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REPORTING PARAMETERS

Reporting Cycle: January 1, 2022 to December 31, 2022

Robin Printing & Packages Ltd.

Unit 1: 56-58, BSCIC I-E, Tongi, Gazipur
Unit 2: Holding No – 138, Block – G, Ward No. 6,
Ujilab, Mawna, Sreepur, Gazipur.
Head Office: Robin Tower, 1st floor
42/43 Purana Paltan, Dhaka, 1000, Bangladesh

Key Contact: audit@robinpp.com



INTRODUCTION



As members of the upper management team at Robin Printing & Packaging Limited, we wanted to take a moment to emphasize our unwavering commitment to Environmental, Social, and Governance (ESG) initiatives. We firmly believe that addressing these crucial areas is not just a responsibility, but an opportunity to create a better future for our company, the people we serve, and the environment we share.

At Robin Printing & Packaging Limited, we recognize the urgent need to reduce carbon emissions and ensure long-term sustainability. We understand that our operations have an impact on the environment, and we are dedicated to minimizing that impact at every stage of our processes. Through ongoing research, innovation, and investment in sustainable technologies, we strive to implement lower carbon usage across our operations. By doing so, we aim to contribute positively to the global fight against climate change while fostering a greener and healthier planet for future generations.

In our pursuit of sustainability, we are acutely aware of the interconnectedness between the economy, environment, and society. We firmly believe that business success should not come at the expense of social progress and environmental protection. Therefore, our ESG initiatives are carefully designed to consider all social, corporate, and environmental factors, aligning our actions with our responsibility towards Bangladesh's economy, environmental preservation, and social development.

To ensure the effectiveness of our ESG initiatives, we have implemented comprehensive measures that encompass the following key areas:

Environmental Stewardship: We are actively investing in state-of-the-art technologies and processes to minimize waste generation, promote recycling and reuse, and optimize energy consumption. Through these efforts, we aim to reduce our ecological footprint and contribute to the preservation of Bangladesh's natural resources.

Social Responsibility: We strongly believe that our employees are our most valuable asset. Hence, we prioritize their well-being and professional growth by providing a safe and inclusive work environment, fostering diversity and equal opportunities, and supporting employee health and wellness programs. Additionally, we actively engage in community development initiatives to uplift local communities and create a positive impact beyond our organization.

Good Governance: Transparency, ethical conduct, and accountability are the pillars of our corporate governance framework. We adhere to stringent compliance standards, promote responsible business practices, and maintain open channels of communication to ensure that all stakeholders have a voice in shaping our ESG strategy.

By focusing on these areas, we are not only safeguarding the long-term success of Robin Printing & Packaging Limited, but also fulfilling our broader obligations to society and the environment. Our commitment to ESG initiatives is not a mere checkbox exercise but an integral part of our organizational DNA, guiding our decision-making processes and driving positive change at every level.

We firmly believe that by championing sustainability, we can set an example for the industry, inspire our peers, and contribute meaningfully to the betterment of Bangladesh's economy, environmental protection, and social progress.

Thank you for your unwavering dedication and commitment to these important initiatives. It is through our collective efforts that we can create a more sustainable and prosperous future for all.

A MESSAGE FROM OUR MANAGING DIRECTOR

In 2022, our company faced the challenge of sustaining operations and people amidst the COVID-19 pandemic. However, we are pleased to announce that we not only overcame these difficulties but also achieved growth. Our business volume with our customer increased 10% between 2019 and 2020, with further growth of 21% between 2020 and 2021 and 5% growth between 2021 and 2022. Emphasizing the growing importance of sustainability, we are introducing our first Sustainability Report for 2022.

As part of our commitment to continuous improvement, we are adopting the Environmental, Social, and Governance (ESG) approach and integrating it into our core values and culture. Our sustainability targets are based on the United Nations Sustainable Development Goals (SDGs), and we have set ambitious goals for gender equality, responsible resource usage, social and environmental awareness, carbon emissions reduction, and diversity.

The Sustainability Report 2022 follows the Global Reporting Initiative (GRI) Standards, enabling us to combine sustainability and financial information effectively. Sustainability has proven to be a strong driver of business, facilitating the involvement of all departments in our sustainability journey.

Robin Printing & Packages, a leading supplier of printing and packaging services to both local and global brands, has been recognized for its compliance and quality. We aim to continue maintaining high standards in the fiscal year 2022-23. Through various initiatives, such as performance analysis, capacity building workshops, and stakeholder dialogues, we strive to empower all.

Aligned with the UN Global Compact principles, we are committed to ensuring a sustainable future for all. We believe that the journey towards sustainability is ever evolving and hence, we aspire to continue our expansions with our core sustainability values paving the way, creating satisfaction for employees, communities, and stakeholders.

We extend our gratitude to all stakeholders for their ongoing support.



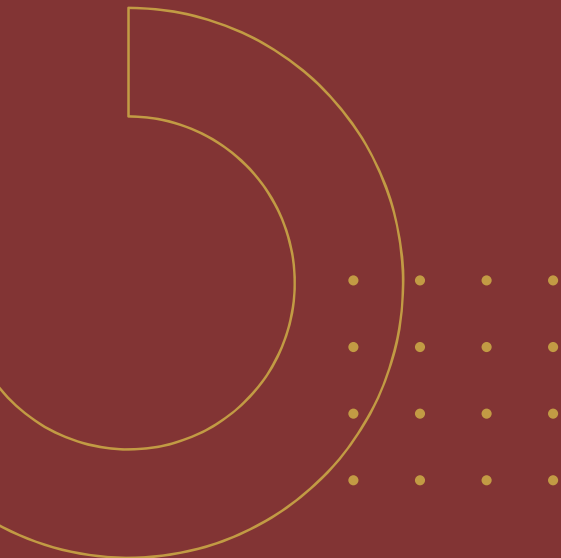
We believe that the journey towards sustainability is ever evolving and hence, we aspire to continue our expansions with our core sustainability values paving the way.

Fahim Hussain
Managing Director



“ At Robin Printing & Packaging, 'A Print Above the Rest' is not just about our products and services, but about upholding the highest standards in everything we do. From our employees to the environment, economy, and global impact, excellence is ingrained in our core values. ”

Shameem Hussain
Director



Robin Printing & Packaging remains committed to its sustainability reporting journey, placing emphasis on the economic, environmental, and social aspects of our operations. As we continuously improve our reporting practices, we strive to provide transparent insights into our management of economic, environmental, social, and governance performance.

“ We're thrilled to share our clear roadmap for achieving ESG targets. Key goals include tree plantation, energy/GHG reduction, enhanced working standards, and improved gender equality. These targets reflect our commitment to a sustainable future and positive impact on the environment, society, and stakeholders. ”

Shaheen Hussain
Director



PRIORITY ESG'S

We are delighted to share our sustainability report, aligned with the GRI Sustainability Reporting Guidelines. This comprehensive report centers around goal setting, performance measurement, and the adoption of enhanced practices. Through a diverse range of sustainability initiatives, we have successfully contributed to the betterment of our organization and the communities we serve.



