



Corporate Sustainability Report for 2010

Corporate social responsibility (CSR, also called corporate conscience, corporate citizenship, social performance, or sustainable responsible business)[1] is a form of corporate self-regulation integrated into a business model. CSR policy functions as a built-in, self-regulating mechanism whereby business monitors and ensures its active compliance with the spirit of the law, ethical standards, and international norms. The goal of CSR is to embrace responsibility for the company's actions and encourage a positive impact through its activities on the environment, consumers, employees, communities, stakeholders and all other members of the public sphere.

Wikipedija

Communicating
your ideas

Being the change we expect to see |



To all of our respected readers,

Ciklopea Ltd is proud to present to you our first Corporate Sustainability Report. This report has been prepared under the G3.1 guidelines of the Global Reporting Initiative and it is a level C+ report. Preparation of the report entailed consulting the ISO 26000 standards and we adhered to the UN Global Compact's ten principles in the areas of human rights, labour, the environment and anti-corruption.

It sometimes seems that sustainable development can be a lofty goal when met with the uncompromising economic realities, but for Ciklopea it has been its core advantage and driver since our inception in 2003. The global recession and change in translation technologies have lessened the margins of profitability in the global market place. The same economic conditions are evident on the Central East European market, as well as in Croatia. Unfortunately, these conditions will not change as quickly as we would all prefer and analysts warn that the marketplace has forever been changed by the global recession. In a situation where budgets are tight Ciklopea has tried and succeeded in offering competitive prices to our clients while keeping our suppliers and employees at incomes that provide stability. A steady growth pattern has been present every year since our inception and we have done it in sustainable and ethical manner. The real measure of the company's success is not to be found only in the net profits, levels of sales, return on investment and other financial indicators. In a country (world) riddled with negative economic trends, corruption and unemployment it matters how a company got to profit. By abiding to responsible corporate practices we strive to play an active part of the solution to these complex problems. Ciklopea has generated prosperity through knowledge-sharing, investment in technology, use of local resources and other such responsible practices. Positive improvements in the lives of our customers, our suppliers, our employees as well as in our local community are our greatest motivation and reward. Our first report on sustainable development is in that sense an ode to our stakeholders and their continued efforts to make Ciklopea better in all aspects of operation.

As the global economy is still fairly unstable the long term challenge for our company will be to continue our healthy growth in an industry that has low barriers to entry, is highly competitive and has increasingly shrinking profit margins. Corporate culture permeated by fairness and sustainability with an emphasis on high quality services is and will continue to be Ciklopea's answer to these market conditions. Led by the premise we all have to be the change we expect to see in the world, we will continue to strive to make responsible and innovative choices that consider our impact on our operations, our people and our community.

I hope that you will join us!

Sincerely,
Sandra Boljkovac Stojak

A handwritten signature in blue ink, appearing to read 'Sandra Boljkovac Stojak'. The signature is fluid and cursive, written in a professional style.

Founder and CEO of Ciklopea Ltd

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Preparing our First Report

In an effort to raise awareness about the governing bodies on Sustainability reporting we present the principles we adhered to when we prepared the report

The Ten Principles

The UN Global Compact's ten principles in the areas of human rights, labor, the environment and anti-corruption enjoy universal consensus and are derived from:

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

The UN Global Compact asks companies to embrace, support and enact, within their sphere of influence, a set of core values in the following four areas:

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.

Labour

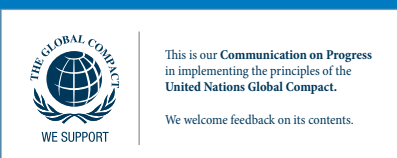
- **Principle 3:** Businesses should uphold the freedom of association and the effective recognition of the right to collective bargaining;
- **Principle 4:** the elimination of all forms of forced and compulsory labour;
- **Principle 5:** the effective abolition of child labour; and
- **Principle 6:**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

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 and diffusion of environmentally friendly technologies.

Anti-Corruption

- **Principle 10:** Businesses should work against corruption in all its forms, including extortion and bribery.
- **Source:** <http://www.unglobalcompact.org/AboutTheGC/TheTenPrinciples/index.html>



Since this is CIKLOPEA's first report we reached out to both our external and internal stakeholders to find out what issues are material to them. We conducted a series of interviews with our suppliers as well as employees and graded the responses. Data for economic and labor practices was already collected through out the years as part of internal reporting but was never published.

As expected most of our stakeholders reflected on the need to report about labor and human resource practices as we are a company that sells knowledge and services. The process of determining materiality is vital as we strive to make our report a starting point for dialogue. Our main website ciklopea.com will contain a tab that will report on sustainable development and have a web based tool for the determination of issues and indicators that are important to our external stakeholders. Information will be gathered through out 2011 and issues that are deemed vital by our readers will be incorporated into future reports. In addition, we have included some past information that we considered important from prior years and this is clearly stated.

GRI reporting is a practice that takes time, determination as well as financial and human resources. Companies in Croatia, especially the smaller organizations usually do not have the

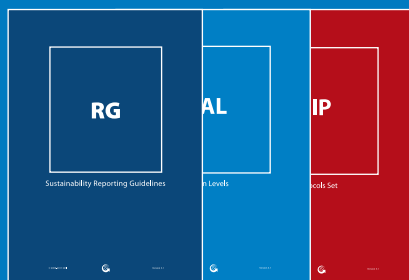
resources to create these kinds of reports, due to the complexity of data collection and other processes involved. Our own resources are allocated very carefully so the fact that we choose to report and spend our money and time proves that we are committed to the idea of sustainability and see it as a vehicle for improving our community and our country as a whole.

This report is meant for the following stakeholder groups:

- Customers
- Employees
- Suppliers
- Other corporations in the industry
- Local communities
- Larger community in which we operate CEE region
- All others that feel the need to communicate with us in terms of suggestions for improvement, clarifications like professionals that have an interest in sustainable development.

Our report was done adhering to the GRI framework

What is the GRI Reporting Framework?



The Sustainability Reporting Framework provides guidance on how organizations can disclose their sustainability performance. It consists of the Sustainability Reporting Guidelines, Sector Supplements and the Technical Protocol - Applying the Report Content Principles.

