units most relevant for addressing the risks concerned, has access to relevant information, it involves one or more members of senior management)	Yes, and with direct influence at the highest level of the organization (e.g., full access to relevant information, it involves members at highest level of organization)

Human Rights	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Labour Rights / Decent Work	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Environment	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Anti-Corruption	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

## Prevention

### 6. Does the company have a process or processes to assess risk?

	No, this is not a current priority	No, but we are planning to develop one in the next two years	Yes, related to our own operations	Yes, related to our own operations and entire value chain and other business relationships
Human rights risks	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Labour rights risks	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Environmental risks	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Corruption risks	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

#### Optional comment

SA 8000 entails anti-bribery policy which is applied towards suppliers. Code of conduct relating to anti-bribery and corruption is committed towards customers.

## 6.1. During the assessment of risk, which business relationships are reviewed?

	A few suppliers or business relationships [approximately less than 25 %]	Several suppliers / business relationships (i.e., first tier or other high priority) [approx. 25 - 50 %]	Most suppliers / relevant business relationships [approx. 51 - 99 %]	All suppliers / relevant business relationships outside the supply chain
Human rights risks	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Labour rights risks	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Environmental risks	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Corruption risks	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

## 7. Does the company have a due diligence process through which it identifies, prevents, mitigates, and accounts for actual and potential negative impacts on sustainability topics?

	No, this is not a current priority	No, but we are planning to develop one in the next two years	Yes, related to our own operations	Yes, related to our own operations and entire value chain and other business relationships
Human rights risks	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Labour rights risks	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Environmental risks	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Corruption risks	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

### 7.1. During the due diligence process, which business relationships are reviewed?

	A few suppliers or business relationships [approximately less than 25 %]	Several suppliers / business relationships (i.e., first tier or other high priority) [approx. 25 - 50 %]	Most suppliers / relevant business relationships [approx. 51 - 99 %]	All suppliers / relevant business relationships outside the supply chain
Human rights risks	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Labour rights risks	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Environmental risks	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Corruption risks	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

### Concerns and grievance mechanisms

#### 8. Are there any processes through which members of the company's workforce can raise concerns about the company's conduct related to human rights, labour rights, environment, or anti-corruption?

No, this is not a current priority	<input type="radio"/>
No, but we plan to within two years	<input type="radio"/>
Yes, we have an informal process (e.g., through supervisors, others)	<input type="radio"/>
Yes, we have a formal process	<input checked="" type="radio"/>

**8.1. Please provide additional detail regarding the process(es) the company has through which members of the company's workforce can raise concerns about the company's conduct.**

	No	Yes
Is the process communicated to all employees/workers in local languages?	<input type="radio"/>	<input checked="" type="radio"/>
Is the process available to non-employees (e.g., contractors, vendors, suppliers)?	<input type="radio"/>	<input checked="" type="radio"/>
Is the process confidential (e.g., whistleblowing process)?	<input type="radio"/>	<input checked="" type="radio"/>
Are there processes in place to avoid retaliation?	<input type="radio"/>	<input checked="" type="radio"/>
Can concerns be raised about suppliers or other business relationships (e.g., clients, partners, etc.)	<input type="radio"/>	<input checked="" type="radio"/>
Other (Please provide additional information)	<input checked="" type="radio"/>	<input type="radio"/>

**9. Does the company provide or enable access to effective remedy to right holders / stakeholders where it has caused or contributed to the adverse impact?**

	No process to enable remedy to stakeholders	Remedy available to some stakeholders (i.e., some geographies, employees only)	Remedy is available to all affected stakeholders	Remedy is available to all stakeholders, and suppliers are expected to have similar policies
Human Rights	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Labour Rights / Decent Work	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Environment	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Anti-Corruption	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

**Lessons**

**10. How does the company capture lessons regarding each of the following sustainability topics?**

	No lessons are regularly captured	Conducts root cause analyses/investigation of major incidents	Conducts root cause analyses/investigation and changes organizational policies, processes, and practices accordingly	Systematically conducts root cause analyses/investigation and leverages learnings to influence both internal and external affairs
Human Rights	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Labour Rights / Decent Work	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Environment	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Anti-Corruption	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>



