

sajdi

CONSULTING
ENGINEERING
CENTER



UN Global Compact
Communication on progress (COP)

July 2020

Table of Contents

- Statement of continued support by CEO
- About SAJDI
- Human Rights
- Labor Principles
- Environment
- Anti-corruption Prospect
- Appendix



SAJDI - Consulting Engineering Center



COP - 2020

Statement of continued support by our CEO, along the following lines:

SAJDI - Consulting Engineering Center have joined the UN Global Compact Initiative in 2015, while becoming an ACTIVE Member in 2016. In continuing our commitment to integrate the Global Compact principles into our strategies, operations, culture and narrative, we are submitting our fifth COP for the year 2020. As always, we are committed to communicate our Sustainability Report to our stakeholders via our various channels of communication: newsletters, awareness prompts, social media, profiles, pamphlets and SAJDI's website.

Sincerely yours,

Eng. Izzat Sajdi
CEO
SAJDI, Jordan, COP for 2020



COMMUNICATION ON
PROGRESS

This is our **Communication on Progress** in implementing the principles of the **United Nations Global Compact** and supporting broader UN goals.

We welcome feedback on its contents.

About SAJDI

Our company started as a small local consultancy in 1974. Today, it offers services across three continents, 32 countries and have successfully completed more than 512 projects.

From vast water & wastewater projects to the building of roads, the expertise we provide is at the heart of the modern world. Simply put, we connect things. Far from unmoving, our work carries a sense of “flow” — a concept that we have incorporated into our logo and slogan “Engineering the Flow of Tomorrow”.

As well as connecting the infrastructure of the modern world, we connect people. Our teams work with professionals in dozens of different markets. This work delivers essential services to hundreds of thousands of people in cities and remote areas in 3 continents. The things we help build are contributing to a more prosperous and exciting global future for everyone.

WHAT IS OUR MISSION?

To oversee projects that solved problems and helped communities through the art of engineering. We would be the engineering consultants that breathed life into our work as an ode to Jordan and any other country we operate in; whether it is in the harsh environments of Lesotho or the ocean-embraced archipelago of the Maldives.

RESPECTFUL WORK THAT STANDS THE TEST OF TIME

That’s one of the first and most important things to know about Sajdi. We’re a family-owned business with a global outlook. Through the work of hundreds of dedicated engineers committed to making the world a better place, we are coming up with solutions to age-old problems that benefit societies and communities as a whole.

WHY DO WE MENTION RESPECT?

Because it is one of Sajdi’s most essential elements for a job well done. Respect towards the environment, communities, and most importantly, for the people’s needs. By integrating our engineering solutions into the appropriate contexts, we are able to target and break down hyper-local issues in the transportation sector and water delivery methods. Overall, we aim to create tangible, empowered, and dignified lifestyles.

We started this business as a family and intend on continuing this journey into the future as a united front. This mind-set made it possible to help our clients achieve their objectives and earn us an esteemed reputation.

Times change, plans alter, and goals differ...yet our principles and DNA remains the same. Sajdi will always be the engineering consulting firm that’s committed to engineering the flow of tomorrow, leaving a positive impact today, and serving communities.

Human Rights Principles

Assessment, Policy & Goals:

SAJDI has always been committed to excellence by following the universal standards of operation at all levels. This is seen in our Core Values which is represented in the following statement: "We are Committed to Excel in providing our services to our clients with Integrity and Respect." In addition, our up-to-date ISO, EFQM, FCIC and the KAIIE awards attesting to our commitment to the Human Rights Principles, which is one of the components of these certificates' methodologies. Moreover, our commitment to join, contribute and attend the UN Leaders' Summit in NY, 2016 also is evidence to our commitment to the issue. Our Goal is to communicate our commitment to the labor principles to our stakeholders. Here is a brief of what each accreditation is:

- EFQM:** Recognized for excellence Certificate (R4E) (3 Star-2012) from the European foundation for Quality Management
- FCIC:** Federation of Consultants from Islamic Countries (FCIC)
- KAIIE:** King Abdullah II Award for Excellence (the highest award at the local Level)

Implementation:

SAJDI's implementation of the Human Rights issue is seen in the following:

- SAJDI has a Quality Procedure Manual which every employee is familiar with, have access to and is required to follow at all times.
- Suggestion Box, Suggestion Form, Open Door Policy and Internal email or Memos are all ways to connect directly and discretely with upper management.
- Awareness prompts that are given on a quarterly basis in various formats from emails, presentations to surveys. These prompts keep our employees aligned which is one of our strategic objectives. One of the awareness promotes that was conducted in 2016 was presented by the Global Compact Network Jordan by the contact person for the UNGC in Jordan after a request from the CIM unit at SAJDI. A presentation on the UNGC 10 principles and the 17 SDGs was presented to SAJDI employees. 17 SDGs were communicated to employees in June, 2017 to ensure full alignment. SAJDI has conducted an awareness about Covid-19 and how to stay safe and avoid the infection.
- SAJDI has participated in the CGNJ activities and events since 2016. One such event was entitled, "Our Renaissance in Our Partnership". Other event was a training session about "Sustainability Management" held on July 2019. The latest event we have attended in October 2019 was a workshop about "Anti-corruption and Human rights".
- Implementing the CSR's Action Plan for the year.

- Our Social and Cultural Committee was formed in 2006. The members are elected on an annual basis aiming to provide a platform of synergy between the employees and management.
- The Corporate Image Management unit was formed in 2009. This unit's duties and responsibilities are to demonstrate SAJDI's corporate image and the added value of our services, as well as, to enhance the culture of Self Responsibility and Corporate Social Responsibility. Moreover, the CIM unit has specific procedures (CSR Manual) and develops a yearly action plan. The manual is annually reviewed and the action plan's outcomes are measured and communicated with our stockholders. Since 2014, and for each year thereafter, we have supported NGO's in the field of education. Two Memorandums of understanding were signed with two different NGOs. The objective is to bridge the gap between formal education and the labor market's needs. During 2018 & 2019 , SAJDI has supported one of NGOs that funds Orphans to secure their education.

Measurement of Outcomes:

Being a Strategy-Focused company, we have opted to use the Balance Scorecard Strategy tool to measure our strategic objectives on a five-year basis. This tool has been implemented since 2006 and we are now in our third 5-year strategy cycle (2016-2020). From our Balanced Scorecard then, we have objectives, initiatives, measures and/or targets.

Following is what is relevant to the Human Rights issue:

- Quarterly review meetings are held to review the Balance Scorecard Strategy measures of outcomes or KPI's.
- Each of our employee has a job description and procedures specific to his/her job and are audited internally and externally every year.
- We require our business partners and our staff to abide by the safety requirements: from enforcing safety gear on construction sites, to the safety measures to the public in the area. This is followed up by the Quality Department at project sites.
- We abide and require our business partners to work on an "Environment Assessment" for each project. This is part of our Project Quality Plan (PQP) which is also included in our Procedure Manual.
- Our Environment Policy has objectives, initiatives, measures and is reviewed on a yearly basis. The outcome of the review is a new action plan for the following year.
- The "Core Values Commitment Questionnaire" has been conducted on a quarterly basis for several years now. The results are measured against their target and compared to the previous year. Preventive measures are taken for falling short of the target.
- While we give equal opportunity to candidates, we use the standard procedure for recruitment to ensure that we hire the most competent employee irrespective to

gender, religion, or race. Our equality for hiring is seen in the fact that our male to female ratio is at 60 % and our hiring is posted on our website, social media and local newspapers.

- Ergonomics Survey is conducted every two years to look into the needs and complaints of our staff. Recommendations are made and sent to the management for approval. It was noticed that the results of the survey that was conducted in 2017 was at 82.2 % compared to the result of 2015 which was at 76.1%, the result of 2020 is to be included in the next COP as SAJDI has moved in to a new physical location in November 2019.
- Employee Satisfaction Survey is conducted on an annual basis covering issues such as: general working conditions, pay and promotion potential, use of skill & abilities. Actions are taken by our management to insure a high level of employee satisfaction.
- Reviewing CSR's KPI's at the end of each year brings about the new changes that need to be done in our next CSR action plan.
- The Social and Cultural Committee end of year evaluation by the staff through independent survey.
- See Appendix for our:
 - ✓ Environment Policy-Action Plan
 - ✓ Strategy Map
 - ✓ Core Values
 - ✓ Commitment to Core Values Questionnaire sample.
 - ✓ Employee Satisfaction Survey
 - ✓ CSR Manual
 - ✓ Social and cultural committee survey
 - ✓ Ergonomic Survey form

Labor Principles

Assessment, Policy & Goals:

Our Manual Procedure covers not only the duties and responsibilities of each job at the company, but provides the employees' labor rights as well. We have a dedicated resource that monitors and mandates labor laws. Our Strategic Objective of "Enhance Knowledge Management" under the learning and growth perspective engages the employees while providing them with a platform for freedom of association and collective bargaining. This goes hand in hand with the Social and Cultural Committee discussed earlier. Our Goal is to communicate our commitment to the labor principles to our stakeholders and to maintain our compliance with labor laws and other official holidays.

