



Fashion
Power
Group



Business
**Company
Profile**

2024/2025





Welcome Message

Dear Valued Client,

Welcome to Fashion Power Group!

Since 2003, we have been dedicated to providing exceptional solutions as a leading trader, manufacturer, and supplier of knit (circular & flat knit), woven, and leather products in Bangladesh. With a global footprint, we take pride in exceeding customer expectations through our commitment to quality, innovation, and long-term partnerships.

Our motto, "Less promise, over deliver," reflects our dedication to consistently going above and beyond for our clients. Supported by an experienced merchandising and production team, we continuously strive to accelerate fashion accessibility worldwide while upholding ethical and environmental values.

Transparency, trust, and excellence define our operations. We look forward to building a fruitful relationship with you, ensuring your satisfaction at every step. Thank you for choosing Fashion Power Group as your partner in success.

Warm regards,
Fashion Power Group



Mijanur Rahman
Managing Director and CEO

About Company

Fashion Power Group

We are leading Trader, Manufacturer & Supplier of all kinds of Knit (Circular & Flat Knit), Woven & Leather products in Bangladesh. We are exporting to almost all over the world. We are exceeding our customers expectations. We believe in "Less promise, over deliver" moto. We are in this business since 1996 and growing statistically with outmost experienced and dedicated Merchandising & Production team.

Vision : Accelerate the apparel fashion & getting to the doorsteps all over the era where satisfaction level will be impressed.

Mision : We strive to attain our vision by practicing corporate governnce, being transparent in our operation, continuous improvements of qualities and work process, developing expertise, sharing and needs, consistency of commitment, caring the social ethics and environmental parameters with maintaining networks with relevant area.

Our Value: Transparency & Long-term relationship is the core value of ours
Compliance Certificate



**Fashion
Power
Group**



Vision

— **fpg**

Vision

Accelerate
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Mission



Mission

We strive to attain our vision by practicing corporate governance, being transparent in our operations, continuous improvements of qualities and work process, developing expertise, sharing and caring the customer demands and needs, consistency of commitment, caring the social ethics and environmental parameters with maintaining networks with relevant area.

Our value



Our value
Transparency &
long term relationship
is the core value
of ours.

www.fpg.com.bd



State of the Art Factory in Bangladesh

FASHION POWER GROUP



www.fpg.com.bd

FPG FASHION POWER GROUP

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About Us





RMG UNIT

Production Area:

6,66,950 SFT

Production Capacity:

6.2 Million/M Annual

Turnover: \$ 178 Million

Total Lines: 160

Total Employee: 12,500



KNITTING AND DYEING

Knitting: 3,90,000 KG/M

Finishing: 9,00,000 KG/M

Area: 77,000 SFT

Dyeing: 8,50,000 KG/M



PRINTING AND PACKAGING

Area: 72,000 SFT

**Capacity:
100,000 Pcs/Day**



A photograph of a blue cylindrical industrial tank, likely a water storage or treatment component. It features a flat top with a small pipe protruding. A horizontal pipe with a valve runs across the front of the tank. The tank is situated outdoors against a light-colored wall.

4500 CM/Day



ACCESSORIES

Area: 74,000 SFT

Turnover:

2.2 million





High Grade Machineries





Sewing Machinery List

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FABRICA KNIT COMPOSITE LTD.				TAHARAT COMPOSITE LTD.				FNF TREND FASHION LTD.				TAKZIA APPARELS LTD.			
S/L No	Type Of Machine	Brand	M-Qty	S/L No	Type Of Machine	Brand	M-Qty	S/L No	Type Of Machine	Brand	M-Qty	S/L No	Type Of Machine	Brand	M-Qty
1	S/L Needle Lock Stitch M/C (Auto)	Brother	435	1	Roll Cutter	Dimo	3	1	Plain machine (Heavy Duty)	Brother	50	1	Plain Machine	JUKI	500
2	S/L Needle Lock Cutter (Vertical) M/C (Auto)	Brother	30	2	Plan Machine	Juki	360	2	Vintage Tape cutter Round machine	Cato	3	2	Two Needle Machine	JUKI	75
3	Two Needle Lock Stitch (Manual)	Brother	10	3	Over lock	Juki	187	3	Wavy Tug Machine	Swiss	4	3	Kashida Machine	JUKI	25
4	Zipper Multi Step (Auto)	Brother	7	4	Over lock	Juki	5	4	End making W/Long handle W/L	Eastman	5	4	Over Lock (Sty)	JUKI	40
5	Button Hole M/C (Auto)	Brother	35	5	Flat Bed	Juki	5	5	Pocket Hemmer/over stitch m/c	Harris	1	5	Over Lock (Sty)	JUKI	703
6	Bar lock M/C (Auto)	Brother	18	6	Cylinder Foot	Juki	30	6	Needle Detector	Harris	1	6	Over Lock (Sty)	JUKI	8
7	Feed of Arm 2 Needle (Manual)	Brother	10	7	Small Cylinder Foot	Juki	3	7	Feeding Machine	Harris	2	7	Flat Machine	JUKI	5
8	Box Machine	Brother	7	8	Mini Cylinder Foot	Juki	3	8	Plain machine (Heavy Duty)	Juki	344	8	Chain Stitch Machine 2 Needle	JUKI	15
9	Roll Cutter M/C (Auto)	Dimo	8	9	Barlock	Juki	4	9	1 Thread Over Lock machine	Juki	10	9	Chain Stitch Machine 3 Needle	JUKI	8
10	Roll Text Machine	Quinn	7	10	Chain stitch	Juki	1	10	Button Hole Machine	Juki	8	10	Button Hole	JUKI	8
11	Needle Selector (Double Head)	Harris	4	11	Foot Needle	Juki	8	11	Barlock Machine	Juki	25	11	Button Stitch Machine	JUKI	8
12	S/L Needle Chain Stitch M/C (Manual)	Harris	12	12	Head Of The Arm	Juki	5	12	Button Stitch machine	Juki	5	12	Button Machine	JUKI	37
13	Stitch Switch M/C (Manual)	Interlok	3	13	Zip Zig	Juki	1	13	2 Needle Lock Stitch machine	Juki	54	13	Stitch Switch Machine	JUKI	5
14	Zipper Multi Step (Manual)	Juki	5	14	Roll Machine	Juki	5	14	Feed of the Arm	Juki	21	14	Thread Machine	JUKI	2
15	Over Lock 3 Thread (Manual)	Juki	4	15	Button Switch	Juki	8	15	Vertical Machine	Juki	21	15	Zip Zig Machine	JUKI	2
16	Flat Lock Cylinder Bed (Manual)	Juki	15	16	Kansas Binding	Kansas	7	16	Cable Hole	Juki	4	16	Stitch Switch Machine	JUKI	4
17	Button Switch M/C (Auto)	Juki	7	17	Kansas PMD	Kansas	5	17	Zipper Stitching Machine	Juki	1	17	Stitch Switch Machine	JUKI	11
18	Stitch Switch M/C (Manual)	Juki	7	18	Over Lock	Pegasus	115	18	Yoke Attaching machine	Juki	5	18	Feed of the Arm	JUKI	3
19	Over Lock 4 Thread (Manual)	Kansas	25	19	Flat Bed	Pegasus	13	19	Stitching Machine	Juki	2	19	Long Hole	JUKI	3
20	Flat Lock Small Cylinder Bed (Manual)	Kansas	7	20	Cylinder Foot	Pegasus	42	20	Appl/Marking Machine	Juki	4	20	Vertical Machine	JUKI	11
21	Flat Lock Special (Manual)	Kansas	10	21	Mini Cylinder Foot	Pegasus	3	21	Roll Long Attaching Machine	Juki	1	21	Stitch Machine	JUKI	2
22	Kansas PMD M/C (Manual)	Kansas	3	22	Roll Edge Cutter	Pegasus	15	22	Cutting Machine	KMI	5	22	Eye Let Hole Machine	JUKI	1
23	Kansas PMD M/C (Auto)	Kansas	4	23	Roll Edge Cutter	Pegasus	8	23	Kansas Special Machine	Kansas	20	23	Thread Switch Machine	JUKI	2
24	Pied M/C 2 Needle (Manual)	Kansas	7	24	Roll Cutter	Toyoko	3	24	Stitch Switch	WIND	25	24	Stitch Switch Machine	JUKI	2
25	Pied M/C S/L (Auto)	Kansas	1	25	Kansas (SMK)	Kansas	1	25	Curtain Binding Machine	WIND	1	25	Curtain Binding Machine	JUKI	2
26	Cutting Machine 10"	KMI	51	26	Stitch Switch	Kansas	5	26	Cutter - Turning Machine	Kansas	2	26	Cutting Machine (10")	JUKI	8
27	Cutting Machine 8"	KMI	5	27	Vertical Machine	KMI	3	27	Cutter Press Machine	Kansas	1	27	Cutting Machine 8"	JUKI	1
28	Thread Cutter	Modern	4	28	Cutting Machine	KMI	7	28	4 Thread Over Lock machine	Pegasus	25	28	Silver Star iron	JUKI	85
29	Stitch Switch M/C (Auto)	Nichols	5	29	Needle Detector	Harris	1	29	Roll Long Trimming Machine	Kansas	4	29	Vacuum Iron Table	JUKI	18
30	Iron Table	Modern	77	30	Fabric Inspection	UDU	1	30	2 Needle Chain Stitch machine	Standa	5	30	Cylinder Bed L Cutter Machine	JUKI	15
31	Tracing Machine	Odessa	1	31	Spit Cleaner	TONY	2	31	Stitch switch machine	TONY	1	31	Cylinder Bed Machine	JUKI	5
32	Over Lock 4 Thread (Auto)	Pegasus	522	32	OMC Cylinder Foot	Juki	1	32	Fabric Inspection Machine	UDU	1	32	Flat Bed Machine	JUKI	8
33	Flat Lock Roll Edge Cutter (Auto)	Pegasus	47	33	PPH/C CUTTER	KMI	1	33	Thread Switch	UDU	1	33	Auto Roll Cutter Machine	JUKI	2
34	Auto Pocket Machine	Pegasus	5	34	One Way Flat Bed	Juki	1	34	Vacuum table	Vet	17	34	Locking Machine (40)	JUKI	1
35	Flat Lock Flat Bed (Manual)	Pegasus, Juki	30	35	Kyle Belt	Yamada	1	35	Starch iron where it is	Vet	21	35	Silver Star iron	JUKI	15
36	Flat Lock Cylinder Bed (Auto)	Pegasus, Kansas	25	36	Roll Tape Pin	KMI	1	36	4 Foot 4 Light Color Light Box	Yamada	1	36	Fabric Inspection Machine	UDU	2
37	Flat Lock Small Cylinder Bed (Auto)	Pegasus, Kansas	10	37	Thread Switch	Juki	1	37	Button Hemming Machine	Vet	1	37	CAD Machine	3D SYSTEM	1
38	S/L Needle Lock Stitch M/C (Auto)	Standa	11	38	Generator	COMING	1	38	Pocket Presser Machine	Winda	1	38	Mini Presser Machine	WINDMILL	2
39	Flat Seamster Press (Auto)	Yamada	3	39	Compressor	FLAN	2	39	Roll Edge Cutter	Pegasus	8	39	3D MACHINE	A.S.D	1
40	Yar 3 Needle (Manual)	Yamada	2	40	Boiler	Quinn	1	40	Boiler	Perfect	1	40	Boiler	Sp. Box	1
41	Over Lock 4 Thread (Manual)	Yamada, Standa	35	41	Iron Table	Nichols	32	41	Generator	Electra	1	41	Compressor	Perkins	2
42	Wavy Tug Machine	Zosch	1	42	CAD Machine	3D System	1	42	Coal Presser	3D System	1	42	Ready Airtel Machine	Juki Brother	703
GRAND TOTAL			1365	GRAND TOTAL			899	GRAND TOTAL			913	GRAND TOTAL			1682

