



(A House of Quality Garment Manufacturer)  
House 95, Road 13, Ranavola Avenue, Sector 10,  
Uttara, Dhaka, Bangladesh.

Union Sportswear Ltd.  
Windy Apparels Ltd.  
Tanaz Fashions Ltd.  
Vintage Garments Ltd.  
Saybolt Tex Ltd.

Windy Wet & Dry Process Ltd  
Windy wet & Dry Process Ltd (Unit-02)

## CODE OF CONDUCT

**Goal:** The goal of our Windy Group is that implement, development and management of manpower according to the Bangladesh Labor Law and International Labor Law & customer satisfaction.

**Objective:** Windy Group has established the Code of conduct Policy to ensure the good working environment in accordance with Bangladesh & international labor standards & customer satisfaction.

SL	Features:	Description:
1	<b>Employment Policies</b>	: Windy Group abides by the following principle is that decision on hiring, salary, benefits, advancement, termination or retirement are based on the ability of an individual to do the job.
2	<b>Discrimination</b>	: There shall be no discrimination based on race, gender, marital or maternity status, religious or political believe, age or sexual orientation
3	<b>Forced labor</b>	:Windy Group does not use forces labor in any form: - prison, indentured, bonded
4	<b>Child Labor</b>	: Windy Group does not recruit any Child Labor
5	<b>Wages &amp; Salary</b>	: Windy Group provides each employee at least minimum wage or higher and provides each employee a clear, written accounting for every pay period
6	<b>Benefits</b>	: Windy Group provides each employee with legally mandated benefits. These include health care, pregnancy or sick leave, vacation, religious holiday, all kind of leave, child care facilities etc.
7	<b>Insurance</b>	: All workers and employees are covered by personal accident insurance policy
8	<b>Working Hours</b>	: Windy Group complies with legally mandated work hours. Each employee when working overtime shall be fully compensated according to local law. Each employee shall be provided one day off within seven days and Windy Group requires no more than 48 hours of work per week and no more than 12 hours of overtime work.
9	<b>Health &amp; Safety</b>	: Proper care and attention must be given which provide healthy and safe work place in the factory. Medical facilities for sickness during the working hours to be provided to all workers and employees by qualified doctor and full time Trained Nurse through the Medical Centre of the company.
10	<b>Child Care Facility</b>	: Necessary Child Care and Baby Seating facility is to be provided. This service will be available to those children who are entitled to as per law. Such service will be given to the child of female workers up to such time as may be found necessary. The mother will get time to feed her baby. This time is fixed by the doctor/nurse in house. Mothers of babies shall not be assigned to do any spot cleaning work which may affect the health of the babies. The Child Care facility will be provided to one child of a female worker.
11	<b>Harassment/Abusement</b>	: Every employee shall be treated with respect & dignity. No employee will be physically, sexually, psychologically or verbally reprimand.
12.	<b>Other's Policy &amp; Facility</b>	: Windy Group has declared as individual policy such as Community development policy, Voluntary policy, Social well-being policy, Diversity policy, Disciplinary policy, Environment Policy, rules & regulations policy, health & safety policy, Anti-Harassment policy, Grievance policy, also related some policy has practiced to make well environment workplace.