



International
Labour
Organization



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LABOUR LAW

SELF-AUDITING TOOLS FOR THE EMPLOYERS



Bangladesh Employers' Federation (BEF)
Dhaka, Bangladesh
December 2025

Supported by:

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TVET Systems (ProGRESS) Project,
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PREFACE

Compliance with labor laws is a fundamental aspect of responsible business operations and has a greater significance in the context of export markets in a global environment. Organizations must ensure that their policies, practices, and workplace conditions align with national labor regulations and international labor standards. However, navigating the complexities of labor law can be challenging, making self-auditing an essential process for identifying areas of improvement and mitigating legal risks.

Many companies do not have the in-house capacity to carry out the required assessments to facilitate compliance. To facilitate the employees in this area Bangladesh Employers' Federation (BEF) has taken an initiative to assess the current labor law compliance requirements by private sector enterprises.

BEF, being the national employers' organization, has developed the Questionnaire of the Labor Law Self-Auditing Tools for improving compliance in Industrial Relation (IR) and expects that compliance assessment would be one of the key contributors for creation of favorable working condition and labour standard leading to improving overall productivity and competitiveness.

The Questionnaire of the Labor Law Self-Auditing Tools aims to assess compliance, identify gaps, promote best practices, enhance safe and decent working environment, promote rights and responsibilities of both workers and employers, promote safety issues, continuous improvement and so on. It is also designed to provide employers, human resource professionals, and legal compliance officers with a structured approach to evaluating labor law adherence. This tool enables organizations to systematically assess various aspects of labor compliance, including employment contracts, working hours, wages, occupational health and safety, anti-discrimination policies, and employee rights.

By utilizing this questionnaire, businesses can proactively detect potential non-compliance issues, take corrective measures, and strengthen their commitment to ethical labor practices. In addition, the self-audit process fosters a culture of transparency and accountability, contributing to a more stable and legally compliant work environment.

This document serves as a practical guide for organizations of all sizes and industries, offering a clear and accessible way to ensure labor law compliance. Through regular self-assessment, companies can not only protect themselves from legal consequences but also build a fair and sustainable workplace for their employees.

Name of the establishment :

Full address :

Head office address :

Contact details :

Various licenses:

SL	License name	Number	Expiry date	Renewal	Category
1	Trade license				
2	DIFE license				
3	Fire license				
4	Electricity license				
5	Boiler license				
6	Environment license				
7	Gas connection				
8	Explosive license				
9	Acid license, if any				
10	Other license, if any				

Workers Information:

Number of workers	Permanent	Probationer	Temporary	Casual	Substitute	Apprentice	Seasonal	Outsourcing	Foreigner
Male									
Female									
Adolescent (14-18)									
Child worker (under 14, if any)									
Disabled									
Total									

Current auditing date :

Previous auditing date :

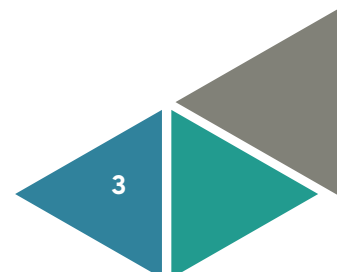
How many shifts do you run, if any?

	General Shift	Day Shift	Evening Shift	Night Shift
No. of employees				

How long has the organization been in operation?

- Less than 1 year 1-3 years 3-5 years 5-10 years Above 10 years

Auditing marks distribution guidelines:



Please fill in underscoring			
Yes = 2 (good)	Partial = 1 (improvement needed)	No= 0 (non-compliant)	N/A= Not Applicable
No deviation from requirements of the law	Deviation in less than 50% of requirements or no crucial points	Deviations in over 50% or most requirements or crucial points	Requirements do not match the establishment nature and structure.

