



**UNITED NATIONS GLOBAL COMPACT (UNGC) COMMUNICATION ON PROGRESS (COP)**  
**FEBRUARY 2017**

**LETTER OF COMMITMENT FROM CHIEF EXECUTIVE OFFICER, MAX ENERGY**

This is the 4<sup>th</sup> Year which Max Energy has consecutively committed to UNGC and taken the journey together to build the betterment of the world. Myanmar Government transition towards democracy opens up many opportunities as well as many challenges.

Nevertheless, Max Energy always do adhere and support the Ten Principles of the United Nations Global Compact such as Human Rights, Labor, Environment and Anti-Corruption. Max Energy, one of the market leaders in Myanmar, understands the fact that it is vital to work responsibly and therefore the UNGC principles are enshrined in our company's practices, policies and operations.

In this 4<sup>th</sup> Communication On Progress report, we would like to elaborate our dedication and inspiration toward the Ten Principles during the year. Furthermore, we pledge to share this information with our stakeholders through our primary channels of communication.

Yours Sincerely,

A handwritten signature in blue ink, appearing to read 'Than Oo', is written over a blue diagonal line that extends from the bottom left towards the center.

Than Oo  
Chief Executive Officer  
Max Energy Co.,Ltd.



UNGC Principle	Max Energy's Position	Max Energy's Implementation and Achievements
<p><b>HUMAN RIGHTS</b></p> <p>1 - Businesses should support and respect the protection of internationally proclaimed human rights.</p> <p>2 - Make sure Businesses are not complicit in human right abuses.</p>	<p>Max Energy will not under any circumstances assist in any form of human rights violation. Max Energy announces its human rights policy and code of conduct which are accessible at <a href="http://www.maxenergy.com.mm">www.maxenergy.com.mm</a></p> <p>Work Place Ethic and Employee Hand Book are in place.</p> <p>We will continue to promote and advocate human rights norms and respect to fundamental human rights to our external stakeholders: primarily customers, suppliers and partners.</p>	<p>Human rights policy is published on the <a href="http://www.maxenergy.com.mm">www.maxenergy.com.mm</a></p> <p>Relevant sections of the human rights policy will be incorporated in the staff orientation and trainings.</p> <p>Internal audit is conducted regularly on this matter.</p> <p>A hotline has been established for human rights grievances.</p> <p>Delivered work place ethic, non-discrimination policy at trainings</p> <p>Conducted regular review of grievance at the HR committee.</p> <p>Updated the employee hand book as required.</p>
<p><b>LABOUR STANDARDS</b></p> <p>3 - Businesses should uphold freedom of association and effective recognition of the right to collective bargaining.</p> <p>4 - The elimination of all forms of forced and compulsory labour.</p> <p>5 - The effective abolition of child labour.</p> <p>6 - Eliminate discrimination in respect of employment and occupation.</p>	<p>Max Energy employs more than 900 employees to drive our business.</p> <p>And we are proud to employ full time university students the part-time job so that their quality of life can improve by earning while learning. They are given the opportunity to join us full-time upon graduation if positions are available.</p> <p>We believe in creating a rewarding work environment for our employees.</p> <p>Max Energy understands an importance on being transparent in our procedures and processes to all stakeholders.</p>	<p>Our human capital investment is the driving force that made it possible for us to go from 12 filling stations in 2010 to more than (30) filling stations as in 2017 and still counting.</p> <p>All Max Energy filling stations and Offices are built to ensure the working environment is safe and ergonomic.</p> <p>Max Energy is planning to provide Group Insurance to our staff to cover for incidents.</p> <p>Max Energy focuses on capacity development as we invest in training and development of staff. We have organized more than 30 capacity building programs across all levels to ensure continuing development.</p> <p>Max Energy is consistently reviewing the Policies to ensure we have updated and transparent guidelines. We have also make revised Employee Handbook with up to date rules and regulations available on website, ensure all our staff are fully aware of their rights and obligations.</p>
<p><b>ENVIRONMENT</b></p> <p>7 - Businesses should support a precautionary approach to environmental challenges.</p>	<p>Max Energy recognizes that the increase business activities and industrialization is one of the causes of the environmental deterioration.</p> <p>Max Energy actively promotes the</p>	<p>Actively promote about Energy saving by having reminders stickers not only in office but also in filling stations.</p> <p>Also, encourage and remind all staffs to turn off light and Air</p>

<p>8 - Undertake initiatives to promote greater environmental responsibility.</p> <p>9 Encourage the development and diffusion of environmentally friendly technologies.</p>	<p>objective of reducing negative impact on the environment both internally and externally.</p>	<p>Condition units after work.</p> <p>To utilize energy saving materials such as energy saving light bulbs, projectors for the filling stations and the office (Future plan).</p> <p>Corporate Affairs is acting as a lead to save the paper printing by promoting at the management meeting as well as having email signature which reminds us “Think before you Print, etc” sentences.</p> <p>The rules and regulations to reduce the negative impact in the environment are being incorporated into our training programs, and staff orientations.</p> <p>Car Pooling is being promoted and implemented even in the management level.</p>
<p><b>ANTI-CORRUPTION</b></p> <p>10 - Businesses should work against all forms of corruption, including extortion and bribery.</p>	<p>Max Energy do value on transparency and openness in communication with all stakeholders especially with our valuable employee</p> <p>Max Energy fully committed to integrity, fair dealing and adopt corporate good governance practices. We have ZERO tolerance policy for corruption, bribery and extortion.</p>	<p>Max Energy management holds regular meeting with employees at all management levels to encourage integrity and explain about punishments and rewards concerned with corruption and bribes.</p> <p>Our ZERO tolerance policy on corruption was briefly mentioned on Employee Handbook. All our employee are fully encouraged without any hesitation to report if any corruption case noticed through various communication channels.</p> <p>Whistle Blowing Policy is implemented and enforced effectively and efficiently by placing suggestion boxes at all our working environments. Our whistle blowing committee closely and regularly monitored the feedback through the suggestion boxes, suggestion email, etc.</p> <p>To deter the corruption, advanced-technology Management and POS software are installed in our Filling Stations.</p> <p>Most importantly, our inspection team ensures that there is always check and balance happens throughout the entire company.</p>