



**Jeans Manufacturing Co. Ltd.**

13-14, Zoo Road, Mollik Tower, Mirpur-1, Dhaka-1216.

Phone: 9007719, 9007742 Fax: 9009818

---

## GENERAL INFORMATION AT A GLANCE

• Total floor space	106000 Sq Feet
• Total no of floor	04
• Production floor space	60000 Sq feet
• Worker (Male 300+Female 1500)	2100
• Emergency Exit	07
• First aid box	16
• First aid aider	60 Person
• Fire Fighter	600 Person
• Toilet(Gents 28+Lady 81+High comod+2 )	112
• Total no of drinking water	43
• Total fire extinguisher (CO2-55+DP-193+Fome-1)	249
• Total no of hose cabinet	09
• Total no of Machine	670
• Total no of Emergency light	40
• Child care center	01
• Training center/ conference room	02
• Inspection room	02
• Store (fabric, finished Go down, Accessories)	01
• Dining Hall	01
• Dining hall water tap	20
• PA system (Public Address)	01
• Generator (500KV)	01
• Boiler	01
• Ambulance room	01
• Doctor (registered)	01
• Nurse	02
• Patient bed (For worker)	02
• Rest room (worker)	01
• Ex- hast fan	28
• Smoke Detector	80
• Number of fire hit detector	12
• Fire Alarm 1+Vigual Fire Alarm 8	09
• Prayer room	02
• IPS System	01
• Fire Ball	05
• Auto fire extinguisher	50
•	

## MANAGEMENT -TEAM

<u>NAME</u>	<u>DESIGNATION</u>
1. SHAREK RAHIM	MANAGING DIRECTOR (Marketing & Administration)
2. YAMEEN RAHIM	DEPUTY MANAGING DIRECTOR (Production & Planning)
3. MOFIZ MOLLAH	GENERAL MANAGER (Production)
4. LAWRENCE BISHWAS	GENERAL MANAGER (Commercial)
5. SAWKAT HOSSAIN	GENERAL MANAGER (Merchandising)
6. AMIN PARVEZ	MANAGER (Accounts)

## FACTORY DESCRIPTION

1. NAME OF THE FACTORY: JEANS MANUFACTURING CO LIMITED. (JMCL)
2. YEAR OF ESTABLISHMENT: 1977 ( Reg: Year: 1983)
3. CONTRACT PERSON:
1. Sharek Rahim  
Managing Director  
Phone: 01713246431  
E-mail: [jeans@global-bd.net](mailto:jeans@global-bd.net)
  2. Yameen Rahim  
Deputy Managing Director  
Phone: 01713451777  
E-mail: [jmcl03@global-bd.net](mailto:jmcl03@global-bd.net)
4. FACTORY SYNOPSIS: JMCL is a woven factory, specialized in bottoms. Mainly 5-pocket's/Cargo's/Chino's in Denim, 100% Cotton Twills, Canvas, Ribstop Etc. and also Jackets. The company has had an annual turnover of \$14 Million in 2008, \$ 16 Million in 2009, \$ 16.5 Million in 2010. We have setup 3 factory units and are producing approximately around 20,000 pcs per day. We have setup the following 3 units to meet our customer's demands.
- JMCL (Unit -1), Mirpur – 9 lines with total 1720 workers .

### FLOOR DESCRIPTION (UNIT -!):

- GROUND FLOOR- Doctor's Room, Dining Hall, Child Care Center, Bonded Ware House. Male Prayer room . Canteen.
- 1<sup>ST</sup> FLOOR - Inspection Room, Finishing section, Packing Section, Time Section
- 2<sup>ND</sup> FLOOR - Sewing Section-1 & Cutting Section. Needle & Parts Section.
- 3<sup>rd</sup> FLOOR - Sewing Section-2,Cutting section-2, Thread cutting Section, B.T.K. Section, Mini Store, Mechanic Room, Female Prayer room.

# OUR AIM FOR PRODUCTION ACTIVITY

## OUR AIM IS TO IMPROVE THE FOLLOWING ASPECT:

- A) A standard excellence in every aspect of business.
- B) Ethical and responsible conduct in all operations.
- C) Respects for rights of all individual.
- D) Respects for the environments.
- E) Respect for the social activities with participation.

## OUR PRODUCTION CAPACITY

OUR PRODUCTION CAPACITY IS : 09 line × 1500 pcs = 13500pcs (5 pocket basic pant) per day  
13500 × 26 days = 351000 pcs. Per month.