Our Operations

Products & Services

FPG offers the following products and services:

Fabrics

Casual Knitwear (T-Shirts, Polo Shirts, Tank Tops, Joggers, Hooded Jackets, Cardigans, Leggings, Trousers and Dresses)

Fashionable Wear (Skirts, Gowns)

► **Manufacturing Process**

FPG makes use of the following in the manufacturing process

Most advance machineries

In house knitting makes use of low-profile hazardous materials

Oeko-Tex 100 standard maintenance and management

Dyeing Operation with low consumption of water ratio

Garments Manufacturing Process make use of advance software in CAD

- From the very beginning we use the most optimum QMS technologies to ensure product quality in all stages. This is then supplemented by concentrating on process manufacturing and process improvements. We have set Industrial Engineering and Work Study departments to get the achievement result in timely manner. Product risk assessment and root cause analysis are done by using statistical quality control system.

The R & D department help in developing new products and process improvements for incorporating the production with good quality at the lowest cost possible in the shortest time. This desire for quality is also shared by our team of highly qualified and competent professionals who under the capable and dynamic leadership of the corporate body have made our remarkable growth possible. It is with this shared vision that we are marching toward our goal of attaining acknowledged leadership in providing quality products at competitive price.

Our OPERATIONAL PROCEDURE



Our MAJOR CLIENTS

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Our

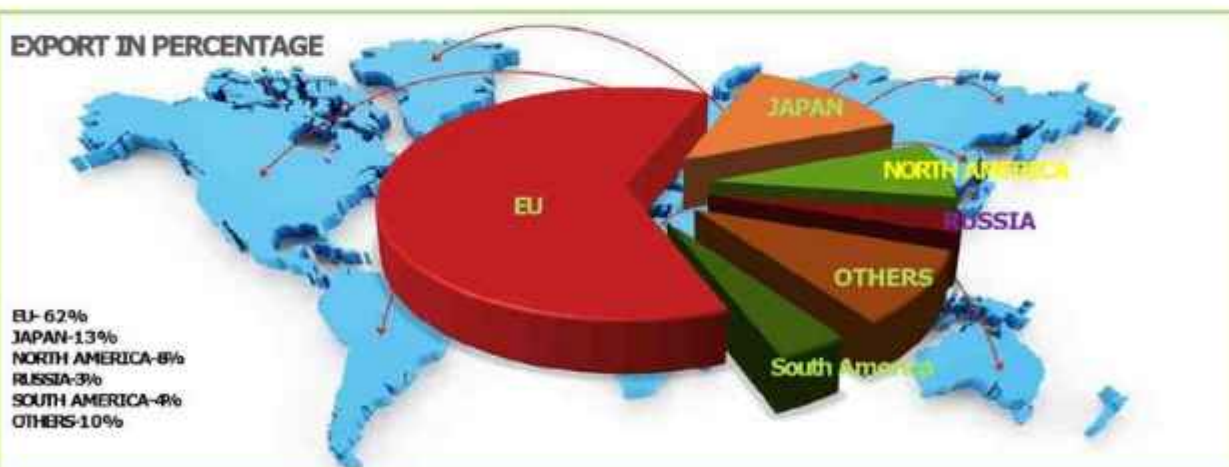
GROWTH ON PRODUCTION



GROWTH ON EXPORT



Our GROWTH



Our BANK INFORMATION

JAMUNABANK

Jamuna Bank Limited PLC

**16, Kamal Ataturk Avenue Banani Branch
Banani C/A, Dhaka-1213**

Swift Code: JAMUBDDH

BRAC BANK
ব্র্যাক ব্যাংক

BRAC BANK PLC

BRANCH NAME: GULSHAN BRANCH

SWIFT CODE: BRAKBDDH

**ADDRESS :House No-50,Road No-03,
Plot-02,Block Sw (H)-7
Gulshan Avenue,Circel-1,Dhaka-1230**


NCC Bank
With You. Always.