Implementation:

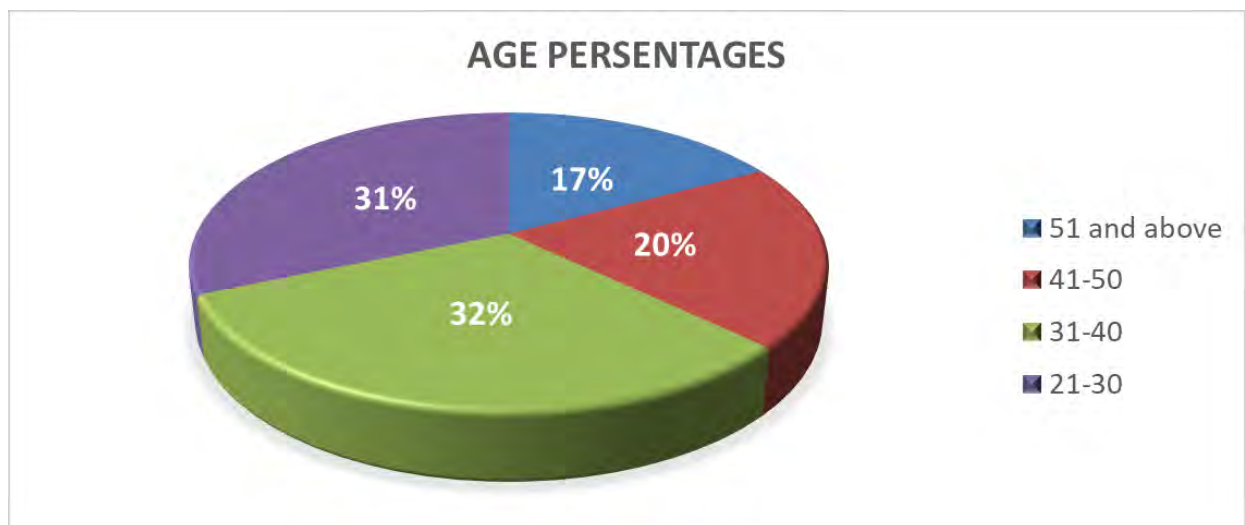
- Our Procedure Manual, as well as, the New Employee Handbook provide the knowledge of labor rights- among other information- regarding the employee.
- Medical Insurance Coverage
- Social Security.
- Suggestion Box, Suggestion Form, Open Door Policy and Internal email or Memos are all ways to connect directly and discretely with upper management.
- Awareness prompts that are given on a quarterly basis to inform employees regarding new labor laws or health issues. One such presentation was “Ergonomics” presentation, another one was conducted in 6/2019 about safety at office and about Covid-19 and how to prevent the infection.
- Continuous Human Resources and the Finance departments’ training and up- to - date knowledge on the local labor laws. They are the dedicated resource for labor rights.
- Based on our management’s belief of the importance of work-life balance, the working hours have been reduced one hour a day in 2011. The number of weekly working hours at SAJDI became 41.25 h versus 48h by labor law.
- SAJDI is committed to the official holidays announced by the government due to religious, national and other occasions.
- The Social and Cultural Committee provides a platform for employees to voice their opinions and thoughts. There are many activities made by SCC during the year. For an example, arranging outdoor lunches, celebrating national and religious occasions, arranging for the yearly picnic and many other activities. SCC members are elected each year by SAJDI employees.
- Our Incentive Program Fast Track is disclosed to our employees and is reviewed periodically. The Fast track program and career path were reviewed by SAJDI management, departments and relevant units.
- Our Information Management System is an open domain to our employees. It includes the official manuals on labor laws and the updated social security benefits.
- Celebrating our 45 years of dedication and relentless to our client has spread the spirit of excellence among our employees, the celebration took place at Amman Rotana towers in November, 2018.

Measurement of Outcomes:

Being a Strategy-Focused company, we have opted to use the Balance Scorecard Strategy tool to measure our strategic objectives on a five-year basis. This tool has been implemented since 2006 and we are currently in our third 5-year strategy cycle.

Following is what is relevant to the Labor Principles issue:

- Quarterly review meetings are held to review the Balance Scorecard Strategy measures of outcomes or KPI's.
- Age: we do not discriminate against age. (see figure below).



- Ethnicity percentages, we hire local individuals in our global branches.
- 100% compliance on approved working contracts.
- Our working related injuries target is at zero with zero related injuries for 2018.
- Our employee Satisfaction Survey was 78% for 2018 against the target of 70%.
- See Appendix for our:
 - ✓ Incentives

Environment Principles

Assessment, Policy & Goals:

We have an Environment Policy since 2006 which is also part of our Quality Management system. we have identified “Operational Excellence” as our customer value prospersion in our Strategy. Increase Utilization of Staff and Resources, and Enhance Project Quality Plan implementation are two strategic objectives, among

others, that enable us to achieve Operational Excellence. Our goal is to decrease our recyclable waste and to shift to renewable energy whenever possible.

Implementation:

- We do and require our business partners to do an Environment Impact Assessment as part of our procedures within each Project Quality Plan to insure that the projects are in alignment with our Environment policy.
- The “Go Green” initiative by the Corporate Image Management Unit in 2014 has led to:
 - Continuous paper recycling in association with Jordan’s Environment Protection Institute.
 - Provided awareness prompts on energy saving and recycling,
 - Planted trees by SAJDI employees wherever they were in the world in 2017 and 2018.
 - SAJDI has supported an environmental initiative related to waste recycling and reduction of plastic usage to preserve the environment by a group of 12-year-old students in 2018. They aimed at spreading awareness and to deliver their message to the decision-makers.
- The Creativity and Development Committee has embarked on installing solar panels at SAJDI’s HQ in Jordan in 2016 as a renewable energy while substituting diesel consumption and CO2 emissions.
- We develop an Environment Policy Action Plan on a yearly basis.
- SAJDI is a member at the JES (Jordan Environment Society) and always contribute to its activities related to the Environment.

Measurement of Outcomes:

- Yearly external audits by the ISO insuring the implementation of our Environment Policy action plan.
- Yearly review of the Environment Policy results or KPI’s by upper management.
- Yearly reporting by Jordan’s Environment Protection Institute re our recycled paper. Outcomes of our achievement in recycling paper for the year is shared with our employees by giving the CO2 emissions and mature trees saved.
- See Appendix for our:
 - ✓ Environment Policy Action KPI’s for the last 3 years.
 - ✓ Sample of the Recycled Paper Poster.

Anti-Corruption principles

Assessment, Policy & Goals:

Our core values in a statement is: ““We are Committed to Excel in providing our services to our clients with Integrity and Respect.” Integrity is where we state that we do our services without favoritism.

Implementation:

- We ensure that our engineering services are provided to clients following our Quality Management System (QMS) which, in turn, is regularly audited by internal auditors. This system insures that every employee is doing his/her duties according to the QMS standards without bias or favoritism. This system ensures verification and validation by staff in independent departments to prove that all decisions are correctly taken.
- One of our initiatives within the Corporate Social Responsibility action plan-under the Clients & Business Partners beneficiary - is to “Emphasize SAJDI’s Governance, Credibility and Transparency.”
- We have participated in the CGNJ activities and events since 2016. One such event was entitled, “Our Renaissance in Our Partnership”. The latest event we have attended in October 2019 was a workshop about “Anti-corruption and Human rights”.

Measurement of Outcomes

The measures of the initiative “Emphasize SAJDI’s Governance, Credibility and Transparency” are:

- Measuring the number of non-compliance to SAJDI’s Quality Management System (QMS) during the internal audits.
- Measuring the employees’ commitment to core values with a target of 80%.
- Implementation of SAJDI’s Governance Compliance Procedures with a target of 100%.
- Disclosure of SAJDI’s COP, or Sustainable Report on the UN Global Compact Website.
- See Appendix for our:
 - ✓ CSR Action Plan for 2019
 - ✓ Core Values

Note: SAJDI has Joined the Global Compact Local Network in Jordan in 1/2016 and renewed the membership in 2/2017 and in 5/2019.



APPENDIX



ENVIRONMENT POLICY ACTION PLAN



ENVIRONMENT POLICY

سياسة البيئة

- To conduct all business activities in an acceptable manner free from recognized hazards while respecting the environment. إجراء جميع نشاطات العمل بطريقة مقبولة خالية من المخاطر بحيث يتم احترام البيئة.
- To ensure the health & safety of the employees, clients, suppliers, and surrounding community. ضمان صحة وسلامة جميع العاملين والعملاء والموردين والمجتمع المحيط.
- To conserve the valuable materials & energy resources throughout the design and realization of our products and services, and the utilization of current technologies & practices. الحفاظ على المصادر القيمة للمواد والطاقة عن طريق التصميم والتمثيل لمنتجاتنا واستغلال التكنولوجيا والتجارب الحالية.
- To reduce the impact on the environment by:
 - ✓ Avoiding pollution of water resources.
 - ✓ Avoiding pollution from wastewater treatment plants by proper site selection & treatment processes.
 - ✓ Avoiding negative effects on flora & fauna.تقليل الضرر اللاحق بالبيئة وذلك من خلال:
 - ✓ تجنب تلويث المصادر المائية.
 - ✓ تجنب التلوث الناتج عن محطات التنقية من خلال الاختيار المناسب للمواقع وعمليات المعالجة.
 - ✓ تجنب الآثار السلبية على الحياة النباتية والحيوانية.