The Framework is applicable to organizations of any size or type, from any sector or geographic region, and has been used by thousands of organizations worldwide as the basis for producing their sustainability reports.

The Sustainability Reporting Guidelines

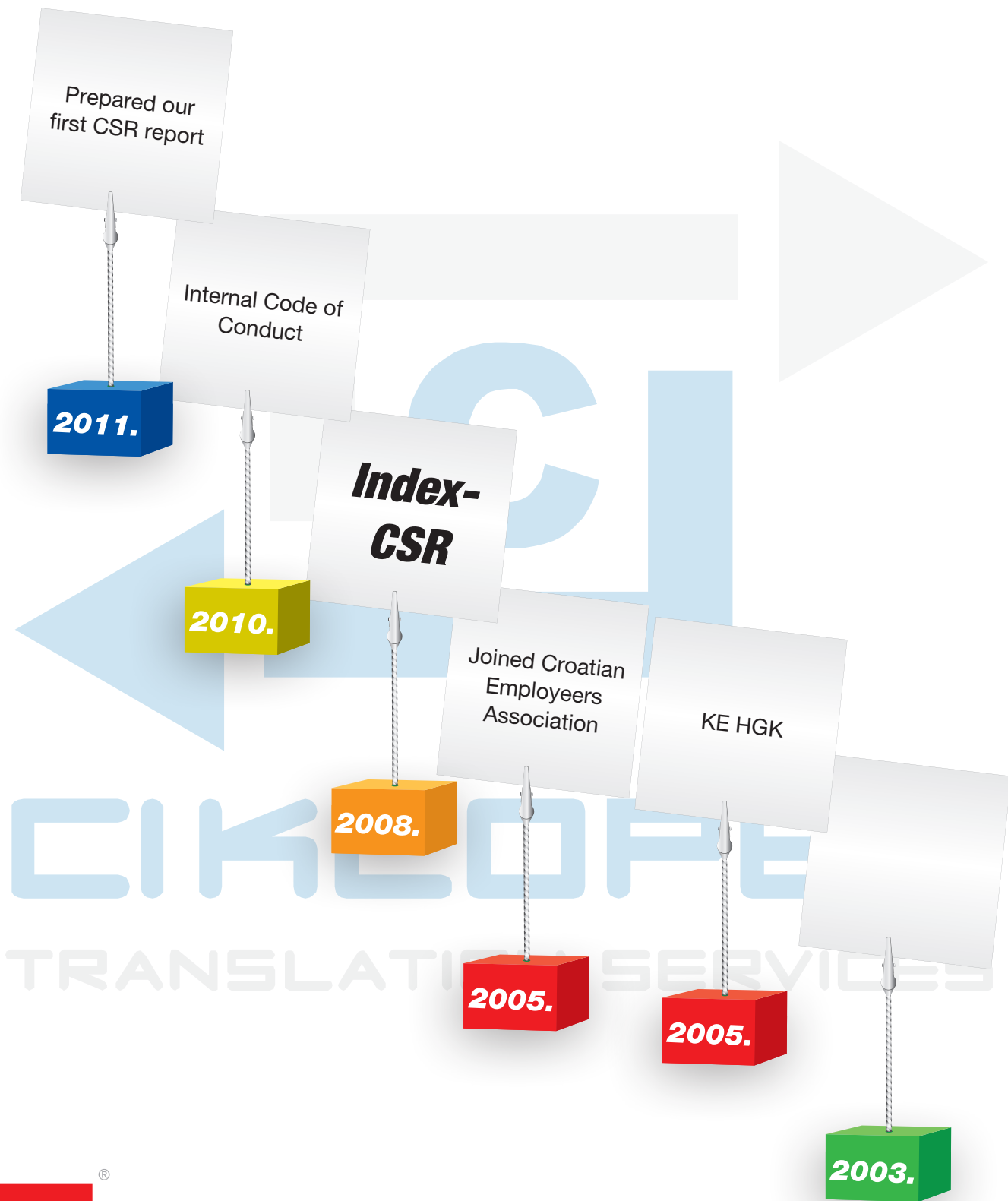
The Guidelines are the foundation of the Framework and are now in their third generation (G3). They feature Performance Indicators and Management Disclosures that organizations can adopt voluntarily, flexibly and incrementally, enabling them to be transparent about their performance in key sustainability areas.

The G3.1 Guidelines are the latest and most complete version of GRI's G3 Sustainability Reporting Guidelines. These Guidelines are based on G3 but contain expanded guidance on local community impacts, human rights and gender. While G3-based reports are still valid, GRI recommends that reporters use G3.1, the most comprehensive reporting guidance available today.

Source: <http://www.globalreporting.org/>



Sustainability timeline



INDEKS DOP-a
DRUŠTVENO ODGOVORNO POSLAVANJE U HRVATSKOJ




**HRVATSKA
UDRUGA
POSLODAVACA**



This is our Communication on Progress in implementing the principles of the United Nations Global Compact.

We welcome feedback on its contents.

Organizational Profile – it matters how you get there |



Cheshire Puss, asked Alice. Would you tell me, please, which way I ought to go from here? That depends a good deal on where you want to go, said the Cat. I don't much care where, said Alice. Then it doesn't matter which way you go, said the Cat.

