

## **SOP (Standard Operating Procedure) to collect union/solidarity members' information from IBC to roll out the RSC SCST programme**

### **PURPOSE OF THE PROCEDURE**

1. To know one IBC federation's name affiliated with the factory-level union.
2. To know one IBC federation's name having solidarity members in the factory.
3. To ensure the IBC Federations attend the Initial Meeting of the RSC SCST programme.
4. To ensure that the Safety Committee (SC) forms according to the labour law.

### **ASSIGNED STAFF MEMBER**

Responsible Team Leader / OSTPS Mir Monir is assigned as labour-Union liaison for Training Department besides his/her other assignments.

S/he is responsible for monitoring and follow-up with the IndustriAll and affiliated IBC Federations to collect factory level registered trade union or the verifiable solidarity members' information to commence the RSC SCST programme.

### **PROCESS/PROTOCOL**

**Step 1:** Responsible Team Leader prepares Factory List for the rollout of the SCST programme

**Step 2:** RSC Labour Liaison assigned person will send email to IndustriAll and affiliated 16 IBC Federations with a timeline, to obtain factory level union/solidarity members' information.

**Step 3:** Follow up twice (Verbal) with IndustriAll: (i) After email sent and (ii) 3 days before RSC given timeline ends.

**Step 4:** IndustriAll provides information within the stipulated timeline.

-End of process.

-Proceed to prepare commencement letters.

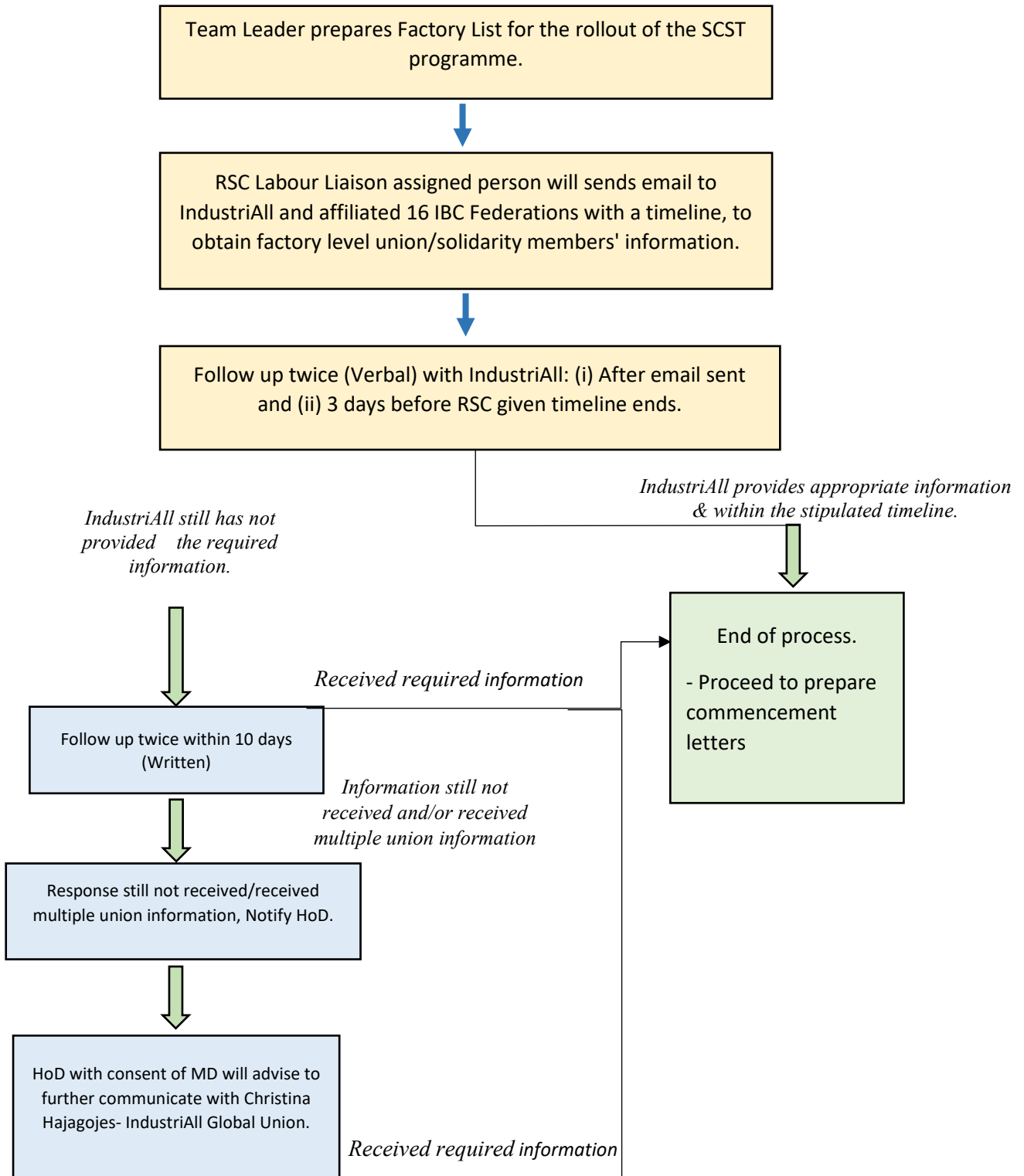
**Step 5:** IndustriAll still has not provided the required information: Follow up twice within 10 days (Written).

**Step 6:** Response still not received/received multiple union information  
Notify HoD.

**Step 7:** HoD with the consent of MD will advise to further communicate with Christina Hajagojes-IndustriAll Global Union.

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Revision #	00	Approved By	MD
Prepared By	TL - Sohel	Approval Date	21-May-2022
Last Review Date	13-Nov-2024	Implementation Date	01-Jun-2020

**PROCESS FLOW CHART**



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