



# PROFILE OF COTTON ZONE LTD

## COTTON ZONE LTD AT A GLANCE



# PROFILE OF COTTON ZONE LTD



**MEDICAL ROOM**



**KNITTING SECTION**



**CUTTING SECTION**



**SEWING SECTION**



**SEWING QUALITY**



**FINISHING QUALITY**



**FOLDING SECTION**



**Iron Section**



**Packing Section**



**Finished Goods Area**



# PROFILE OF COTTON ZONE LTD



**Sample Section**



**Inspection Room**



**Accessories Store**



**NEEDLE DETECTING WING**



**THREAD SUCKING WING**



**GENERATOR ROOM**

## **SUMMARIZE INFORMATION OF FACTORY.**

- ❑ COTTON ZONE LTD(CZL) is a Limited Company.
- ❑ CZL is in operation since July 2007.
- ❑ The establishment of CZL is with a vision of emerging as one of the best manufacturers and exporters of Knit garments of international standard.
- ❑ Keeping this vision in front, the technology, marketing, management and sourcing chain have been designed for this project.
- ❑ CZL is about 15 kilometers or fifteen minutes drive from Hazrat ShahJalal International Airport.

## **BRIEF OVERVIEW OF CZL PRODUCTION FACILITY**

**Location:** Located at Company's own premises at Plot-05 Road-01, Section-07, Mirpur, Dhaka-1216.

**Total Area:** This is a 7-stored building having a total floor area of about 13,300 sq-ft.

**Production Capacity:** 240000 - 250000 pieces (Per month- by considering basic T-Shirt) of Men's and ladies Knit wear.

**Production Lead Time for normal garments production:** 30 Day

# PROFILE OF COTTON ZONE LTD

**Product Range:** Tops to Bottoms in Knit and other medium to heavy materials.

**Number of Production (Sewing) Lines:** 08

**Number of Cutting Tables:** 02

**Principal customers** (As of date):

COUNTRY	BUYER
ITALY	SICEM INTERNATIONAL, FOUR SEASON, US POLO, PIZZA ITTALY
SOUTH AFRICA	H & F
CANADA	N FS
UK	TV MANIA UK, TFT
POLAND	SMYK
INDIA	TRITON TEXTOLE
SPAIN	FASHOIN STITCH
JAPAN	PEOPLE LTD
FRANCE	SOLO INVEST

## MACHINERY AT A GLANCE

SL#	MACHINE NAME	BRAND	QTY	TOTAL
01.	PLAIN M/C	JUKI	01	7 3 Sets
		Brothers	08	
		SUN STAR	22	
		JACK (Auto)	09	
		SIRUBA	33	
02.	OVER LOCK M/C	JACK	02	5 6 Sets
		SIRUBA	27	
		SUNSTAR	26	
		JUKI	01	
03.	FEED OFF THE ARM	SIRUBA	01	0 1 Sets
04	FLAT LOCK	JUKI	01	1 5 Sets
		CINGLING	01	
		SIRUBA	08	
		SUNSTAR	05	

# PROFILE OF COTTON ZONE LTD

05.	BUTTON HOLE M/C	JUKI	01	0 1	Sets
06	FLAT BAR	SIRUBA	03	0 9	Sets
		SUN STAR	06		
07.	BUTTON HOLE	SIRUBA	01	0 1	Sets
08	BUTTON STITCH	SIRUBA	01	0 1	Sets
09	SNAB BUTTON		02	0 2	Sets
10	BARTACK	BROTHER	01	0 1	Sets
11	SADLE STEAVE		01	0 1	Sets
12.	STEAM IRON	Local	12	12	Sets
13	RIB CUTTING M/C	SIRUBA	02	0 2	Sets
14	METAL DETECTOR M/C	LOCK	01	0 1	Sets
15.	THREAD SUCKER M/C	LOCAL	01	0 1	Sets
16	PULL TEST M/C	SAF GUARD	01	0 1	Sets
17.	LABEL CUTTER M/C	LOCAL	06	0 6	Sets

# PROFILE OF COTTON ZONE LTD

18.	BOILER	LOCAL	01	0 1	Sets
19.	AIR COMPRESSOR	LOCAL	01	0 1	Set
20	Generator 150 KVA	LOCAL	01	0 1	Sets
21	Needle Detector M/C	LOCAL	01	0 1	Sets
22	Light Box	LOCAL	01	0 1	Sets
23	Washing M/C	LOCAL	01	0 1	Sets
24	GSM Cutter M/C	LOCAL	01	0 1	Sets
25	Spray Gun for Spot Removing	LOCAL	02	0 2	Sets
<b>TOTALMachenaries= 195Sets</b>					

## WORKPLACE FACILITIES/ BEST PRACTICES

- ❖ Separated washroom for male and female.
- ❖ Dedicated dining hall.
- ❖ Medical centre.
- ❖ Child care centre.
- ❖ Pure drinking water.
- ❖ Industrial exhaust system.

