 Sapphire Fibres Ltd 3	<b>Minutes of Management Review Meeting</b>	Document #	DFL/SA/8.9/3
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The **23<sup>rd</sup> Management Review Meeting** has been conducted on **18<sup>th</sup> Oct -2018** at **10:30 AM** in Conference Room based on Social Compliance System SA 8000:14 standards, in which all participants discussed the Social Accountability System requirement. All members attend the meeting.

Sr. No	Agenda Point #	Summary of Discussion	Responsibility	Target Date	End Responsibility
<b>Common Audits</b>					
1.	Review of SA 8000:14 Standard.	During the meeting SA 8000:2014 implantation were reviewed and all Management showed satisfaction toward the compliance.	For Information only	-----	-----
2.	Review the Minutes of previous Meeting.	M.R started the meeting with the brief summary of all agenda points and told that this meeting/ orientation session is being held before the time because of the new version of SA 8000:2014 has been implemented and its new requirements and updations discussed and communicate to all head of departments and relevant personnel. Further also review last MR meeting, In the last meeting no NCR raised.	For information Only.	-----	-----
3.	Legal and Other Requirements for social Management System.	During the meeting Sr. Manager HR & Admin was informed that all new requirements related to amendment law & minimum wages are implemented well. Social and EOBI Contribution are paying as per law.	For information only	-----	-----
4.	SA-8000:2014 Audits Compliance Evaluation	During the Meeting it was discussed that Evaluation of Compliance checklist is updated according to the requirements of SA-8000:2014.	For	-----	-----

	status.	MR retains the checklist and updated on regular basis. Last Internal audit has been done Oct-2018 and audits results found satisfactory. NCs properly closed.	information only		
5.	Training and Awareness.	During the meeting it was discussed that trainings in the year 2018 is regularly conducting according to the Training schedule and management showed satisfaction. Fire drill and Health & Safety trainings was carried out on regular bases and inspection of factory regarding fire safety carried out by Civil defense department Sheikhpura. It was discussed that any good opportunity regarding external training/ course will be obtained.	HOD A. Manager HR & Compliance		
6.	Review of Emergency Preparedness and Response and new requirements of emergency exits.	During the meeting it was discussed that Emergency Preparedness and Response have been implemented effectively. All required health & safety installation are available. Utility Department and Compliance Department is regularly inspecting the safety installation and maintain the record. Evacuation Drill department wise are conducted regularly and Health & Safety trainings is provided to all workers.	A. Manager HR & Compliance		
7.	Monitoring	During the meeting it was discussed that monitoring is the basic toll for the verification the policies and procedure of SA8000 standards. Asstt. Manager HR & Compliance inform to MR meeting members about SPT Roll and responsibilities. That SPT effectively monitor workplace activities for below and report accordingly: a) Compliance with this Standard;	For information only.	-----	-----

		b) Implementation of actions to effectively address the risks identified by the SPT; c) For the effectiveness of systems implemented to meet the Diamond Fabrics Limited policies and the requirements of this Standard. d) SPT have the authority to collect information from or include interested parties e) SPT also facilitated routine internal audits f) Help conducting Risk assessment.			
8.	Non-Conformance, Corrective & Preventive Actions.	During the meeting it was discussed that some corrective & preventive action is raised. MR discussed that all Corrective and Preventive Actions are closed properly and effectively implemented, which is observed in internal audit.	For information only.	-----	-----
9.	SPT (Social Performance Team):	Inform to MR meeting members that Social Performance Team (SPT). This team is responsible for implementation of Social standard requirements. Last SPT meeting conducted in the month of April-2018 as on 06-12-2018. <ul style="list-style-type: none"> <li>• Conduct periodic written risk assessments</li> <li>• Compliance with social and occupational health safety</li> <li>• implementation of actions to effectively address the risks identified by the SPT</li> </ul>	SR. Manager HR & Admin		

		<ul style="list-style-type: none"> <li>For the effectiveness of systems implemented to meet the organization's policies and the requirements of this Standard</li> <li>SPT ensure that Corrective and preventive actions are effectively implemented</li> </ul> <p>The SPT shall effectively monitor workplace activities for below and report accordingly and report to the senior top management:</p> <ul style="list-style-type: none"> <li>Compliance with social compliances Standard;</li> <li>Implementation of actions to effectively address the risks identified by the SPT; and</li> <li>For the effectiveness of systems implemented to meet the Diamond Fabrics Limited policies and the requirements of this Standard.</li> </ul>			
<b>Technical Audits / QMS Audit:</b>					
10.	Review of Risk Assessment control	During the meeting it was discussed that Risk Assessment is Revised & available, all controls have been applied. Review of Risk Assessment of all department as on 04-10-2018.	For information only	-----	-----
11.	Fumigation and Pest Control	During the Meeting Management Representative discussed that fumigation of departments, Colony & canteen have been conducted regularly and Dengue Virus / mosquito Spray also conducted to control dengue virus infection. Record is maintained.	For information only	-----	-----