SOCIAL

We value our employees and prioritize their well-being through a positive work environment that supports growth, while placing utmost importance on their health and safety.



ENVIRONMENT

We prioritize minimizing our environmental impact, conserving resources, and exceeding regulations by reducing carbon footprint, conserving water, and managing waste effectively for future generations.



ECONOMIC

We prioritize sustainability, aiming to reduce waste, conserve resources, and deliver high-quality products. We collaborate with stakeholders to create positive change and support local communities.



PRODUCT

At RPPL, we are committed to enhancing the quality of our products while mitigating their environmental footprint and ensuring consumer satisfaction.



OUR ESG STRATEGY



Robin Printing & Packaging Ltd. is dedicated to delivering innovative printing solutions and exceptional service through collaborative partnerships with all stakeholders. We prioritize sustainability, ensuring our operations have a positive impact on the environment and society.

ROBIN'S ESG TARGETS

BY 2025



Distribute 600 Trees by 2025



Energy use reduction by up to 5%



Reduction of Ground Water Usage by 4.5%



Reduce waste generation by 5%

BY 2027



35% Reduction in GHG Emissions



Energy use reduction by up to 35%



Reduction of Ground Water Usage by 10%



Reduce waste & improve non-hazardous waste disposal by 10%



Increase solar capacity across RPPL facilities

ENVIRONMENT

- Afforestation
- Water
- Energy & GHG Emissions
- Waste
- Climate Change

SOCIAL

- Gender Equality
- Employee Benefits
- Safety
- Human Rights

GOVERNANCE

- Business Ethics
- EHS Compliance
- Regulatory Compliance

OUR ESG STRATEGY AT A GLANCE

Robin Printing & Packaging Ltd. is dedicated to delivering innovative printing solutions and exceptional service through collaborative partnerships with all stakeholders. We prioritize sustainability, ensuring our operations have a positive impact on the environment and society.

ESG Topic	Robin Printing & Packaging Ltd.'s Goals
Afforestation	Aim to distribute 600 trees by 2025 & create environmental dialogue with internal communities
Water	Aim to reduce groundwater consumption by 10% by 2027
Energy & GHG Emissions	Aim at reducing energy consumption and GHG emissions by 35% by 2027
Climate Change	We will monitor carbon emissions, make eco-conscious chemical purchases, and transition to renewable energy sources for RPPL operations company-wide. Aim at introducing Solar Panel System by 2027 to reduce electricity consumption.
Gender Equality	Aim at improving the proportion of female employees to 25%+ by 2027
Employee Benefits	Aim at cultivating a collaborative environment and create a harmonious workplace where team building dialogue flourishes, ensuring the happiness of all employees.
Safety	We prioritize the safety of our workplace and have installed comprehensive fire safety equipment across all three printing factory sites in Gazipur. Our 24-hour staff is trained to respond promptly to any fire emergencies, ensuring rapid response and risk reduction.
Human Rights	The Mohammad Hussain & Syeda Fahima Hussain Scholarship is dedicated towards closing the gap and creating opportunities for educational advancement by providing support and uplifting families of our employees.
Business Ethics	Continue to maintain 100% Tax Compliance & Business Conduct
EHS Compliance	Adhere, oversee and maintain our EHS Committee's Compliance guidelines
Regulatory Compliance	Strive for 100% adherence to IFC's Corporate Governance framework

TESTIMONIALS FROM OUR STAKEHOLDERS

Madern International B.V. is proud to be a supplier of rotary cutting and creasing tooling to Robin Printing & Packages Ltd. Over the recent years both companies have established and intensified their co-operation and make it a mutual success.

Madern International B.V., the Netherlands



It has been a pleasure and honor for Siegwark India to be associated with Robin Printing and Packages for over two decades as their Strategic Partner for Ink Systems. They are truly a team of Professionals who believe and deliver consistent Quality, raising bar and setting new benchmarks. Robin Printing and Packages is truly trustworthy and transparent in their business dealings.

**Ashish Pradhan,
CEO, Siegwark India**

We have been working with Robin Printing since 2007 as a supplier to British American Tobacco Gravure Cylinders. In that time, we have found Robin to have a very professional approach in their technical and business dealings with us. The personnel at Robin with whom we have had dealings with in that time, have been very accommodating to our requests and their understanding of the printing needs has been exceptional. This has resulted in very high-quality products being printed by Robin Printing for our mutual customer.

**Capitol Gravure International PTE LTD.,
Singapore**



ENVIRONMENT



Robin Printing & Packages Ltd acknowledges the significance of environmental stewardship in shaping a sustainable tomorrow. Presented here are a few of the endeavors we have undertaken and aim at implementing to foster a constructive influence. By focusing on these initiatives, we aim to achieve substantial energy savings, promote environmental responsibility, and pave the way for a greener and more sustainable future.



Energy Use Reduction

We are deeply committed to reducing our energy consumption and minimizing its environmental impact. To achieve this goal, we have implemented several key strategies.

Firstly, we prioritize scheduling regular maintenance for our major machines and equipment, ensuring optimal performance and minimizing energy waste, thus contributing to a significant reduction in RPPL's carbon footprint.

Additionally, we aim at embracing energy-efficient practices by installing LED lights, skylights, and daylight systems throughout our facilities. These innovative lighting solutions not only reduce energy consumption but also create a more sustainable and eco-friendly work environment.

Moreover, we are actively investing in solar PV operations, harnessing clean and renewable energy sources to reduce our reliance on fossil fuels and minimize air pollution.



Water Stewardship

Our company is dedicated to taking proactive steps in water stewardship and ensuring effective water governance.

We have implemented various key initiatives to achieve this. Firstly, we aim at installing efficient water fixtures, such as push water taps and dual flush buttons, to minimize water wastage and promote responsible usage.

Secondly, we actively utilize and aim at continuing usage of our rainwater harvesting plant, harnessing the natural resource to supplement our water needs and reduce dependence on external sources.

Lastly, we have set a target to upgrade our septic tanks to a modern Sewerage Treatment Plant (STP) by 2030, aligning with our commitment to efficient and sustainable wastewater management.



Air Emission Monitoring

Our company is steadfast in its commitment to improving the quality of Sox/NOx/PM air emissions by 2027 compared to our current standing. To achieve this ambitious goal, we have developed a comprehensive strategy.

First and foremost, we conduct regular air quality testing every year, ensuring that we monitor and address any deviations promptly.

We are prioritizing safer chemical purchases, opting for environmentally friendly alternatives that have lower emission profiles. We also set stringent standards for the procurement of chemical and other raw materials, ensuring that they meet safety and sustainability criteria.

ENVIRONMENT

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Waste Management Strategy

Robin Printing & Packages aims at implementing an effective waste management strategy that prioritizes minimizing plastic use and promoting sustainable practices.

We foster the recycling of large plastic containers, repurposing them for other purposes within our production plants.