## Executive Pay

### 11. Is executive pay linked to performance on one or more of the following sustainability topics?

	No, and we have no intention to change	No, but we plan to within two years	Yes
Human Rights	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Labour Rights / Decent Work	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Environment	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Anti-Corruption	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

## Board Composition

### 12. Percentage of individuals within the company's Board / highest governance body by:

	Number/Percentage	Not applicable (Please provide additional information)
Total number of board members (#)	<input type="text" value="8"/>	<input type="radio"/>
Male (%)	<input type="text" value="100"/>	<input type="radio"/>
Female (%)	<input type="text" value="0"/>	<input type="radio"/>
Non-binary (%)	<input type="text" value="0"/>	<input type="radio"/>

Under 30 years old (%)

0

☐

30-50 years old (%)

37.5

☐

Above 50 years old (%)

62.5

☐

From minority or  
vulnerable groups (%)

0

☐

Executive (%)

12.5

☐

Independent (%)

0

☐

### 13. Do you produce sustainability reporting according to:

National/local regulation on sustainability

☐

Security exchange regulations

☐

European Union Corporate Sustainability Reporting Directive (CSRD)

☐

Global Reporting Initiative (GRI)

☐

Sustainability Accounting Standards Board (SASB)

☐

International Integrated Reporting Council (IIRC)

☐

Climate Disclosure Standards Board (CDSB)

☐

Task Force on Climate-related Financial Disclosures (TCFD)

☐

Other voluntary frameworks (please specify in text box)

☐

No sustainability reporting according to any frameworks nor regulations

☒

We do not produce sustainability reporting outside of this Communication on Progress

☐

#### Data Assurance

#### 14. Is the information disclosed in this questionnaire assured by a third-party?

No assurance for any metrics

☐

Limited assurance for minority of metrics (e.g., GHG emissions only)

☐

Limited assurance for majority of metrics

☐

Reasonable assurance for minority of metrics

☒

Data pertaining to environment, social accountability etc. are validated through third party audits.

Reasonable assurance for majority of metrics

☐

Other (Please provide additional information)

☐

## Materiality / Saliency

1. Which of the following has the company identified as material human rights issues connected with its operations and/or value chain, whether based on their salience (i.e., the most severe potential negative impacts on people) or another basis?

Freedom of association and the effective recognition of the right to collective bargaining



Child labour



Forced labour



Non-discrimination in respect of employment and occupation



Occupational safety and health



Working conditions (wages, working hours)



Freedom of expression



Access to culture



Access to water and sanitation



Digital security / privacy



Rights of women and/or girls



Rights of indigenous peoples



Free, prior and informed consent

☐

Rights of refugees and migrants

☐

Other

☐

#### Response

**8. Briefly describe practical actions the company has taken during the reporting period and/or plans to take to implement the human rights principles, including any challenges faced and actions taken towards prevention and/or remediation.**

1. Hepatitis B Vaccination Program. 2. Collaboration with Local Government Agencies to ensure Covid-19 Vaccine for all employees. 3. 120 Hours of Training in 2021 for every employee regarding EHS & Social Accountability. 4. Fair Price Shop: Named the "Amar Dokan", it has 1300 square feet of floor space and runs a fair price retail system exclusively for the employees of DBPL, selling packaged and non-packaged food and other household items to workers at up to 10% less than the retail price in the market. The company employees can purchase goods on credit from the shop which are paid back by deducting from their salaries. 5. Financial Benefits for New Parents: The management of DBPL continues to give a one time cash gift of Tk. 20,000 for the employees if they become a parent of a new baby. 6. Installation of Lightning Arrester: A new Lighting Arrester is installed above the generator room. 7. Group Insurance: Employees are provided group insurance arranged at company's cost. DBPL has an agreement with global insurance company "Guardian Life Insurance" for this purpose. 8: Regular Recreational Activities & Celebration: DBPL arranges recreational activities for its employees such as games and tournaments, and celebration programs on various national & international days like Victory Day, Bengali New Year, International Mother Language Day etc. Moreover, Picnic is arranged annually with all employees of Dutch-Bangla Pack Ltd. and their family members joining. On 28 January 2022 annual picnic of DBPL was held. 9. Health insurance: Health insurance coverage is provided to managerial employees and their family. 10. Social performance team regularly undertakes internal audits to verify performance on eliminating child labour, forced labour, ensuring freedom of association and collective bargaining etc.

