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## **Appendix 1**

### **Company Profile**

#### **Vision Statement of the Company**

To be the most contended supplier to our valued customers.

#### **Mission Statement of the Company**

To instill professionalism through embracing a positive spirit of enterprise within the group, with the aim of gaining global market share

#### **Corporate Objectives**

- To become the preferred employer through achieving the highest quality of work in the industry.
- To be the most outstanding supplier in the industry by exceeding customer expectations.
- To achieve best earnings per employee ratio in the industry.

#### **Quality Policy**

Hirdaramani Mercury Apparel (Pvt) Limited – Seethawakaas a team is committed to achieve quality of product by exceeding agreed requirements to contracted specifications and needs of our valued customer, all will strive to achieve these goals through continual improvement, fulfilling the requirements of legislative, social accountabilities and environment protection.

## **Appendix 2**

### **Functional Areas**

#### **Human Resource Department**

Human resources department is the main department that controls all the facilities and other requirements belongs to the employees in the company. Also recruiting the employees to the company, conducting the training programs, solved the problems related to the employees are done by the HR department. The main objective in the Human Resources department is to develop, implement and sustain effective Human Resource strategies, policies and procedures in order to ensure all organizational Human Resources practices and strategies are aligned to meet the business requirements of the organization. They work for targeting the above objective to full fill the employee satisfactions.

#### **Finance Department**

In the financial accounting section, they are responsible with the all payments to the local suppliers and also the day to day payments. Mainly they recorded all the transactions they made within the year and carried out the audit for every financial year.

#### **Production and Quality Departments**

The production and quality departments are the most important departments in HMS. Production flow have direct link with another department in plant. This department is doing main part for production flow. Help to increase efficiency and quality of their products. HMAPL has 22 production lines. They divide production floor in to sections and it manage fewer than two managers. Around 850 machine operators directly involved to productions in this floor. Around 30 supervisor guide machine operators to do productions.

## **Appendix 2 (Continued)**

One of most important thing of garments is its quality. HMAPL has good name for manufacturing higher quality garments for world's brands. HMAPL also try to maintain their garments quality higher stand. In line quality supervisor is a responsible person of production line. He was member of pre-production meeting and he had knowledge about him line production. Normally line quality supervisor has responsibility to solve all quality problems of each operation of garments.

### **Planning Department**

Under planning department there are three departments, such as cutting, packing and material resource planning. Cutting department supply total production requirement according to a proper plan. Packing department do work that regard to the packing the product. Material resource planning department plan the layouts for cutting department.

### **Maintenance Department**

Maintenance department do all the activities that regard to the maintenance woks of the company.

### **Stores**

In the Stores they are responsible to all issuing of raw materials to the all departments, mainly to the production section. Mainly they maintained all the raw materials that required to the production section.

### **Work Study**

Work study section is the systematic examination of the method of carrying on activities so as to improve the effective use of resources and to set up standards of performance for the activities being carried out. Work Study can divide into two main categories.

- 1) Method Study
- 2) Work Measurement

## **Appendix 2 (Continued)**

### **IT Department**

HMS is using higher technology for garment manufacturing process. IT department also provided several services to get easy for production.

1. Maintenance personal computers and printers
2. Maintains servers
3. Provide communication facility
4. Provide internet facility
5. Maintains internal computer network
6. Maintenance C.C T.V cameras
7. Other IT facilities



### Appendix 3

#### Questioner Designed to Acquire Information for the Study

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University of Moratuwa  
Faculty of Engineering  
Mathematics Department  
M. Sc. In Business Statistics

I am postgraduate student of Moratuwa University of Sri Lanka. This information is taken only for my education purposes. I certify the confidentiality of that information and further frankly I would like to tell there is no any influence from your organization to this task. I am independent with my academic activities.

Please give your honest ideas to achieve success of this task. Put (✓) mark for your answer.

#### Part-I

01 Gender:

Male	01	Female	02
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02 Tenure:

Years	
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03 Age:

Below 20	
21-30	
31-40	
41-50	
Above 50	

04. Civil Status:

Married		Unmarried	
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05 What position do you hold:-.....