Questionnaire of the Labor Law Self-Auditing Tools

Sl.	Provisions of BLA and BLR	Requirements of the labor law				
01	Section-3 Rule-4	Does your organization have a Service Rule or Employee Handbook?	<input type="checkbox"/> Yes	<input type="checkbox"/> Partial	<input type="checkbox"/> No	<input type="checkbox"/> N/A
02	Section-3 Rule-4	If yes, has the Service Rule been approved by the Inspector General of the Department of Inspection for Factories and Establishments (DIFE)?	<input type="checkbox"/> Yes	<input type="checkbox"/> Partial	<input type="checkbox"/> No	<input type="checkbox"/> N/A
03	Section-5 Rule-19(5)	Does your organization provide all workers with appointment letters and identity cards bearing their photographs?	<input type="checkbox"/> Yes	<input type="checkbox"/> Partial	<input type="checkbox"/> No	<input type="checkbox"/> N/A
04	Section-6,7 Rule-21,22	Does your organization issue Service Books to all workers and maintain them accordingly?	<input type="checkbox"/> Yes	<input type="checkbox"/> Partial	<input type="checkbox"/> No	<input type="checkbox"/> N/A
05	Section-9 Rule-23	Does your organization maintain a workers' register and keep records of tickets and cards supplied?	<input type="checkbox"/> Yes	<input type="checkbox"/> Partial	<input type="checkbox"/> No	<input type="checkbox"/> N/A
06	Section-10	Are leave procedures properly followed by your organization?	<input type="checkbox"/> Yes	<input type="checkbox"/> Partial	<input type="checkbox"/> No	<input type="checkbox"/> N/A
07	Section-11	Does your organization provide encashment of unavailed leave after employment ends?	<input type="checkbox"/> Yes	<input type="checkbox"/> Partial	<input type="checkbox"/> No	<input type="checkbox"/> N/A
08	Section-12,13,16,28A Rule-25(1)	Does your organization send lay-off notice (Form No.10) to the Inspector General of DIFE?	<input type="checkbox"/> Yes	<input type="checkbox"/> Partial	<input type="checkbox"/> No	<input type="checkbox"/> N/A
09	Section-12,13,16 Rule-25, 26	Does your organization provide wages for establishment closure and lay-off compensation in compliance with the law?	<input type="checkbox"/> Yes	<input type="checkbox"/> Partial	<input type="checkbox"/> No	<input type="checkbox"/> N/A
10	Section-19	Does your organization provide death benefits, along with retirement benefits, to eligible workers who have completed at least one year of service, as per applicable law?	<input type="checkbox"/> Yes	<input type="checkbox"/> Partial	<input type="checkbox"/> No	<input type="checkbox"/> N/A
11	Section 20 Rule-27	Does your organization follow legal requirements when retrenching workers?	<input type="checkbox"/> Yes	<input type="checkbox"/> Partial	<input type="checkbox"/> No	<input type="checkbox"/> N/A

Sl.	Provisions of BLA and BLR	Requirements of the labor law				
12	Section-23,24 Rule-29	Does your organization comply with applicable legal provisions in the dismissal of workers?	<input type="checkbox"/> Yes	<input type="checkbox"/> Partial	<input type="checkbox"/> No	<input type="checkbox"/> N/A
13	Section-11,19,20,22,23 26,27,28,28A Rule-27, 28, 29	Does your organization ensure payment of notice period or pay in lieu of notice, and applicable compensation or gratuity, if any, in accordance with the law upon separation of employment for any reason, including death, retrenchment, discharge, removal, dismissal, termination, resignation, or retirement? <i>[Note: Gratuity is optional; however, if not applicable, statutory compensation must be paid in accordance with the law.]</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> Partial	<input type="checkbox"/> No	<input type="checkbox"/> N/A
14	Section-29	Does your organization settle provident fund dues, if applicable, at the time of employee separation?	<input type="checkbox"/> Yes	<input type="checkbox"/> Partial	<input type="checkbox"/> No	<input type="checkbox"/> N/A
15	Section-30	Does your organization ensure payment of final dues to workers as per labour laws?	<input type="checkbox"/> Yes	<input type="checkbox"/> Partial	<input type="checkbox"/> No	<input type="checkbox"/> N/A
16	Section-31	Is a certificate of service issued to workers upon separation from employment?	<input type="checkbox"/> Yes	<input type="checkbox"/> Partial	<input type="checkbox"/> No	<input type="checkbox"/> N/A
17	Section-33	Does your organization follow the grievance procedure in line with the labour laws?	<input type="checkbox"/> Yes	<input type="checkbox"/> Partial	<input type="checkbox"/> No	<input type="checkbox"/> N/A
18	Section-44	Does your organization follow the provisions of law regarding the employment of handicapped workers in accordance with BLA?	<input type="checkbox"/> Yes	<input type="checkbox"/> Partial	<input type="checkbox"/> No	<input type="checkbox"/> N/A
19	Section-45	Does your organization prohibit the employment of any female worker during the 60 days immediately following her delivery?	<input type="checkbox"/> Yes	<input type="checkbox"/> Partial	<input type="checkbox"/> No	<input type="checkbox"/> N/A
20	Section-46 & 47 Rule-38A	Does your organization provide maternity benefits, including leave, for 60 days before and 60 days after the expected date of delivery?	<input type="checkbox"/> Yes	<input type="checkbox"/> Partial	<input type="checkbox"/> No	<input type="checkbox"/> N/A
21	Section-46 & 47 Rule-38A	Does your organization comply with legal procedures regarding the payment of maternity benefits?	<input type="checkbox"/> Yes	<input type="checkbox"/> Partial	<input type="checkbox"/> No	<input type="checkbox"/> N/A
22	Section-46 & 47 Rule-38A	Does your organization provide four weeks of paid miscarriage leave to female workers, as required by labour laws?	<input type="checkbox"/> Yes	<input type="checkbox"/> Partial	<input type="checkbox"/> No	<input type="checkbox"/> N/A