NCC Bank Limited

House # 06, Road # 93, Gulshan

North/East Avenue, Gulshan, Dhaka-1200

Swift Code: NCCLBDDHGSB



Organic Better Cotton Initiative



Sustainable



LEXZNO™ EcoVero™

What are we doing to save our planet from plastic bottle? Do you know It takes 450 years to decompose into mud. Let's recycle It and make world great for our next Generation green, producing recycle polyester is dramatically baffle for the climate creating 75% less Carbon emission then virgin polyester.



Our Involvement

www.fpg.com.bd

Platform
Audits &
Certification



Knowledge
Partner



Membership



Building,
Electrical &
Fire Safety



Our Compliance Practices & CSR

Prohibition of Forced Labor:

Facilities will not use involuntary or forced labor (ZT issue).

Prohibition of Child Labor:

Facilities will not hire any employee under the minimum age established by law for employment (ZT issue).

Prohibition of Harassment or Abuse:

Facilities will provide a work environment free of supervisory or co-worker harassment or abuse, and free of corporal punishment in any form (ZT issue).

Compensation and Benefits:

Facilities will pay at least the minimum total compensation required by local law, including all mandated wages, allowances & benefits.

Hours of Work:

Hours worked each day, and days worked each week, shall not exceed the limitations of the country's law. Facilities will provide at least one day off in every seven-day period, except as required to meet urgent business needs.

Prohibition of Discrimination:

Facilities will employ, pay, promote, and terminate workers on the basis of their ability to do the job, rather than on the basis of personal characteristics or beliefs (ZT issue).

Health and Safety:

Facilities will provide a safe and healthy work environment. Where residential housing is provided for workers, facilities will provide safe and healthy housing.

Freedom of Association and Collective Bargaining:

Facilities will recognize and respect the right of employees to exercise their lawful rights of free association and collective bargaining.

Environment:

Facilities will comply with environmental rules, regulations and standards applicable to their operations, and will observe environmentally conscious practices in all locations where they operate.

Customs Compliance:

Facilities will comply with applicable customs laws, and in particular, will establish and maintain programs to comply with customs laws regarding illegal transshipment of finished products.

Security:

Facilities will maintain facility security procedures to guard against the introduction of non-manifested cargo into outbound shipments (i.e. drugs, explosives biohazards and /or other contraband).

Our Compliance Practices & CSR

CSR (Corporate Social Responsibility)

Group Insurance Coverage for all employees'

Good Practice

Free Friday Clinic for the employee's family once in a month.
Award for best performance and sustainable services once in a year.
Scholarship provided for the best results of employee's kids.
Attendance Bonus

Upcoming CSR

Contributory Provident Fund
Loan Scheme
Medical Insurance



Our CHILD CARE



FIRE DRILL



FIRE & OTHERS Safety Measures

Fire Safety

Fire Extinguishers
Fire Blankets
Smoke detectors
Fire Hose Cabinet Boxes
Fire Hooks
Fire Beaters
Stretchers
Water Drums & Buckets

Lock Cutters
Gong Bells
Safety Equipment such as
gloves
Helmets, Gas Masks
Gumboots
Trained Fire Fighter
Trained Fire Rescue Team
Trained First Aider

Electrical Safety

Top Quality Cabling and Accessories
Trained & Certified technician for
electrical maintenance
Maintenance & risk analysis records.
Periodic Thermo graphic Scan

Building Safety

Structural Assessment
Bangladesh National Building Code
(BNBC) during Construction
Certification with Architectural & Structural Design Standard
Ferro-scan

Electrical Safety

Compatible Material Chart
Material Safety Data Sheet (MSDS)
Chemical Usage Policy & Procedure
Regular Trainings & Careful Assessment



POLICIES OF ZERO TOLERANCE

Forced Labor

FPG does not use involuntary or forced labor. The CoC emphasizes that all employees should be working at factory voluntarily and no means should be adopted as a measure which may indirectly result in an employee working forcibly. Except security and protection of property, employees have not any restriction for free movement.



Child Labor

FPG does not engaged any child labor at any form of terms. Very strict monitoring from the beginning of recruit to omit such kind of child entrance in the company. Process to ensure the prohibition of child recruitment– Documents Check such as proofs of age Psychological test Medical test by registered medical officer in company.