# PROFILE OF COTTON ZONE LTD

- ❖ Training facilities.
- ❖ Two Festival Bonuses.
- ❖ Attendance Bonus.
- ❖ Financial help for education and marriage ceremony.
- ❖ Relief for Sidor and Flood affected area.
- ❖ Cultural event (Picnic).
- ❖ Canteen facility.

## **CORPORATE SOCIAL RESPONSIBILITY**

- ❖ Merit Scholarship Program to help flourish brilliant but insolvent students.
- ❖ Warm cloth distribution among extremely cold-affected area people.
- ❖ Free medical facilities as per agreement with Islamic Bank Hospital

# PROFILE OF COTTON ZONE LTD

## Fire Fighting Equipments

Floor /Section	ABC Type	CO2	Foam	Addressable Fire alarm, Lightening Protection System	Fire Blanked	Gas Mask	Fire Door	Hose Reel
Ground Floor (Knitting)	04	01	01		06	06	02	01
1st Floor (office & Store)	04	01	--		04	04	02	01
2nd Floor( Cutting & Ware House)	04	01	--		06	06	03	01
3rd Floor (Finishing)	04	01			04	04	02	01
4th Floor( Sewing-1)	04	01			04	04	02	01
5th Floor(Sewing-2)	04	01			04	04	02	01
6th Floor(Sewing-3)	04	01			04	04	02	01
Total=	28	07	01	20	35	16	07	

### Statistics of Toilet

	Male	Female
1 <sup>st</sup> Floor (knitting)	1	1
2 <sup>nd</sup> Floor (Office & Store)	1	1
3 <sup>rd</sup> Floor(Cutting & Ware House)	2	1
4 <sup>th</sup> Floor(Finishing)	2	1
5 <sup>th</sup> Floor (Sewing-1)	1	2
6 <sup>th</sup> Floor(Sewing-2)	1	2
7 <sup>th</sup> floor(Sewing-3)	1	2
TOTAL=	12	07
GRAND TOTAL=	19 pcs	

### Factory Space

Floor Name	Working Space (in Sq. Feet)
1 <sup>st</sup> Floor (knitting, Medical ,Child Care, Generator, Sun-Station Room)	19,00
2 <sup>nd</sup> Floor (Office & Store)	19,00
3 <sup>rd</sup> Floor(Cutting & Ware House)	19,00
4 <sup>th</sup> Floor(Finishing)	1900
5 <sup>th</sup> Floor(Sewing-1)	1900
6 <sup>th</sup> Floor (Sewing-2)	1900
7 <sup>th</sup> floor(Sewing-3)	1900
<b>TOTAL AREA=</b>	<b>13300 Sft.</b>
<b>Where, Total Production Area=</b>	<b>11305 Sft</b>
<b>So, Free Area=</b>	<b>1995 Sft.</b>



# PROFILE OF COTTON ZONE LTD

## Manpower Scenario (Section wise)

Section	Male	Female	Total
Cutting	45	1	46
Sewing	80	138	218
Finishing	30	25	45
Store	03	-	03
Maintenance	03	-	03
Pattern + CAD	07	-	07
Q. A. (Sew. + Fin.)	35	15	50
HRD	04	3	05
IT	01	-	1
Managers	07	-	07
Supervisors	25	01	26
Merchandiser	07	0	07
<b>Others</b>	05	02	<b>07</b>
<b>GRAND TOTAL=</b>	<b>240</b>	<b>185</b>	<b>425</b>

## Important and useful data of CZL complex

Subject	Info
No. of sewing machine per line	30-33 machines
No. of supervisors per line	2 persons
No. of trained Fire Fighter	110 Persons
No. of First Aid Box	07 sets
No. of First Aid member	14 Persons
No. of PC participants	10PersonS
No. of Complain/ Grievance Box	07 Sets
No. of Pure Drinking Water pot	07Sets
No. of Emergency Exit sign	30 Sets
No. of Emergency Light	25 Sets
Capacity of Dining Hall	80 Persons
Capacity of Reserve Tank	20,000 Gallons
<b>Capacity of Drinking Water Tank</b>	<b>10,000 Gallons</b>

# PROFILE OF COTTON ZONE LTD

## CZL Ethical Standard to Manufacturers (the "Code")

Cotton Zone Ltd. conducts its business according to standards of good ethical, employment and environmental practice. Babylon expects its Manufacturers to operate on the same principles.

Specifically, CZL expects its Manufacturers (and their suppliers) to observe best practice and continuing improvement in the fields set out below, and in any other areas notified by CZL from time to time.

### Scope of Application of the Code

The Code affects all products published by CZL across all its brands, namely:

- Goods manufactured and sourced directly for CZL.

CZL intends this Code to be applied to all of its relevant activities including those activities of its supply chain subject to such Manufacturers being within CZL's reasonable control or influence. CZL will, in its sole discretion, evaluate the extent of control and influence of CZL and its Manufacturers for all parts of the supply chain.