Sl.	Provisions of BLA and BLR	Requirements of the labor law				
23	Section-48 Rule-39A	Does your organization calculate maternity benefit in accordance with the provisions of BLA and BLR?	<input type="checkbox"/> Yes	<input type="checkbox"/> Partial	<input type="checkbox"/> No	<input type="checkbox"/> N/A
24	Section-49	Does your organization pay maternity benefits in case of a female worker's death during delivery or within 60 days thereafter?	<input type="checkbox"/> Yes	<input type="checkbox"/> Partial	<input type="checkbox"/> No	<input type="checkbox"/> N/A
25	Section-50	Does your organization comply with the provisions of the BLA regarding the separation of employment of pregnant workers?	<input type="checkbox"/> Yes	<input type="checkbox"/> Partial	<input type="checkbox"/> No	<input type="checkbox"/> N/A
26	Section-51 Rule-40-44	Is your organization kept clean and free from effluvia arising from drains, privies, or other sources of nuisance?	<input type="checkbox"/> Yes	<input type="checkbox"/> Partial	<input type="checkbox"/> No	<input type="checkbox"/> N/A
27	Section-52 Rule-45	Does your organization ensure adequate ventilation and circulation of fresh air in every workroom and maintain a safe temperature for workers?	<input type="checkbox"/> Yes	<input type="checkbox"/> Partial	<input type="checkbox"/> No	<input type="checkbox"/> N/A
28	Section-53 Rule-46	Have adequate measures been taken in your establishment to prevent the accumulation of dust or fumes that are injurious or offensive to workers and their inhalation?	<input type="checkbox"/> Yes	<input type="checkbox"/> Partial	<input type="checkbox"/> No	<input type="checkbox"/> N/A
29	Section-54 Rule-47	Has your organization made effective arrangements for the disposal of waste and effluents generated from the manufacturing process?	<input type="checkbox"/> Yes	<input type="checkbox"/> Partial	<input type="checkbox"/> No	<input type="checkbox"/> N/A
30	Section-56	Does your establishment ensure that every worker in a workroom is allocated a minimum of 9.5 cubic meters of space?	<input type="checkbox"/> Yes	<input type="checkbox"/> Partial	<input type="checkbox"/> No	<input type="checkbox"/> N/A
31	Section-57 Rule-49	Does your establishment provide and maintain sufficient and suitable lighting, natural or artificial or both, in every part of your establishment where workers are working or passing?	<input type="checkbox"/> Yes	<input type="checkbox"/> Partial	<input type="checkbox"/> No	<input type="checkbox"/> N/A
32	Section-58 Rule-50	Does your organization ensure sufficient and accessible drinking water facilities for all workers throughout the establishment?	<input type="checkbox"/> Yes	<input type="checkbox"/> Partial	<input type="checkbox"/> No	<input type="checkbox"/> N/A

Sl.	Provisions of BLA and BLR	Requirements of the labor law				
33	Section-59,91 Rule-51,86	Does your organization ensure separate and sufficient latrine and urinal facilities for male and female workers, conveniently located within the establishment?	<input type="checkbox"/> Yes	<input type="checkbox"/> Partial	<input type="checkbox"/> No	<input type="checkbox"/> N/A
34	Section-60 Rule-52	Does your establishment have an adequate number of dustbins and spittoons?	<input type="checkbox"/> Yes	<input type="checkbox"/> Partial	<input type="checkbox"/> No	<input type="checkbox"/> N/A
35	Section-61 Rule-53	Does your organization ensure the adoption and implementation of measures to minimize risks to human life in any building or machinery in the establishment?	<input type="checkbox"/> Yes	<input type="checkbox"/> Partial	<input type="checkbox"/> No	<input type="checkbox"/> N/A
36	Section-61A	Does your organization recognize a worker's right to refuse work in case of identification of any dangerous fault at the workplace, in accordance with the Bangladesh Labour Act?	<input type="checkbox"/> Yes	<input type="checkbox"/> Partial	<input type="checkbox"/> No	<input type="checkbox"/> N/A
37	Section-61A	Does your organization ensure that no disciplinary or adverse action is taken against a worker for refusing to work due to the identification of a dangerous fault at the workplace, as per the Bangladesh Labour Act?	<input type="checkbox"/> Yes	<input type="checkbox"/> Partial	<input type="checkbox"/> No	<input type="checkbox"/> N/A
38	Section-62 Rule-54	Does your organization provide alternative stairways for each floor and adequate fire safety and firefighting arrangements?	<input type="checkbox"/> Yes	<input type="checkbox"/> Partial	<input type="checkbox"/> No	<input type="checkbox"/> N/A
39	Section-62 Rule-54	Does your organization provide and maintain clear passageways to all fire escape routes in every room for workers' use?	<input type="checkbox"/> Yes	<input type="checkbox"/> Partial	<input type="checkbox"/> No	<input type="checkbox"/> N/A
40	Section-62 Rule-54	Are all such doors constructed to open outwards, or in the direction of the nearest exit were located between two rooms?	<input type="checkbox"/> Yes	<input type="checkbox"/> Partial	<input type="checkbox"/> No	<input type="checkbox"/> N/A
41	Section-62 Rule-54	Have effective measures been taken to ensure that all workers are familiar with the means of escape in case of fire?	<input type="checkbox"/> Yes	<input type="checkbox"/> Partial	<input type="checkbox"/> No	<input type="checkbox"/> N/A
42	Section-63 Rule-56	Are all machinery and equipment securely fenced with substantial safeguards kept in place while the parts are in motion or in use?	<input type="checkbox"/> Yes	<input type="checkbox"/> Partial	<input type="checkbox"/> No	<input type="checkbox"/> N/A