Additionally, we are dedicated to reducing our current plastic usage by actively seeking out more eco-friendly packaging alternatives when making purchasing decisions for chemicals and raw materials. By prioritizing sustainable options, we aim to contribute to the overall reduction of plastic waste and promote a circular economy. Furthermore, in our efforts to manage paper waste, we encourage the lower usage of hard copy printing by promoting communication via email or soft-copy documentation. We also collect used paper and ensure it is reused for other purposes, such as printing or lower-level official work, further minimizing unnecessary paper consumption.

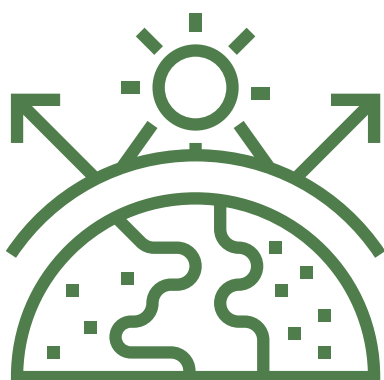


Tree Plantation

Robin Printing & Packages Ltd. takes immense pride in its commitment to environmental sustainability through its robust Environmental, Social, and Governance (ESG) practices. Central to our efforts is our active participation in tree plantation initiatives both on our properties and within the nearby local communities.

Understanding the crucial role of forests in combating climate change, preserving biodiversity, and fostering a healthier ecosystem, we have made it a priority to plant trees in these areas. By utilizing our properties as green spaces, we are dedicated to creating a positive impact on the environment and our surrounding communities.

Additionally, we actively engage with local stakeholders, including community organizations and government bodies, to collaboratively develop and implement reforestation projects. As we move forward, we are committed to continuing our tree plantation efforts, recognizing that they contribute not only to a greener and healthier environment but also to the overall well-being and prosperity of the communities we operate in.



Current GHG Emissions

1267.03

tons

Goal for 2027

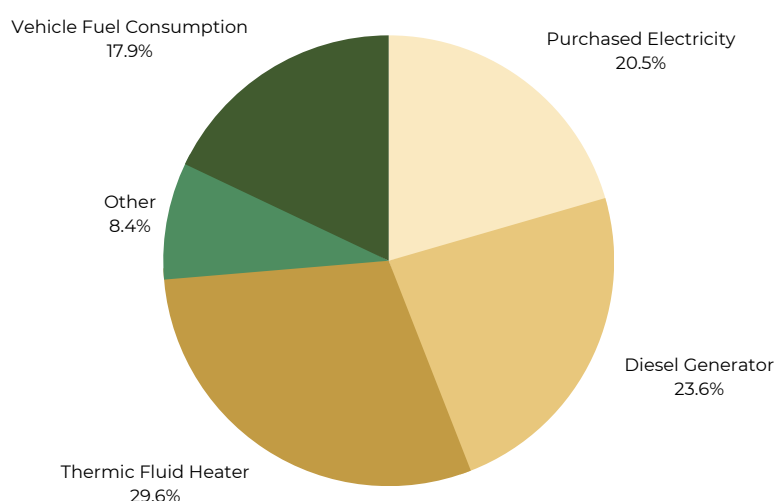
823.57

tons

Robin Printing & Packages Ltd. acknowledges the significant impact of greenhouse gases (GHGs) on climate change. To fulfill our responsibility, we have embarked on a comprehensive journey to minimize our carbon footprint by implementing various measures aimed at reducing GHG emissions across all facets of our operations. This entails a meticulous examination of the machinery used within our facilities as well as the vehicles employed for transportation to identify and address the sources of emissions. In this pursuit, we adhere to the GHG Protocol guidelines, ensuring accurate measurement of our carbon footprint and enabling us to monitor our progress in emission reduction.

In the year 2022, our operations resulted in the generation of a total of 1267.0267 tons of carbon dioxide emissions. This data has provided valuable insights into the specific processes that contribute the most to our emissions. With this knowledge, we are actively working towards implementing targeted strategies to reduce emissions in a process-specific manner. By adopting this focused approach, we aspire to minimize our environmental impact and contribute meaningfully to the global endeavor of combatting climate change.

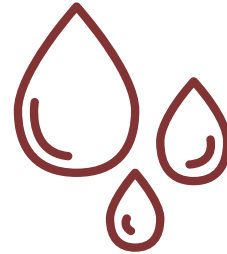
Consumption Area	CO ₂ e (Tonnes)
Purchased Electricity	251.95
Diesel Generator	300.77
Thermic Fluid Heater	378.01
Other (Air Heater + Forklift)	107.08
Vehicle Fuel Consumption	229.22
Total	1267.03



Our Rainwater Harvesting Plant was initially designed to overcome the challenge of collecting and filtering rainwater for various uses, considering the unpredictability of rainfall patterns. Despite this challenge, the plant successfully contributed to a reduction in our groundwater consumption.

At present, our Rainwater Harvesting Plant serves an additional purpose. Previously, the backwash water from our water treatment plants was discharged directly into nearby bodies of water. However, with the integration of the Rainwater Harvesting Plant, we can now reuse this water for domestic purposes.

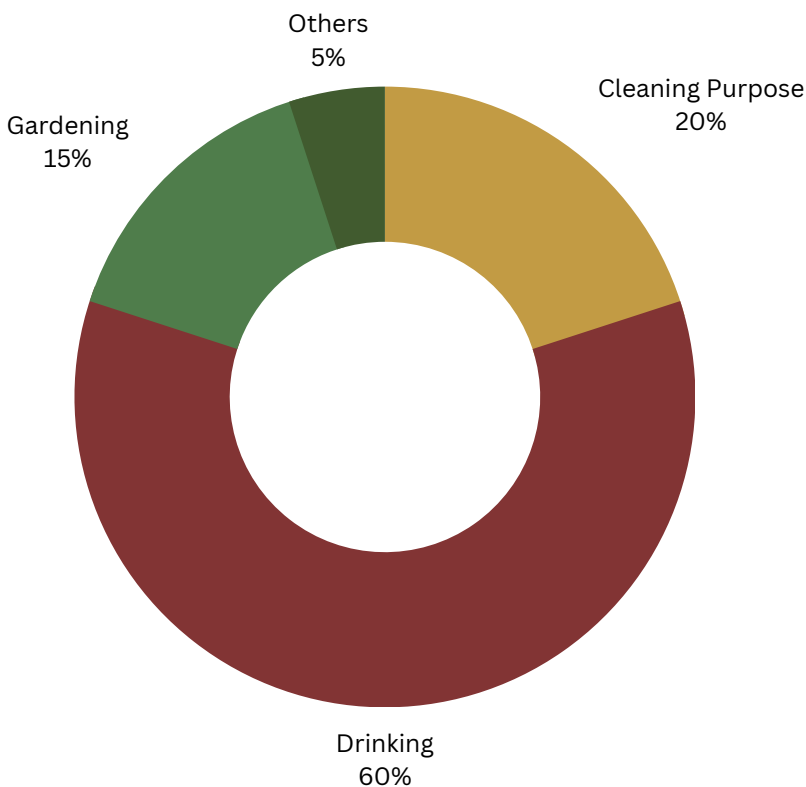
Since its installation in 2020, our Rainwater Harvesting Plant has resulted in significant savings of 1,550 cubic meters of groundwater usage by 2022. This achievement exemplifies our unwavering dedication to sustainability and our ongoing efforts to minimize our environmental impact.