## Commitment

## 1. Does the company have a policy commitment in relation to the following labour rights principles?

No, and we have no  
plans to develop a  
policyNo, but we plan to in  
the next two yearsYes, included within  
a broader policyYes, articulated as a  
stand-alone policyNot applicable  
(Please provide  
additional  
information)Freedom of  
association and the  
effective recognition  
of the right to  
collective bargaining☐☐☐☒☐

2020

Forced labour

☐☐☐☒☐

2020

Child labour

☐☐☐☒☐

2020

Non-discrimination in  
respect of  
employment and  
occupation☐☐☐☒☐

2020

Occupational safety  
and health

☐
☐
☐
☒
☐

2020

Working conditions  
(wages, working  
hours)

☐
☐
☐
☐
☐

### 1.1. For each labour rights policy, is it:

Aligned with  
international  
labour  
standards?

Publicly  
available?

Approved at  
most senior  
level of the  
company?

Applied to the  
company's  
own  
operations?

Applied to the  
company's  
supply chain  
and/or other  
business  
relationships?

Developed  
involving  
labour rights  
expertise  
from inside  
and outside  
the company?

Other (Please  
provide  
additional  
information)

Freedom of  
association and the  
effective recognition  
of the right to  
collective bargaining

☒
☒
☒
☒
☒
☒
☐

Forced labour

☒
☒
☒
☒
☒
☒
☐

Child labour

☒
☒
☒
☒
☒
☒
☐

Non-discrimination in  
respect of  
employment and  
occupation

☒
☒
☒
☒
☒
☒
☐

Occupational safety  
and health

☒
☒
☒
☒
☒
☒
☐

Working conditions  
(wages, working  
hours)

☐
☐
☐
☐
☐
☐
☐

## Prevention

2. In the course of the reporting period, has the company engaged with affected stakeholders or their legitimate representatives in relation to the following labour rights issues?

[illegible]



3. What type of action has the company taken in the reporting period with the aim of preventing/mitigating the risks/impacts associated with this labour rights issue?

[illegible]

#### 4. Who receives training for the following labour rights issues?

	No training provided	Select employees	All employees	Contractors	Direct suppliers of the organization	Indirect suppliers of the organization	Other – such as partners, clients, etc.
Freedom of association and the effective recognition of the right to collective bargaining	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Forced labour	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Child labour	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Non-discrimination in respect of employment and occupation	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Occupational safety and health	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Working conditions (wages, working hours)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

#### 5. How does the company assess progress in preventing/mitigating the risks/impacts associated with the following labour rights issues?

No monitoring of progress	Review issues on ad-hoc basis	Set annual targets/ goals, track progress over time (internal programs only)	Set annual targets/ goals, track progress over time (internal and external programs)	Other (Please provide additional information)
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Freedom of association and the effective recognition of the right to collective bargaining	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Forced labour	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Child labour	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Non-discrimination in respect of employment and occupation	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Occupational safety and health	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Working conditions (wages, working hours)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Performance

6. What is the percentage of employees covered under collective bargaining agreements?

	Percent of employees (%)	Unknown
Employees covered under collective bargaining (%)	<input type="text" value="100"/>	<input type="radio"/>

7. What is the percentage of employees in a trade union or other workers' organization?

	Percent of employees (%)	Unknown	Not applicable (Please provide additional information)
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Employees in a trade  
union or on a worker  
committee (%)

100



8. In the course of the reporting period, what was the percentage of women in:

Percent of women (%)

Unknown

Senior leadership level  
position

25



Non-executive board

55



9. What was the average ratio of the basic salary and remuneration of women to men (comparing jobs of equal value) during the reporting period?

Salary ratio (%)

Unknown

Choose to not disclose

Women / Men (%)

100



Optional comment

Salary is determined by educational qualifications and skill levels only.