Sl.	Provisions of BLA and BLR	Requirements of the labor law				
43	Section-64 Rule-57	Does your organization examine any machinery component while it is in motion?	<input type="checkbox"/> Yes	<input type="checkbox"/> Partial	<input type="checkbox"/> No	<input type="checkbox"/> N/A
44	Rule- 58(1)	Does your establishment ensure that power supply lines and all electrical appliances are of appropriate size, sufficient strength, and properly maintained to prevent any physical risk to persons?	<input type="checkbox"/> Yes	<input type="checkbox"/> Partial	<input type="checkbox"/> No	<input type="checkbox"/> N/A
45	Rule- 58(2), (7)	Does your establishment possess a government-approved certificate for electrical wiring, and is all wiring and switchboards installed using concealed wiring methods?	<input type="checkbox"/> Yes	<input type="checkbox"/> Partial	<input type="checkbox"/> No	<input type="checkbox"/> N/A
46	Rule-58(8)	Does your establishment hold a certification from a licensed Wiring Inspector or approved institution verifying the authenticity and proper earthing of the electrical wiring system?	<input type="checkbox"/> Yes	<input type="checkbox"/> Partial	<input type="checkbox"/> No	<input type="checkbox"/> N/A
47	Section-68 Rule- 60	Are all parts, including fixed and movable working gears, ropes, chains, anchoring, and fixing appliances, of sound construction, good material, and adequate strength?	<input type="checkbox"/> Yes	<input type="checkbox"/> Partial	<input type="checkbox"/> No	<input type="checkbox"/> N/A
48	Section-68 Rule- 60	Are all parts, including fixed or movable working gears, ropes, chains, anchoring, and fixing appliances, examined by an expert at least every 12 months?	<input type="checkbox"/> Yes	<input type="checkbox"/> Partial	<input type="checkbox"/> No	<input type="checkbox"/> N/A
49	Section-69 Rule- 60	Are hoists, lifts, and their enclosures constructed in a way that prevents any person from being trapped between any part of the hoist or lift and any fixed or moving structure?	<input type="checkbox"/> Yes	<input type="checkbox"/> Partial	<input type="checkbox"/> No	<input type="checkbox"/> N/A
50	Section-71 Rule-62	Does your establishment have any plant or machinery used in the manufacturing process that operates at a pressure above atmospheric pressure?	<input type="checkbox"/> Yes	<input type="checkbox"/> Partial	<input type="checkbox"/> No	<input type="checkbox"/> N/A
51	Section-71 Rule-61	Have effective measures been taken to ensure that the safe working pressure of such parts is not exceeded?	<input type="checkbox"/> Yes	<input type="checkbox"/> Partial	<input type="checkbox"/> No	<input type="checkbox"/> N/A