Charles "Lewis Carroll"

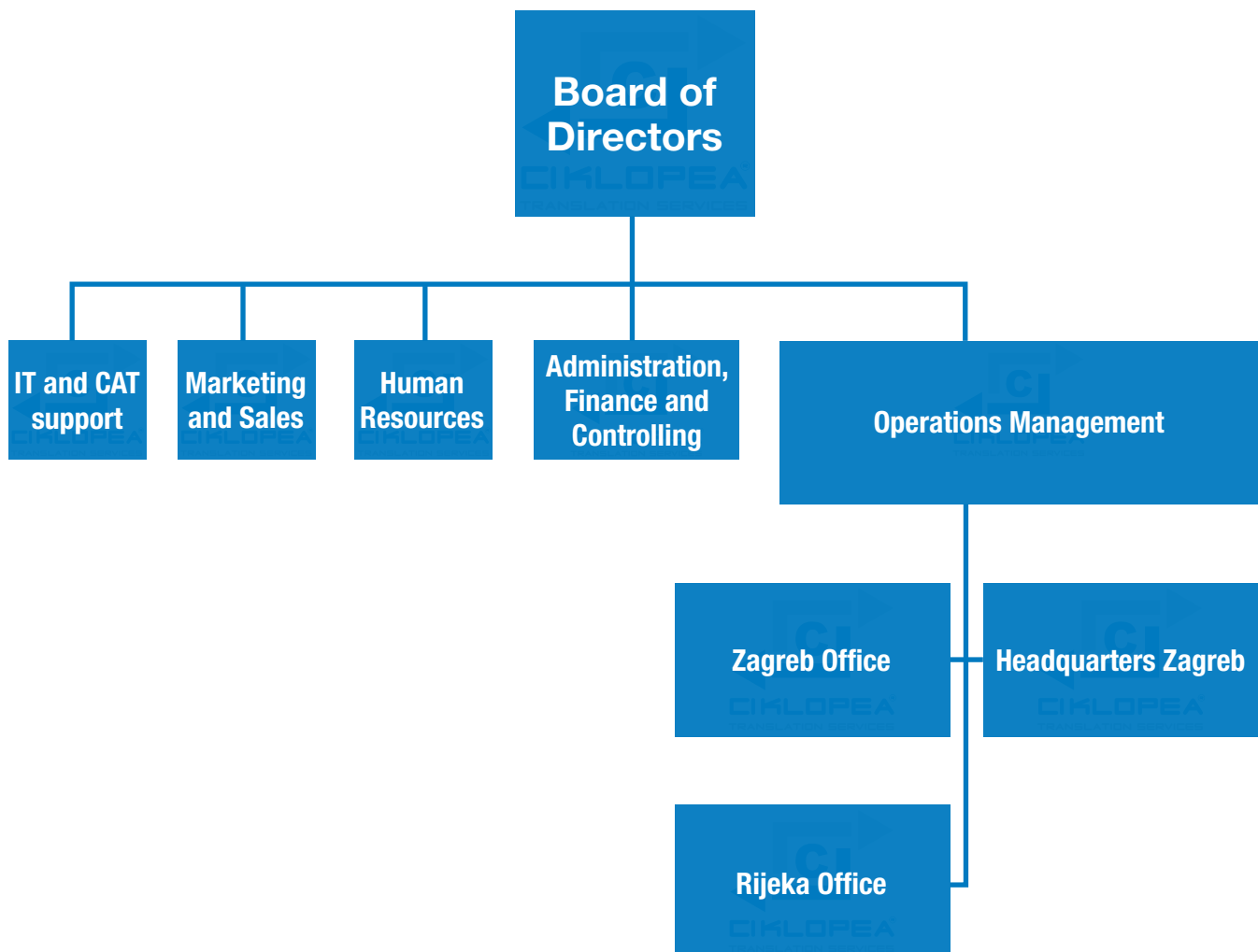
Organizational Profile – it matters how you get there |



CIKLOPEA Ltd. is a privately owned corporation incorporated in 2003 that prides itself on being one of the leading translation and localization service providers in Croatia and equally the wider region of South East Europe.

Our field of expertise is overseeing complex **translation** and **localization** projects, offering **certified court interpretations** and translations, **copywriting**, **copyediting** and **proofreading** services, DTP services (Desktop Publishing) simultaneous and consecutive interpreting. Additionally, we can successfully offer full technical support services for corporate conference organization including **conference interpreting**, **translation consultancy** and educational services for the translation industry as well as business language training.

Our organizational structure



NOTE: Our Board of Directors was comprised of two members in 2010, and they were both executive and strategic operatives due to the size of the company and the need for operative involvement of the strategy makers.



Ciklopea operates in the global market with a specialization in the South East Europe region (SEE) including Croatia, Albania, Bosnia and Herzegovina, Bulgaria, Romania, Macedonia, Hungary, Serbia, Montenegro, Slovakia, Slovenia, Turkey and the Republic of Moldo-

va. Future plans include physical expansion to the neighboring Balkan countries. However, all of our current operations are located in Croatia.

Due to the nature of the business the company works across all sectors and industries including

- automobile
- electrical
- pharmaceutical
- chemical
- mining
- oil
- food and beverage
- as well as IT and many others.

Our core customers are other corporations but the company serves private persons as well as medium and large non-profit and government organizations.

Ciklopea Ltd is proud translation services provider certified to ISO 9001:2008 EN 15038:2005 standard and a member of ELIA and GALA. In 2010 Ciklopea was nominated for the Gazelle Award. Gazelle companies are promising, fast growing companies in Croatia that represent secure and transparent business partners. Only the top five percent of growing companies in Croatia are nominated, so even though we did not win this award we are proud to be nominated in such elite company. Our management board members were in the Gold Book of Entrepreneurs compiled by Poslovna.hr.



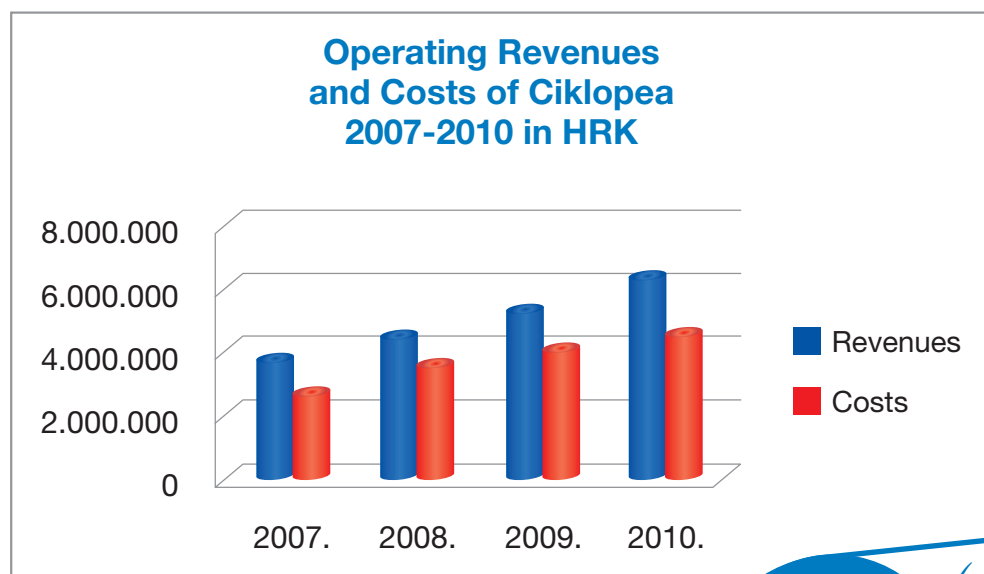
Ciklopea in Numbers |



“Nobody can go back and start a new beginning, but anyone can start today and make a new ending.”