This Code will be observed by all manufacturers, who in turn will ensure that it is observed by their sub-contractors in the same terms.

## THE ETHICAL STANDARDS ("THE CODE")

**1. Ethical policy:** CZL requires all its Manufacturers to conduct their businesses in an ethical manner. No contract will be entered into with any Manufacturer engaged in bribery, kickbacks or the provision of gifts, favors or services to gain a competitive advantage with Babylon or any third party.

**2. No Forced Labour:** Business Partners must maintain employment on a voluntary basis respecting the right of employees to decide to work or not. Business Partners shall not use forced labor, whether in the form of prison labor, indentured labor, bonded labor or otherwise in the manufacture or in their contracting, subcontracting or other relationships for the manufacture of their products.

**3. No Child Labour:** Manufacturers shall not engage in child labor. Workers can be no less than age 15 (or 14 where the law of the country of manufacture allows), or the age at which compulsory schooling has ended, whichever is greater. In situations involving hazardous working conditions, we require that workers are at least 18 years of age.

# PROFILE OF COTTON ZONE LTD

**4. No Harassment or Abuse & Disciplinary practices:** Babylon requires that all its Manufacturers comply with management practices which recognize the dignity of the individual and the right to a workplace free of harassment, abuse and corporal punishment. The company shall not allow behavior including gestures, language and physical contact that is sexually coercive, threatening or exploitative.

**5. Freedom of Association and Collective Bargaining:** CZL requires all its Manufacturers to respect the rights of their employees to freedom of association and to organize collective bargaining in a lawful and peaceful manner; Manufacturers shall not interfere with or attempt to dominate or control bodies representing workers, nor shall they discriminate against workers choosing to belong to them.

**6. No Discrimination:** CZL recognizes and respects the cultural differences found in the world. We will favor Business Partners who ensure that no employee shall be subject to any discrimination in employment, including hiring, salary, benefits, advancement, discipline, termination or retirement, on the basis of gender, race, religion, age (other than normal hiring or retirement limitations), disability, sexual orientation, nationality, political opinion, union participation, social or ethnic origin or membership in any legal organization. Employment decisions will be made on the basis of knowledge, skill, efficiency and ability to do the job and meet its requirements.

**7. Health and Safety:** CZL will only utilize Business Partners who provide safe and healthy work environments for their employees. Factories producing Lenny merchandise shall provide adequate first aid supplies, fire exits and safety equipment, well-lit workstations, clean restrooms and ensure that all are well maintained and in good working order. Worker housing, where provided by the Business Partner, must meet a reasonable standard of health and safety.

**8. Compensation and Benefits:** CZL will seek Business Partners who share our commitment to the betterment of wage and benefit levels that address the basic needs of workers and their families so far as possible and appropriate in light of national economic conditions. Manufacturers shall fairly compensate their employees by providing wages and benefits which are in compliance with the local and national laws and regulations of the jurisdictions in which the Manufacturers are doing business, or which are consistent with the prevailing local standards in the countries, if the prevailing local standards are higher.

**9. Hours of Work/Overtime:** Business Partners shall maintain reasonable employee work hours in compliance with local standards and applicable national laws of the countries in which Business Partners are doing business. In the absence of exceptional

# PROFILE OF COTTON ZONE LTD

circumstances, CZL will favor Business Partners who utilize less than a sixty-hour work-week and not those who, on a regularly scheduled basis, require employees to work in excess of a sixty-hour workweek. Where this is not established at a lower level by local laws, Cotton Zone Ltd, defines a standard work week to be not more than 48 hours and considers

all hours in excess of this amount to be overtime, whether mandatory or not. Business Partners are required to compensate employees for overtime hours including such premium rates as are legally required in the country of manufacture, or in those countries where such laws do not exist, at a rate at least equal to their regular hourly compensation rate. Unless exceptional circumstances exist, employees should be permitted at least one day off in every seven-day period, and leave privileges.

**10. Regular employment is provided:** Obligations to employees under social security laws and regulations arising from the regular employment relationship shall not be avoided through the use of labor-only contracting, sub-contracting, or home-working arrangements, or through apprenticeship schemes where there is no real intent to impart skills or provide regular employment, nor shall any obligations to be avoided through the excessive use of fixed term contract of employment.

**11. Environmental Requirements:** CZL will favor Business Partners who conduct their business using progressive environmental practices and take active steps to preserve and protect the well-being of the environment. All Business Partners must adhere to all applicable environmental laws and regulations regarding protection and preservation of the environment in their country.

**12. Management System:** Top management shall define the company's policy for social accountability and labor conditions to ensure.

**13. Documentation System:** The existence of certain documents is often legally required, and provides evidence for the Company with respect to correctness of the information given.

*This standard in fully abide by the National laws and regulations  
and based on the International standards*

---