Sl.	Provisions of BLA and BLR	Requirements of the labor law				
52	Section-72	Are all floors, stairs, passages, and gangways in your establishment of sound construction and properly maintained?	<input type="checkbox"/> Yes	<input type="checkbox"/> Partial	<input type="checkbox"/> No	<input type="checkbox"/> N/A
53	Section-72(c)	Are all floors, walkways, and stairways in your establishment kept clean, wide, and free from obstructions?	<input type="checkbox"/> Yes	<input type="checkbox"/> Partial	<input type="checkbox"/> No	<input type="checkbox"/> N/A
54	Section-73 Rule-65	Have all fixed vessels, sumps, tanks, pits, and floor or ground openings that may pose a danger been securely covered or fenced?	<input type="checkbox"/> Yes	<input type="checkbox"/> Partial	<input type="checkbox"/> No	<input type="checkbox"/> N/A
55	Section-74 Rule-63	Does your establishment employ any person to lift, carry, or move loads that are so heavy as to be likely to cause injury?	<input type="checkbox"/> Yes	<input type="checkbox"/> Partial	<input type="checkbox"/> No	<input type="checkbox"/> N/A
56	Section-75 Rule-64	Does your establishment provide effective machine guards or eye protection goggles in all cases where there is a risk of eye injury from welding, cutting, or handling chemical products?	<input type="checkbox"/> Yes	<input type="checkbox"/> Partial	<input type="checkbox"/> No	<input type="checkbox"/> N/A
57	Section-77 Rule-65	Does your establishment comply with the precautionary measures against dangerous fumes as provided under the BLA?	<input type="checkbox"/> Yes	<input type="checkbox"/> Partial	<input type="checkbox"/> No	<input type="checkbox"/> N/A
58	Section-77(5) Rule-65	Are boiler furnaces, boilers, flue chambers, tanks, pipes, or other confined spaces sufficiently cooled and ventilated before any person is allowed to enter for work or inspection?	<input type="checkbox"/> Yes	<input type="checkbox"/> Partial	<input type="checkbox"/> No	<input type="checkbox"/> N/A
59	Section-78 Rule-66	Does any manufacturing process in your establishment produce dust, gas, fumes, or vapours that are likely to explode on ignition?	<input type="checkbox"/> Yes	<input type="checkbox"/> Partial	<input type="checkbox"/> No	<input type="checkbox"/> N/A
60	Section-78 Rule-66	Have all practicable measures been taken to restrict the spread and effects of explosions by providing chokes in plant or machinery?	<input type="checkbox"/> Yes	<input type="checkbox"/> Partial	<input type="checkbox"/> No	<input type="checkbox"/> N/A
61	Section-78(4) Rule-66	Is any plant, tank, or vessel containing explosive or inflammable substances subjected to welding, brazing, soldering, or cutting involving heat?	<input type="checkbox"/> Yes	<input type="checkbox"/> Partial	<input type="checkbox"/> No	<input type="checkbox"/> N/A

Sl.	Provisions of BLA and BLR	Requirements of the labor law				
62	Section-78A Rule-67	Does your establishment supply adequate PPE to workers and ensure its proper utilization?	<input type="checkbox"/> Yes	<input type="checkbox"/> Partial	<input type="checkbox"/> No	<input type="checkbox"/> N/A
63	Section-79 Rule-68	Does your establishment carry out any operation that exposes workers to serious risk of bodily injury, poisoning, or disease?	<input type="checkbox"/> Yes	<input type="checkbox"/> Partial	<input type="checkbox"/> No	<input type="checkbox"/> N/A
64	Section-79(c) Rule-68	Does your establishment provide regular medical examinations for persons employed in such operations and prohibit the employment of those not certified as fit?	<input type="checkbox"/> Yes	<input type="checkbox"/> Partial	<input type="checkbox"/> No	<input type="checkbox"/> N/A
65	Section-79 Rule-68	Does your establishment maintain the safe sound limit of 80 decibels as prescribed under the BLA?	<input type="checkbox"/> Yes	<input type="checkbox"/> Partial	<input type="checkbox"/> No	<input type="checkbox"/> N/A
66	Section-79 (e) Rule-68	Does your establishment display notices in conspicuous places regarding corrosive chemicals and the precautions to be taken in their use?	<input type="checkbox"/> Yes	<input type="checkbox"/> Partial	<input type="checkbox"/> No	<input type="checkbox"/> N/A
67	Section-89(1) Rule-76	Does your establishment provide and maintain first-aid boxes or cupboards equipped with the prescribed contents and ensure they are readily accessible during all working hours?	<input type="checkbox"/> Yes	<input type="checkbox"/> Partial	<input type="checkbox"/> No	<input type="checkbox"/> N/A
68	Section-89(2) Rule-76	Does your establishment provide one first-aid box or cupboard for every 150 workers in your establishment?	<input type="checkbox"/> Yes	<input type="checkbox"/> Partial	<input type="checkbox"/> No	<input type="checkbox"/> N/A
69	Section-89(3) Rule-	Is each first-aid box or cupboard placed under the charge of one or more responsible persons trained in first-aid treatment?	<input type="checkbox"/> Yes	<input type="checkbox"/> Partial	<input type="checkbox"/> No	<input type="checkbox"/> N/A
70	Section-89(4) Rule-76	Does your establishment affix a notice in every workroom naming the person(s) in charge of the first-aid box or cupboard?	<input type="checkbox"/> Yes	<input type="checkbox"/> Partial	<input type="checkbox"/> No	<input type="checkbox"/> N/A
71	Section-89(5) Rule-77	Does your establishment, where 300 or more workers are employed, provide and maintain a sick room equipped with a dispensary?	<input type="checkbox"/> Yes	<input type="checkbox"/> Partial	<input type="checkbox"/> No	<input type="checkbox"/> N/A
72	Section-89(6) Rule-79	Does your establishment, where 5,000 or more workers are employed, maintain a permanent medical centre in accordance with prescribed rules?	<input type="checkbox"/> Yes	<input type="checkbox"/> Partial	<input type="checkbox"/> No	<input type="checkbox"/> N/A