Maria Robinson

Since our inception in 2003 our revenues and costs have grown accordingly as our company expands.



EC7

- ✓ Ciklopea Ltd has three offices in Croatia, two of which are in Zagreb and the third in Rijeka.
- ✓ All of our employees are locally hired.

ECONOMIC INDICATOR EC1 for the fiscal year ending on 31.12. 2010	HRK	EUR *
Total revenues	6.293.255,00	852.755,00
Revenues from the sale of services	6,291,349	
Other revenues	1.907,00	
Operating costs	4.527.569,00	613.492,00
Employee wages and benefits	1.449.334,00	196.387,00
Net wages in HRK	830.143,00	
Taxes and contributions from salaries	344.116,00	
Contributions on salaries	183.884,00	
Pay to translators outside the company	922.956,00	125.062,00
Payments to providers of capital	1.450.551,00	196.552,00
Payment of taxes to governments – Net income tax	369.684,00	50.057,00
Economic value retained	1.692.711,00	229.365,00

* EUR was calculated at the Croatian National Bank mid rate at 31.12.2010

Donations and Community Investments |



As a socially active and responsible business, CIKLOPEA d.o.o actively takes parts in, sponsors and supports a variety of projects.

Up until the present day, we have taken part in the following projects either as a co-signatory or sponsor:

- Media sponsorship of PunPogodak! for the best web project, 2009
- Sponsorship of the Hispanic linguist student club in 2007
- Humanitarian Association “Oasis” in Rovinj, 2010
- Pro-bono translation for the Croatian Chamber of Commerce in 2010

We realize that a more active effort is required in this area. Ciklopea has always answered different initiatives for involvement but are now ready to actively pursue them. In 2011 we will focus on cooperation with the academic community and reaching out to the students and professors in our field.



Our Employees and HR Practices |



Name: *Ciklopea*

Age: *31*

Sex: *Female*

Type of employment contract: *full time*

Hair color: *blonde*

Horoscope sign: *Virgo*

Favorite activity: *Playing with translation software*

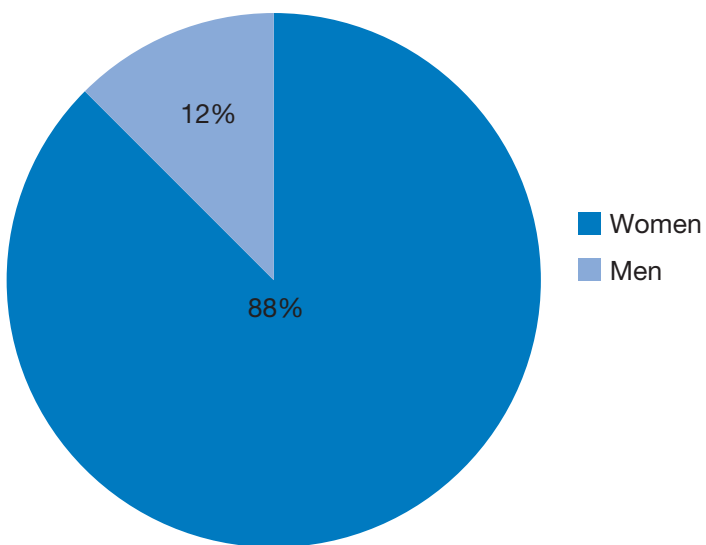
Favorite colour: *Blue*

if our company were human this is what she would be like

Our Employees and HR Practices |

As a company that sells services our biggest asset are our employees. In the year 2010 great progress has been made in our HR practices and we will continue to improve in this area as it is an area of key strategic development for us. The companies with the best talent win the race, so the challenge and strategic edge is to be gained by having the best employees.

