



# TRZ GARMENTS INDUSTRY LTD.

Corporate Head Office: Kushol Centre (3<sup>rd</sup> Floor), Plot # 29, Sector # 3, Uttara C/A, Dhaka-1230, Bangladesh. Tel. 88-02- 7913831, 7913832, 8919113, 8956188, Fax: 88-02-8918761, E-mail: [info@trzgroup.com](mailto:info@trzgroup.com) Web: [www.trzgroup.com](http://www.trzgroup.com)  
Factory Address: Gacha Road, Gacha, Gazipur Sadar, Gazipur-1704, Bangladesh. (Opposite of Gazipur Technical School & College), Tel. 88-02-9293672. 9293623-25, E-mail: [info@trzgroup.com](mailto:info@trzgroup.com)

Ref: TRZ/HRD/ 2018

## **Zero Harassment and Abuse Policy**

(Effective from January, 2018)

1. Every employee will be treated with respect and dignity. No employee will be subject to any form of physical, sexual, psychological or verbal harassment or abuse.
2. TRZ Garments Industry Ltd will utilize progressive discipline, e.g., counseling, escalating discipline using steps such as verbal warning or caution, written warning, suspension, discipline & grievance procedures, and punishment in accordance with BGMEA Instructions. Any exceptions to this procedure, e.g., immediate suspension for theft or assault, will be in writing and clearly communicated to workers.
3. TRZ Garments IndustryLtd will provide training to managers and team leaders in appropriate disciplinary practices.
4. TRZ Garments Industry Ltd will not use any form of verbal or physical harassment or abuse, including screaming, threatening, or demeaning verbal language, slaps, pushes or other forms of physical contact including threats of physical harassment or abuse.
5. TRZ Garments Industry Ltd will utilize consistent written disciplinary practices that are fairly applied among all staffs.
6. TRZ Garments Industry Ltd will discipline (this could include combinations of counseling, warnings, and include dismissal) for anyone (including managers or fellow workers) who engages in any physical, sexual, psychological or verbal harassment or abuse.



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7. TRZ Garments Industry Ltd will maintain written records of disciplinary actions taken.
8. Security practices in TRZ Garments Industry Ltd will be gender-appropriate and non-intrusive.
9. TRZ Garments Industry Ltd will not unreasonably restrain freedom of movement of workers, including movement in canteen, during breaks, using toilets, accessing water, or to access necessary medical attention. Nor will access to the above or any basic necessities be used as a form of reward or punishment.
10. TRZ Garments Industry Ltd will protect any employee reporting cases of any form of abuse.
11. Counseling team and Human Resource Department or any Management of the business is willing and able to listen to and act upon any reports of Harassment and Abuse.





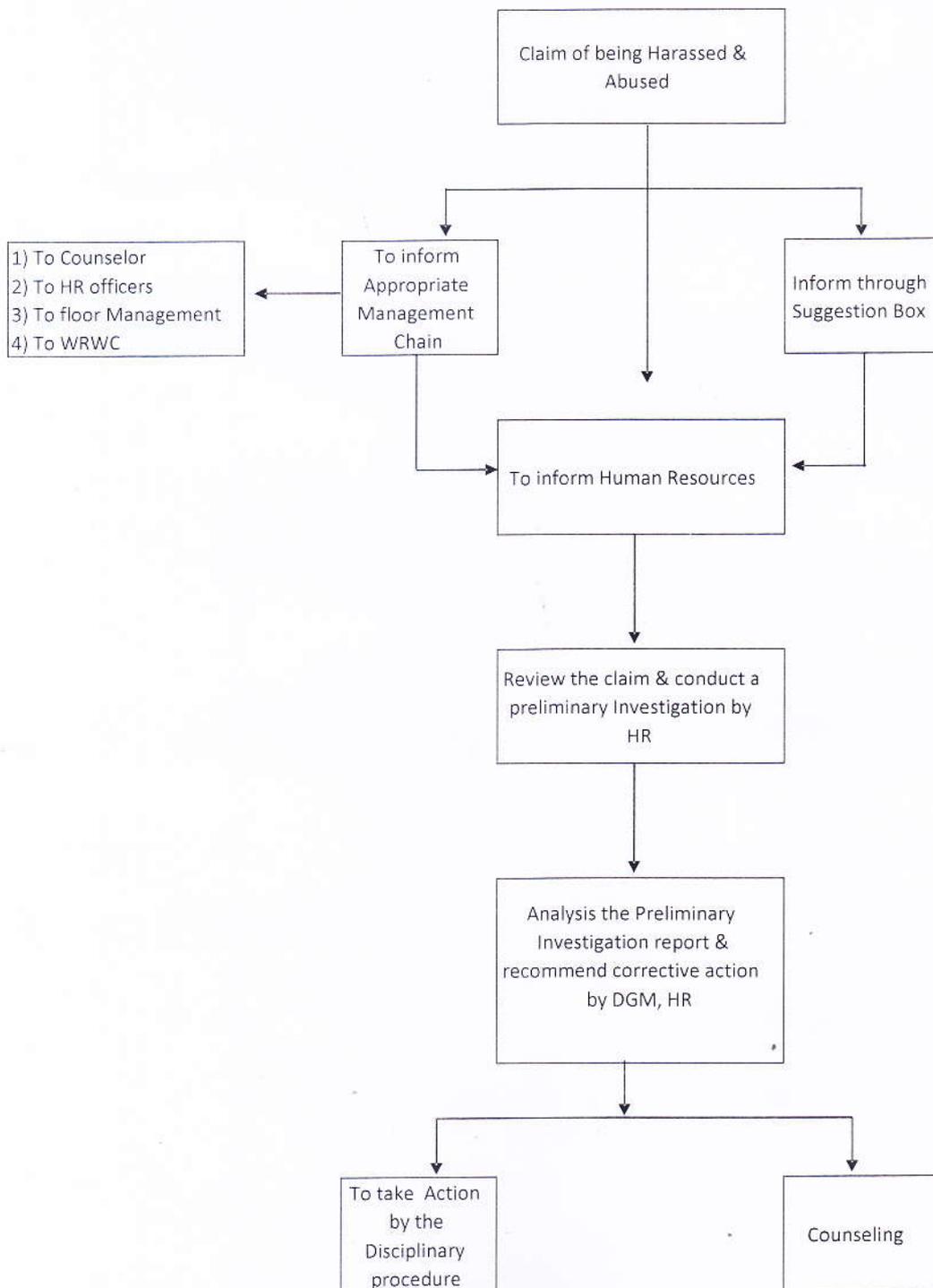
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## Zero Harassment and Abuse Procedure

(Effective from January, 2018)



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