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## **Communication on Progress**

**Year: 2012**

### **STATEMENT**

As a member of the Global Compact, our business policies revolve around the ten principles of the UN Global Compact. Through our support of the United Nations Global Compact, we also aim to move the programme forward on human rights, labour rights, the environment and the fight against bribery and corruption. In our report we summarised the progress we have made against these principles and we will continue to follow them up in future.

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5<sup>th</sup> April 2012, Poonam Ramkhelawon, Human Resource Consultant

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	Global Compact Principle	Action Taken & Impact Achieved and/or Plans for the upcoming Year
<input type="checkbox"/>	<b>1: Businesses should support and respect the protection of internationally proclaimed human rights;</b>	<p>Ceridian prides itself to be an equal opportunity employer. In 2012 we have worked on new values and as such Ceridian’s culture is shaped by our values. Our behavior drives our actions and, ultimately, our results.</p> <p>Our core values are:</p> <p><b>Integrity</b> Demonstrate integrity in everything we do. Lead by example instilling trust and transparency in all our relationships.</p> <p><b>Customer Driven</b> Proactively seek to understand our customers’ needs and consistently create value for them. Our investment and resource decisions are customer backed.</p> <p><b>High Performing People</b> Create a performance driven environment where people are passionate about their job, where all are respected and can reach their full potential.</p> <p><b>Accountability</b> Be accountable for and deliver on all commitments. Constantly strive to be repeatable and reliable in all that we do. Establish goals and standards and measure our success against them.</p> <p><b>Teamwork</b> Create a collaborative culture where everyone works together to serve our customers, our company and one another. Our people reflect the diversity of the communities in which we live and work.</p> <p>In almost all of our policies we reflect this point and we live up to our values as well.</p>



<input type="checkbox"/>	<p><b>2: and make sure that they are not complicit in human rights abuses.</b></p>	<p>Ceridian values all its employees and sees to it that there is no human rights' abuse. The company has different policies which cater for this aspect such as:</p> <ol style="list-style-type: none"> <li>1. Dignity in the workplace policy</li> <li>2. Leave policy</li> <li>3. Premises access control policy</li> <li>4. Recruitment &amp; Selection policy</li> <li>5. Business travel policy</li> <li>6. Safe and secured travelling policy</li> <li>7. Finger print policy</li> <li>8. Ceridian telephony acceptable use policy</li> <li>9. Cellular phone usage policy</li> <li>10. Ceridian Code of Conduct</li> <li>11. First aid procedures</li> <li>12. Ceridian environmental policy</li> <li>13. Grievance policy</li> <li>14. On call policy</li> </ol> <p>The aim is to have employees who are happy to come to work, are respected and also enjoy working in an environment where their rights are not violated.</p>
<input type="checkbox"/>	<p><b>3: Businesses should uphold the freedom of association and the effective recognition of the right to collective bargaining;</b></p>	<p>Ceridian fully uphold the right of each individual in the organisation to form associations and also to collective bargaining. This is in line with the Employment Relations Act and is also in accordance to the constitution of Mauritius as well as the International Labour Organisation (ILO) standards. Yet, Ceridian employees have not felt the need to be unionised so far as our salary and benefits level are always kept above the market median and we continuously strive to provide a conducive working environment to all of our employees. Ceridian is also considered to be an employer of choice in the ITO/BPO sector in Mauritius.</p> <p>At Ceridian we have a welfare committee (members are employees of Ceridian), we also have regular team meetings (all managers meet with their department).</p>
<input type="checkbox"/>	<p><b>4: the elimination of all forms of forced and compulsory labour;</b></p>	<p>Being a fair employer, Ceridian condemns all forms of forced labour. All employees have a clear contract of employment and job description.</p>