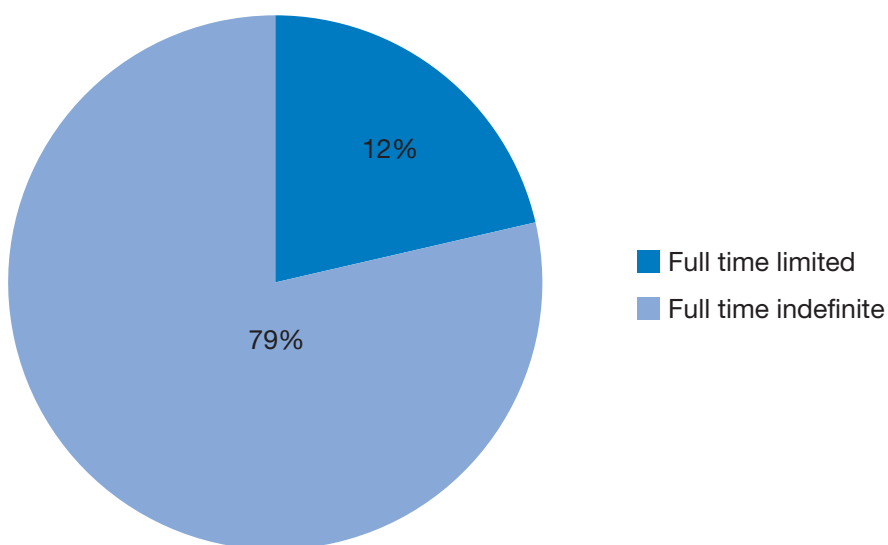
Workforce by gender in 2010



Employment indicator LA1

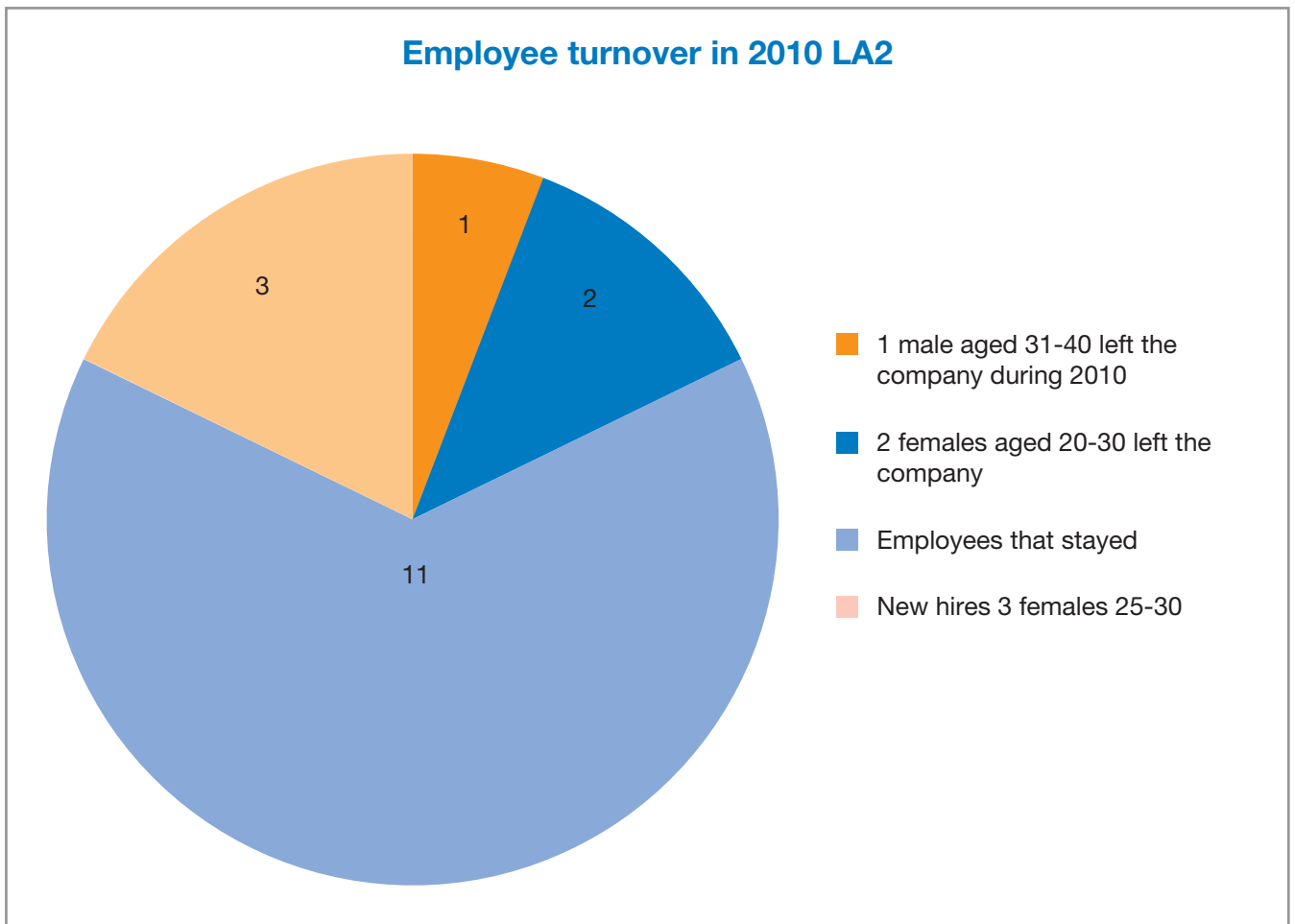
In 2010 Ciklopea workforce consisted of 88% female workers and 12% of male workers. Full time contracts for an indefinite period of time were extended to 79% to our employees while the others had full time contract for a defined period of time. There were no part time employees. Zagreb offices employ 78% of the workers while the Rijeka office has the remaining workers. All managers and staff are locally hired..

Full time Contracts in 2010



Employee turnover

Employee turnover is always an indicator that the management board pay close attention too. In the year 2010 employee turnover has risen due to severe market conditions. In the reporting period of 2011 Ciklopea is planning to launch a survey of employee satisfaction in order to detect where the company could do better in terms of retaining our employees and attracting new ones.



No organization wants to see unsatisfied employees and fluctuation rates rise. Alas, that is a reality. Ciklopea always strives to maintain a great relationship with former employees. In the year 2010 two of the employees that left the company continued to work with Ciklopea as outside partners. In the year 2011 we hope to undertake a survey of our employees in order to understand what are those factors that contribute to their satisfaction and where the critical points are.

Diversity and equal opportunity LA 13

A look at our employee structure at the end of 2010

	Male	Female
Total	1	13
15-30	0	6
30-50	1	7
51+	0	0
Minorities	0	0
Disabled persons	0	0

Upper mgm	Male	Female
Total	0	6
15-30	0	4
30-50	0	2
51+	0	0
Minorities	0	0
Disabled persons	0	0

A look at our management board at the end of 2010

Mgm Board	Male	Female
Total	1	1
15-30	0	0
30-50	1	1
51+	0	0
Minorities	0	0
Disabled persons	0	0

LA14

Equal remuneration for men and women LA 14

- ✓ Men and women are paid the exactly same salary starting salary at every position. Their further progress is determined by a number of qualitative and quantitative indicators. The opportunities they have along the way are the same, and in cases where they are not as with women returning from maternity leave Ciklopea has programs in place to try to level the playing field.
- ✓ Our management board is made up of 1 male director and 1 female director whos ratio of salary is 1:1.