1,550

cubic meters of groundwater saved in 24 months

Groundwater Consumption at Robin Printing & Packages Ltd.



Water Saving Practices at RPPL

To conserve water, RPPL implements the following practices within its premises:

- Transitioning from single flush cisterns to dual flush systems.
- Raising awareness among employees about water conservation.
- Repairing leaking taps and replacing non-aerated water taps with aerated ones.

Materials Used In Our Process

RPPL utilizes paper and chemicals as its primary raw materials. Our suppliers are selected based on their adherence to sustainable practices, including certifications that aim to minimize environmental impact and benefit consumers. Given the diverse raw material requirements in our production processes, paper holds a significant role.

We are actively working towards transitioning all our raw materials to sustainable alternatives to ensure responsible and eco-friendly practices throughout our operations.

Waste Management

The utilization of various raw materials varies depending on the specific production processes. To minimize waste, all input materials undergo careful weighing and tracking. We have implemented electronic devices and in-house developed software for data input, taking us one step closer to paperless systems.

Wastage Category	Volume (Kg)
Non-Hazardous	1,333,487
Hazardous	38,794
Total	1,372,281

Programs & Initiatives for Environmental Sustainability: Energy Saving

The goals of the program include reduction of water, energy and GHG. A summary of implementations and savings are shown below.

- Installation of 5 KW solar power grid
- Installation of air trigger nozzle at open air hose pipes

Chemical Management

The proper management of chemicals is of utmost importance in industries that handle hazardous substances. Our priority is to ensure the safety of our consumers, employees, surrounding communities, and the environment.

As a responsible entity, we strictly follow the restricted substances lists provided by our buyers, using only certified chemicals. We prioritize the well-being of our workers by providing them with necessary personal protective equipment during chemical handling.

Recognizing the significance of a healthy ecosystem and the reliance of communities on water bodies, we actively implement practices aimed at minimizing our operations' impact on the environment and the communities we serve.



New Interventions At Our Printing Plants

We have introduced the latest BOBST/ATN Machine at our printing facility to foster energy savings and reduce human efforts.

Our aim is to continue taking eco-friendly decisions when it comes to upgrading printing equipment at our facilities for a more sustainable future.

Biodiversity Management

At RPPL, our dedication to biodiversity management and minimizing environmental impact is unwavering. We conduct thorough environmental impact assessments for each of our facilities and proactively take measures to prevent any potential harm. These assessments encompass the impact on both local communities and biodiversity.

To ensure minimal impact on communities, we strategically choose remote locations for our industries. However, we acknowledge the potential for adverse effects on local communities and take the following actions to address them:

- Utilizing high-quality machines that emit less noise compared to cheaper alternatives. We carefully position these machines within our facilities to mitigate noise pollution.
- Carbon emissions from our machines can impact local air quality and contribute to rising temperatures. To offset our carbon footprint, we have set a goal to plant 600 trees by 2025. These trees are being planted in the communities surrounding our operations, serving the dual purpose of combating temperature increase and fostering a healthier environment.

Through our unwavering commitment to biodiversity management, we strive to protect the environment and the communities in which we operate.



Environmental Awareness and Employee Safety

We prioritize environmental awareness and employee safety through monthly training sessions on environmental issues and production impacts. New employees, regardless of their level, receive comprehensive EHS briefings, and tailored training sessions are organized by department heads. Our community-based knowledge programs focus on key environmental topics and SDGs such as Climate Action, Life below Water, and Life on Land.

Through initiatives like the "Community Awareness Program on Environment," "Social Dialogue on Climate Protection," "Environmental, Health & Safety Program," and "SDG Ambition Program on Climate Protection," we have reached 93+ individuals in various communities in Bangladesh. These programs aim to create a positive impact not only on our employees but also on the wider community.

Transportation Impact Management

The impacts due to transportation are managed in several ways including the following:

- Regular maintenance is performed on a daily, weekly, and monthly basis.
- Engine servicing is carried out after covering a distance of 3,000 km or every 3 months. This includes thorough washing, engine flashing, and replacing Mobil and air filters, among other tasks.
- Spark plugs are inspected and replaced as necessary.
- Engine valve clearance, both for the inlet and exhaust, is checked and adjusted. Additionally, moving parts are greased to prevent friction.
- Fuel filters are cleaned and replaced to ensure optimal performance.
- Battery water levels are regularly checked and recharged as needed.
- Gear box and axle gear oil levels are monitored and replenished when necessary.
- Windshield/air reflectors are utilized to minimize air drafts.
- Drivers are motivated to minimize fuel consumption and avoid excessive speeding, promoting fuel efficiency and responsible driving practices.

SOCIAL



To ensure sustained growth, Robin Printing & Packages Ltd. recognizes the importance of prioritizing two key pillars: People & Community. Under our holistic understanding of social responsibility, we actively engage with our employees, surrounding communities, and beyond.

Our wide-ranging social initiatives encompass women empowerment, health and hygiene, safety, inclusion, community development, and skill enhancement. As an organization, we embrace our responsibility towards our people and employees, acknowledging the profound impact of our business practices on their well-being. We are committed to serving their best interests and fostering a positive work environment.



Maternity Benefits

RPPL prioritizes the well-being of our female employees as mothers. We ensure that all women working in our company are entitled to 112 days of paid maternity leave, allowing them to peacefully care for and bond with their newborns.

Although our workforce has fewer women due to the nature of certain roles, we are proud to share that in the year 2021-2022, one female employee availed of the maternity leave and returned to work after its completion.

This 100% retention rate signifies the satisfaction of our female employees with the supportive benefits provided during pregnancy and the postpartum period.

Facilities Provided to Mothers

- We offer a relaxing and flexible work environment, ensuring a comfortable experience for mothers.
- Mothers have the option to choose whether or not they want to work additional hours (overtime) and are not obligated to do so.
- Expectant employees are assigned to the general shift duty from 8:00 AM to 5:00 PM, ensuring they are not required to work in rotating shifts.
- We have a secure and conveniently located area dedicated to breastfeeding, providing mothers with a comfortable and private space.

Target Gender Equality

Given the limited number of workers at the factory level, the representation of female employees in our organization was also proportionally small in 2022. Particularly at the managerial level, the number of female employees is significantly lower compared to the total workforce.

Out of 27 employees in managerial positions, only 3 are female. In response, we have formally set a target to achieve 25% female representation in managerial roles by 2026, aligning with the United Nations Global Compact's Gender Equality Accelerator Program: Target Gender Equality.

“RPPL aspires to be recognized as a Bangladesh-based company by the United Nations Global Compact, actively participating in the Target Gender Equality initiative, which contributes to Sustainable Development Goal 5.5.