SAJDI MANAGEMENT

Environment Policy Action Plan 2019

Env. Objective	Measure/ Indicator	Target	Weight	Action By	Action Plan	Achieved
E1 To Conduct Business Activities Free from Recognized Hazards	1- Number of NC (HQ).	ZERO	10%	AA	Ensuring Up-to-date: <ol style="list-style-type: none"> 1. Fire Extinguishers 2. First Aid kit 3. Emergency Evacuation Plan Ensuring on-site proper protective equipment (PPE).	10%
	2- Number of NC from Stakeholders.	ZERO	10%	SD		10%
	3- Number of Injuries (HQ).	ZERO	10%	SD		10%
E2 To Ensure Healthy Working Conditions	1. Ergonomics Assessment (HQ)	80%	20%	CIM	Improving office ergonomics based on the survey's assessment.	0%
	2. Number of Unresolved Complaints	ZERO	10%	CIM	Resolving Submitted Complaints.	10 %
	3. Smoking Violation	ZERO	10%	CIM	Conducting Awareness Prompts.	10%
E3 To Conserve Resources	a. Electricity (kw/ Employee)	Less or = the previous year	10%	AA	1. Implementation of Maintenance schedule on time.	10%
	b. Recycled Paper (kg)	30% of Purchased paper being recycled	10%		2. Ensure arrangements with recycling institutes. 3. Conducting Awareness Prompts	10%

<p>E4 Ensuring Environment Sustainability of Our Products & Services</p>	<p># of valid Observations/ Complaints</p>	<p>ZERO</p>	<p>10% (30% When Ergonomi cs is not done)</p>	<p>CEO</p>	<p>To ensure that CEC's services take into account the impact on the environment such as:</p> <ul style="list-style-type: none"> ✓ Avoiding pollution of water resources. ✓ Avoiding pollution from wastewater treatment plants by proper site selection & treatment processes. ✓ Avoiding negative effects on flora & fauna. 	<p>10 %</p>
---	--	-------------	--	------------	--	--------------------

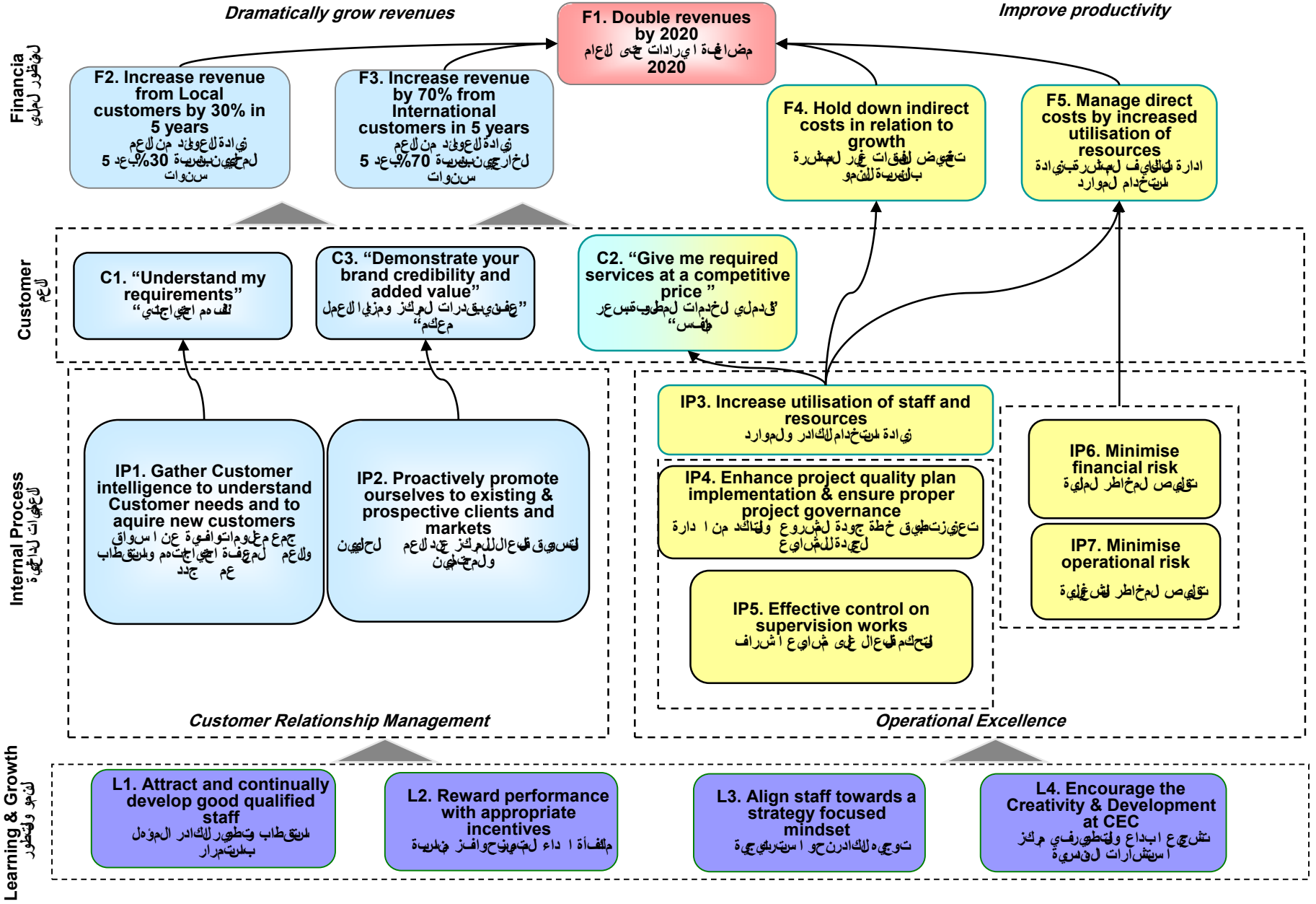
- Achieved an overall of **80%** of the Env. Policy Action Plan for 2019.
- Note that the Ergonomics survey is done every **two years**, during January of each year so as to coincide with the “Employee’s Needs”. Last one was conducted in Jan.2017.
(we have traveled into new place by November 2019 , so ergonomic survey is to be done in 2020)



STRATEGY MAP



SAJDI Strategy Map





CORE VALUES



Core Values

"We are Committed to our clients -through Excellence- to provide our services with Integrity & Respect."

Respect

- We respect local culture and context.
- We respect and consider the environment we work in.

Integrity

- We promise only what we can deliver.
- We guarantee what we deliver.

Commitment

- We are committed to thrive for excellence and continuous improvement.
- We are committed to deliver engineering services that meet our clients' expectations.
- We are committed to apply high quality systems & methods that improve the quality of our services.

Excellence

- We excel in the way of providing services to clients.
- We excel in continual training and development of our staff.
- We excel in providing high-quality engineering services.

القيم الأساسية

"نلتزم بالتميز في تقديم خدماتنا لعملائنا بنزاهة واحترام"

الاحترام:

- نحترم ثقافة المجتمع المحلي.
- نحترم بيئة العمل التي نعمل فيها.
- نحترم كل عملائنا.

النزاهة:

- نعد فقط بما نستطيع تقديمه.
- نضمن ما نقدم.

الالتزام:

- نلتزم بالسعي نحو التميز والتطور المستمر.
- نلتزم بتقديم خدمات هندسية ترضي عملائنا.
- نلتزم باتباع افضل نظم الجودة في مشاريعنا لضمان تقديم خدمات هندسية ذات جودة عالية.

التميز:

- نتميز بطريقة تقديم خدماتنا للعملاء.
- نتميز باستمرارية تدريب وتأهيل كوادرنا.
- نتميز بتقديم خدمات هندسية ذات جودة عالية.



COMMITMENT TO CORE VALUES
QUESTIONNAIRE SAMPLE



إسم الموظف : الرقم: الوظيفة : التاريخ :

العلامة على مقياس 2-23	مسؤولية التقييم	القيم الأساسية
		الإلتزام :
	الإدارة	ما هو مدى التزام الموظف بإرضاء العملاء من خلال تأدية مهامه على أكمل وجه ؟
	قسم الجودة	ما هو مدى التزام الموظف بضمان الجودة العالية من خلال اتباع نظام الجودة الداخلي للمركز ؟
		الاحترام:
		ما هو مدى احترام الموظف لثقافة المجتمع وبيئة العمل من خلال:
	الهوية/ المساعد الإداري	• المحافظة على نظافة المكاتب
	الهوية/المساعد الإداري	• توفير استهلاك الطاقة
	الهوية/المساعد الإداري	• المحافظة على ترتيب المكاتب
	الهوية/المساعد الإداري	• المحافظة على نظافة البيئة المحيطة (الجيران)
		التميز:
	رئيس قسم	ما هي درجة تميز الموظف في إنجاز مهامه؟
	رئيس قسم / مسؤول التدريب	ما هي درجة سعي الموظف لتطوير قدراته وإمكاناته؟
		النزاهة:
	الإدارة	ما هو مدى التزام الموظف بوعوده لزملائه ومسؤوليه وعملائه؟
	الإدارة	ما هو مدى حرص الموظف عند اتخاذ قراراته؟
العلامة النهائية = (المجموع/23)		
ملاحظات الموارد البشرية :		
ملاحظات إدارة الجودة :		
ملاحظات الإدارة :		

ملاحظة رقم 2 : سيقوم مسؤول شؤون الموظفين بتعبئة هذا النموذج بعد الرجوع للموظفين المسؤولين على تقييم كل بند حسب ما هو مذكور أعلاه والرجوع للإدارة لاتخاذ الإجراء المناسب اتجاه الموظفين الذين تقل علامتهم عن 6 درجات.

ملاحظة رقم 4: هذا التقييم يعبأ بشكل سري ولا يجوز إطلاع الموظف عليه.