10. In the course of the reporting period, how frequently were workers injured (injuries per hour worked)?

	Frequency of injury	Unknown	Choose to not disclose
Frequency of injury	<input type="text" value="0"/>	<input type="radio"/>	<input type="radio"/>

Optional comment

0.0000028 Injuries Per Hour Worked.

11. In the course of the reporting period, what was the company's incident rate?

	Incident rate	Unknown	Choose to not disclose
Incident rate	<input type="text" value="0"/>	<input type="radio"/>	<input type="radio"/>

Optional comment

Incident Rate: 0.0069%, Total Hours Worked= 3.24 Million, Lost Hours= 224

Response and Reporting

12. In the course of the reporting period, has the company been involved in providing or enabling remedy where it has caused or contributed to the adverse impact associated with the following labour rights issues?

	Yes	No	Choose to not disclose	Not applicable (Please provide additional information)
Freedom of association and the effective recognition of the right to collective bargaining	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Forced labour	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Child labour	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Non-discrimination in respect of employment and occupation	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Occupational safety and health	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Working conditions (wages, working hours)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**13. Briefly describe practical actions the company has taken during the reporting period and/or plans to take to implement the labour rights principles, including any challenges faced and actions taken towards prevention and/or remediation.**

**FIRE & EMERGENCY EVACUATION DRILL** DBPL organizes regular fire drills. To ensure proper safety the drills are held four times a year, even though as per labor law the requirement is to organize fire drills twice a year.

**MANAGEMENT REVIEW MEETING 2021** As part of commitment towards the ISO compliance standards, DBPL had its 24th Management Review Meeting, on the 27th of December. This time, the meeting was organized at the factory premise, with participation of the factory management staff. The meeting started by reviewing the action points agreed upon during the last meeting followed by an overview of DBPL's performance during 2021. Despite the pandemic, DBPL performed exceedingly well, with marked achievements in output, quality, and wastage reduction. The timely completion of DB3 was also commended. Due to travel restrictions, there was not too much room for physical audits this year, but DBPL had 2 online audits from 2 customers, which were successfully passed. The customer feedback has been on the positive trend this year, with less quality issues, compared to 2020. As always, improvement is a continuous process, and in that vein, ambitious sustainability targets in terms of reducing the carbon footprint were set. Special lunch (as is the tradition) was arranged and an open discussion session followed where the factory team shared their comments, suggestions on various issues.

**TRAINING** Training of employees is among one of the most effective tools for ensuring occupational health and safety. DBPL has developed and executes an extensive training plan which lists the training topics (Which includes topics on employee health and safety), frequency of training, training material, trainer details etc. According to this training plan, an employee

receives more than 120 hours of training per year, amounting to roughly 40 trainings per year. Delivery of training and evaluating the ensuing effectiveness of training is overseen by the Training department, which is incorporated inside the Human resource development division. 53 training programs on a total of 25 essential topics were conducted during 2021 and 90% of total manpower received these trainings. To better manage the internal training programs, a digital training management system is used at DBPL factory. The system collects, in real time, the attendance and other relevant data of trainees to help in training needs assessment and planning.

**SAFETY PRECAUTIONS** One of the major objectives of the HIRA exercise is to eliminate workplace accidents. Being a manufacturing entity, accidents in DBPL are mainly caused by human mistake. For instance, extrusion coating is a critical process in the production scheme, whereby a hot extrudate is poured on the fabric substrate. The operator must station himself close to the machine to ensure smooth operation. Accidents often occurred due to the spattering of the hot extrudate. To prevent this, DBPL encased the entire process in a protective cage to prevent any outflow of hot extrudate. At other instances, where it is not possible to modify the process, personal protective equipment and procedures are implemented to mitigate the hazard. For instance, in the printing section, where solvent fumes are generated, operators wear masks to prevent inhalation. Furthermore, Standard Operating Procedures (SOPs) are designed for every process of DBPL. Employees are specifically trained according to these SOPs to ensure that they can work in a safe and healthy environment and method.

**NEW CHEMICAL STORE** The New Chemical Store is operational from mid-2021. The building is isolated from other manufacturing units to ensure safety. Spill Kit, Eye Wash, Secondary containers, Fire Extinguishers, Fire Hydrants, and other safety features are available to this well-ventilated building.