SDG Target 5.5 aims to ensure women's full and equal participation and opportunities for leadership in political, economic, and public life. To reach this objective, interim targets have been established for each year until 2026. As of the end of FY 2021-22, we have recorded 11.11% female representation in managerial roles, and ongoing efforts are being made to increase this percentage.

Children Education Support Initiative

In 2017, we initiated the Mohammad Hussain & Syeda Fahima Hussain Scholarship program with the aim of enhancing educational opportunities for the children of our employees. Through this program, we have offered financial support to a total of 10 children, enabling them to pursue their education. Additionally, we acknowledge and encourage outstanding academic performance among the children of our employees in primary, secondary, and higher secondary education, inspiring them to pursue higher education.



Wages & Its Impact

At RPPL, we consistently adhere to the government-mandated minimum wage, which applies universally irrespective of gender or location. This standard is followed throughout Bangladesh's industry. The male-to-female entry-level wage ratio is maintained at 1:1. However, in certain cases, we consider prior experience of recruits, which may lead to additional compensation based on the quality and quantity of their previous experience.

ROBIN PRINTING & PACKAGES LTD. PROCUREMENT POLICY



Fair trade

RPPL maintains ethical business relationships with all suppliers, ensuring fairness and justice in trade. We strictly comply with local and international laws and social norms during procurement activities.

Equality of opportunity

Suppliers are selected based on fair competition, regardless of their size or nationality. Thorough assessments are conducted, considering factors such as product quality, price, delivery time, technological capabilities, stable supply capabilities, and management reliability.

Mutual development

RPPL views its suppliers as partners and aims to build trust-based relationships that promote mutual growth and development.

Social responsibility

RPPL, along with its suppliers, actively promotes corporate social responsibility (CSR) initiatives related to product safety and quality assurance, human rights and labor practices, compliance, and environmental preservation.

Product safety and quality assurance

We establish and operate a quality management system, ensuring the safety and quality of products supplied by our suppliers. This includes compliance with safety standards, proper management of chemical substances, and adherence to regional regulations.

Human rights and labor practices

We create a workplace that respects human rights and eliminates discrimination, aligning with global trends. Our focus includes occupational health and safety, compliance with relevant standards, prohibition of child and forced labor, and adherence to local laws and regulations on wages and working hours.

Compliance

RPPL is committed to complying with laws, regulations, and social norms, conducting corporate activities with integrity and ethical conduct. This encompasses anti-corruption measures, respect for intellectual property rights, avoidance of banned materials, and the establishment of an internal reporting system for confidentiality and protection.

Environmental preservation

We establish and implement environmentally-friendly management systems, promoting activities that preserve the environment, reduce greenhouse gas emissions, conserve resources, and minimize waste generation.

Consideration of local communities

RPPL actively engages in voluntary activities to contribute to the development of both the global society and local communities. We respect the traditions and customs of the countries and regions where we operate.

EMPLOYEE BENEFITS

In addition to competitive wages, RPPL offers a range of attractive facilities and benefits to ensure a desirable workplace for all employees. These include:

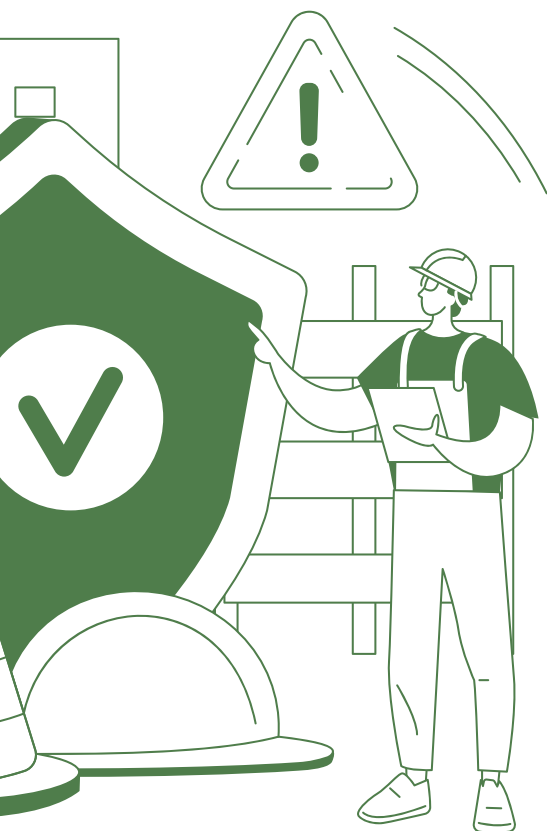
- Comprehensive life insurance, disability, and invalidity coverage as mandated by Bangladesh Labor Law and our Group Insurance Policy.
- An in-house medical center that offers a wide range of tests and outpatient medical services.
- Participation in in-house sports tournaments such as cricket, football, and other activities.
- A Worker-Management Relationship program that addresses personal issues and needs through timely discussions facilitated by the Trade union.
- Festival Bonus/Extra Incentives: While permanent employees are entitled to two festival bonuses as per BLL, Robin employees receive an additional third bonus as an incentive before Ramadan each year, equivalent to half of their basic salary.
- Increased Casual Leave (CL): Robin employees enjoy 12 days of CL per calendar year, exceeding the 10-day requirement under BLL.
- Fixed Earn Leave (EL): Robin employees are provided with 18 days of fixed EL per year, accumulating to an unlimited number before encashment. According to the agreement between the Union and management, the accumulated EL cannot exceed 40 days.
- Iftar & Sehri Allowance: During the month of Ramadan, Robin employees receive allowances for Iftar and Sehri during duty hours.
- Provision of uniforms, safety shoes, and umbrellas to employees annually.
- Annual meal/party: Robin employees celebrate an annual meal/party within the factory premises, typically on either December 16th (Victory Day) or March 26th (Independence Day) each year.
- Company-funded employee picnics held annually.



OCCUPATIONAL HEALTH & SAFETY



RPPL is dedicated to establishing a workplace that prioritizes health, safety, and environmental sustainability. We place great emphasis on educating our workforce about health and safety matters to create a healthy and safe working environment. To ensure the physical well-being of our employees, we adhere to rigorous international safety standards. We recognize that a conducive work environment not only positively affects the health of our employees but also contributes to their overall productivity.



OHS Policy at Robin Printing & Packages Ltd.

Our Occupational Health & Safety Policy and accompanying procedures adhere to both national and international standards. These standards encompass various regulations and guidelines, including:

- The Bangladesh Labor Act, 2006 (Act No. XVII of 2006), along with subsequent amendments and the Bangladesh Labor Rules, 2015.
- Applicable national laws related to occupational health and safety.
- Relevant ILO Conventions.
- Buyers' Codes of Conduct.

All employees at RPPL are covered by this policy, which applies to all units within the organization. We have dedicated teams responsible for overseeing different health and safety requirements to ensure compliance with established standards.

To promote a safe working environment, we maintain detailed records of accidents, injuries, and occupational diseases at RPPL. These records are categorized to analyze specific types of incidents, enabling us to identify areas for improvement and implement necessary changes to minimize such occurrences in the future.