***Labor and Management Relations
and Occupational Health and Safety*** |



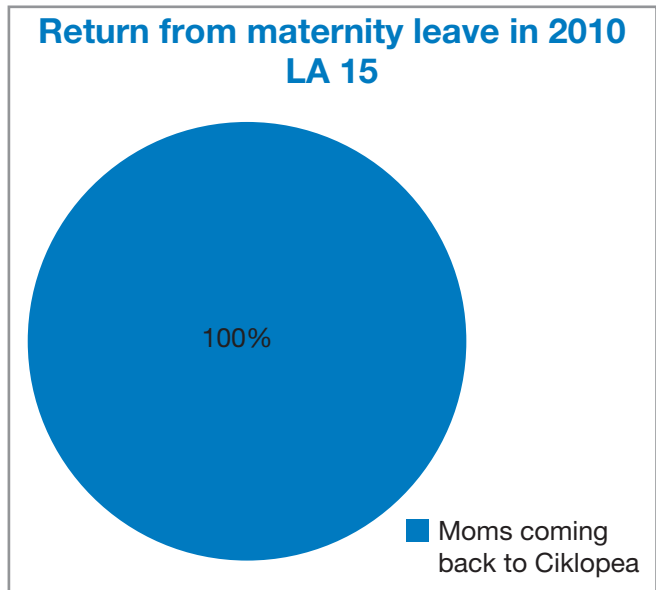
Motherhood at Ciklopea

Eighty-eight percent of our employees are female. In 2010 one third of our employees were also mothers to mainly pre-adolescent children. In 2011 this trend will continue as two more employees will go on maternity leave. All too often it happens that companies invest in employees, only not to see them return from maternity leave as the conditions in their company are not conducive to both working and raising children. There is not a single company today that would not declare that they have fair and equal treatment for both men and women. But what does the word fair mean. At Ciklopea we think it means leveling the playing ground for our female employees by offering them some benefits.

Ciklopea returns our female employees to the same position they left from, or a position of equal complexity. Regardless of the position, the employee is always compensated at the same level they left from. Our mothers have the benefit of flexible work time and not just in terms of coming in and leaving the work place but they can on certain days choose to work from home instead of coming into the office at all. These conditions were not formalized in 2010 since we are still a small company .

To accommodate for future growth 2011 we are planning to formalize this initiative and make it available to most of our employees and not only mothers with young children.

Presenting our next indicator makes us very proud as it proves that we are on the right track and our commitment is beyond declarative.



LA4 ✓ Our employees are not covered by collective bargaining agreements but they have an elected employee representative that presents issues that might arise to the management board.

LA5 ✓ So far we do not have any minimum notice periods regarding significant operational changes. The reason we have chosen this indicator is that the company has gone through significant operational changes in 2010 and will continue to do so in 2011. Our employees have expressed their concern at not having enough notice or clarification as far as operational changes and this is a concern the organization is aware of and wants to improve on.

LA8 ✓ All staff in 2010 have gone through the mandatory first aid and work safety training. Since our inception in 2003 we have had no work related injuries reported. In the following year new staff will undergo work safety training. All staff will undergo computer work safety training in 2011 due to changes in the work safety laws.



„An organization’s ability to learn, and translate that learning into action rapidly, is the ultimate competitive advantage.”