Sl.	Provisions of BLA and BLR	Requirements of the labor law				
73	Section-89(8) Rule-79	Does your establishment, with 500 or more workers, appoint a welfare officer as prescribed by rules?	<input type="checkbox"/> Yes	<input type="checkbox"/> Partial	<input type="checkbox"/> No	<input type="checkbox"/> N/A
74	Section-90 Rule-80	Does your establishment keep a safety record book when 25 workers are employed?	<input type="checkbox"/> Yes	<input type="checkbox"/> Partial	<input type="checkbox"/> No	<input type="checkbox"/> N/A
75	Section-90A Rule 81-85	Does your establishment/ factory, where 50 or more workers are employed, have a safety committee?	<input type="checkbox"/> Yes	<input type="checkbox"/> Partial	<input type="checkbox"/> No	<input type="checkbox"/> N/A
76	Section-91 Rule-86	Does your establishment ensure adequate washing and bathing facilities for all workers?	<input type="checkbox"/> Yes	<input type="checkbox"/> Partial	<input type="checkbox"/> No	<input type="checkbox"/> N/A
77	Section-92 Rule-87,88,89	Does your establishment, where more than 100 workers are employed, provide sufficient canteen facilities for workers?	<input type="checkbox"/> Yes	<input type="checkbox"/> Partial	<input type="checkbox"/> No	<input type="checkbox"/> N/A
78	Section-93(1) Rule-93	Does your establishment, where more than 25 workers are employed, provide and maintain adequate lunchroom facilities for workers?	<input type="checkbox"/> Yes	<input type="checkbox"/> Partial	<input type="checkbox"/> No	<input type="checkbox"/> N/A
79	Section-93(2) Rule-93	Are the lunchrooms, if provided, adequately lighted, well ventilated, and kept cool and clean?	<input type="checkbox"/> Yes	<input type="checkbox"/> Partial	<input type="checkbox"/> No	<input type="checkbox"/> N/A
80	Section-94(1) Rule-94	Does your establishment, where 40 or more female workers are employed, provide and maintain a childcare room for children under the age of six?	<input type="checkbox"/> Yes	<input type="checkbox"/> Partial	<input type="checkbox"/> No	<input type="checkbox"/> N/A
81	Section-94(2) Rule-94(5)(6)	If childcare rooms are provided, are they adequately accommodated, properly lighted and ventilated, maintained in a clean and sanitary condition, and supervised by trained or experienced female staff in child and infant care?	<input type="checkbox"/> Yes	<input type="checkbox"/> Partial	<input type="checkbox"/> No	<input type="checkbox"/> N/A
82	Section-94A Rule-351(3)	Does your organization provide priority access to residential accommodation for workers with disabilities, if applicable?	<input type="checkbox"/> Yes	<input type="checkbox"/> Partial	<input type="checkbox"/> No	<input type="checkbox"/> N/A
83	Section-99 Rule-98	Is compulsory group insurance provided where your establishment employs 100 or more permanent workers?	<input type="checkbox"/> Yes	<input type="checkbox"/> Partial	<input type="checkbox"/> No	<input type="checkbox"/> N/A
84	Section-99 Rule-98(2)	Does your organization ensure insurance benefits for workers or their heirs in case of death or permanent disability?	<input type="checkbox"/> Yes	<input type="checkbox"/> Partial	<input type="checkbox"/> No	<input type="checkbox"/> N/A

Sl.	Provisions of BLA and BLR	Requirements of the labor law				
85	Rule-98(4)	Does your organization deduct insurance premiums from workers' wages?	<input type="checkbox"/> Yes	<input type="checkbox"/> Partial	<input type="checkbox"/> No	<input type="checkbox"/> N/A
86	Section-100 Rule-99	Does your organization maintain 8 working hours per day and 48 working hours per week for adult workers in accordance with the BLA?	<input type="checkbox"/> Yes	<input type="checkbox"/> Partial	<input type="checkbox"/> No	<input type="checkbox"/> N/A
87	Section-101 Rule-99	Does your organization provide interval for rest or meal to the workers of your establishment in accordance with the provisions of law?	<input type="checkbox"/> Yes	<input type="checkbox"/> Partial	<input type="checkbox"/> No	<input type="checkbox"/> N/A
88	Section-103 Rule-100	Does your organization ensure that adult workers receive at least one day of weekly holiday each week?	<input type="checkbox"/> Yes	<input type="checkbox"/> Partial	<input type="checkbox"/> No	<input type="checkbox"/> N/A
89	Section-104 Rule-101	Does your establishment provide compensatory holidays within three working days if a worker is deprived of any weekly holidays?	<input type="checkbox"/> Yes	<input type="checkbox"/> Partial	<input type="checkbox"/> No	<input type="checkbox"/> N/A
90	Section-104 Rule-101	Does your establishment permit workers to combine weekly holidays with festival holidays if they choose?	<input type="checkbox"/> Yes	<input type="checkbox"/> Partial	<input type="checkbox"/> No	<input type="checkbox"/> N/A
91	Section-108 Rule-102	Is a worker entitled to an allowance for overtime work in accordance with the law?	<input type="checkbox"/> Yes	<input type="checkbox"/> Partial	<input type="checkbox"/> No	<input type="checkbox"/> N/A
92	Section-109 Rule-103	Does your establishment permit female workers to work in your establishment between 10:00 PM and 6:00 AM? If so, do you obtain their consent for such work?	<input type="checkbox"/> Yes	<input type="checkbox"/> Partial	<input type="checkbox"/> No	<input type="checkbox"/> N/A
93	Section-111(8) Rule-105	Are the notices regarding working hours approved by the Labour Inspector?	<input type="checkbox"/> Yes	<input type="checkbox"/> Partial	<input type="checkbox"/> No	<input type="checkbox"/> N/A
94	Section-10,115,116, 117,118 Rule-106,107	Are the provisions relating to leave (casual, sick, annual, and festival holidays) under the BLA duly followed in your organization?	<input type="checkbox"/> Yes	<input type="checkbox"/> Partial	<input type="checkbox"/> No	<input type="checkbox"/> N/A
95	Section-117 Rule-107	Does your establishment provide the facility for encashment of at least 50% of unused annual leave annually on gross salary?	<input type="checkbox"/> Yes	<input type="checkbox"/> Partial	<input type="checkbox"/> No	<input type="checkbox"/> N/A