EMPLOYEE SATISFACTION SURVEY



استبي ان رض لموظفين

GENERAL INFORMATION)العمل ومات العامة

Occupation)الوظيفة :

How long have you worked for this company)كم المدة التي عملت لبلب الشركة

What previous positions have you held with the company)ما هي الموق عملت سابقا في عملت بها
بالشركة)

How long have you held your current position)كم المدة التي شغلتها في الموق الحالي

Briefly describe your work responsibilities)باختصار صف مهام وظيفتك

Employees Satisfaction Survey

		Please rate your level of satisfaction using the scale from 1 to 5 for each aspect; where (5) is the highest satisfaction and (1) is the lowest satisfaction. عبر عن درجة رضاك عن كل بند على مقياس من 1 إلى 5 ، بمجرد اختيارك من 5 (هي أعلى رضى و ع 1) (هي أ رضى.					In case you answer with 1 or 2, you should in details specify the reason(s) below. في حالة كنت بلة 1 أو 2 يجب أن يهتم فكر باب قول ذلك بشكل مفصل
		1	2	3	4	5	
GENERAL WORKING CONDITIONS ظروف العمل لإقامة	Hours worked each week ساعة العمل						
	Flexibility in scheduling to fit personal circumstances. المرون في جدولة العمل وقدمه المسائل الشخصية						
	Location of work موقع عمل						
	Working Environment بيئة عمل						
	Company Policy سياسة الشركة						
PAY AND PROMOTION POTENTIAL الرتب و ترقية	Salary الرتب						
	Opportunities for Promotion فرصة الترقية						
	Incentives & Benefits تحفيزات والحوافز						
	Job Security (ان الوظيفي) استقرار في الوظيفة						
	Recognition for work accomplished التقدير على إنجاز العمل						
WORK RELATIONSHIPS ات ل عمل	Relationships with your co-workers تألف مع زملائك						
	Relationship(s) with your supervisor(s) بمسؤوليك تألف						
	Relationships with your subordinates تألف مع رؤسائك						
USE OF SKILLS AND ABILITIES	Opportunity to utilize your skills and talents فرص الاستفادة من مهاراتك وموانعك						

Employees Satisfaction Survey

		Please rate your level of satisfaction using the scale from 1 to 5 for each aspect; where (5) is the highest satisfaction and (1) is the lowest satisfaction.					In case you answer with 1 or 2, you should in details specify the reason(s) below. ففي حالة كنت بدرجة 1 أو 2 يجب أن يشرح لهم أسباب ذلك بشكل مفصل
		1	2	3	4	5	
للمهارات والقدرات	Opportunity to learn new skills فرصة تعلم مهارات جديدة						
	Support for additional training and education فرصة التعليم والتدريب						
Working Nature طبيعة العمل	Variety of job responsibilities تنوع مسؤوليات العمل						
	Degree of independence with your work roles درجة الثقة لاصحاب المنظمة (المسؤولية)						
	Significant of your work roles الأهمية لوظائف العمل (بحد ذاتها)						
	Feedback from your job about your performance. التغذية الراجعة في العمل حول الأداء						
	Identity of your work roles. الهوية لوظائف العمل						
	Participate in Decision Making for your work roles المشاركة في اتخاذ القرارات الخاصة بعملك						
	Challenges for your work roles. التحديات لوظائف العمل						



CSR MANUAL



SAJDI -Consulting Engineering Center

CORPORATE SOCIAL RESPONSIBILITY (CSR)

Revision 4 - Nov. 2014



SAJDI Consulting Engineering Center Corporate Social Responsibility (CSR)

CSR Principles:

SAJDI identifies itself with the UN Global Compact Initiative. A CSR initiative that has ten principles which are derived from:

- The Universal Declaration of Human Rights
- The International Labor Organization's Declaration on Fundamental Principles & Rights at Work
- The Rio Declaration on Environment and Development
- The United Nations Convention Against Corruption

These **PRINCIPLES** are:

Human Rights

- **Principle 1:** Businesses should support and respect the protection of internationally proclaimed human rights; and
- **Principle 2:** make sure that they are not complicit in human rights abuses.

Labor

- **Principle 3:** Businesses should uphold the freedom of association and the effective recognition of the right to collective bargaining;
- **Principle 4:** the elimination of all forms of forced and compulsory labor;
- **Principle 5:** the effective abolition of child labor; and
- **Principle 6:** the elimination of discrimination in respect of employment.

Environment

- **Principle 7:** Businesses should support a precautionary approach to environmental challenges;
- **Principle 8:** undertake initiatives to promote greater environmental responsibility; and
- **Principle 9:** encourage the development & diffusion of environmentally friendly technologies.

Anti-Corruption

- **Principle 10:** Businesses should work against corruption in all its forms, including extortion and bribery.

Beneficiaries (as defined by SAJDI):

Environment:

SAJDI ensures that its business activities are in accordance with SAJDI's Environment Policy. (Refer to SAJDI's Environment policy Manual).

Clients & Business Partners:

SAJDI is committed to its clients through excellence to provide its services with integrity and respect.

Community:

SAJDI divides the community into Education and Non-Education sectors. The non-education sector includes, but is not limited to, any initiative catered to social development regardless of gender or financial means. (I.e. youth, women & poverty pockets, among other segments).

Employees:

SAJDI Management is committed to increase the employee's satisfaction by catering to their needs, providing incentives and contributing to the SCC at SAJDI.

Responsibilities (within SAJDI):

CIM Unit:

The head of the Corporate Image Management unit is responsible for the action mechanism of CSR; setting initiatives, implementing, assessing, reporting and reviewing.

MD:

The Managing Director is responsible for setting a yearly budget for CSR while endorsing the CSR action plan for that year.

Senior Management:

Top managers are encouraged to contribute, participate, and provide CSR awareness to their subordinates.

Staff:

SAJDI staff has to be aware of SAJDI's CSR and is encouraged to participate in CSR's initiatives.

CSR's Objectives

Environment	Clients & Business Partners	Community (Education V Non-Education)	Employees
Effective implementation of SAJDI's Environment Policy.	Commitment to SAJDI's core values in dealing with clients & business partners.	<ol style="list-style-type: none"> 1. Give free engineering services to the community (pro-bono) 2. Provide monetary donations to sustainable initiatives made by NGO's. 3. Provide training opportunities. 	<ol style="list-style-type: none"> 1. Equal work opportunities. 2. Increase Employee Satisfaction.

CSR's Initiatives

Environment	Clients & Business Partners	Community (Education V Non-Education)	Employees
Enhance the Culture of Self Responsibility by providing "Awareness Prompts".	Emphasize SAJDI's Governance Credibility & Transparency.	<ol style="list-style-type: none"> 1. Develop a yearly action plan that includes the channels & beneficiaries to the: <ol style="list-style-type: none"> a. Pro-Bono services. b. Monetary donations. 2. Providing training and/or use of SAJDI resources via signing MoUs with the educational sector, or being members is committees and associations. 	<ol style="list-style-type: none"> 1. Collect & analyze and act upon improvements re employees' needs and expectations. 2. Management Support of (SCC)

CSR's Measures + (Targets)

Environment	Clients & Business Partners	Community (Education V Non-Education)	Employees
Annual results of SAJDI's Environment Policy action plan. (70%)	<ol style="list-style-type: none"> 1. Measuring the employees' commitment to core values. (80%) 2. Implementation of SAJDI's Governance Compliance procedures. (100%) 3. Disclosure of SAJDI's yearly CSR report via the Global Compact Initiative website. (100%) 	<ol style="list-style-type: none"> 1. Amount in monetary value. (JOD6500) 2. No. of person hour contributed. (165) 	<ol style="list-style-type: none"> 1. Employee Satisfaction Survey. (3.5) 2. Ergonomics survey. (75% every 3 years). 3. Monetary amount of management's annual contribution to the SCC. (Increase of 10% from last year).



SOCIAL & CLUTURAL
COMMITTEE SURVEY



استبيان تقييم مجلس الجناحة الثقافية - تمارية

يسر للجنة الثقافية والتثقيفية والتوعوية ان تقدم هذه التنبئة، وذلك لغيات استبيان آراء لزماء والزميات أعضاء حول تقييمهم من أنشطة اللجنة الثقافية والتثقيفية والتوعوية لسباقات خالل عام 2019 من اجل الاستفادة من ذلك من آرائهم لتحسين اداء اللجنة الثقافية والتثقيفية والتوعوية وإعداد خطط عملها المستقبلية وإيجاد وطموحات اللجنة وذلك من خلال بعضلى محتويات هذه التنبئة لكل موضوعي وتوصيحاته:

- 1- هل وجدتم مستوى إنجازات اللجنة الثقافية والتثقيفية والتوعوية في العام الماضي؟
 -- موفقة -- موفقة أحياناً -- محيطة -- غير موفقة
- 2- هل غطت نشاطات اللجنة الثقافية والتثقيفية والتوعوية في العام الماضي احتياجاتكم من حيث البرامج والخطط والاساليب التي تفضلونها؟
 -- موفقة -- موفقة أحياناً -- محيطة -- غير موفقة
- 3- هل ساهمت اللجنة الثقافية والتثقيفية والتوعوية في دعم المجتمع المحلي من خلال نشاطاتكم التي تمكنكم من ذلك؟
 -- موفقة -- موفقة أحياناً -- محيطة -- غير موفقة
- 4- هل تريدون أن تكون اللجنة الثقافية والتثقيفية والتوعوية منسجمة مع باقي فروع اللجنة الثقافية والتثقيفية والتوعوية في الجامعة؟
 -- موفقة -- موفقة أحياناً -- محيطة -- غير موفقة
- 5- هل ترى أن البرامج التي ينفذها اللجنة الثقافية والتثقيفية والتوعوية في العام الماضي كانت كافية في تغطية مختلف الفروع؟
 -- موفقة -- موفقة أحياناً -- محيطة -- غير موفقة
- 6- هل ترى أن لم يتم استثمار اللجنة الثقافية والتثقيفية والتوعوية في العام الماضي في زيادة الوعي الثقافي والتثقيفي والتوعوي في المجتمع؟
 -- موفقة -- موفقة أحياناً -- محيطة -- غير موفقة
- 7- ما هي أهم الإشغالات التي تفضلون أن تكون اللجنة الثقافية والتثقيفية والتوعوية في العام الماضي في تغطيتها؟
 -- نشاطات ثقافية -- نشاطات إجتماعية -- رحلات -- مسابقات -- غير ذلك:
- 8- ما هو درجة رضائكم عن مستوى الخدمات التي تقدمها اللجنة الثقافية والتثقيفية والتوعوية في العام الماضي؟
 -- راضية بشدة -- راضية -- محيطة -- غير راضية -- غير راضية على الإطلاق
- 9- ما انعكاسي منكم عن الإشغالات التي تفضلون أن تكون اللجنة الثقافية والتثقيفية والتوعوية في العام الماضي 2019؟
 ■ نشاطات عشاء مطعمت للصنوبر
 -- موفقة -- موفقة أحياناً -- محيطة -- غير موفقة / ملتزمين بسبب استمرارية النشاطات المطبقه -- موفقة -- غير موفقة أحياناً
 ■ نشاطات عشاء مطعم بصيري
 -- موفقة -- موفقة أحياناً -- محيطة -- غير موفقة / ملتزمين بسبب استمرارية النشاطات المطبقه -- موفقة -- غير موفقة أحياناً
 ■ نشاطات حملات خيرية لشهر رمضان
 -- موفقة -- موفقة أحياناً -- محيطة -- غير موفقة / ملتزمين بسبب استمرارية النشاطات المطبقه -- موفقة -- غير موفقة أحياناً
 ■ نشاطات مسابقة شهر رمضان
 -- موفقة -- موفقة أحياناً -- محيطة -- غير موفقة / ملتزمين بسبب استمرارية النشاطات المطبقه -- موفقة -- غير موفقة أحياناً
 ■ نشاطات رحلة (التشوي)
 -- موفقة -- موفقة أحياناً -- محيطة -- غير موفقة / ملتزمين بسبب استمرارية النشاطات المطبقه -- موفقة -- غير موفقة أحياناً