## OUR VALUABLE CUSTOMERS

- A. INDITEX (PULL & BEAR)-----SPAIN, MEXICO
- B. ERNSTINGS -----GERMANY
- C. ALCOT-----ITALY
- D. HEMA-----NETHERLAND
- E. MILLAR-----AUSTRALIA
- F. RIVER ISLAND-----EU
- G. DESIGUAL-----SPAIN
- H. UNITED COLORS OF BENETTON---ITALY
- I. OBS-----ITALY
- J. ELAND-----KOREA

## OUR MAIN PRODUCTS

- 1. MENS PANTS
- 2. CHILDREN PANTS
- 3. LADIS PANTS
- 4. MENS CASUAL JAKETS

## OUR COMMITMENTS

- A. LEGAL REQUIREMENTS** : Ensuring of all laws and regulation with its implication.
- B. CHILD LABOUR** : Not to employ or use any child labour.
- C. FORCED LABOUR** : Not to use any forces on involuntary labour whether prisoned bonded or other wise.
- D. HARASSMENT & ABUSE** : Not to use corporal punishment, threats of violence or other forms of physical, sexual, psychological or verbal harassment or abuse each employee will be treated with dignity and respect.
- E. NON DISCRIMINATION** : Not to discriminate in hiring and employment practices, including salary benefits, advancement, on the basis of race, religion, age, nationality, social or ethnic origin, sexual orientation, gender, political opinion or disability.
- F. HEALTH & SAFETY** : To provide employees with safe and healthy work place in compliance with all applicable laws and regulation, ensuring at a minimum reasonable access to portable water and sanitary facilities, fire safety and adequate lighting and ventilation.
- G. COMPENSATION** : To recognize that wages are essential to meet employees basic needs. JMCL will at minimum comply with all applicable wages and working hours law and regulation including those relation to minimum wages over time, maximum hours and other elements of compensation and provide legally mandatory benefits, except in extra ordinary business circumstance. JMCL will not require employees to work more than 48 hours per week & 12 hours over time per week.
- H. PROTECTION OF ENVIRONMENT:** To comply with all applicable environmental laws and regulations.
- I. WAGES AND BENEFITS** : We always follow to pay the workers as per gazette notification of the government of Bangladesh.
- J. HOURS OF WORK** : We strictly follow the labour law working hours.

## FACILITIES FOR THE WORKERS

### **WE PROVIDE THE FOLLOWING FACILITIES:**

1. **STAIR** : Three wide and open stairs are available in this building. These are clearly marked for use by male and female workers.
2. **DINING FACILITIES**: Properly furnished dining hall with all facilities to take meal is available in the factory premises for workers.
3. **VENTILATION**: Adequate ventilation system exists in the factory, which keeps the temperature comfortable for the workers. One thermometer has been set in every floor to record the temperature twice a day. Production floors are equipped with sufficient ceiling fans.
4. **LIGHTING**: Sufficient lighting arrangements are there with proper lighting shade fixed along with overhead channel.
5. **CLEANNESS** : The factory premise are kept clean, removing the dirt & refuges, cleaners sweep the floor at regular interval effective arrangement are made to dispose off the waste to the nearby dustbin.
6. **WATER**: Sufficient water is supplied from in house tube-well to all production lines including toilets. Moreover, each floor provided with tank for portable water.
7. **TOILET**: Sufficient numbers of toilets are available for male & female workers as per requirements. Soaps & towels are also supplied.
8. **EMERGENCY ELECTRICITY SUPPLY**: During the electricity failure, available generators can fulfill requirement of the whole complex. Sufficient numbers of tube lights and exit boxes are connected with battery Operated Instant Power Supply (I.P.S.).
9. **DAY CARE CENTER**: During working hour, workers can keep their child in day care. One caretaker takes care of the children. Nutritious foods are provided to the children with free of cost. Factory doctor visits the day care center regularly.
10. **SALARY & WAGES**: A. Salary and wages are paid to the staff and workers as per gazette notification of the government of Bangladesh.  
B. Payment of salary and wages are made regularly within the 7<sup>th</sup> of each month.  
C. In the salary sheet basic salary, house rent, medical allowance and gross salary are shown separately for each employee.  
D. **Salary Grade: as per Bangladesh gazette (extra-ordinary) no. S.R.O. no.369-law/2013. Dated 05/12/2013.**

Grade – 7	Tk. 5300-5677 Per Month
Grade – 6	Tk. 5678-6041 Per Month
Grade – 5	Tk. 6042-6419 Per Month
Grade – 4	Tk. 6420-6804 Per Month
Grade – 3	Tk. 6805-10899 Per Month
Grade – 2	Tk. 10900-12999 Per Month
Grade – 1	Tk. 13000 & Above Per Month

11. **OVERTIME :**

A. Overtime is calculated on the basis of "double the basic salary" calculation of over time per hour is

$$\frac{\text{BASIC SALARY X 2 X Extra working hour}}{26 (\text{DAYS}) \times 8 (\text{HOURS}) (208)}$$

B. Payment of overtime is made within 7<sup>th</sup> of each month with monthly salary.

12. **BONUS:** Two festival bonus as per the company's rules and regulations are paid to each employee, who has completed one year of service.