**FACILITATING EMPLOYEES "HAPPY KID" – DAY CARE CENTER** Dutch-Bangla Pack Ltd. (DBPL), in partnership with Sporsho Daycare, has set up Happy Kids, a daycare center within its factory premises. The daycare is situated inside the new women's dormitory of DBPL. Sporsho Daycare, which will be responsible to operate the facility, has been running its daycare services since 2013 and has established a reputation for providing exemplary services in this field. Sporsho is employing two employees, one Supervisor and one Nanny, to take care of the children of women employees of DBPL, during 6 am to 5 pm on every working day. The employees who choose to leave their children at the daycare during their duty receives the service free of cost. The center accepts children between the ages from 6 months to 4 years and can accommodate five children at a time. Sporsho Daycare ensures that the employees responsible to run the facility are well qualified and experienced in all aspects of childcare to deliver a safe and happy stay for the children. They are also trained to provide first-aid.

**FAIR PRICE SHOP** Dutch-Bangla Pack Ltd. (DBPL), in partnership with Direct Fresh Ltd., operates a fair price shop within its factory premises at Gazaria, Munshiganj. Named the "Amar Dokan", it has 1300 square feet of floor space and runs a fair price retail system exclusively for the employees of DBPL, selling packaged and non-packaged food and other household items to workers at up to 10% less than the retail price in the market. The company employees can purchase goods on credit from the shop which are paid back by deducting from their salaries. In addition to allowing the workers to save on goods they already buy, the scheme also provides free healthcare insurance to the employees.

**REGULAR RECREATIONAL ACTIVITIES & CELEBRATION** DBPL arranges recreational activities for its employees such as games and tournaments, and celebration programs on various national & international days like Victory Day, Bengali New Year, International Mother Language Day etc. Moreover, Picnic is arranged annually with all employees of Dutch-Bangla Pack Ltd. and their family members joining. On 28 January 2022 annual picnic of DBPL was held.

**KPI BASED REWARD SYSTEM** To increase employee motivation, DBPL has a KPI based reward system. Every month the best



performing worker is designated "Star Employee" and she or he gets a financial reward for the next one year, which is equivalent to around 10% of her or his salaries. Also, every month from each section one employee is awarded "Best Performer" Prize. One trainee employee in each section is also awarded "Best Learner" every month. Each of these awards entail a financial reward also. **FINANCIAL BENEFIT FOR NEW PARENTS** The management of DBPL continues to give a onetime cash gift of Tk. 20,000 for the employees if they become a parent of a new baby. **DORMITORY FACILITIES** Dormitory facilities are available for the employees of DBPL. Within the factory compound there are two ladies' dormitories. In addition, there are four rented housing facilities for men within walking distance from the factory, capable of housing around 500 persons. In 2019, the company added a second dormitory for women employees. With a capacity to house 168 persons, it is equipped with all modern amenities and provides quality accommodation for the women employees of the company. **ATM MACHINE AT FACTORY** DBPL, through one of its regular bankers Prime Bank Ltd., has had an ATM booth installed in front of its factory complex. Two ATM machines have been installed in the booth. Previously DBPL had been disbursing the bulk of its employee salaries by cash and a small part by bank transfer. This used to take up two full working days for three staff from the accounts department at DBPL factory while they wrestled to disburse the salaries of 1300 employees of the company on time. Furthermore, it goes without saying, the process was susceptible to hitches like human errors, delays and administrative problems arising out of physical record keeping. Along with the installation of ATM booth, Prime Bank shall from now on process the salaries of DBPL employees, as a part of which all 1300 employees had already opened personal bank accounts at Prime Bank Ltd. As a result, a good amount of administrative time shall not be wasted every month. Moreover, the bank cards the employees have been supplied with can be used for a variety of purposes besides withdrawing cash from ATMs, for example for purchasing at various shops and facilities all over the country and at 'Amar Dokan', the convenience store inside the DBPL factory complex. The ATM booth became operational from 2nd July 2020 and immediately afterwards the DBPL employees began to use it to withdraw money from salary accounts and other banking needs. The employees are highly pleased to be able to avail the facility.