ملاحظات واقتراحات اخرى لتجديد وتطوير اداء اللجنة الثقافية والتثقيفية والتوعوية:

اسم الموظف: _____ التاريخ: _____ التوقيع: _____



ERGONOMIC SURVEY FORM



Date: __ / __ / 20__	Name: _____	Position: _____
	Age: _____	Gender: M / F
Ergonomics is a science concerned with the 'fit' between people and their work. It puts people first, taking account of their capabilities and limitations. Ergonomics aims to make sure that tasks, equipment, information and the environment suit each worker.		علم "بيئة العمل" هو العلم المعني بـ "المناسبة أو التوفيق" بين الموظفين وعملهم، أي أنه يضع الناس في المقام الأول ، مع مراعاة قدراتهم ومحدداتهم. علم "بيئة العمل" يهدف إلى التأكد من أن المهام والمعدات والمعلومات والبيئة تناسب كل عامل.
The purpose of this survey is to provide you with the opportunity to tell us about your work environment. With this information, CEC management can provide you with solutions for better Office Ergonomics, which is one of the goals of CSR. So please answer the following questions:		الغرض من هذا المسح هو أن نقدم لك فرصة لتخبرنا عن بيئة العمل الخاصة بك. مع هذه المعلومات ، يمكن للإدارة توفير أفضل الحلول المناسبة لبيئة العمل الخاصة بك ، والتي هي واحدة من أهداف المسؤولية الاجتماعية للشركات. لذلك يرجى الإجابة عن الأسئلة التالية:
1. What is the nature/type of your work? [Desk / On-Site / Physical]	1. ما هي طبيعة / نوع عملك؟ [مكتبي/ميداني/يتطلب مجهود بدني]	
2. How many years have you been working in this type of work?	2. كم سنة وانت تعمل في هذا النوع من العمل؟ _____	
3. How many years with CEC? _____	3. كم سنة تعمل مع مركز الإستشارات الهندسية؟ _____	

	Highly Satisfied مُتَعَبِّدٌ شَدِيدٌ	Satisfied رَاضٍ	Neutral مُتَعَبِّدٌ	Dissatisfied مُتَعَبِّدٌ	Highly Dissatisfied مُتَعَبِّدٌ أَطْرَقًا	
a. Work Surface Area						أ. مساحة سطح العمل
b. Storage Space						ب. مساحة التخزين أو الأدرج
c. Chair Design & Comfort						ت. تصميم و متانة الكرسي
d. Air Quality						ث. نقاوة الهواء
e. Temperature						ج. درجة الحرارة
f. Lighting Quality						ح. جودة الإضاءة
g. Monitor Glare						خ. وضوح شاشة الكمبيوتر
h. Noise Level						د. درجة الضجيج أو الإزعاج
i. Sun Effect						ذ. تأثير أشعة الشمس
j. Dust Effect						ر. تأثير الغبار
k. Accessibility to Filing						ز. سهولة الوصول للملفات
l. Sharp Edges						س. خطر الأطراف أو المناطق الحادة
m. Tools Weight & Suitability						ش. ثقل ومناسبة أدوات العمل



INCENTIVES



INCENTIVE SYSTEM FOR SAJDI – CONSULTING ENGINEERING CENTER

Prepared by:
Eng. Izzat Sajdi (CEO)
Eng. Fawzi Abdoh (Strategy Management Manager)
Eng. Fawaz Sheikh Naser (Management Rep. for Quality)



ISSUE NO. 7
10 Mar., 2013

Introduction

SAJDI is committed to Reward performance with appropriate incentives and to Attract and continually develop good qualified staff .This commitment is expressed in the applied Balanced Score card performance management system. In addition to the incentives system formulated under this initiative SAJDI will provide and maintain a quality compensation program, including competitive salaries and benefits, for all its employees.

In formulating this incentive system, SAJDI is aiming at motivating and maintaining a stable, competent work force capable of serving our customers' needs effectively and efficiently for the long-term.

SAJDI Incentive System

It is the strategic objective LG2 SAJDI to Reward performance with appropriate incentives and to provide competitive compensation system that rewards all employees based on their achievements and contribution to the success of the company. Our incentive system has been developed and will be reviewed on yearly basis to ensure it is in compliance with SAJDI strategy.

A. Purpose and Scope

This system outlines the components of SAJDI employee incentive system, which applies to all employees.

The objectives of the incentive system are:

- To Reward performance with appropriate incentives to motivate and reward employees and business units for achievements in performance and for their contribution to SAJDI's success.
- To provide an incentive system that supports SAJDI objective to Attract and continually develop good qualified highly-talented and productive employees.
- To provide incentive system that is internally equitable and recognizes different levels of skill, effort, and responsibility required to perform various roles and tasks, as well as the criticality and value of those skills.
- To provide a system for directing employees to SAJDI strategy and align their performance to achieving SAJDI strategic objectives .

B. Major Responsibility Assignments

SAJDI's Managing Director, Head of Accounting section, Human Recourses Officer and MRQ are responsible for:

1. Reviewing the incentive system on yearly basis and ensuring that it meets it's objectives, approving any changes and communicating the system to all SAJDI staff
2. Applying the system
3. Establishing and monitoring practices and procedures that comply with this system..

All department, section and unit heads(HR, Procurement ,Store & Maintenance (P, S&M) officers and project managers) are responsible for providing accurate information about job content and employee performance.

C. Employee Compensation Package

SAJDI employees are provided with a total compensation package that includes salary, incentives, and benefits. A brief explanation of these various elements is provided below.

SALARY

SAJDI will continue to provide a good base salary to all employees in order to attract and retain quality personnel in all appropriate disciplines, including technical, management, and administrative staff. SAJDI base salary rates will be appropriate for the specific work condition.

Initial salary determination: The starting salary for new employee will be determined based on:

1. Internal benchmark with salaries of employees having the similar backgrounds, education and experience inside SAJDI.
2. External benchmark with salaries of employees having the similar backgrounds, education and experience outside SAJDI in local market.

Salary Increases: Annually all main office employees will be evaluated for salary increase considerations, in order to be eligible for a salary increase, the employee should be employed inside SAJDI for not less than 8 months prior to evaluation date, and only Top Management has the right to include employees have been employed for less than 8 months if deemed deserve the increase.

SAJDI management will take into consideration the following point during determination the salary increment for each employee:

1. Employee performance based on his mark from (Employee Evaluation Results), unless the management is not satisfied from the mark due to improper evaluation from the evaluator.
2. Inflation (cost-of-living increases)
3. Employee Total Salary and Seniority

The total salary increase is only determined by SAJDI Management based on the previous criteria, and it is not mandatory for SAJDI Management to explain to any employee about his salary increase criteria.

Salary adjustments: If seen necessary by SAJDI Management the employee salary will be adjusted if:

1. The employee obtained an advanced degree or professional registration that is beneficiary for improving the employee scope of work and aligned with SAJDI strategy.
2. The employee requests a salary adjustment along with written justification and explanation.

These two cases will be studied carefully by SAJDI Management and then it will decide if the employee deserves the salary adjustment and what is the amount of this salary adjustment. .

Fast track employee increase: If any employee has proved to have a exceptional performance and talent ,a fast track employee salary increase is given to him / her, and this salary increase is decided by the SAJDI Management.

INCENTIVES

SAJDI realizes that our success as a consulting engineering firm is tied directly to the performance of our qualified staff. Therefore in order to motivate these qualified staff SAJDI Management had decided to recognize and reward our staff, especially those who contribute most to the company's overall success. So SAJDI had developed the following incentive system:

1- Service awards:

SAJDI is rewarding each employee complete continuous ten years service with:

- 9 % salary increase
- Receiving his share and company' share in the Provident Fund

Note : It is the employee choice to select either to continue in the Provident Fund for another 10 years or to get the 9% salary increase.

2- Operational awards:

SAJDI encourages its employees for high performance, this high performance can be high productivity and efficiency, high commitment and disciplines, high cooperation with colleagues and boss (team work), high creativity and initiatives, effective leadership, continual professional development, and others.

Any senior employee who recognized this high performance at any employee will report that to the management using "Performance Form – P10/4.8.2" with full details of that high performance, and if the management agree and approve this high performance, the employee will get extra 2 marks to his total employee evaluation marks as an operational award.