Harassment

FPG does not allow any harassment or abuse, it may mental or physical, in the company. To control, the following measures are maintaining periodically– Grievance & Complaint box Comfortable movement with confident to Admin Dept. and Welfare Dept. directly or through PC member.



Non-Discrimination

FPG always believes that basement of a employee is his own capacity, capability & ability. Every employee is getting promotion, increment and other facilities in basement of ability. Discrimination on any ground is not allowed in the company.



HUMAN RESOURCES (HR) POLICY

PURPOSE OF DOCUMENT

The purpose of this document is to provide a detailed reference manual for all aspects of Resource Management of FPG.



REFERENCE DOCUMENTS

The procedures to be adhered to by those responsible for the management of Human Resources are in accordance with the following documentation.

The Employment of Labor Act-2006 amendment 2018

Human resource of an organization is the main driving force for its operation, development and success. The employer should know how the employees will contribute to the company and the employees should get the proper evolution of his labor. HR policy is the media to convey the motive of the employer to the employees and the employee gets the information regarding the rules and regulation that will regulate their services and facilities that will be extended to them. HR policy establishes a bridge of bilateral relation between employer and employees; it is a contract of faith and dependence, which rules over both sides. Therefore, the employees working in different positions and departments are united in their common endeavor to contribute to the strength and growth of Fashion Power Group (FPG).

OBJECTIVES

FPG believes providing uniformity throughout the organization and based on that belief the objectives of the HR policies are as under:

Attract quality employees with good caliber.

Retain and motivate all employees with a view to maximizing their contribution with enhanced efficiency and productivity

Provide a working environment in which employees at all levels and in conformity to their positions are treated fairly and consistently wherever they are required to work and thus developing and maintaining an effective workforce.

Develop employees to assume position of authority and responsibility in the Organization with a thorough knowledge and commitment to the Organization's objectives.

To achieve the above objectives, the Organization recognizes the basic aspirations of employees as individuals which may be stated as:

Employees desire worthy and challenging work

Employees want to be associated with organization's objectives and feel committed to them

Employees have joined the organization to pursue a meaningful career

Employees are willing and ready to accept responsibility

Employees expect recognition of their contribution and rewards commensurate with their merit and performance.

HUMAN RESOURCES (HR) POLICY

HR policy of FPG will comprise of rules and regulations of the following steps of function

Existing posts
Requirements for each post
Advertisement
Committee
Interview
Evaluation
Appointment
Joining terms & conditions
Medical fitness

Orientation & Induction
Training and Development
Attendance
Salary, wages and other facilities like House rent
medical allowance, transport allowance, festival
bonus and other incentive.
Promotion/Increment
Leave
Job specification, Duty Roster.
Duties and Responsibilities.
Disciplinary actions against Misconduct, in sub
ordination, nonresponsive to duties, breach of
contract, and any activity against discipline.
Termination, Dismissal, Discharge, Resignation,
Notice before resignation, Death.



Recruitment Policies:

Objective:

To plan for Manpower requirements on basis of hiring personnel form and ensure a fit between the people selected and job specification.

Coverage:

All levels Policy

1. The need for recruitment may arise due to following:

Additional business, which leads to a considerable Increase in work.

A specialized skill not available with present Manpower.

Vacancy caused by resignation and it is value adding to fill up the vacancy i.e. the need for the job still exists.

2. Head of the department / Manager should anticipate the need for additional manpower, based on which a projection/plan for the forthcoming quarter should be drawn up. The same should be recommended by head of department and forwarded to Human Resource Head for his comments and approved by the Managing Director, based on which the recruitment process shall be initiated. Personnel Requisition form should be filled up for all positions approved. Personnel Requisition for all positions currently existing in the company should be made available to HRD.

HUMAN RESOURCES (HR) POLICY

3. Prior to initiating an external search, suitability of employees within the company vis-à-vis the job profile under consideration should be determined. If there is an internal recommendation by the concerned department head, the same has to be ratified by HRD and Managing Director. On approval, the employee will be informed of the re-designation/promotion in writing.

4. Ex-employees may be considered based on performance during employment, reason for exit and quality of experience gained after leaving the company.

Sources of recruitment:

5. The order of preference for an external search will be:

Direct contacts for top level

Head Hunter

Advertisements

However, depending on the urgency of the recruitment, a combination of the sources may be utilized.

6. Recruitment advertisement will be released directly (not through consultants) and will normally carry the name of the company. The decision to advertise should be approved by the Head of the Admin & Human Resources department.

7. Prior to utilizing the services of Head Hunter, HRD shall finalize their terms and conditions.

Interview Process:

8. Applications would be screened keeping in mind the position profile, based on which HRD prepares an initial short list of potential candidates.

9. Interviews will be free from bias and will adopt the principle "right person for the right job".

10. Interview will be conducted as follows:

For position in graded to the first round of interviews will be conducted by HRD team for initial screening and thereafter the second round of interviews will be conducted by the head of department.

The short-listed candidates will meet the Head of Human Resource for a second round of interviews and final selection.

Joining Formalities

10A documents required on joining, should be submitted in the date of joining. The employee will be handed the appointment letter after finalization. All appointment letters should be signed by the Head of Human Resource.