By tracking injuries and occupational diseases within each unit, we can identify potential underlying causes and make proactive adjustments. This is essential because the number of lost days due to such incidents directly affects our revenue. Through these measures, we strive to enhance the workplace for our employees, ultimately leading to increased productivity.

SAFETY MEASURES

Fire Safety

- Fire extinguishers
- Fire blankets
- Stretchers
- Smoke detectors
- Sprinklers
- Fire hose cabinet boxes
- Water drums and buckets
- Fire beaters
- Fire hooks
- Gong bells
- Lock cutters
- Emergency lights
- Safety equipment such as gloves, helmets, gas masks and gumboots
- Mini Fire Station



Building Safety

- Structural assessments
- Bangladesh National Building Code (BNBC) during construction
- Certification with Architectural and Structural Design Standard
- Scaled as-built drawings

Electric Safety

- Top quality cabling and accessories
- Trained technicians for maintenance
- International safety features for equipment
- Maintenance and risk analysis records



Chemical Safety

- Careful assessment of chemicals
- Chemicals and Paints usage policy
- Material safety data sheet (MSDS)
- Regular trainings

RISK MANAGEMENT



RPPL has implemented comprehensive risk management systems to ensure the safety and protection of our workers and assets, considering the nature of our business, the materials we handle, and the scale of our operations. Specific risk analyses are conducted to assess the safety of various work environments within our factories, including areas such as Chemical and Paint storerooms, Paper storerooms, and zones with machinery like printing machines, cutting machines, and generators.

We recognize that different types of waste are generated in significant quantities, such as scrap paper, cardboard boxes, plastic foil, aluminum cans, and paint packaging. To effectively manage risks related to pregnant workers, special considerations are given. In order to minimize potential risks to the fetus, pregnant workers are assigned sitting jobs as most desk jobs are considered safe during pregnancy. However, it is important to address issues such as carpal tunnel syndrome due to fluid buildup and strain on the back, neck, and shoulders caused by prolonged sitting. Pregnant workers are advised to avoid sitting in the same position for extended periods and are granted early leave during lunch breaks while being prohibited from working overtime.

Each risk analysis includes a detailed description of the hazard, its potential consequences, the individuals at risk, and the control measures that can be implemented to prevent or mitigate the risks. Hazard ratings are assigned based on the frequency and severity of occurrence, enabling us to effectively prioritize and address the identified risks.



Fire Safety

Fire safety is a paramount concern within the realm of occupational safety. To address this, the Compliance Department conducts regular audits to ensure unobstructed evacuation paths, well-designed evacuation maps, and adequate lighting in required areas. In order to effectively manage fire incidents, three specialized teams are involved: the fire fighters, the rescue team, and the first aiders.

RPPL has taken proactive measures by equipping all three printing factory sites in the Gazipur district with the necessary fire safety equipment. The primary goal is to prevent fires from occurring within the printing factory buildings and, in the unfortunate event of a fire, to facilitate a rapid response and mitigate risks. The facilities are staffed 24 hours a day, with a focus on prompt and immediate action in case of any fire emergency.

RISK MANAGEMENT

Medical Center

Occupational diseases are prevalent in the workplace due to the nature of work and the surrounding environment. Factors such as dust, heat, chemicals, paints, work stress, and working posture contribute to the development of various illnesses, including coughs, colds, headaches, back pains, allergies, neck pain, and sinusitis. However, many of these diseases can be prevented or effectively treated by utilizing appropriate personal protective equipment (PPE), which we provide to our workers.

Personal protective equipment includes protective clothing, helmets, goggles, and other specialized garments or equipment designed to safeguard the wearer's body from injury or infection. It addresses a range of hazards such as physical, electrical, heat, chemicals, biohazards, and airborne particulate matter.

In the event of any occupational diseases, we have dedicated medical centers/officers available in each factory complex to manage and treat our workers. These facilities also cater to common non-occupational ailments like fever, colds, dysentery, headaches, and body cramps. To enhance awareness among employees and workers regarding various health issues, we regularly conduct awareness programs, meetings, trainings, and workshops. These sessions cover topics such as personal hygiene, including proper hand-washing, water and sanitation practices, and cleanliness, which serve as preventive measures against various diseases.

Furthermore, health and safety committees are established in each factory complex, comprising 6% of the total workforce. These committees play a crucial role in promptly addressing concerns related to medical attention and ensuring the overall well-being of our employees.





COVID-19 RESPONSE

In response to the COVID-19 outbreak in 2020, Robin Printing & Packages Ltd. diligently adhered to all guidelines and directives issued by the World Health Organization (WHO) and the Government of Bangladesh to ensure the safety and well-being of our employees.

To safeguard the population, the government implemented a nationwide "lockdown" from 23rd March to 30th May, 2022. During this period, we took necessary measures to raise awareness and prevent the spread of the virus among our employees. These steps included the installation of hand-washing booths, provision of face masks and gloves, and educating employees about the significance of maintaining social distancing while working. Additionally, we conducted awareness campaigns to educate our employees on ways to protect themselves and their families from COVID-19. We continue to maintain hygiene and health regulations to prevent any outbreak from happening within our headquarters and production and health regulations to prevent any outbreak from happening within our headquarters and production units.

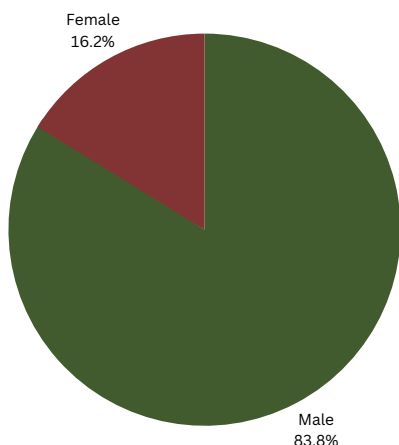


DIVERSITY: EQUALITY & INCLUSION

At Robin Printing & Packages Ltd., we highly value diversity and inclusion in our workplace, recognizing their significant contribution to our organization's success. By fostering an inclusive culture that respects individual differences, we keep our employees happy, motivated, and engaged, leading to higher job satisfaction and a more innovative work environment.

Our diverse workforce brings together individuals with various backgrounds, perspectives, and experiences, encouraging free-thinking and stimulating creativity. We are committed to maintaining a safe and inclusive environment, upholding the rights and dignity of every individual, and providing equal opportunities for all employees. This commitment enables us to better serve our diverse customer base and meet their unique needs, establishing stronger connections and enhancing customer satisfaction.

Furthermore, diversity and inclusion improve our problem-solving skills as they bring diverse insights and approaches to the table. In our pursuit of diversity, we strive to attract a broad talent pool, creating an organization that welcomes individuals from all walks of life. Embracing diversity and inclusion is essential for our continued growth and success as it promotes a happy workforce, encourages free-thinking, upholds safety and respect, serves diverse customers, fosters innovation, and attracts diverse talent.



TARGET

Currently, 48 of 296 individuals employed at RPPL are female. We aim at increasing the Male:Female ratio to 25%+ by 2027

We encourage individuals of all ages to participate at our workplace. 102 employees are aged between 18-30 years old, 184 individuals are aged between 31-50 years old, and 7 individuals are aged 51+.