<input type="checkbox"/>	<p><b>5: the effective abolition of child labour;</b></p>	<p>Ceridian is against child labour and does not employ children. Only individuals having attained the age of 18 years old are eligible for employment in the company.</p> <p>PayBack is Ceridian’s registered charity for giving something back to children in the communities in which we live and work. The charity focuses on raising money and giving grants to children or institutions for children that live or attend school within a ten mile radius of one of our offices throughout the UK, Republic of Ireland and Mauritius.</p> <p>The PayBack Foundation exists to financially assist deserving and disadvantaged youngsters and we support individual children, as part of an ongoing and long-term relationship to help them develop and improve their lives. Ceridian also supports institutions that work for the benefit of children.</p> <p>As per our government of Mauritius (Finance Bill), every company shall, in every year, set up a CSR Fund equivalent to 2 per cent of its book profit derived during the preceding year to finance an approved NGO. As such, Ceridian has funded 2 NGO institutions in 2011 and all of them cater for the children development.</p>
<input type="checkbox"/>	<p><b>6: and the elimination of discrimination in respect of employment and occupation.</b></p>	<p>Ceridian prides itself to be an equal opportunity employer and is against any forms of discrimination.</p> <p>As a company, Ceridian is dedicated to ensure that our recruitment and selection policy is:</p> <ul style="list-style-type: none"> <li>• fair and consistent</li> <li>• non-discriminatory on the grounds of gender, race, age, religion, marital status, sexual orientation or disability</li> <li>• conform to statutory regulations and agreed best practice.</li> </ul> <p>We also have a Dignity in the Workplace: Bullying and Harassment Policy and Procedure. As a company, Ceridian is committed to providing a productive working environment, where all employees are treated with dignity and respect. All employees are required not to behave in such a way as to cause offence to others whether employees or customers in respect of their colour, race, religion, beliefs, ethnic origin, gender, marital status, sexual orientation, disability or nationality.</p>



<input type="checkbox"/>	<p><b>7:</b> Businesses should support a precautionary approach to environmental challenges;</p>	<p>Ceridian being a multinational business is conscious about the degradation of the global environment. In line with this, a team was setup in 2007 at Ceridian headquarters in the US named "Green Team" to primarily work on ways to be more environmental friendly.</p>
<input type="checkbox"/>	<p><b>8:</b> undertake initiatives to promote greater environmental responsibility;</p>	<p>One of the initiatives included changing the use of Styrofoam throughout the US building to recyclable or biodegradable "to go" ware and to build awareness about recycling and the environment. The approach to environmental issues is guided by a simple principle: We will conduct our business in ways that protect, preserve and enhance the environment. All good environmental practices within Ceridian are communicated internally through the "Hey U" magazine on a monthly basis.</p>
<input type="checkbox"/>	<p><b>9:</b> and encourage the development and diffusion of environmentally friendly technologies.</p>	<p>Ceridian Mauritius has established and implemented an Environmental Policy to demonstrate the commitment to go green in its business operations:</p> <ul style="list-style-type: none"> <li>• <b>Energy savings</b> Ceridian Mauritius has implemented several measures which help in reducing the energy consumption within the company as follows: <ul style="list-style-type: none"> <li>○ Each member of the staff has the responsibility to ensure that all lightings are switched off when there is no one working in a particular. Recently, Ceridian took over a second floor at the Cyber Tower to run all its night shift operations. The lighting and air conditioning will run on each floor to match the duration of the shift thus leading to energy efficiency.</li> <li>○ The company has also gradually substituting the Cathode Ray Tube (CRT) computers which use more power to LCD ones which consume less energy. The plan is to replace all CRTs within 18 months. Furthermore, more and more laptops are being used which consume less energy.</li> <li>○ Solid waste Management: <ul style="list-style-type: none"> <li>- <i>Paperless operations</i> In line with the solid waste management requirements, Ceridian Mauritius has established several guidelines to go <i>paperless</i>. As far as possible, the Company has digitized most processes thus reducing the need to print and thus use less paper. The organization has also implemented <i>duplex printing</i> and provides <i>dual screens</i> for viewing thus reducing paper usage. The Ceridian Mauritius also encourages <i>reuse of printed copies</i> as draft paper.</li> <li>- <i>Refilling of toners</i> Purchase of refilled printer toners ensure that we minimize the disposal of cartridges.</li> <li>- <i>E-waste disposal</i> Ceridian is engaging with other stakeholders regarding setting up the facilities for e-</li> </ul> </li> </ul> </li> </ul>



		waste disposal which has become a hazard for our environment.
<input type="checkbox"/>	<b>10:</b> Businesses should work against all forms of corruption, including extortion and bribery.	Ceridian has in place an effective ethics policy which is provide clear guidelines against corruption, fraud as well as extortion and bribery. There is also an online ethics training ( <a href="http://www.ceridianhr.int/Content/Businesses/Ethics.asp">http://www.ceridianhr.int/Content/Businesses/Ethics.asp</a> ) which all Ceridian employees need to go through which pertain to areas such as fraud, corruption. Any employee found guilty to be part of any form of corruption is subject to disciplinary actions and exit from the organisation.