Requirements for job application:

A complete CV

Photocopy of Educational certificate.

National ID Card/Certificate form UC chairman or ward Commissioner.

Experience Certificate

Blood Group

PP Photo 04 Copies

HUMAN RESOURCES (HR) POLICY

After evaluation the candidate, will be on probation for a period of Three (03) months from the date of appointment. During this period, Daily jobs, attendance & conduct will be under scrutiny. If quality of works is not satisfactory it may be extending three (03) months more. During the period of probation, services can be terminated without assigning any reason if quality of works is not satisfactory if his performance is found satisfactory after six months his service will be regularized as a permanent employee of the company.

Orientation: After recruitment the candidate will undergo an orientation course of his job before he starts working. The orientation course includes introduction to all employees of the factory and the job to be done by him.

Attendance: The first and foremost duty for an employee is to attend his work place in time. Regular late presence is a ground of taking disciplinary action against the employee. In such cases the employee should be asked to explain the cause of late presence. If it becomes a regular practice by the employees, he will undergo disciplinary action and necessary proceeding may be drawn against him by a committee to dismiss the employee from his job.

Training and Development: Company will provide training necessary to ensure the job is done perfectly and effectively. This sort of training will help the employee for his further professional development.

Duty Roster: On the basis of the requirement of effective production process the factory management will prepare duty roster for the factory workers and employees which should be strictly followed by them for the interest of the company's production. Duty roster is not a hard and fast for all the time. The factory management may bring necessary changes in the duty roster as it is deemed by them.

When production is stopped for a period of time the factory people will follow the normal office time as scheduled by the management.

Job Description:

Job description will be provided as per the company requirements comparison with job designation and nature. **LEAVES:**

Leave is a privilege and cannot be claimed as a matter of right. The manager or the person empowered to grant leave shall have the discretion to refuse or revoke the leave of any description when the exigencies of his services so require.

Particulars

No. of Days

Particulars	No. of Days
Weekly Holiday	One (01) day (Generally Friday/Saturday). But an employee when required to work on a Friday/Saturday or holiday a "day off" shall be given as a substitute on any other day
Casual Leave	Ten (10) Days / English Calendar Year
Sick Leave	Fourteen (14) Days / English Calendar Year
Festival Leave	At Least Eleven (11) Days / English Calendar Year

Maternity leave for Female Employee: A female employee after completion of 06-month service with FPG will be entitled for maternity leave provided. The leave application will come to the HR department along with medical certificate mentioning the expected date of delivery.

The period of leave will constitute with 08 weeks before and 8 weeks after delivery with pay. If the employee is not in a position to resume her duties after the expiry of her entitled leave she will be allowed to enjoy leave for her full recovery. In such cases her further absence will be treated as leave without pay (LWP).

Benefit

Benefit in Case of Accident: If any employee faces any accident while working in organization or faces any road accident while traveling for company's official purpose, he/she will get treatment facility as per medical certificate from physician or from the Hospital authority where he was admitted for treatment and the period of absence for treatment will be treated as leave with full pay.
All employees will be in under coverage of insurance.

LEAVE RECORDS:

HR department will maintain a register to keep records of all types of leaves, file up the leave application along with attached certificate and other papers so that transparency can be maintained in every respect of keeping record.

Complain Handling:

Complain from the side of an employee should be handled very quickly and carefully so that the employee can get this pleasure that the management is very kind and caring to them. To settle minor, complain, his superior will discuss the matter with the employee and manage it tactfully with in very short time so that it cannot aggrieved farther.

If it is a big issue a committee will be formed as per the rules and regulations for quick investigation and settle the grievances of the employee in consultation with the incumbent for an amicable settlement for employee satisfied.

DISCIPLINARY ACTION FOLLOWING GROSS MISCONDUCT

Organization believes in a first place in goodwill, commitment and dedication of its employees. However, under demanding situations appropriate and definite disciplinary procedure may be applied.

The following acts and omissions by an employee would amount to gross misconduct warranting immediate disciplinary actions:

Willful insubordination or disobedience, whether alone or in combination with others, in response to any lawful or reasonable order / instruction by their supervisor,

Theft, fraud or dishonesty in connection with business or property (Zero tolerance),

Taking or giving a bribe or any illegal payment (commission money) in connection with business (Zero tolerance),

Habitual absence or unauthorized leave exceeding 10 calendar days,

Habitual late attendance, habitual leaving early for or returning late from lunch break,

Habitual non-compliance with any law or rule or regulation,

Habitual negligence or neglect of work causing unacceptable loss, damage or injury to business or property,

Treacherous or disorderly behavior (with superiors or sub-ordinate staff) or any act subversive of discipline which causes serious damage to the congenial working atmosphere in the office (Zero tolerance),

Falsifying, tampering with or causing damage or loss to official records. Documents, etc. (Zero Tolerance).