At Robin Printing & Packages Ltd., we prioritize equality, diversity, and inclusion. We are dedicated to fostering a workplace that is free from caste or religious discrimination. Our policies ensure fair treatment, respect, and equal opportunities for all employees, embracing the valuable perspectives that diversity brings. Discrimination has no place in our organization, and we are committed to maintaining an inclusive and harmonious work environment where everyone feels valued and respected.

HUMAN RIGHTS



Forced Labor

At Robin Printing & Packages Ltd. (RPPL), we firmly condemn any form of forced labor. Our Code of Conduct strictly prohibits the engagement of employees in involuntary or forced work. We prioritize voluntary employment and ensure that no measures are taken that could indirectly result in forced labor. Our employees have the freedom of movement, with reasonable restrictions in place to protect property and ensure factory security. We do not recruit employees on a contractual basis, and any employee is free to resign from the company by providing one month's notice if they wish to discontinue their employment.

Child Labor

On 22 March 2022, the Government of Bangladesh officially ratified the International Labor Organization's Minimum Age Convention (No. 138). This convention requires countries to establish a minimum age for employment, prohibiting anyone below that age from engaging in any occupation except for light work and artistic performances. In compliance with this convention, Bangladesh has set the minimum employment age at 14, ensuring that no child labor is involved in any sector. At Robin Printing & Packages Ltd. (RPPL), we strictly adhere to these regulations and do not employ anyone below the age of 18.

We have a zero-tolerance policy towards child labor. We firmly believe in the importance of protecting the rights and well-being of children. We ensure that none of our operations, including those of our partners, vendors, suppliers, and stakeholders, involve any form of child labor. We have strict guidelines and screening processes in place to verify the age and eligibility of all individuals involved in our supply chain. We work closely with our partners to ensure their commitment to ethical and responsible practices, aligning with our values and compliance with international labor standards. By fostering a strong culture of integrity and social responsibility, we strive to create a sustainable and inclusive business ecosystem that upholds the rights and dignity of every individual, particularly the rights of children.

Freedom of Association & Trade Bargaining

We recognize and respect the integrity of our employees to exercise lawful rights of freedom of association and collective bargaining. The presence of the Trade Union allows the workers to freely communicate any issues that may arise; no discrimination is done against employees who form or participate in lawful associations and or collective bargaining. To ensure these rights are exercised, monthly audits from the Compliance team take place, noting the composition of the committee members, frequency of meetings, topics discussed, and so on. RPPL management has been able to form Trade Union according to the guidelines which is very effective for conveying information to both labor and management and resolving any grievances if present.

TRAINING & DEVELOPMENT

Robin Printing & Packages Ltd. recognizes that continual improvement is dependent on the growth and development of each individual worker. To achieve greater success, it is crucial to provide our employees with the knowledge and skills necessary to propel the company to the forefront of the industry. Our training initiatives are specifically tailored to various roles within the organization, including mid-level management, workers in positions such as chemicals and paint handlers, paper cutters, quality inspectors, first aiders, fire fighters, evacuators, rescuers, and cleaners, among others. In addition to these targeted trainings, we also prioritize skill development programs for all employees. These comprehensive training efforts contribute to a more competent and capable workforce, enabling us to continuously improve and excel in our industry.

In addition to the training provided through the different Sustainability programs, a variety of generalized training is provided to RPPL's employees every month. These include, but are not limited to, the following:

- Orientation on Company Rules and Regulations
- Company & Clients' Code of Conduct
- Working hours, Overtime, and Calculation of Wages and Overtime Payments
- Threat Awareness
- Worker Rights and Responsibilities
- Occupational Health and Safety (OHS)
- Material Safety Data Sheet (MSDS) and Paints Handling Procedure
- Personal Protective Equipment (PPE)
- Fire & Fire Safety
- Machine Operating Process and Safety
- Disciplinary Procedure as per Bangladesh Labor Law
- Environment, Energy, and Water Saving Awareness
- Waste Management Procedure
- Child Labor, Forced Labor, Discrimination, Harassment, and Abusive Behavior



GOVERNANCE

To realize our vision of sustaining and growing as a diversified conglomerate, we recognize the crucial role of a well-structured governance system. Our mission's goals are contingent upon the practice of strong corporate governance.

At RPPL, we adhere to the International Finance Corporation's (IFC) definition of corporate governance. By employing the IFC's Corporate Governance Methodology, we evaluate and enhance our company's governance practices, including key environmental and social policies and procedures, to identify, reduce, and manage risk. This approach reaffirms our commitment to leadership, effective environmental and social governance, and promotes transparency throughout the organization. Implementing good corporate governance empowers us to operate efficiently, access capital, mitigate risk, and prevent mismanagement. It enhances our accountability and transparency to investors while providing them with the necessary tools to address stakeholder concerns.

As Robin Printing & Packages Ltd. strives for growth, aligning our corporate governance framework with international best practices and standards becomes paramount. This framework will be instrumental in attracting new investors, given their expectation of a robust corporate governance system.

We are proud to announce that RPPL has been recognized as the most compliant business entity by the Large Taxpayers' Unit for Value Added Tax (VAT) for the fiscal year 2020-2021. Mr. G. M. Fahim Hussain, our Managing Director, received the crest and certificate from Ms. Wahida Rahman Chowdhury, Commissioner of Taxes, Large Taxpayers' Unit and Value Added Tax (VAT), on 12 December 2021 at the Hotel Regency, Dhaka. Mr. G.M Fahim Hussain stated that RPPL has been actively contributing to the national economy through its export and import activities since its inception.



BOARD OF DIRECTORS



The Board serves as the central authority and top-level governing body within Robin Printing & Packaging Ltd.'s governance framework. Comprising of seven Directors and one Managing Director, it assumes a critical role in ensuring the implementation of the company's strategies and plans in accordance with the Corporate Governance Framework. This framework emphasizes accountability, fairness, transparency, and responsibility. The Board's structure is as follows:



G M Fahim Hussain
Managing Director



G M Shaheen Hussain
Director



Shameem Hussain
Director



G M Faisal Hussain
Director



G M Farhan Hussain
Director



G M Farraz Hussain
Director



Anusha Hussain
Mohammed
Director



Sharian Hussain
Director



Sacha Hussain
Director



Naina Hussain
Director

GOVERNANCE



Board Oversight

We have implemented clear guidelines and a robust framework for conducting board meetings and other proceedings. These guidelines ensure that board members engage in systematic, well-informed, and efficient decision-making processes.

The board evaluates the following:



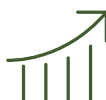
Strategic Decisions of the Company



Strategic Review from each of the Board Members



Management Policies and their Effectiveness



Enhanced Business Performance Monitoring

Our Board of Directors brings a wealth of expertise, diverse backgrounds, and a stellar market reputation. Their extensive knowledge, cross-industry exposure, and global perspectives have guided the careful selection of RPPL's senior management team. This united team is committed to fostering innovation and cultivating a work culture that upholds RPPL's core principles, inspiring individuals to contribute their ideas and drive the company forward.

