 <p>মুনলাক্স নীট গার্মেন্টস লিঃ Moonlux Knit Garments Ltd. এম.এস টাওয়ার-০৩, সিদ্ধিরগঞ্জপুল, সিদ্ধিরগঞ্জ, নারায়নগঞ্জ-১৪৩০।</p>	<p>পলিসির নামঃ পণ্যের নিরাপত্তা ও বৈধতার পদ্ধতি। Name of Policy: Procedure for Product Safety and Legality.</p>
<p>এই পলিসি কার্যকর করার দায়িত্বশীল ব্যক্তি</p>	<p>কার্যকর তারিখ : ০১/০৪/২০২৪ইং। নবায়নের তারিখ : ৩১/১২/২০২৫ইং। বিভাগীয় প্রধান (কমপ্লায়েন্স এবং প্রশাসন), কমপ্লায়েন্স ও ওয়েলফেয়ার অফিসার, নিয়োগ কমিটি, মেডিক্যাল অফিসার সময় নিয়ন্ত্রণকারী বিভাগ, মেডিকেল বিভাগ, এবং সংশ্লিষ্ট বিভাগীয় প্রধানগন।</p>

পলিসির নামঃ পণ্যের নিরাপত্তা ও বৈধতার পদ্ধতি।

Name of Policy: Procedure for Product Safety and Legality.

Purpose: The purpose of this procedure is to make sure all production areas properly handle the sharp tools and follow & fully understand safety-requirements. Moreover, it is to make sure that our products are safe for our end customers.

Scope: It covers all the activities relating to sharp tools control in sewing, cutting and finishing areas. It also encompasses the buyer product safety requirements.

Authority and Responsibility:

Head of HR and Admin: Responsible for recognizing buyer safety product requirements. Head of HRD has been given authority to access on legislation website with adequate security. Head of HRD will communicate the product safety and legality issues to the bottom-line employees through training.

Merchandiser: Responsible for Order handling.

Sewing, Cutting, Production and Finishing Manager: Responsible for Sharp tool control.

Procedure:

Moonlux must not place a product on the market unless it is a safe product taking into account in particular-

1. The characteristics of the garment product, including its composition, packaging, instructions for assembly & maintenance.
2. The effect on other garments products, where it is reasonably foreseeable that it will be used with other cloth products.
3. The presentation of the product, the care labeling, any instructions for its use & disposal & any other indication of information provided.
4. Categories of consumer at serious risk when using the product, in particular children. This final point applies regardless of whether the item is intended for use by children or adults, if that item is considered to be in any way appealing to children.
5. It is essential that products must be safe to wear or use & must keep to all relevant laws. It is the customer responsibility to ensure that all goods supplied comply with all current rules & regulation & to keep up to date with any proposed change to current legislation.
6. Inadequate inspection procedures or poor supervision that could lead to a breach of safety are unacceptable & must be avoided.
7. Moonlux must make sure that all products are safe. Moonlux must make sure that all necessary precautions are taken during production to keep any risk to customer as low as possible. Moonlux must also tell it's customers, if it finds out about any issues that could risk the safety of customers.



মুনলাক্স নীট গার্মেন্টস লিঃ
Moonlux Knit Garments
Ltd.

পলিসির নামঃ
পণ্যের নিরাপত্তা ও বৈধতার পদ্ধতি।

**Name of Policy:
Procedure for Product Safety and
Legality.**

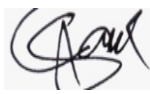


- Moonlux must consider the Buyer Product Safety Requirements while order is taken and Moonlux must satisfy the safety requirements with high care.

Sharp Tool Control:

1. Several types of sharp tools used in the manufacturing process need to be strictly controlled in order to prevent any accidents may happen:
 - Scissors, clippers, Cutting machine blades, Utility knives, Metal taper, Mechanic tools: screw drivers, hammers,
 - In additional other sharp objects are not allowed being in manufacturing process: staples, metal paper clips, pins including bundling, tacking, securing components or packaging of any product.
2. Sharp tools control procedures:
 - Sharp tools are controlled at each section by supervisor.
 - Attach name and ID # of assigned worker.
 - Scissors, clippers must be secured in workstation to avoid being accidentally packed with garments.

If can not be secured:

- Those are distributed by supervisor, and returned to supervisor and recorded by daily base.
 - Keeping in locked closet when not in use.
3. PSC (Product Safety Coordinator) checks the needles, metal and sharp tools in all sections daily base. PSC has to remind workers secure the sharp tools when in use or not in use. If found any unsecured metal fragments on the floor, immediately report to the production manager.
 4. If any damaged, broken... metal tools need to be newly exchanged, it must be properly recorded with manager confirmation.
 5. In case of missing any sharp tools on the floor, must be informed to the section manager immediately for searching and taking corrective actions.

Number	Page	2 of 2	Prepared By	Approved By
Revision	00			
Date Original	01-04-2024.			
Next Date of Revision	31-12-2025		Manager (HR & Compliance)	Managing Director