



金鑫金屬私人有限公司
G P MANUFACTURING (S) PTE. LTD.

No. 2 Loyang Street, Loyang Industrial Estate,
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CERT. NO : 92-2-0042
SS ISO 9002 : 1994

Communication on Progress for Year 2011

Address: No. 2 Loyang Street, Loyang Industrial Estate, Singapore 508837

Country: Singapore

Contact name: Alvin Choo

Contact Position: Asst. Sales Manager

Contact Telephone no: 65 6542 9233

Number of employees: 73

Sector: Manufacturing

Nature of Business: Precision Metal Stamping

STATEMENT OF SUPPORT

As a responsible company and member of the UN Global Compact, GP Manufacturing (S) Pte Ltd is committed to its role as a corporate citizen and whole heartedly embraces the ten principles laid down by the UN Global Impact as driving factors in our business policies. The Management pledges to support the actions related to human rights, labour rights, the environmental issues and anti-corruption/graft practices.

Here we summarised the efforts and progress we have made against these principles and we will continue to follow them up in future.

November 14, 2011
Sum Ah Lam,
Managing Director

PRINCIPLE 1		BUSINESS SHOULD SUPPORT AND RESPECT THE PROTECTION OF INTERNATIONALLY PROCLAIMED HUMAN RIGHTS
Actions	Actions realized	
	<p>GP Mfg adopts HR policies that are aligned with Singapore's prevailing applicable employment legislations. These policies explicitly support the respect for nationality, religion, ethnicity and community engagement.</p> <p>All employees are entitled to the company rights and benefits, which are documented in the company Employees' Handbook. The handbook is accessible to all employees. Grievances and feedbacks on infringement or abuse can be readily solicited through the system provided.</p> <p>Employees continue to enjoy longer breaks during festive seasons as the company deliberately extended the holidays (beyond the gazetted dates) to facilitate longer family time. Our foreign employees from countries like Malaysia, China and India were able to go for home leaves under such arrangements.</p> <p>GP was also committed to doing businesses only with suppliers and contractors which uphold similar values and policies with regards to protecting the rights and benefits of their employees. We believe this will enhance business sustainability and integrity.</p>	
Outcomes	<p>There was no major feedback on infringement or abuse of the rights of the employees.</p> <p>Extended public holidays were achieved for Hari Raya Puasa, Christmas/New Year and Lunar New Year festive seasons for 2009/2010 period.</p>	

PRINCIPLE 2		BUSINESS SHOULD ENSURE THAT THEY ARE NOT COMPLICIT IN HUMAN RIGHTS ABUSES
Actions	Actions realized	
	<p>GP Mfg has pledged to abstain from any activities that may complicit in human rights abuses. In adopting this position, we believe that the result will benefit both the company and the employees.</p> <p>Our company has set-up a health and safety committee aligned with Singapore's National Workplace Health and Safety Act as well as engaged the service of a safety officer to look into the safety aspect of the factory. The Safety Committee has representation from both the Management and Workers. Safety regulations are drawn up and strictly adhered to. These rules include using the right equipment and attires for the machine operators. The safe and healthy working environment has led to a more productive workforce.</p>	
Outcomes	<p>In placed is an annual review for staff exposed to chemical and noise hazards. Hearing test is organised with 100% participation from the factory workers. No report of occupational disease was received. Air impurities and noise levels are kept within acceptable limits set by The Ministry of Manpower.</p> <p>The company provided dental subsidies for annual dental health checks and services.</p>	

PRINCIPLE 3		BUSINESS SHOULD UPHOLD THE FREEDOM OF ASSOCIATION AND THE EFFECTIVE RECOGNITION OF THE RIGHT TO COLLECTIVE BARGAINING
Actions	Actions realized	
	<p>Under the prevailing local labour regulation, GP Mfg is not required to be unionized as the work force is less than the stipulated head count.</p> <p>However, the company has provided a system for employees' feedback. The channels are:</p> <ul style="list-style-type: none"> -suggestion / feedback box for workers to express their views / opinions. -regular dialogues with their supervisor/Heads of Departments. <p>All workers' views / opinions are to be reviewed by management seriously and appropriate action(s) shall be taken and monitored for the desired outcome.</p>	
Outcomes	<p>In 2010, there was one (1) incident of such written feedbacks. In 2011, there was one (1) incident of such written feedback.</p> <p>Appropriate actions were taken for all the incidents mentioned.</p>	

PRINCIPLE 4		BUSINESS SHOULD SUPPORT THE ELIMINATION OF ALL FORMS OF FORCED AND COMPULSORY LABOUR
Actions	Actions realized	
	<p>GP Mfg has been complying with existing labour laws in Singapore, designed to protect against any forced and compulsory labour. All of our company labour policies are aligned to Singapore's prevailing applicable employment legislations.</p>	
Outcomes	<p>The company adhered to stipulated Ministry of Manpower guidelines to ensure no forced or compulsory labour practices existed.</p> <p>All overtime working hours were consented by the employees concerned and within the maximum hours permitted by the labour laws.</p>	

PRINCIPLE 5		BUSINESS SHOULD SUPPORT THE EFFECTIVE ABOLITION OF CHILD LABOUR
Actions	Actions realized	
	All of our company labour policies are aligned with the Singapore's prevailing applicable employment legislations which require minimum employable age to be 16 years of age.	
Outcomes	No. of employees (including part-time workers) below the age of 16 years old: 0	

PRINCIPLE 6		BUSINESS SHOULD SUPPORT THE ELIMINATION OF DISCRIMINATION IN RESPECT OF EMPLOYMENT AND OCCUPATION
Actions	Actions realized	
	<p>GP Mfg policies and procedures instituted qualifications, skill and experiences as basis for the recruitment, placement, training and advancement of staff at all levels. It does not include discriminatory factors such as gender, marital status, age, nationality in the selection process.</p> <p>The company also re-designed the work scope and environment for aging employees who are still able to contribute to the operation. There are also incidences of re-deployment for such employees to retain them in employment.</p>	
Outcomes	<p>Our record shows that in 2010:</p> <ul style="list-style-type: none"> -the number of foreign employees is at 36% -the number of workers over 50 years old is at 21%. <p>There was no occurrence of incident arising from discrimination of any form.</p>	