Robin Printing & Packages Ltd. has established clear guidelines and a framework to govern board meetings and other proceedings. These guidelines ensure that board members engage in systematic, informed, and efficient decision-making processes. With over 51 years of experience, RPPL has been dedicated to delivering a comprehensive range of print services to a diverse clientele, ranging from multinational corporations to local businesses. Our goal has always been to customize our services based on specific needs and budgets. Our commitment to customer satisfaction and steady growth has been the driving force behind our success. We take pride in offering comprehensive solutions for all printing requirements, which has established us as a leading printing company in Bangladesh.

GENERAL GOVERNANCE STRUCTURE



The Board

Responsible for the strategic direction of the company, and the guidance and oversight of management

Managing Director

Ensures that the governing bodies follow internal rules and external regulations to facilitate clear communications between the governing bodies, and acts as an adviser to directors and senior executives

General Manager

Assigns the day-to-day task of the management of the company and carries out strategy as approved by the board

Internal Auditor

Develops and monitors internal control procedures for the business operations of the company.

Executives

They are responsible for human resource management, administration, financial management, and factory operations.

Structure and Committees

RPPL has established the following Board Committees:

- The Audit Committee
- The Remuneration Committee
- The Nominations and Corporate Governance Committee
- The Recruitment Committee
- Environmental, Health and Safety (EHS) & Climate change committee
- Other committees deemed necessary by the Board

Family Business Governance is an important issue for RPPL since it is a family-owned business comprising family members vested with significant decision-making authority. The company is investing its time and effort on implementing Family Business Governance for the greater good of the company and a sustainable business.

INTERNAL AUDIT & CONTROL



The Board's Audit Committee

The audit committee focuses on three key areas: financial reporting, risk management, and internal and external audits (legal compliance and risk management)

Risk Management

RPPL places great importance on risk management, and it is the board of directors that is tasked with ensuring that appropriate risk management systems are established.

Internal Auditor

The internal auditor (or office of the internal auditor) is responsible for the daily internal control of the company's finances and operations.

External Auditor

An external auditor audits the RPPL's financial statements.

Disclosure

RPPL's current disclosures through its website are adequate for a non-listed private company in Bangladesh.

ESG Compliance

Quarterly meetings of the top management on ESG related issues are held under the leadership of the Managing Director. The other team members of the top management comprise

- General Manager
- Factory Managers at Unit 1 and Unit 2
- Chief Financial Officer
- Compliance Officer
- Chief Production Officer/ Head of quality
- Maintenance head

Monthly operational data on Environmental and Social related issues is generated by the EHS Committee. This data is converted into quarterly reporting for discussion with the Managing Director and other members responsible for ESG issues.

RISK CONTROL & GOVERNANCE



Risk Control Framework

The risk control framework helps us to identify, eliminate, and minimize risks. This includes the following.

- Defining of high-level strategy: This ensures that the company has effective Risk Management Guidelines.
- Setting of risk strategy, frameworks and principles: This is so that such information can be recommended to the Audit Committee of the Board.
- Frequent reporting at the functional level: This aids in identifying key risk areas and prioritizing risks which are likely to occur.
- Development of risk culture through the company.
- Day-to-day management of risks

Risk types in Governance

We aim to ensure that effective arrangements are in place to enable us to comply with legal and regulatory obligations. We control the regulatory risks by continually following up on the pending license issues, proactively discussing new changes with regulations, and timely implementing new requirements. These regulatory risks apply towards meeting local, national and international requirements and standards, including the Codes of Conducts of our buyers.

Given the nature of business, the raw materials, and products that RPPL handles and the scale of operations, our risk management systems are designed to ensure that all our people and assets are safeguarded and protected against any kind of loss. We have categorized risk into, but not limited to, the following types:

- Regulatory Risks
- Liquidity Risks
- Reputational Risks
- Interest Rate Risks
- Exchange Rate Risks
- Technology Risks
- Human Resources Risks
- Operational Risks

STAKEHOLDERS



	Meaning to RPPL	Topics of Discussion	Communication Channels
A. Shareholders & Investors	As stockholders and investors are essential stakeholders in our company, we recognize the importance of being accountable to them.	<ul style="list-style-type: none"> Economic Performance Anti-Corruption 	<ul style="list-style-type: none"> Shareholders' Meeting Shareholder Mail
B. Employees	The sustainable development of our company relies on the invaluable contribution of our employees, who serve as the driving force behind our sustainable growth.	<ul style="list-style-type: none"> Market Presence Anti-corruption Labor/Management Relations Non-discrimination & Equal Opportunity Occupational Health and Safety 	<ul style="list-style-type: none"> Email Telecommunication Labor/Employer Meeting Negotiation Meeting
C. Clients & Suppliers	The existence of RPPL holds value only when customers choose to prioritize and prefer our products and services. Our supply chain relies on the stable support of our suppliers.	<ul style="list-style-type: none"> Customer Privacy Occupational Health & Safety 	<ul style="list-style-type: none"> Client Meeting Visits Email Telecommunication Supplier Training Survey
D. Communities	With our professional expertise in the field of printing & packaging, we strive to reciprocate to society and contribute towards creating a better future.	<ul style="list-style-type: none"> Energy Environmental Compliance 	<ul style="list-style-type: none"> Email Telecommunication
E. Competent Authorities	Competent authorities conduct audits on our products, services, and related marketing practices to ensure compliance.	<ul style="list-style-type: none"> Anti-corruption Energy Environmental Compliance 	<ul style="list-style-type: none"> Meetings Email Official Documents Telecommunication Visits
F. Competitors	As the foremost brand in the printing & packaging industry in Bangladesh, our commitment is to foster fair competition within the industry, promoting its healthy and sustainable development.	<ul style="list-style-type: none"> Market Presence Marketing and Labelling 	<ul style="list-style-type: none"> Official Document Telecommunication Meetings

STAKEHOLDERS

RPPL's major stakeholder group and a principal asset is the workforce. Hence, RPPL reserves a special importance to creating the proper work environment for all employees. Similar attention is also given to their families. To maintain a fully energized workforce we maintain several initiatives to strengthen employer-employee bonding.

Collective Bargaining Agent

Collective bargaining agreement is not prohibited in RPPL. To make a trustworthy relationship between the workers and the company, RPPL has formed Workers Trade Union. The trade union constitute on 9 representatives from the workers.

To promote mutual trust, understanding and cooperation between the employers and the workers to fulfill production targets, reduce production cost and improve the quality of products, the committees meet on regular basic. They are working to effectively establish privileges as well as to improve welfare services for the workers and their families. Through the TU, workers can freely contact the committees to discuss any issue.

RPPL encourages good relations between workers and managers, through hosting training covering topics, such as labor standards, leave days, working hours, wages, personal protective equipment, health and safety, environmental issues, welfare, and so on. They were elected through a supervised election procedure. Issues discussed include wages, benefits, working conditions, complaints, productivity, quality, and health issues.





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