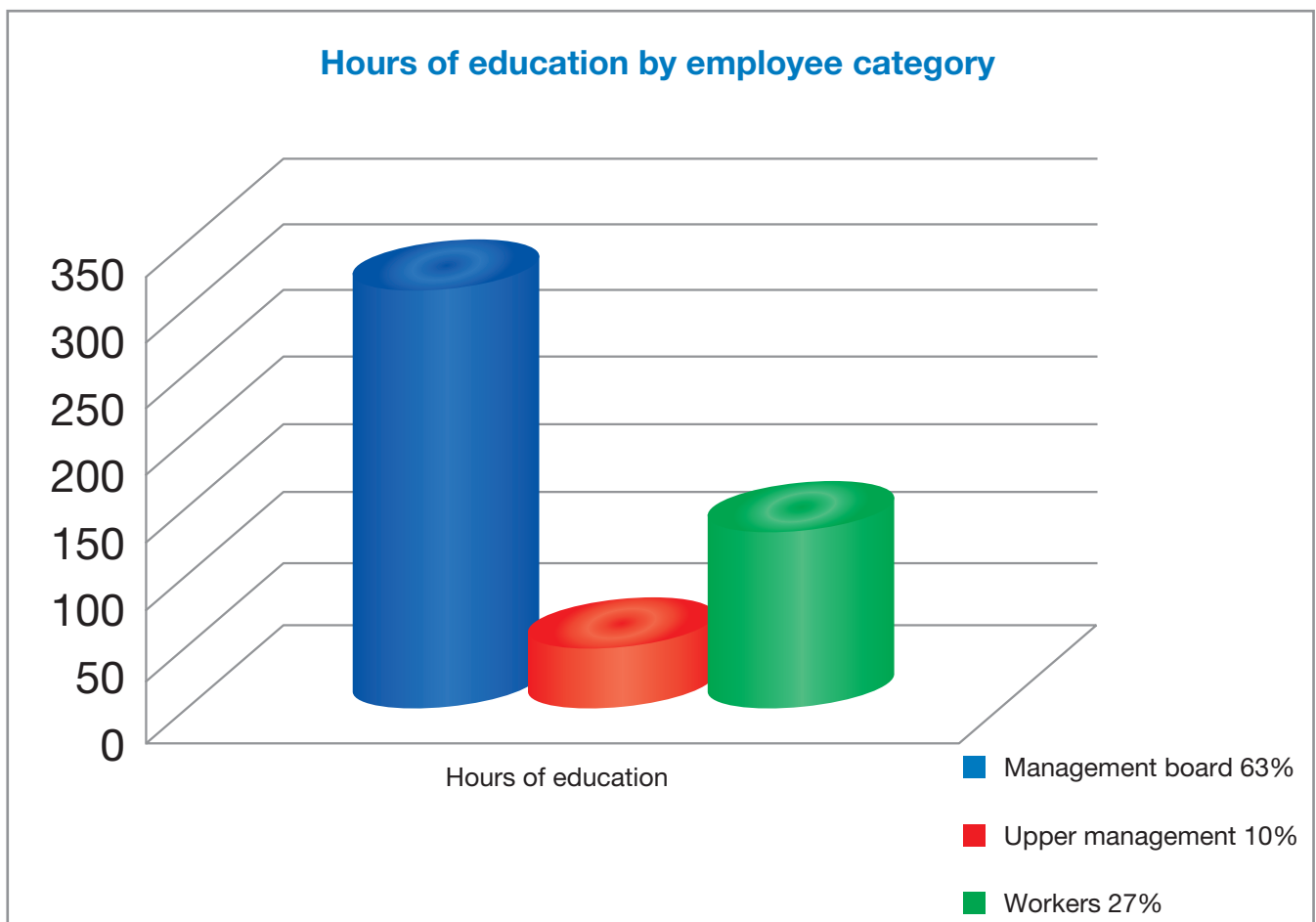
Jack Welch

What you know is what you are. What an organization's employees know and can apply is already key at any industry, especially a rapidly changing one like the translation industry. 93% of our employees have had some form of education in 2010. Ciklopea has strived to become a learning organization and our plans include an internal Project Management Academy as well as responding to the educational requests made by our translators.

LA 10.

Total number of education hours in 2010 is 496 h or 62 days.


Total number of hours of education per employee in 2010 is 35 h.



In year 2011 Ciklopea will improve on this number especially focusing on increasing the number of education hours for upper managers and translators (workers).

LA12-ADD

In year 2010 Ciklopea started using employee evaluation reviews and has currently gone through one cycle of employee evaluations.



It has been said that something as small as the flutter of a butterfly's wing can ultimately cause a typhoon halfway around the world - Chaos Theory

- Rethink*
- Reduce*
- Reuse*
- Recycle*

Here at CIKLOPEA the first step to greening our footprint was indeed the word rethink. Throughout the years we recycled our paper and toner, in order to control our operational fixed costs, but as we work from our offices and sell our knowledge and not a product our environmental impact is limited. As an organization there was no conscious or organized effort to implement any additional “above and beyond” environmental measures. Like most we recycled, took care of proper disposal of electronic equipment and controlled our energy outputs but these activities were really an afterthought. The creation of this report provoked a more serious kick off discussion about what we could as an organization implement to improve our environmental impact and if we could indeed go beyond what we have done in 2010.



Things we already do:

1. The paper used in copier or printers is FSC approved and derived from responsible sources and we recycle it.
2. Get everybody to turn off their computers at the end of the day
3. Use organically grown and locally produced lavender bags as our small gifts to business partners.
4. Use 100% paper bags from made from recycled paper.
5. Participate in mass transit. All of our employees receive payment for transportation in the city they live.
6. We use all the available technology to teleconference, post on blogs and forums and do not meet unless it is necessary.
7. We do not turn on the office lights unless we have to, the windows in our offices let in a lot of natural light.
8. We do not keep the windows ajar and the heating on, we air out the rooms and close the windows to conserve energy.
9. Food is eaten with real spoons and forks and coffee and tea is drunk from porcelain cups. The paper cups and plastic cutlery we do get from deliveries, employees take home and use.
10. Have procedures for the disposal of electronic equipment, old batteries and other waste.

EN28 ✓ During year 2010 there has been no monetary or other fines for non-compliance with environmental laws and regulations.

One of the things we plan on doing in 2011 is testing our employees on their environmental impact consciousness and holding a workshop in which we will outline further initiatives for reducing cost such as the above fuel cost.

EN3.

Energy costs in 2010	35.129,00 HRK
Electrical energy	16.656,00 HRK
Natural gas	3.794,00 HRK
Fuel costs	14.679,00 HRK

In this context, we hope to reach out to our stakeholders. We want to hear from you about initiatives you have had in your offices and what else we could do to improve?



Human rights, child labor & corruption |



During 2005 Ciklopea signed an ethical proclamation issued by the Croatian Chamber of commerce promising to uphold the highest ethical standards regarding issues such as human rights, forced and child labour and corruption. During 2010 we produced and presented our employees with our internal code of conduct that includes many of the same principles.

During 2011 we plan to issue a statement regarding our respect for human rights (Izjava o ljudskim pravima) and present it on our web pages.

Since respect for human rights is such a big part of the culture in our environment there was no need for employees to receive any additional training on policies and procedures concerning aspects of human rights. The situation is the same for child labour. None of our partners have ever been at any risk for incidents of child labour practices.

S08

✓ Ciklopea has had no fines or non-monetary sanctions for non compliance with laws and regulations since its inception in 2003.

**S02-
S04**

✓ Ciklopea Ltd has never been analysed in connection with any corruption charges in any way. Our employees do not receive anti-corruption training since there have never been any incidents. Our internal code of conduct covers corruption and how to deal with inappropriate situations if they should arise. There has never been an action taken in response any sort of corruption since the formation of the company in 2003.

Conclusions & Goals for 2011 |

Trough out the report CIKLOPEA has stated that we will improve in many areas.

We have put together a checklist so it is even easier for our stakeholders and ourselves to keep track of our progress.

1. More active role in community projects. Focus on cooperation with the academic community and reaching out to the students and professors in our field.
2. Better human resources practices such as formalizing flexible work arrangements, undertaking employee satisfaction surveys, increasing hours of education for workers and upper management.
3. Further greening of our offices and homes.
4. In 2011 we plan to issue a statement regarding our respect for human rights (Izjava o ljudskim pravima) and present it on our web pages.

Too often, companies use sustainability reports as a marketing tool only . Undeniably, the report itself has marketing potential but we hope that while reading our report you have realized that this report holds a much more strategic value for us. Generally, one always hears of dishartening examples of employers that treat employees badly, violate laws and other such horid practises. We are certain that there is hope for our economy and our future and we know and work with many smaller companies like our own that have outstanding and sustainable practices, but do not have the resources to report . Ciklopea hopes to lead by example and encourage our “small” partner companies to make the step to reporting on their own sustainable practices. Now this is a nice declarative statmetnt but we are ready to “walk the talk”. Our HR department is willing to advise small and medium companies free of charge on how to begin the proces that leads to reporting during 2010, present the process of reporting to interested stakeholders and the community and the company will offer a 20% discount on translation of all CSR reports in 2011.