3- Trainers awards:

SAJDI encourages its experienced qualified staff to share their experience and knowledge essential for achieving the SAJDI vision, mission, and strategically objectives with their colleagues, so a training award will be given to each staff member who conducts an effective training. This award will be five times the trainer hours rate based on his regular salary assuming that:

- Each month is 240 hours

Effective training should have an average effectiveness not less than 8 marks based on the "Training Evaluation Report – P10/4.7.3"

4- Publishing awards:

SAJDI sets incentives for educational development of its senior staff, so:

- 200 JD cash reward will be given for each staff member publishing an article in a peer-reviewed journal or in a recognized conference.
- The time needed for the preparation and presenting of the article/paper will be paid by SAJDI.

5- Employees participate in receiving a Reputable Award or Certificates to the SAJDI :

All SAJDI staff participating in the effort that enables SAJDI to get a reputable excellence award or certificate will be rewarded by SAJDI management by:

- Financial reward, the amount (JD) will be determined for each case by SAJDI Management.
- Or the employee (s) will be given a recognition letter.

6- Employee of the Month & Employee of the Year Awards:

SAJDI will reward each employee of month for both main office and supervision projects with:

- Giving him Recognition Certificate during meeting attended by all SAJDI staff
- One days holiday
- Extra 2.5 marks to his total employee evaluation marks at the end of the year

Also SAJDI will reward the employee of year with one week salary based on his salary on Dec. of that year (This award can be either paid as cash or as gift or as one week paid holiday).

7- Participating in Social and Cultural Committee Awards:

SAJDI management set incentives for improving participation in social activities (such as cultural, educational, sport, and environmental), so SAJDI management had formed a Social and Cultural committee by internal election, and each 100 % effective member will be given:

1. Extra 2.5 marks to his total employee evaluation marks at the end of the year. Only SAJDI management has the right to decide whether the participation of each employee is effective or not, and how much the extra marks will be given.
2. Recognition letter from SAJDI's Management.
3. 50 JD cash reward will be given for each active committee member

8- Long Term Performance Incentive (Stock Option Fund)

SAJDI will give all employees performance incentive bonus based on the achievement of the overall Balanced Scorecard, and at to the follows:

1. SAJDI management will select the key Employees to participate in the Stock Fund Option Program based on either:
 - Seniority (Head of sections/ Depts. /Specialties/Units)
 - High performance and good experience & loyalty with SAJDI
2. The Selected Employee shall be in service for at least one year.
3. All employees that have been selected will be considered as associates, and will be allowed to purchase up to certain amount of units at Fixed Price under Stock Option Fund Conditions & Terms.
4. The amount of incentive for each employee will be affected directly by:
 - The percentage of achievement of over whole Cascaded BSC.
 - The amount of Net Earning dedicated by SAJDI Management.
 - The percentage of employee stock option units as allocated by SAJDI Management.
5. The Incentive will not be given directly to the employee as cash and will be directed to his stock option fund account in two scenarios:
 - To repay the value of dedicated stock option units.
 - After settling the cost of all dedicated Stock Option Units, and at the end of each year, the employee is paid 25% of the incentive, and the rest is kept with the company in the employee's "Retirement Account".
6. The employee will utilize the increase of Stock Option Unit Price based on annual growth and increased in income of SAJDI, as well as he will not be given any annual rate on return based on the purchased units nor retirement fund.
7. The employee can only take in cash his Stock Option Fund according to the following conditions:
 - The employee reaches the age of 65 years old.
 - The employee has died
8. In this case the employee will take the value of his units at the present time as well as his saved retirement account; SAJDI has the right to pay this amount during 4 years based on SAJDI cash flow.
9. In case that employee decided to leave SAJDI at anytime without meeting the specified conditions in clause 7, he will not be able to take in cash his saving in stock option fund either units or retirement fund.

9- Project Management Allowance

SAJDI will give Study and Design Project Manager an allowance of amount [400 JD x Project Duration (Months) as stated in the Term of Reference] per each Study and Design Project he will manage, this allowance amount will be paid partially based on the percentage of invoices amount that has been collected conditionally that the project has been closed within the allocated Man Months.

10- Creativity & Development Incentive

SAJDI will give 75JD cash reward for each active employee(s) participate in the Creativity & Development Committee(s) that led to certain improvement or achievement to SAJDI' services or systems.

11- Employee that submitted valuable suggestions.

SAJDI will give 2 extra marks to the total employee evaluation mark for each employee submitted valuable suggestion and lead to important improvement in SAJDI Quality Management System or the Creativity & Development Plan.

BENEFITS

In addition to previous incentive system, SAJDI will continue providing its staff with many benefits. These benefits include:

- A comprehensive Medical Insurance for the eligible employees (regular full employees) and their dependents (spouse, , and unmarried children up to 22 years of age if a full-time student)
- Life Insurance is provided to SAJDI Eligible employees.
- Accidental Death & Accidental partial or complete Disability.

Career Path

SAJDI will promote its employees from level to another level of the Approved Career Path as per the following conditions:

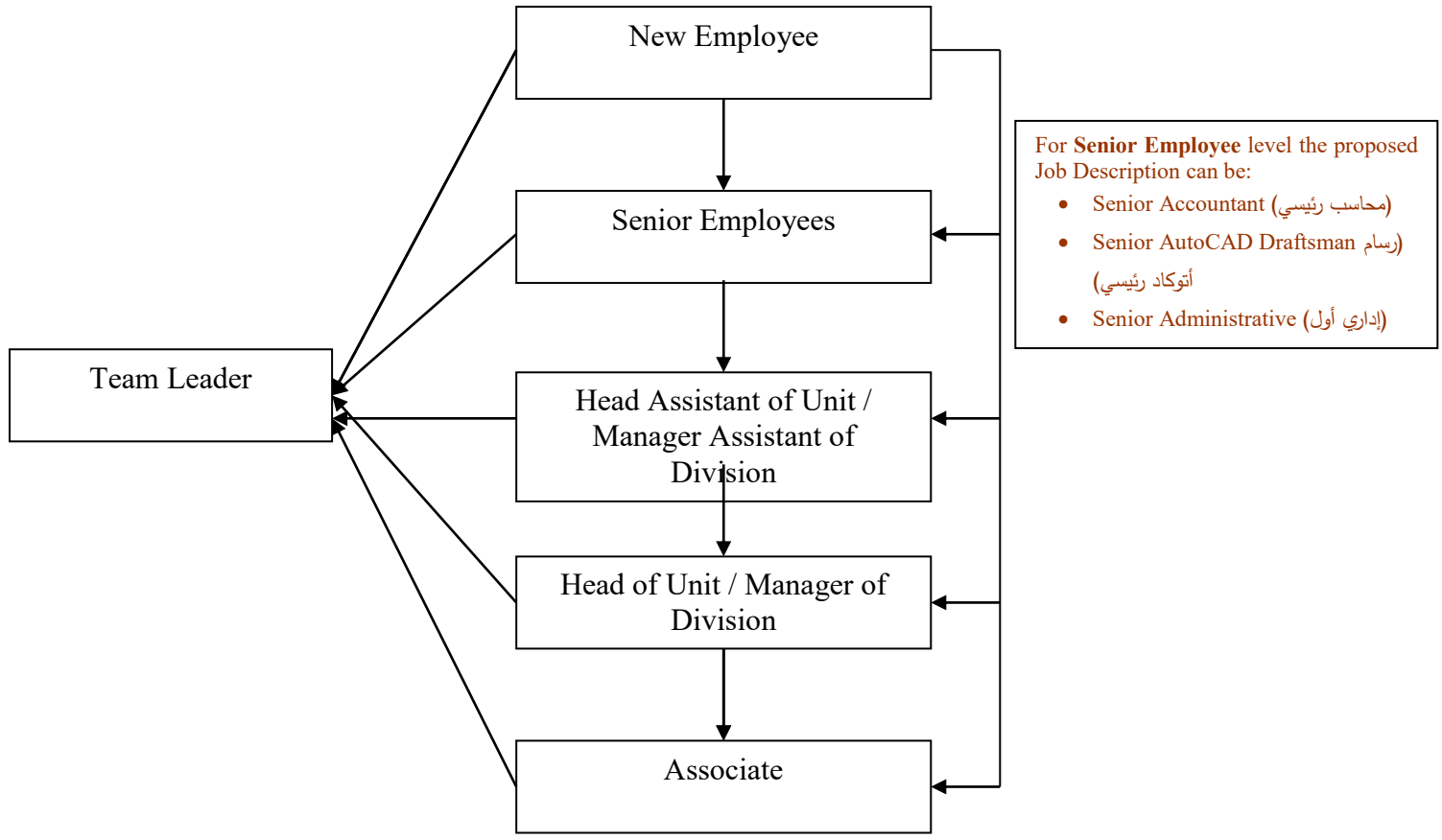
- The employee worked at least 5 years in this level of the career path and got an average employee evaluation for these 5 years not less than 75%. **The employee cannot move to the level of Head of Business Unit (i.e. Manager of Department, Manager of Division, Head of Business Unit, and Head Specialty) unless this level becomes vacant.**
- The employee worked at least 3 years in this level of the career path and got an average employee evaluation for these 3 years not less than 82%. **The employee cannot move to the level of Head of Business Unit (i.e. Manager of Department, Manager of Division, Head of Business Unit, and Head Specialty) unless this level becomes vacant.**

SUMMARY:

Table 1 : Summary of SAJDI Employee Compensation Package

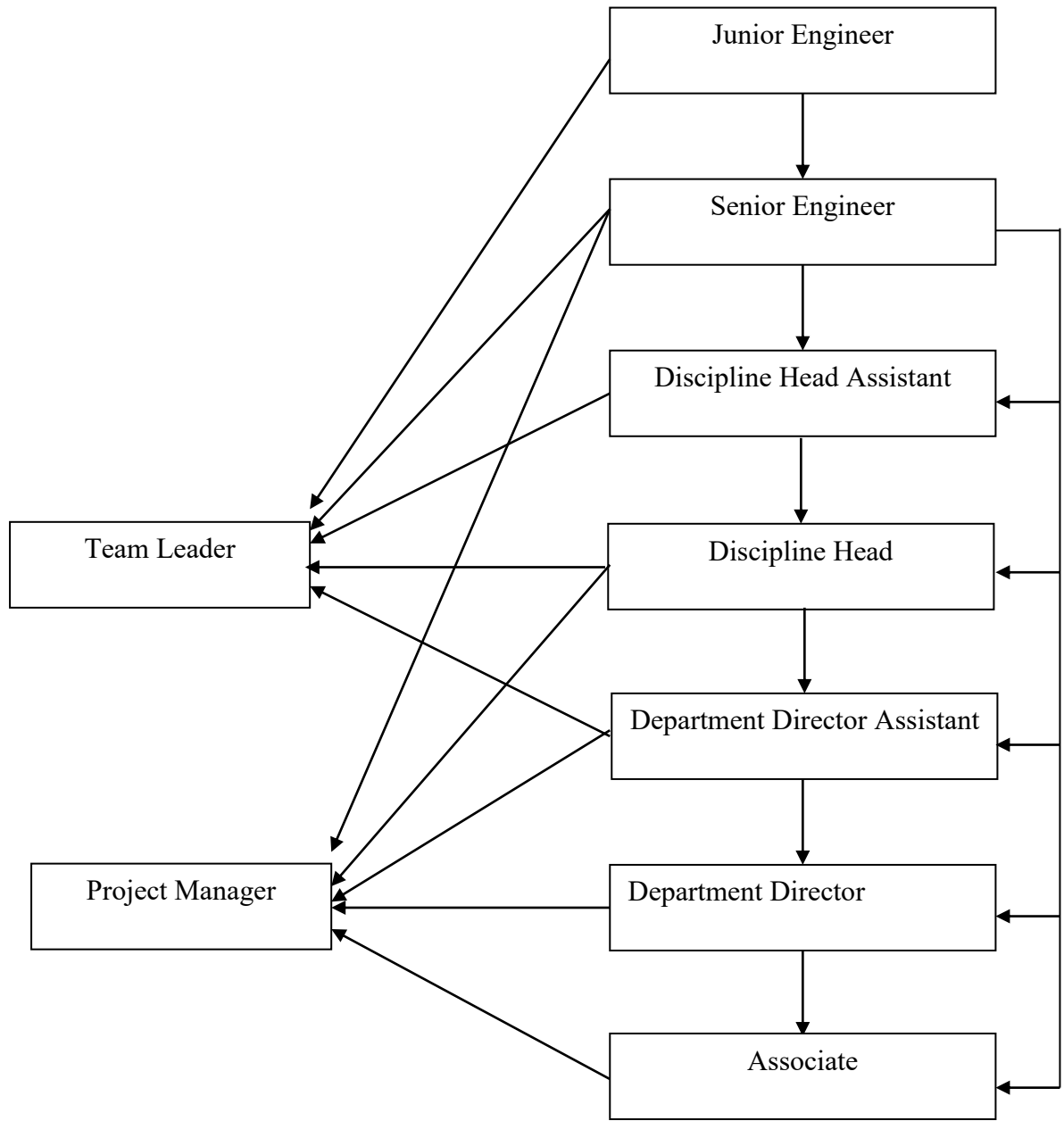
Salaries	Incentives	Benefits
<ul style="list-style-type: none">• Initial Determination• Annual Increases• Out-of-cycle Adjustments• Fast track employee increase	<ul style="list-style-type: none">• Service awards• Operational awards• Trainers awards• Publishing awards• Employees participate in receiving a Reputable Award or Certificates to the SAJDI.• Employee of the Month & Employee of the Year Awards.• Participating in Social and Cultural Committee Awards• Long Term Performance Incentive (Stock Option Fund)• Project Management Allowance• Research & Development Incentive	<ul style="list-style-type: none">• Health Insurance Spousal and Child Life• Life Insurance• Accidental Death• Accidental Disability partial• Accidental Disability complete

Career Path for SAJDI Employees (Non Engineers)



Fast Track

Career Path for SAJDI Employees (Engineers)



Fast Track



ENVIRONMENT POLICY ACTION
KPI FOR THE LAST 3 YEARS



ENVIRONMENT POLICY

سياسة البيئة

- To conduct all business activities in an acceptable manner free from recognized hazards while respecting the environment. إجراء جميع نشاطات العمل بطريقة مقبولة خالية من المخاطر بحيث يتم احترام البيئة.
- To ensure the health & safety of the employees, clients, suppliers, and surrounding community. ضمان صحة وسلامة جميع العاملين والعملاء والموردين والمجتمع المحيط.
- To conserve the valuable materials & energy resources throughout the design and realization of our products and services, and the utilization of current technologies & practices. الحفاظ على المصادر القيمة للمواد والطاقة عن طريق التصميم والتمثيل لمنتجاتنا واستغلال التكنولوجيا والتجارب الحالية.
- To reduce the impact on the environment by:
 - ✓ Avoiding pollution of water resources.
 - ✓ Avoiding pollution from wastewater treatment plants by proper site selection & treatment processes.
 - ✓ Avoiding negative effects on flora & fauna.تقليل الضرر اللاحق بالبيئة وذلك من خلال:
 - ✓ تجنب تلويث المصادر المائية.
 - ✓ تجنب التلوث الناتج عن محطات التنقية من خلال الاختيار المناسب للمواقع وعمليات المعالجة.
 - ✓ تجنب الآثار السلبية على الحياة النباتية والحيوانية.

SAJDI MANAGEMENT

Environment Policy Action Plan 2019

Env. Objective	Measure/ Indicator	Target	Weight	Action By	Action Plan	Achieved
E1 To Conduct Business Activities Free from Recognized Hazards	1- Number of NC (HQ).	ZERO	10%	AA	Ensuring Up-to-date: 1. Fire Extinguishers 2. First Aid kit 3. Emergency Evacuation Plan Ensuring on-site proper protective equipment (PPE).	10%
	2- Number of NC from Stakeholders.	ZERO	10%	SD		10%
	3- Number of Injuries (HQ).	ZERO	10%	SD		10%
E2 To Ensure Healthy Working Conditions	1. Ergonomics Assessment (HQ)	80%	20%	CIM	Improving office ergonomics based on the survey's assessment.	0%
	2. Number of Unresolved Complaints	ZERO	10%	CIM	Resolving Submitted Complaints.	10 %
	3. Smoking Violation	ZERO	10%	CIM	Conducting Awareness Prompts.	10%
E3 To Conserve Resources	a. Electricity (kw/ Employee)	Less or = the previous year	10%	AA	1. Implementation of Maintenance schedule on time.	10%
	b. Recycled Paper (kg)	30% of Purchased paper being recycled	10%		2. Ensure arrangements with recycling institutes. 3. Conducting Awareness Prompts	10%

<p>E4 Ensuring Environment Sustainability of Our Products & Services</p>	<p># of valid Observations/ Complaints</p>	<p>ZERO</p>	<p>10% (30% When Ergonomi cs is not done)</p>	<p>CEO</p>	<p>To ensure that CEC's services take into account the impact on the environment such as:</p> <ul style="list-style-type: none"> ✓ Avoiding pollution of water resources. ✓ Avoiding pollution from wastewater treatment plants by proper site selection & treatment processes. ✓ Avoiding negative effects on flora & fauna. 	<p>10 %</p>
---	--	-------------	--	------------	--	--------------------

- Achieved an overall of **80%** of the Env. Policy Action Plan for 2019.
- Note that the Ergonomics survey is done every **two years**, during January of each year so as to coincide with the “Employee’s Needs”. Last one was conducted in Jan.2017.
(we have traveled into new place by November 2019 , so ergonomic survey is to be done in 2020)

Environment Policy Action Plan 2018

Env. Objective	Measure/ Indicator	Target	Weight	Action By	Action Plan	Achieved
E1 To Conduct Business Activities Free from Recognized Hazards	1- Number of NC (HQ).	ZERO	10%	AA	Ensuring Up-to-date: 1. Fire Extinguishers 2. First Aid kit 3. Emergency Evacuation Plan Ensuring on-site proper protective equipment (PPE).	10%
	2- Number of NC from Stakeholders.	ZERO	10%	SD		10%
	3- Number of Injuries (HQ).	ZERO	10%	SD		10%
E2 To Ensure Healthy Working Conditions	1. Ergonomics Assessment (HQ)	80%	20%	CIM	Improving office ergonomics based on the survey's assessment.	20%
	2. Number of Unresolved Complaints	ZERO	10%	CIM	Resolving Submitted Complaints.	10 %
	3. Smoking Violation	ZERO	10%	CIM	Conducting Awareness Prompts.	10%
E3 To Conserve Resources	a. Electricity (kw/ Employee)	Less or = the previous year	10%	AA	1. Implementation of Maintenance schedule on time.	0%
	b. Recycled Paper (kg)	30% of Purchased paper being recycled	10%		2. Ensure arrangements with recycling institutes. 3. Conducting Awareness Prompts	10%

<p>E4 Ensuring Environment Sustainability of Our Products & Services</p>	<p># of valid Observations/ Complaints</p>	<p>ZERO</p>	<p>10% (30% When Ergonomi cs is not done)</p>	<p>CEO</p>	<p>To ensure that CEC's services take into account the impact on the environment such as:</p> <ul style="list-style-type: none"> ✓ Avoiding pollution of water resources. ✓ Avoiding pollution from wastewater treatment plants by proper site selection & treatment processes. ✓ Avoiding negative effects on flora & fauna. 	<p>10 %</p>
---	--	-------------	--	------------	--	--------------------

- Achieved an overall of **90%** of the Env. Policy Action Plan for 2018.
- Note that the Ergonomics survey is done every **two years**, during January of each year so as to coincide with the “Employee’s Needs”. Last one was conducted in Jan.2017.