Sl.	Provisions of BLA and BLR	Requirements of the labor law				
96	Section-117	Are workers permitted to carry forward unused annual leave to the next year, subject to a maximum accumulation of 40 days in factories or 60 days in establishments?	<input type="checkbox"/> Yes	<input type="checkbox"/> Partial	<input type="checkbox"/> No	<input type="checkbox"/> N/A
97	Section-118(3) Rule-110	Do workers receive two days' compensatory wages (basic wages) and a substitute holiday if they are required to work on any festival holiday?	<input type="checkbox"/> Yes	<input type="checkbox"/> Partial	<input type="checkbox"/> No	<input type="checkbox"/> N/A
98	Section-121,123	Are the provisions of law relating to payment of wages and the time of payment duly followed?	<input type="checkbox"/> Yes	<input type="checkbox"/> Partial	<input type="checkbox"/> No	<input type="checkbox"/> N/A
99	Section-125 Rule-115,116,117	Does your establishment follow the provisions of law regarding the deduction of wages?	<input type="checkbox"/> Yes	<input type="checkbox"/> Partial	<input type="checkbox"/> No	<input type="checkbox"/> N/A
100	Section-148,149 Rule-133	Does your establishment adhere to applicable government-declared minimum wage standards, and is this compliance properly documented and maintained?	<input type="checkbox"/> Yes	<input type="checkbox"/> Partial	<input type="checkbox"/> No	<input type="checkbox"/> N/A
101	Section-2A Rule-111(5)	Does your establishment provide two festival bonuses during each respective festival to workers who have completed at least one (1) year of service in the organization, with each bonus not exceeding one month's basic salary?	<input type="checkbox"/> Yes	<input type="checkbox"/> Partial	<input type="checkbox"/> No	<input type="checkbox"/> N/A
102	Rule-111(5)	Does your establishment provide an annual wage increment of at least 5% of the basic wages to every worker each year?	<input type="checkbox"/> Yes	<input type="checkbox"/> Partial	<input type="checkbox"/> No	<input type="checkbox"/> N/A
103	Section-176(a)	Does your establishment, if applicable, allow the workers to form trade union and join the trade union of their own choice?	<input type="checkbox"/> Yes	<input type="checkbox"/> Partial	<input type="checkbox"/> No	<input type="checkbox"/> N/A
104	Section-223	Is there any Long-Term Agreement (LTA) between employers and CBA/workers?	<input type="checkbox"/> Yes	<input type="checkbox"/> Partial	<input type="checkbox"/> No	<input type="checkbox"/> N/A
105	Section-205	Does your organization have a Participation Committee (PC), where applicable, if it employs at least 50 (fifty) workers?	<input type="checkbox"/> Yes	<input type="checkbox"/> Partial	<input type="checkbox"/> No	<input type="checkbox"/> N/A