***Give the world the best you have
and the best will come back to you.***

GRI G3- Content Index

Profile Disclosure	Description	Page reported on	Explanation for omission	Primjenjivo načelo Global Compacta
1.1	Statement from the most senior decision-maker of the organization.	1		

Organizational profile

2.1	Name of the organization.	6,7		
2.2	Primary brands, products, and/or services.	6,7		
2.3	Operational structure of the organization, including main divisions, operating companies, subsidiaries, and joint ventures.	6,7		
2.4	Location of organization's headquarters.	6,7		
2.5	Number of countries where the organization operates, and names of countries with either major operations or that are specifically relevant to the sustainability issues covered in the report.	6,7		
2.6	Nature of ownership and legal form.	6,7		
2.7	Markets served (including geographic breakdown, sectors served, and types of customers/beneficiaries).	6,7		
2.8	Scale of the reporting organization.	6,7		
2.9	Significant changes during the reporting period regarding size, structure, or ownership.	N/A		
2.10	Awards received in the reporting period.	6,7		

Disclosure. Boundary and Scope of the Report

3.1	Reporting period (e.g., fiscal/calendar year) for information provided.	29		
3.2	Date of most recent previous report (if any).	N/A		
3.3	Reporting cycle (annual, biennial, etc.)	29		
3.4	Contact point for questions regarding the report or its contents.	29		
3.5	Process for defining report content.	2-3		
3.6	Boundary of the report (e.g., countries, divisions, subsidiaries, leased facilities, joint ventures, suppliers). See GRI Boundary Protocol for further guidance.	3		
3.7	State any specific limitations on the scope or boundary of the report	N/A		

Profile Disclosure	Description	Page reported on	Explanation for omission	Primjenjivo načelo Global Compacta
3.8	Basis for reporting on joint ventures, subsidiaries, leased facilities, outsourced operations, and other entities that can significantly affect comparability from period to period and/or between organizations.	N/A		
3.10	Explanation of the effect of any re-statements of information provided in earlier reports, and the reasons for such re-statement (e.g., mergers/acquisitions, change of base years/periods, nature of business, measurement methods).	N/A		
3.11	Significant changes from previous reporting periods in the scope, boundary, or measurement methods applied in the report.	N/A		
3.12	Table identifying the location of the Standard Disclosures in the report.	25		

Corporate Governance

4.1	Governance structure of the organization, including committees under the highest governance body responsible for specific tasks, such as setting strategy or organizational oversight.	6,7		
4.2	Indicate whether the Chair of the highest governance body is also an executive officer.	6,7		
4.3	For organizations that have a unitary board structure, state the number and gender of members of the highest governance body that are independent and/or non-executive members.	6		
4.4	Mechanisms for shareholders and employees to provide recommendations or direction to the highest governance body.	2,3		
4.14	List of stakeholder groups engaged by the organization.	2,3		
4.15	Basis for identification and selection of stakeholders with whom to engage.	2,3		

Profile Disclosure	Description	Page reported on	Explanation for omission	Primjenjivo načelo Global Compacta
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Economic Indicators

EC1	Direct economic value generated and distributed, including revenues, operating costs, employee compensation, donations and other community investments, retained earnings, and payments to capital providers and governments.	9		
EC7	Procedures for local hiring and proportion of senior management hired from the local community at significant locations of operation.	9		
EC8	Development and impact of infrastructure investments and services provided primarily for public benefit through commercial, in-kind, or pro bono engagement.	10		

Environmental indicators

EN3	Direct energy consumption by primary energy source.	21		
EN28	Monetary value of significant fines and total number of non-monetary sanctions for non-compliance with environmental laws and regulations.	21		

Employment

LA1	Total workforce by employment type, employment contract, and region, broken down by gender. 13	12		
LA2	Total number and rate of new employee hires and employee turnover by age group, gender, and region. 14	13		
LA15	Return to work and retention rates after parental leave, by gender. 16	16		

Diversity and equal opportunity

LA13	Composition of governance bodies and breakdown of employees per category according to gender, age group, minority group membership, and other indicators of diversity.	14		
LA14	Ratio of basic salary of men to women by employee category.	14		

Profile Disclosure	Description	Page reported on	Explanation for omission	Primjenjivo načelo Global Compacta
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Management and employee relations

LA4	Percentage of employees covered by collective bargaining agreements.	16		
LA5	Minimum notice period(s) regarding significant operational changes, including whether it is specified in collective agreements.	16		

Education and training

LA8	Education, training, counseling, prevention, and risk-control programs in place to assist workforce members, their families, or community members regarding serious diseases.	16		
LA10	Average hours of training per year per employee by gender, and by employee category.	18		
LA12	Percentage of employees receiving regular performance and career development reviews, by gender.	22		

Child labor

HR6	Operations and significant suppliers identified as having significant risk for incidents of child labor, and measures taken to contribute to the effective abolition of child labor.	23		
HR7	Operations and significant suppliers identified as having significant risk for incidents of forced or compulsory labor, and measures to contribute to the elimination of all forms of forced or compulsory labor.	23		

Corruption

SO2	Percentage and total number of business units analyzed for risks related to corruption.	23		
SO3	Percentage of employees trained in organization's anti-corruption policies and procedures.	23		
SO4	Actions taken in response to incidents of corruption.	23		

GRI Declaration Level |

Report Application Level	C	C+
<p>Standard Disclosures</p> <p>Profile Disclosures</p> <p>OUTPUT</p>	<p>Report on</p> <p>1.1</p> <p>2.1-2.10</p> <p>3.1-3.8, 3.10-3.12</p> <p>4.1-4.4, 4.14-4.15</p>	
<p>Disclosures on Management Approach</p> <p>OUTPUT</p>	<p>Not Requires</p>	<p>Report Externally Assured</p>
<p>Performance Indicators & Sector Supplement Performance Indicators</p> <p>OUTPUT</p>	<p>Report fully on a minimum of and 10 Terformance Indicatirs, including at least one from each: social, economic, and environment.***</p>	

* Sektorski dodaci u konačnoj verziji

This a level C or C+ report and Ciklopea will report on an annual basis.

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