## Environment

### Commitment

#### 1. Does the company have a formal policy on the following environmental topics?

No, and we have no plans to develop a policy

No, but we plan to in the next two years

Yes, included within a broader policy

Yes, articulated as a stand-alone policy

Not applicable  
(Please provide additional information)



Climate Action



2020

Water



2020

Oceans



2020

Forests / Biodiversity /  
Land Use



2020

Air Pollution



2020

Waste (e.g., chemical  
spills, solid waste,  
hazardous, plastic,  
etc.)



2020

Energy & Resource Use



2020

### 1.1. For each environmental policy, is it:

	Aligned with international environmental standards?	Publicly available?	Approved at most senior level of the company?	Applied to the company's own operations?	Applied to the company's supply chain and/or other business relationships?	Developed involving environmental expertise from inside and outside the company?	Other (Please provide additional information)
Climate Action	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Water	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Oceans	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Forests / Biodiversity / Land Use	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Air Pollution	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Waste (e.g., chemical spills, solid waste, hazardous, plastic, etc.)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Energy & Resource Use	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Prevention

2. In the course of the reporting period, has the company engaged with affected stakeholders or their legitimate representatives in relation to the following environmental issues?

	No engagement on this topic	To better understand the risks/ impacts in question	To discuss potential ways to prevent or mitigate the risks/ impacts in question	To agree on a way to prevent/ mitigate the risks/ impacts in question	To assess progress in preventing/ mitigating the risks/ impacts in question	To collaborate in the prevention/ mitigation of the risks/ impacts in question	Other (Please provide additional information)
Climate Action	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Water	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Oceans	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Forests / Biodiversity / Land Use	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Air Pollution	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Waste (e.g., chemical spills, solid waste, hazardous, plastic, etc.)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Energy & Resource Use	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

3. What type of action has the company taken in the reporting period with the aim of preventing/mitigating the risks/impacts associated with these environmental topics?

	Provided internal training/ capacity building for the direct workforce	Building capacity among relevant business relationships (e.g., partners, suppliers, clients, etc.)	Conducting an audit process and/or corrective action plan	Collective Action with peers or other stakeholders to address the issue	Collaboration with governmental or regulatory bodies	Other (Please provide additional information)	No action within reporting period
Climate Action	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Water	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Oceans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Forests / Biodiversity / Land Use	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Air Pollution	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Waste (e.g., chemical spills, solid waste, hazardous, plastic, etc.)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Energy & Resource Use	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4. How does the company assess progress in preventing/mitigating the risks/impacts associated with the following environmental topics?

	No monitoring of progress	Review issues on ad-hoc basis	Set annual targets/ goals, track progress over time (internal programs only)	Set annual targets/ goals, track progress over time (internal and external programs)	Other (Please provide additional information)
Climate Action	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Water	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Oceans	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Forests / Biodiversity / Land Use	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Air Pollution	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Waste (e.g., chemical spills, solid waste, hazardous, plastic, etc.)	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Energy & Resource Use	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

5. In the course of the reporting period, has the company been involved in providing or enabling remedy for any actual impacts associated with the following environmental issue(s)?

	Yes	No	Choose to not disclose	Not applicable (Please provide additional information)
Climate Action	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Water	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Oceans	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Forests / Biodiversity / Land Use	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Air Pollution	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Waste (e.g., chemical spills, solid waste, hazardous, plastic, etc.)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Energy & Resource Use	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

6. What were the company's gross global greenhouse gas emissions for the reporting period?

Scope 1 Emissions

Full ☐

None ☐

Emissions (tCO<sub>2</sub>e)

Scope 2 Emissions

Full ☐

None ☐

Emissions (tCO<sub>2</sub>e)

Scope 3 Emissions

Full ☐

Partial ☐

None ☐

Emissions (tCO<sub>2</sub>e)

7. What percentage of the company's revenue was invested in R&D of low-carbon products/services during this reporting period?

Percent of revenue (%)

Unknown

☒

Not applicable (Please provide additional information)

☐

8. Has the organization acted to support climate change adaptation and resilience?

We have taken action to increase organization-wide resilience to climate change

☒

We have taken action to increase resilience in our supply chains

☒

We have taken action to increase resilience in the communities in which we operate

☒

We have provided funding for climate change adaptation and resilience initiatives and projects

☒

We have not taken actions to build climate change resilience in the reporting period

☐

Other (Please provide additional information)

☐

Unknown

☐



## Energy / Resource Use

9. Please report the company's renewable energy consumption as a percentage of total energy consumption in the reporting period.