Resorting or inducing others to an illegal strike or go-slow:

Drunkenness, gambling, riotous, disorderly or indecent behavior while on duty;

Distribution or exhibition of any paper, hand bills, pamphlets or posters not related to company's business or interest within the office premises,

Holding of non-functional meeting within the office premises without permission of the authority,

Leaving of work without permission, disappearance from the seat or place of work without permission during duty hours,

Lending to or borrowing money from a subordinate,

Undignified, rude or indifferent dealing with any customer or fellow employee,

Or any act subversive of discipline.

Benefit

PRINCIPLES OF THE PROCEDURE

The principles of the disciplinary procedure adopted by Fashion Power Group are as follows:

No disciplinary action will be taken until the alleged breach of discipline has been fully investigated;
Employee will be advised of the nature of the complaint;
A formal disciplinary interview will be held to enable a proper hearing of the case; and the employees will be given the opportunity to present their case;
No employee will be dismissed for their first breach of discipline except in the case of gross misconduct as above;
Fashion Power Group management will have the right to proceed with the disciplinary action depending on the severity of the occurrence;
Employee activities "tantamount to sex abuse of any form will call for immediate termination, bypassing the standard disciplinary procedure and without giving any notice for termination.

PROCEDURE

The following stages of the disciplinary procedure are applicable

Censure;
Stoppage of increment or promotion on grounds of inefficiency, irregular attendance and misbehavior;
Recovery from the pay of the employee of the whole or part of a pay to defray any pecuniary loss caused to the company/enterprise by negligence, default or breach of orders or of contract on the part of the employee;
Reduction in rank;
Dismissal from service;



RESIGNATION OBJECTIVE

It is the policy of the Organization to make a reasonable effort to retain good employees who appear to be resigning due to reasons which might be corrected.

POLICY

When an employee announces his/her intention to resign, immediate steps should be taken to determine the real cause, and where possible and desirable. Correct the Situation in order to retain the employees.

ADMINISTRATION

Permanent employee who wishes to resign must give two-month advance notice as stated in the letter of appointment.

If a permanent employee resigns without giving notice, the Organization may claim two-month pay from the employee in lieu of notice.

An employee's resignation must be made and accepted in writing and a copy should be sent to the HR Department. The Organization should always ascertain the reason for resignation.

When an employee serves advance notice, immediate removal from duties may occasionally be desirable to minimize the adverse effect on other employees.

PAYMENT



PAYMENT

Full and Final settlement will be done within 07 working days.

TERMINATION

OBJECTIVE

It is the policy of the Organization to make a reasonable effort to retain good employees. Before termination all facts must carefully be reviewed.

POLICY

It is sometimes possible that an employee is not performing well because of various circumstances. Consequently, it is sometime possible to arrange for a transfer where his/her output may improve and thus prove mutually beneficial to both employees and the Organization.

ADMINISTRATION

For termination of the services of a permanent/temporary employee by the employer, 120 days" notice in the case of permanent employee and 60 days" notice in the case of Temporary Employee shall be given by his employer. Provided that pay for 120 days or 60 days, as the case may be shall be paid in lieu of such notice provided further that the worker whose employment is so terminated.

PAYMENTS

Full and Final settlement will be done within 07 working days.

All the policy may can change, amplification or amended if required in connection with business comparison with laws and amendment of new rules added in Bangladesh Labor Act.

Our Trainings



In addition to the trainings provided through the different sustainability programs, a variety of generalized trainings are provided to FPG's employees' in monthly basis plan. These are included, but not limited, to the following

Particulars of Trainings

Orientation of newly recruited workers and employees on Labor Act and Company regulations.
 Company CoC
 Working Hours, Extra Duties and it's calculations
 Compensation and Benefits
 Zero Tolerance policy
 Threat awareness
 Occupational Health & Safety
 Worker Rights and Responsibilities
 First Aid
 Safety Measures for Chemical Using
 Electrical safety Awareness
 Earth Quake Awareness
 Personal Protective Equipment
 Boiler Operating Procedure
 Fire Safety
 Expecting Mother Awareness
 HIV/ AIDS
 Transmittable/Non-Transmittable diseases
 Machine Operating Procedure
 Disciplinary Procedure
 Grievance & Complaint Management
 Participation Committee function and contribution
 Environmental Awareness
 Buyer Code of Conduct
 Certification and Platform CoC





Our Internal Audit & Control

The Audit Committee

The Audit Committee focuses on three key areas, such as
Financial Reporting
Risk Management
Internal & External Audits (Legal Compliance)



Financial Reporting

In any supply chain, Audit Committee use their techniques to ensure the competitive market price which is directly impact on finance as well as other financial terms are monitored strongly by them and it's a completely an independent team.

Indirectly this committee monitor the materials check in check out along with necessity of industry.

Risk Management

The company places great importance on a Risk Management and it is the board of higher authority of administration that is tasked with ensuring that appropriate risk management systems are

Internal & External Auditor

The internal auditor (CHO & Factory) is responsible for the daily internal control of the Company's financial operations.

An external auditor who is hired from the 3rd party company's once in a year to audit the financial statement of the Company.

fpg



at a
glance

FPG FASHION POWER GROUP

Fabrica Knit Composite Ltd.

Fabrica Knit Composite Ltd.