13. **LEAVE:**

A. **CASUAL:** All employees enjoy 10 days casual leave in a year with full salary/wages. If some one who cannot avail casual leave, is entitle for salary/wages for those days.

B. **SICK LEAVE:** All staff & workers are entitle 14 days sick leave with full salary/wages.

C. **MATERNITY :** Female employees are entitled to enjoy 16 weeks (8 weeks prenatal & 8 weeks postnatal if she completes the 6 month service) maternity leave with 100% gross salary/wages with Overtime, Attendance Bonus & Festival Bonus.

D. **EARN LEAVE:** For adult worker 18 days work 01 day leave, for young worker 15 days work 01 day leave (but they are to work minimum 01 year for the entitlement).

E. **FESTIVAL LEAVE:** 11 days per year.



# OUR RECRUITMENT POLICY

A. **RECRUITMENT POLICY:** Recruitment is done as per following systems.

- 1) Serving notice/poster in important locations.
- 2) Personal contacts by own employees.
- 3) Head office hunting for manager/executive.

B. **SELECTION:** During the selection of the workers following factors are consider.

- 1) Good physical appearance/fitness
- 2) Age minimum 18 years. Must be supported by certificate from educational institution or local govt. authorities and confirmed by medical officer.
- 3) Educational qualification as per job profile.
- 4) Skillness (practical for operators)
- 5) Wages/salary negotiation.
- 6) Joining date.

C. **JOINING:** Selected workers/trainees submit following to the personnel department on joining:

- 1) Prescribed application form duly filled.
- 2) Two passport size photographs & two stamp size photographs.
- 3) Educational certificate.
- 4) Experience certificate (if any)
- 5) Medical fitness certificate mentioning age.

**Note: All the process maintained prior to joining.**

D. **SERVICE CONFIRMATION:**

- 1) On completion of 3 months satisfactory job performance, company confirms the employee's service permanently.
- 2) Trainees who fail to show satisfactory performance within this time his/her apprenticeship period are generally extended for another three months. If he/she can not cope-up within this given period then his/her service is terminated.

# WORKING HOURS

## **E. DAILY WORKING HOURS AND OVER TIMES:**

- 1) Eight hours a day from 8.00 am to 5.00 pm with one hour lunch break (maximum 48 hours per week)
- 2) Maximum two hours overtime per day (maximum 12 hours per week) with one hour Tiffin break in the afternoon/evening.
- 3) Friday is weekly holiday.

# MEDICAL FACILITIES

## WE ARE GIVING THE FOLLOWING MEDICAL FACILITIES:

- 1) Free medical services given to all employees round the clock in factory premises.
- 2) Full times doctor and nurses are available in the factory for the employee's treatment and free medicines are given to the employees.
- 3) Each worker provided medical allowance @ tk. 250/= per month.
- 4) First aid facilities with trained first-aider are available for each employee in the working area.
- 5) Accident register for injured person is being maintained.
- 6) **FIRST AID BOX:** Each floor has been provided with sufficient first aid box with following items:
  1. Antiseptic Solution (Savlon)/2% Alcoholic Solution of Iodine/Rectified Spirit
  2. Cotton (Sterilized)
  3. Antiseptic Ointment (E.G. Nebanol Ointment)
  4. Furasep Cream/Burnol-Plus Cream
  5. Sterilized Bandages/Dressing (Surgical Gauge)
  6. Roller Bandages
  7. Adhesive Plaster/Surgical Tape (E.G. Micro Pore/Leucoplast)
  8. Surgical Gloves
  9. Analgesic Tablet (Pain Relieving Tablet E.G. Napa)
  - 10 Surgical Scissors
  - 11 Clofenac Gel/Nix (Pain Relieving Gel)
  12. Or Saline
  13. Tourniquet
  14. One Time Bandage (E.G. Neostrip)
  15. Safety Pins
  16. Burn Dressing
  17. Triangular Bandage
  18. Splint.

# OUR GRIEVANCE POLICIES

1. **GRIEVANCES:** The door of top management is open to all. To hear the grievances individual as well as group of workers. Director personally talks to all the workers at least once in a month. Necessary steps are taken for redressing genuine grievances.