06 Educational Status:

Grade 8	
Grade 8 - O/L	
O/L pass	
O/L - A/L	
A/L pass	
Other	

**Part-II**

No	Questions	Strongly Disagree	Disagree	Neutral	Agree	Strongly Disagree
<b>Work Family Conflict</b>						
1	My work keeps me from my family activities more than I would like					
2	The time I must devote to my job keeps me from participating equally in household responsibilities and activities.					
3	I have to miss family activities due to the amount of time I must spend on work responsibilities.					
4	The time I spend on family responsibilities often interfere with my work responsibilities.					
5	The time I spend with my family often causes me not to spend time in activities at work that could be helpful to my career.					
6	I have to miss work activities due to the amount of time I must spend on family responsibilities.					
7	When I get home from work I am often too frazzled to participate in family activities/ responsibilities.					
8	I am often so emotionally drained when I get home from work that it prevents me from contributing to my family.					
9	Due to all the pressures at work, sometimes when I come home I am too stressed to do the things I enjoy.					
10	Due to stress at home, I am often preoccupied with family matters at work					
11	Because I am often stressed from family responsibilities, I have a hard time concentrating on my work					
12	Tension and anxiety from my family life often weakens my ability to do my job					
13	The problem solving behaviors I use in my job are not effective in resolving problems at home					
14	Behavior that is effective and necessary for me at work would be counterproductive at home					
15	Behavior that is effective and necessary for me at work do not help me to be a better parent and spouse					
16	The behavior that work for me at home do not seem to be effective at work					
17	Behavior that is effective and necessary for me at home would be counterproductive at work					

18	The problem-solving behavior that work for me at home does not seem to be as useful at work					
<b>Work Overload</b>						
1	Too many commitments that I am in charge of					
2	The feeling that tasks are too much for me					
3	Postponement of urgently needed recreation					
4	Too many duties that I have to do					
5	Not enough time to fulfill my daily assignments					
6	Overload through different duties that I need to take care of					
7	Situations with so many difficulties that I cannot deal with all of them					
8	The feeling that it is all too much for me					
<b>Work Family Benefit Utilization</b>						
1	Work should be the primary priority in a person's life					
2	Long hours inside the office are the way to achieving advancement					
3	It is best to keep family matters separate from work					
4	It is considered taboo to talk about life outside of work					
5	Expressing involvement and interest in nonworking matters is viewed as healthy					
6	Employees who are highly committed to their personal lives cannot be highly committed to their work					
7	Attending to personal needs, such as taking time off for sick children is frowned upon					
8	Employees should keep their personal problems at home.					
9	The way to advance in this company is to keep nonworking matters out of the workplace					
10	Individuals who take time off to attend to personal matters are not committed to their work					
11	It is assumed that the most productive employees are those who put their work before their family life					
12	Employees are given ample opportunity to perform both their job and their personal responsibilities well					
13	Offering employees flexibility in completing their work is viewed as a strategic way of doing business					
14	The ideal employee is the one who is available 24 hours a day					
15	Work family benefits have helped my children do things they wouldn't have been able to do otherwise.					
16	Work family benefits have helped me get through some bad times					
<b>Flexibility</b>						
1	How much flexibility do you have in selecting the location of where you work					
2	How much flexibility do you have in scheduling when you do your work (e.g., scheduling hours, time of day, etc)					
3	How much flexibility do you have in scheduling what work you will do (e.g., content of work, processes used, etc.)					
4	I have sufficient flexibility in my job at HMS to maintain adequate work and personal and family life balance					
<b>Interpersonal conflict with supervisors and co workers</b>						
1	How often do you get into arguments with your supervisor at work					
2	How often does your supervisor yell at you at work					

3	How often is your supervisor rude to you at work					
4	How often does your supervisor do nasty things to you at work					
5	How often do you get into arguments with your co-workers at work					
6	How often does your co-workers yell at you at work					
7	How often is your co-workers rude to you at work					
8	How often does your co-workers do nasty things to you at work					