Environment Policy Action Plan 2017

Env. Objective	Measure/ Indicator	Target	Weight	Action By	Action Plan	Achieved
E1 To Conduct Business Activities Free from Recognized Hazards	1- Number of NC (HQ).	ZERO	10%	AA	Ensuring Up-to-date: 1. Fire Extinguishers 2. First Aid kit 3. Emergency Evacuation Plan	10%
	2- Number of NC from Stakeholders.	ZERO	10%	SD		10%
	3- Number of Injuries (HQ).	ZERO	10%	SD	Ensuring on-site proper protective equipment (PPE).	10%
E2 To Ensure Healthy Working Conditions	1. Ergonomics Assessment (HQ)	80%	20%	CIM	Improving office ergonomics based on the survey's assessment.	20%
	2. Number of Unresolved Complaints	ZERO	10%	CIM	Resolving Submitted Complaints.	10%
	3. Smoking Violation	ZERO	10%	CIM	Conducting Awareness Prompts.	10%
E3 To Conserve Resources	a. Electricity (kw/ Employee)	Less or = the previous year	10%	AA	1. Implementation of Maintenance schedule on time.	10%
	b. Recycled Paper (kg)	30% of Purchased paper being recycled	10%		2. Ensure arrangements with recycling institutes. 3. Conducting Awareness Prompts	10%

E4 Ensuring Environment Sustainability of Our Products & Services	# of valid Observations/ Complaints	ZERO	10% (30% When Ergonomics is not done)	CEO	To ensure that CEC's services take into account the impact on the environment such as: ✓ Avoiding pollution of water resources. ✓ Avoiding pollution from wastewater treatment plants by proper site selection & treatment processes. ✓ Avoiding negative effects on flora & fauna.	10 %
--	--	------	--	-----	--	-------------

- Achieved an overall of **100%** of the Env. Policy Action Plan for 2017.
- Note that the Ergonomics survey is done every **two years**, during January of each year so as to coincide with the “Employee’s Needs”. Last one was conducted in Jan.2017.

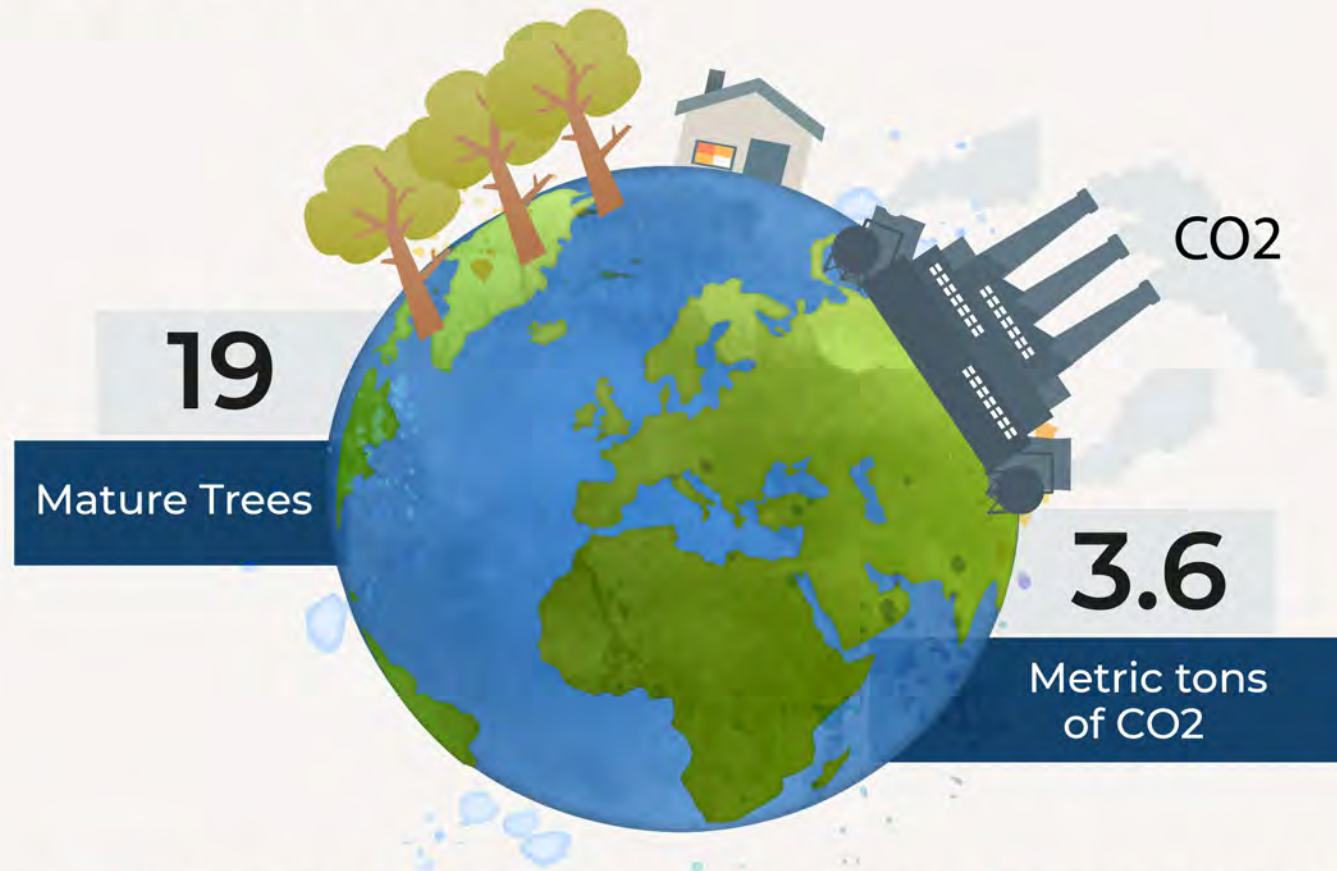


SAMPLE OF RECYCLED
PAPER POSTER



Hand in Hand at SAJDI ...

we have recycled **1,120 kg** of paper in **2019**
resulting in saving of :



1000kg of recycled paper = saving of **17** mature trees & **3.2** metric tons of CO2



CSR ACTION PLAN FOR 2019



CSR Action Plan 2019

	Objectives	Initiatives	Measures	Target	Achieved	
Beneficiaries	Environment	Effective implementation of SAJDI's Environment Policy.	Enhance the Culture of Self Responsibility by: <ol style="list-style-type: none"> a. Becoming a UNGC Active Member b. Awareness prompts on billboards and emails. c. Plant tree Day 	Annual results of SAJDI's Environment Policy action plan.	70%	90%
	Clients & Business Partners	Commitment to SAJDI's core values in dealing with clients & business partners.	Emphasize SAJDI's Governance Credibility & Transparency.	<ol style="list-style-type: none"> 1. Measuring the employees' commitment to core values. 2. Implementation of Sajdi's Governance Compliance procedures. 3. Disclosure of SAJDI's yearly CSR report via the Global Compact Initiative website. 	80%	81%
	Community (Education V Non-Education)	<ol style="list-style-type: none"> 1. Give free engineering services to the community and/ or monetary donations by working with NGOs. 2. Provide training opportunities. 	<ol style="list-style-type: none"> 1. Develop a yearly action plan that includes the channels & beneficiaries to: <ol style="list-style-type: none"> a. Pro-Bono services. b. Monetary donations. 2. Signing MoUs with the educational sector, or being members is committees and associations. 	<ol style="list-style-type: none"> 1. Amount in monetary value. 2. No. of person hour contributed. 	JOD6500	JOD 4,179
	Employees	<ol style="list-style-type: none"> 1. Equal work opportunities. 2. Increase Employee Satisfaction. 	<ol style="list-style-type: none"> 1. Equal opportunities for job seekers. 2. Catering to employees' needs & expectations. 3. Management Support of (SCC) 	<ol style="list-style-type: none"> 1. Employee Satisfaction Survey. 2. Ergonomics survey. (Once every two years) 3. Monetary amount of management's annual contribution to the SCC.(from previous year) 	3.5	3.9
				75%	N/A	
				10%	-8%	



CORE VALUES



Core Values

"We are Committed to our clients -through Excellence- to provide our services with Integrity & Respect."

Respect

- We respect local culture and context.
- We respect and consider the environment we work in.

Integrity

- We promise only what we can deliver.
- We guarantee what we deliver.

Commitment

- We are committed to thrive for excellence and continuous improvement.
- We are committed to deliver engineering services that meet our clients' expectations.
- We are committed to apply high quality systems & methods that improve the quality of our services.

Excellence

- We excel in the way of providing services to clients.
- We excel in continual training and development of our staff.
- We excel in providing high-quality engineering services.

القيم الأساسية

"نلتزم بالتميز في تقديم خدماتنا لعملائنا بنزاهة واحترام"

الاحترام:

- نحترم ثقافة المجتمع المحلي.
- نحترم بيئة العمل التي نعمل فيها.
- نحترم كل عملائنا.

النزاهة:

- نعد فقط بما نستطيع تقديمه.
- نضمن ما نقدم.

الالتزام:

- نلتزم بالسعي نحو التميز والتطور المستمر.
- نلتزم بتقديم خدمات هندسية ترضي عملائنا.
- نلتزم باتباع افضل نظم الجودة في مشاريعنا لضمان تقديم خدمات هندسية ذات جودة عالية.

التميز:

- نتميز بطريقة تقديم خدماتنا للعملاء.
- نتميز باستمرارية تدريب وتأهيل كوادرنا.
- نتميز بتقديم خدمات هندسية ذات جودة عالية.