% of total energy consumption

4.48

Unknown

☐

## Technology

10. What percent of the company's revenue came from environmentally friendly products / services during this reporting period?

Percent of total revenue (%)

Unknown

☒

Not applicable (Please provide additional information)

☐

## Sector-specific Questions

11. Which sector(s) does the company operate in? If diversified, choose top 3 by revenue.

Oil & gas

☐

Chemicals

☐

Basic resources

☐

Construction & materials

☐

Industrial goods & services

☒

Automobiles & parts

☐

Food & beverage

☐

Household & personal goods

☐

Health care

☐

Retail

☐

Media

☐

Travel & leisure

☐

Telecom

☐

Utilities

☐

Banks

☐

Insurance	<input type="checkbox"/>
Real estate	<input type="checkbox"/>
Financial Services	<input type="checkbox"/>
Technology	<input type="checkbox"/>

Sector-specific: Water

12. Please provide details regarding the company's water withdrawal and consumption (own operations) during the reporting period.

Water withdrawal (volume of water in megaliters):

	Mega-liters	Unknown	Not applicable (Please provide additional information)
Total	<input type="text" value="39.75"/>	<input type="radio"/>	<input type="radio"/>
Groundwater:	<input type="text" value="39.75"/>	<input type="radio"/>	<input type="radio"/>
Surface water:	<input type="text"/>	<input type="radio"/>	<input checked="" type="radio"/>
<input type="text" value="We do not use surface water"/>			

Rainwater:	<input type="text"/>	<input checked="" type="radio"/>	<input type="radio"/>
Wastewater:	<input type="text"/>	<input checked="" type="radio"/>	<input type="radio"/>
Percentage of water withdrawn in regions with high or extremely high water stress (%)	<input type="text" value="0"/>	<input type="radio"/>	<input type="radio"/>

### Water consumption (volume of water in megaliters):

	Mega-liters	Unknown	Not applicable (Please provide additional information)
Total	<input type="text" value="39.75"/>	<input type="radio"/>	<input type="radio"/>
Groundwater:	<input type="text" value="39.75"/>	<input type="radio"/>	<input type="radio"/>
Surface water:	<input type="text"/>	<input type="radio"/>	<input checked="" type="radio"/>
<input type="text" value="We do not use surface water"/>			
Rainwater:	<input type="text"/>	<input checked="" type="radio"/>	<input type="radio"/>
Wastewater:	<input type="text"/>	<input checked="" type="radio"/>	<input type="radio"/>
Percentage of water consumed in regions with high or extremely high water stress (%)	<input type="text" value="0"/>	<input type="radio"/>	<input type="radio"/>

13. Please provide details about the company's water intensity of products in regions with high or extremely high water stress.

Water intensity of products (cubic meter/\$):

372

Unknown

☐

Not applicable (Please provide additional information)

☐

#### Sector-specific: Air pollution

17. Where applicable, please report the company's emissions of the following pollutants during the reporting period.

	Emissions (tCO2e)	Unknown	Not applicable (Please provide additional information)
NOx	<input type="text"/>	<input checked="" type="radio"/>	<input type="radio"/>
SOx	<input type="text"/>	<input checked="" type="radio"/>	<input type="radio"/>
Volatile Organic Compounds (VOC)	<input type="text"/>	<input checked="" type="radio"/>	<input type="radio"/>
Hazardous air pollutants (HAP)	<input type="text"/>	<input checked="" type="radio"/>	<input type="radio"/>

Particulate matter  
(PM10)



Persistent organic  
pollutants (POP)



Other (please specify  
in text box)



#### Sector-specific: Waste

18. Please report the company's total weight of waste generated in metric tonnes during the reporting period.

Waste Generated (t)

771

Unknown



Not applicable (Please provide additional information)



19. Please report the percentage of the company's waste that was hazardous waste (i.e., hazardous waste ratio) during the reporting period.