## 2. **CORRECTIVE/DISCIPLINARY ACTION:**

- |    |                   |   |                  |
|----|-------------------|---|------------------|
| A) | Verbal Motivation | - | Minimum 05 Times |
| B) | Verbal Warning    | - | Minimum 03 Times |
| C) | Show Cause Notice | - | As Required      |
| D) | Written Warning   | - | Minimum 03 Times |

**Note:** Disciplinary actions are taken as per existing rules and regulations.

# OUR HUMAN RESOURCES DEVELOPMENT POLICY

## 1. HUMAN RESOURCES DEVELOPMENT:

In its efforts for human resources development in all spheres of activities JMCL. Offers various courses of training in-house courses of different duration are conducted for training/upgrading skill on quality control system, sewing machine operation, first aid, fire fighting, standing operating procedure, personal protective equipments and maintenance of machine etc. In addition training workshop/seminars are conducted regularly for officers/ supervisors/ staffs on Q.C. system. Human rights, worker rights and general management following training courses are conducted:

A. **QUALITY CONTROL SYSTEM:** Newly recruited quality inspectors are given four weeks training on quality control system covering piece goods, cutting, in-process and final audits.

B. **MIDDLE MANAGEMENT COURSE:** We arrange middle management course to improve production, quality as well as management.

C. **FIRST AID:** Selected workers are given training in every quarter on first aid by the medical officer.

D. **FIRE FIGHTING:** Selected workers are given training on fire fighting which cover duties of fire fighting party, salvage party, cordon party and uses of different fire fighting equipments.

E. **STANDING OPERATING PROCEDURE:** Every new worker is given standing operating procedure (SOP) training which covers the general duties and responsibilities of everyone within his/her duties in the factory.

F. **PERSONAL PROTECTIVE EQUIPMENT:** This training programmers is modeled with a view to train up workers to deliver high-level performance in regularized safety and accident management. Through PPE training workers, supervisors and managers will come to know about safety measures. In addition to professional training, this PPE training will help the worker remain safe and save others not only inside the factory but also outside of it.

# SISTER CONCERN

## MARK WASH AND DYEING LTD.

B.K BARI, TALTOLI, P.O - MIRZAPUR BAZAR

SAVAR, GAZIPU

Mr. Sharek Rahim (Chairman)

Md. Enamul Karim (Managing Director)

- |                                  |   |                               |
|----------------------------------|---|-------------------------------|
| <b>1. Total factory Area:</b>    | <b>170000 SFT (80000 SFT Covered)</b>   |                               |
| <b>2. Total manpower:</b>        | <b>551 persons</b>  |                               |
| <b>3. Sample Section:</b>        | a) Washer 100 Lbs   | <b>05</b>                     |
|                                  | b) Washer 250Lbs  | <b>02</b>                     |
|                                  | c) Hydro Extractor 16 Lbs   | <b>04</b>                     |
|                                  | d) Steam Dryer (40 & 70 Lbs)  | <b>02</b>                     |
|                                  | e) Quick Sample Dryer   | <b>04</b>                     |
| <b>5. Production limit:</b>      | <b>20000-30000 pcs. Per day depending on the types of washing and dyeing.</b> |                               |
| <b>6.Machineries:</b>            | <u><b>Type of Machines</b></u>  | <u><b>Quantity (Sets)</b></u> |
|                                  | a) Washer (600 Lbs)   | 35                            |
|                                  | b) Steam Dryers (300 Lbs)   | 32                            |
|                                  | c) Gas Dryers (300Lbs)  | 12                            |
|                                  | d) Hydro extractor (250 Lbs)  | 13                            |
|                                  | e) Boiler 4 tones each  | 02                            |
|                                  | f) 315 KW gas generator   | 02                            |
|                                  | 650 KW gas Generator  | 01                            |
|                                  | g) 394 KVA diesel Generator   | 01                            |
|                                  | 40 KVA Diesel Generator   | 01                            |
|                                  | h) Curing oven  | 03                            |
|                                  | i) Tagging Machine  | 25                            |
|                                  | j) Crinkle Machine  | 04                            |
|                                  | k) Round Whisker Machine  | <b>04</b>                     |
|                                  | l) 3 (Three) Dimensional effects machine                                      | 02                            |
|                                  | m) Air Compressor 100 Hp  | 01                            |
| Air Compressor 60 HP             | 02  |                               |
| Air Compressor 15 HP             | 02  |                               |
| <b>7. Water Treatment plant:</b> | a) 50 Cubic Meter /hr   | 01                            |
|                                  | b) 100 cubic Meter/hr   | 01                            |
| <b>8.Effluent Treatment:</b>     | a) 50 Cubic Meter/hr  | 01                            |
|                                  | b) 100 Cubic Meter /hr  | 01                            |
| <b>9. Submersible pump:</b>      | a) 175 Cubic Meter per hour ( Main)   | 01                            |
|                                  | b) 125 Cubic Meter per hour (standby)   | 01                            |

## **CONCLUSION**

We are one of the pioneers in garment industry in Bangladesh. Over the years we have gained experience and have realized that quality has no boundaries. As we grow, our commitment to our products quality matter the most.

**AUTHORITY**

**JEANS MANUFACTURING COMPANY LIMITED.**