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<b>Environment Committee:</b>					
12.	Review of Test Results of Boiler, ETP, and Noise status	Tests are conducted from Out Side Lab and tests are according to NEQS and boiler. Noise level test perform by Pak Green Lab Lahore and also monitoring on regular bases in-house.	For Information Only	-----	-----
<b>Occupational Health &amp; Safety:</b>					
13.	Review of Advisory 18 Risk Assessment.	During the meeting it was discussed that Risk Assessment has been reviewed and consideration of department has been added in advisory 18 Risk Assessment.	-----	-----	-----
<b>Factory Security:</b>					
14.	Review of Security Policy	During the meeting it was discussed that security policy has been developed and stickily implemented. Further CCTV cameras are installed at critical points for efficient control and monitoring.			
<b>Social Standard:</b>					
15.	Social Standard (SA-8000:2014 and others) compliance requirements including <ul style="list-style-type: none"> <li>▪ Child Labor</li> <li>▪ Forced Labor</li> <li>▪ Compulsory</li> </ul>	<p>During meeting following progress was discussed and Executive Director sir shows satisfaction towards implementation system.</p> <p><b>Child Labor:</b> No child labor in the company and age proof of employees are retained in all personal files.</p> <p><b>Forced Labour and Compulsory Labour:</b> During the survey and internal audit no forced labor found and management showed satisfaction.</p> <p><b>Health &amp; Safety:</b> All required health &amp; safety are maintained</p>	Sr. Manager HR & Admin		



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	<ul style="list-style-type: none"> <li>Labor</li> <li>▪ Health &amp; Safety</li> <li>▪ Freedom of Association &amp; Right to Collective</li> <li>▪ Discrimination</li> <li>▪ Disciplinary Practices</li> <li>▪ Working Hours</li> <li>▪ Remuneration</li> <li>▪ Management System.</li> </ul>	<p>regularly. Some health and safety non conformities reported during the internal audit and that was completed properly.</p> <p><b>Freedom of Association &amp; Right to Collective bargaining:</b> Workers Welfare council is working efficiently and they are highlighting the problems are also resolving the problems / issues. Quarterly meetings are regularly conducted.</p> <p><b>Discrimination:</b> No discrimination case found and equal opportunities are provided to all workers.</p> <p><b>Disciplinary Practices:</b> Disciplinary actions are taken against the workers who are breaking the company rules and regulation. Management showed satisfaction toward disciplinary action procedure.</p> <p><b>Working Hours:</b> Working hours are followed and currently working is eight hours in the company and maximum overtime is 12 hours per week which also not regular. Management showed satisfaction.</p> <p><b>Remuneration:</b> salaries &amp; wages are paid to workers up to 7<sup>th</sup> of each month. EOBI and Social Security are paid to government department regularly basis and cards are obtained from the department. Group Life Insurance is maintained of all permanent employees. Leave encashment and bonuses are paid to workers on regular basis.</p> <p>Minimum wage will be revised as per new Govt. Policy</p> <p><b>Management System:</b> All requirement of social management system are followed and Management Review meeting, Internal Audit, Supplier Evaluation &amp; trainings record is maintained.</p>			
16.	Control of Suppliers/Subcontractors and Sub-Suppliers	<p>During the meeting it was discussed that supplier Evaluation is maintained of all suppliers/subcontractors and sub suppliers and commitment letters are updated. Due diligence will be performed of all Supplier / sub supplier, contractor in future. Executive Director instructed to Purchase / HR Department to conduct evaluation as per target date during evaluation of supplier and subcontractor review their ERP Plan and Risk assessment, social policies, legal requirements.</p> <p>It was decided for effective communication with supply chain send</p>	All Purchaser & MR / Sr. Manager HR & Admin		

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		requirements of SA8000 to senior leadership of suppliers/sub contractors and sub--suppliers, including the SA8000:2014 Standard, the organization's SA8000 policy statement, and other information concerning its expectations for their social performance			
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<b>Management Representative</b>	
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