Hazardous Waste Ratio (%)

0

Unknown

☐

Not applicable (Please provide additional information)

☐

20. Please report the company's estimated metric tonnes of single-use plastic consumed wherever material along the value chain during the reporting period.

Single-use plastics (tonnes)

1000

Unknown

☐

Not applicable (Please provide additional information)

☐

Optional comment

Packaging produced by Dutch-Bangla Pack Ltd. are consumed as single use plastics in certain industries.

Overall Environment

21. Briefly describe practical actions the company has taken during the reporting period and/or plans to take to implement the environment principles, including any challenges faced and actions taken towards prevention and/or remediation.

Introduction of a new energy efficient gas generator to reduce CO2e emission. Increased percentage of Recycled Material in produced bags.

## Anti-corruption



### Commitment

#### 1. Does the company have an anti-corruption compliance programme?

No, it is not an immediate business priority

☐

No, but we plan to in the next two years

☐

Yes

☒

2020



2. Does your company have policies and recommendations for employees on how to act in case of doubt and/or in situations that may represent a conflict of interest, e.g. with regard to gifts and hospitality, donations, sponsorship, or interactions with public officials?

No, and we have no plans to develop a policy

☐

No, but we plan to in the next two years

☐

Yes, included within a broader policy

☒

Yes, articulated as a stand-alone policy

☐

#### Prevention

3. Who receives training on anti-corruption and integrity?

No training provided

☐

Select employees

☐

All employees

☒

Contractors

☐

Direct suppliers of the organization

☐

Indirect suppliers of the organization

☐

Indirect suppliers of the organization

☐

Other – such as partners, clients, etc.

☐

### 3.1. How often is such training provided?

	One time only	Every year	Every two or more years	We do not collect this data
All employees	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Select employees	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Contractors	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Direct suppliers of the organization	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other – such as partners, clients, etc.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Indirect suppliers of the organization	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

### 4. Does the company monitor its anti-corruption compliance programme?

No, we do not monitor the anti-corruption compliance programme

☐

Review issues on ad-hoc basis

☒

Yes, through internal employee self-evaluations



Yes, through automated controls monitoring



Yes, through external independent monitoring



Yes, through other mechanisms



## Response and Reporting

5. Please report the company's total number and nature of incidents of corruption during the reporting year.

Number of incident(s)

Unknown

Choose to not disclose

Confirmed during the  
current year, but  
related to previous  
years

0



No Incidents

Confirmed during the  
current year, and  
related to this year

0



No Incidents

6. Within the reporting period, what measures has the company taken to address suspected incidents of corruption independently or in response to a dispute or investigation by a government regulator?

Initial case assessment

☐

Internal investigation

☐

Review by risk / ethics committee

☐

Review by board of directors

☒

External audit / review

☒

Other (please provide additional information)

☐

Not applicable/no incidents in the reporting period

☐

Optional comment

External financial audits are conducted to address possible anti corruption practices.

7. Does your company engage in Collective Action against corruption?

No, it is not an immediate business priority

☐

No, but we plan to in the next two years

☒

Yes (please explain)

☐

**8. Briefly describe practical actions the company has taken during the reporting period and/or plans to take to implement the anti-corruption principle, including any challenges faced and actions taken towards prevention and/or remediation.**

DBPL is committed to conduct all its business in an honest and ethical manner and ensure that it meets its legal obligations and notices, eradicates corrupt practices, and collaborates to reduce opportunities for bribery and corruption. DBPL always requires all staff to act honestly and with integrity and to safeguard the resources for which they are responsible. DBPL does not tolerate any form of corruption and takes the most serious view of any attempt to commit corrupt practices by members of staff, contractors, agents, and business partners. Cases of suspected corruption are to be properly investigated and appropriate action taken, including reporting to the appropriate authorities, disciplinary action, prosecution, and active pursuit of recovery. DBPL has not been involved in any legal cases, rulings or other events related to corruption and bribery. Every year, bi-annual internal audits take place. Our books and accounts are subjected to statutory external audit annually. These audits are used as one of the methods of identifying any suspicious payments which could be related to bribery or corrupt behavior. No such incident has been reported to date