It was founded in 2006 as a garments manufacturing facility and exporter of garments for Men, Women and Kids with the operation of Cutting to Packing. But we really glad to say, the last couple of years it grows up more than 300 percent and this said unit has introduced all stages of production started from Knitting, Dyeing, Finishing to Cutting, Sewing and Packing under one roof in new workplace of Bashaid, Ashulia, Dhaka, Bangladesh. Fabrica Knit Composite Ltd. Always committed to ensure all types of quality standard each and every corner along with keeping the optimum standard of Code of Ethics.

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FPG

RMG UNIT

RMG UNIT

06 STORYED BUILDING

26,500 SFT / FLOOR-159,000 SFT

PRODUCTION AREA



DYEING UNIT 77,000 SFT

PRODUCTION AREA

CAPACITY: 28 TON/DAY FINISHING: 30

TON/DAY



KNITTING UNIT

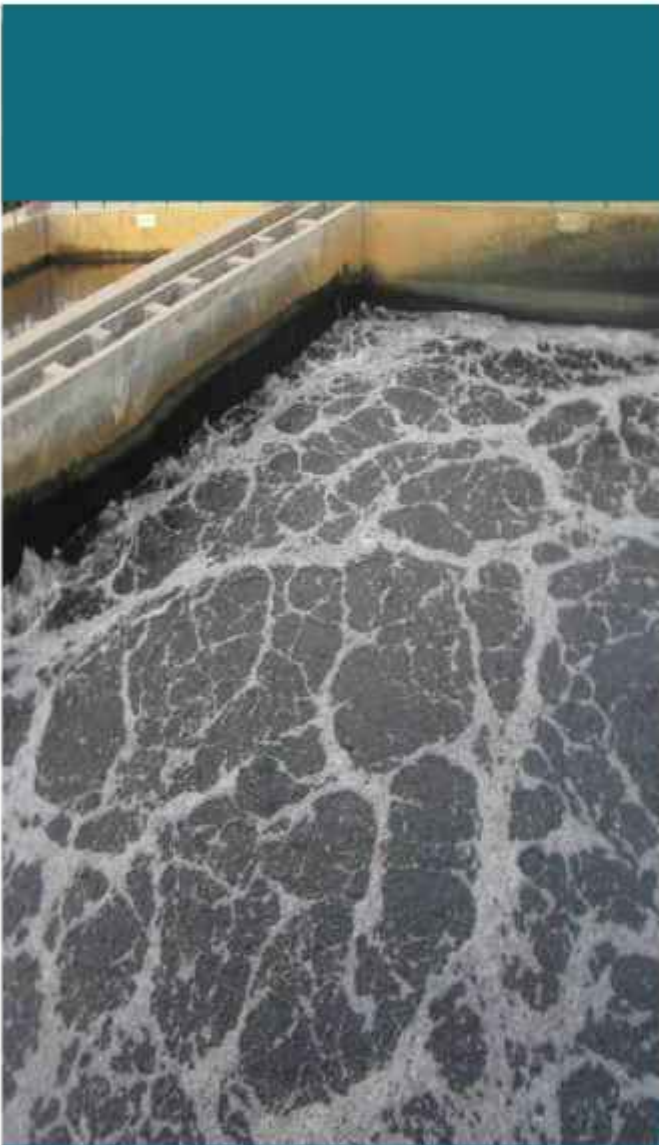
KNITTING UNIT
20,000 SFT PRODUCTION AREA
CAPACITY: 15 TON/DAY



50 LINES
**95,000 PCS/
DAY**
**WORKFORCE:
3150**

IN HOUSE BIO-CHEMICAL BASE ETP PLANT CAPACITY: 100 M3 / HOUR

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IN HOUSE CHEMICAL LAB



FNF Trend Fashion Ltd.

It was founded in 2007 as a woven garments manufacturing facility and exporter of garments for Men, Women and Kids with the operation of Cutting to Packing with 03 lines. But we glad to say, the last couple of years it grows more than expectation and now 12 lines are introduced in this project with the capacity of 15000 pcs/day in Jamgora, Nobiullah Mir Mansion, Ashulia, Dhaka, Bangladesh.

FNF Trend Fashion Ltd. Always committed to ensure the ethics of compliance along with commitment to the buyers.

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RMG UNIT
07 STORYED BUILDING
15,000 SFT / FLOOR-105,000 SFT
PRODUCTION AREA



32 LINES
52,000 PCS/DAY
WORKFORCE:1750

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FPG

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FSD PRINTING & PACKAGING 18,000 SFT PRODUCTION AREA

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18,500 SFT / FLOOR-111,000 SFT
PRODUCTION AREA TOTAL
LINES- 12 (KNIT-16 LINES &
WOVEN-18 LINES) PRODUCTION
CAPACITY- 12,00,000 PCS/MONTH

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SAMPLE & R&D WITH STORAGE 49,000 SFT

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IN HOUSED MACHINERIES

HOPE FULLY 160
LINES WILL
INCREASE IN 200
LINES IN 2023 WITH
HIGH GRADE
MACHINERIES
FOR KNIT & WOVEN





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THE JOURNEY TO BE CONTINUED

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