Sl.	Provisions of BLA and BLR	Requirements of the labor law				
106	Section-234 Rule-232	Does your organization, where applicable, pay Workers' Profit Participation Fund (WPPF) benefits to workers in accordance with the provisions of law?	<input type="checkbox"/> Yes	<input type="checkbox"/> Partial	<input type="checkbox"/> No	<input type="checkbox"/> N/A
107	Section-235 Rule-227	If applicable, is the fund managed by a Board of Trustees in accordance with the provisions of law?	<input type="checkbox"/> Yes	<input type="checkbox"/> Partial	<input type="checkbox"/> No	<input type="checkbox"/> N/A
108	Section-242 Rule-233	If applicable, does your organization distribute the Participation Fund among workers in accordance with the provisions of law?	<input type="checkbox"/> Yes	<input type="checkbox"/> Partial	<input type="checkbox"/> No	<input type="checkbox"/> N/A
109	Section-264(2), (10), (11) Rule-237, 238	Does your organization have (if applicable) provident fund and is it running in accordance with the provisions of law and rules?	<input type="checkbox"/> Yes	<input type="checkbox"/> Partial	<input type="checkbox"/> No	<input type="checkbox"/> N/A
110	Section-264(9) Rule- 250,252,263,266	Does your organization contribute to the provident fund in a timely manner by matching the amount contributed by each worker, and are there provisions for payment of the fund to members as required by law?	<input type="checkbox"/> Yes	<input type="checkbox"/> Partial	<input type="checkbox"/> No	<input type="checkbox"/> N/A
111	Section-264(12) (14) Rule-260, 261	Does your organization invest the fund following the legal provisions and maintain the audit of the fund at company's cost?	<input type="checkbox"/> Yes	<input type="checkbox"/> Partial	<input type="checkbox"/> No	<input type="checkbox"/> N/A
112	Section-332 Rule-361A	Does your organization have sexual harassment prevention committee in accordance with the law?	<input type="checkbox"/> Yes	<input type="checkbox"/> Partial	<input type="checkbox"/> No	<input type="checkbox"/> N/A
113	Section-332 Rule-361A	Does your organization have a sexual harassment guideline in the establishment?	<input type="checkbox"/> Yes	<input type="checkbox"/> Partial	<input type="checkbox"/> No	<input type="checkbox"/> N/A
114	Section-332 Rule-361A	Does your organization have a complaint box in the establishment?	<input type="checkbox"/> Yes	<input type="checkbox"/> Partial	<input type="checkbox"/> No	<input type="checkbox"/> N/A
115	Section-333 Rule-362	Does your organization maintain the service of notice and submit of return to the relevant authority as envisaged in BLA and BLR?	<input type="checkbox"/> Yes	<input type="checkbox"/> Partial	<input type="checkbox"/> No	<input type="checkbox"/> N/A
116	Rule-363	Does your organization retain records in accordance with the law?	<input type="checkbox"/> Yes	<input type="checkbox"/> Partial	<input type="checkbox"/> No	<input type="checkbox"/> N/A

Sl.	Provisions of BLA and BLR	Requirements of the labor law				
117	Section-337 Rule-364	Does your organization display abstract of the Act, rules and regulations in a conspicuous and accessible place as envisaged in BLA and BLR?	<input type="checkbox"/> Yes	<input type="checkbox"/> Partial	<input type="checkbox"/> No	<input type="checkbox"/> N/A
118	Section-325	Does your organization serve notice to the Inspector General of DIFE before commencement of work?	<input type="checkbox"/> Yes	<input type="checkbox"/> Partial	<input type="checkbox"/> No	<input type="checkbox"/> N/A
119	Section-345	Does your organization provide equal wages for male, female and handicapped workers in your establishment?	<input type="checkbox"/> Yes	<input type="checkbox"/> Partial	<input type="checkbox"/> No	<input type="checkbox"/> N/A
120	Section-345A, 345B	Does your organization have any mechanism/policy to protect discrimination in your establishment?	<input type="checkbox"/> Yes	<input type="checkbox"/> Partial	<input type="checkbox"/> No	<input type="checkbox"/> N/A
121	Section-345C	Does your organization have any mechanism/policy to protect forced labour in your establishment?	<input type="checkbox"/> Yes	<input type="checkbox"/> Partial	<input type="checkbox"/> No	<input type="checkbox"/> N/A
122		Does your organization deduct tax from wages of workers in accordance with the Income Tax Act, 2023?	<input type="checkbox"/> Yes	<input type="checkbox"/> Partial	<input type="checkbox"/> No	<input type="checkbox"/> N/A

A BRIEF PROFILE OF BEF

Bangladesh Employers' Federation (BEF) is the national organization of employers. It represents all associations representing major industries in the country as well as established individual enterprises.

The objectives of the Federation are to promote, encourage and protect the interests of employers in industrial relations and, through such efforts, to establish good relations among employers and workers, which play a vital supporting role in the country's economic development.

BEF is well known as a progressive body, having a proactive approach on social issues. It is the only body of the employers recognized by the Ministry of Labour and Employment, and accordingly enjoys the sole representative capacity in the Tripartite Consultative Council, Labour Courts, Minimum Wages

Board, National Wages and Productivity Commission, etc. It closely interacts with the Ministry of Labour and Employment on all policy issues. Similarly, it maintains close touch with other relevant Ministries of the Government on issues concerning industrial relations, enterprise efficiency, competitiveness, etc.

BEF's activities cover a wide range of issues besides industrial relations. Training and skill development is a major activity along with enterprise level programs for productivity improvement, safety and health, good management practices, etc.

BEF has taken major initiatives to foster close relationship with the trade unions and it enjoys their goodwill and confidence on many issues.



Bangladesh Employers' Federation