



General Egyptian Warehouses Co. Communication on Progress Report April 2012

Head Office: Within customs – Gate 5 –Alexandria Port

Tel: (+203) 4800565 – 4802603 – 4804612

Fax: (+203) 4819591 – 4863544

Web: www.egywarehouse.com

Mail: wrhs@egywarehouse.com

Contents

Company Overview	3
Chairman's Commitment	4
Human Rights	5
Labour	8
Environment	11
Anti-corruption	13

Company Overview

One of the companies owned by the Holding Company for Maritime and Land Transport.

- The General Egyptian Warehouses Company was established on 15th December, 1943.
- The company manages yards and storages specialized in storing goods and containers in Alexandria port ,El-Dekheila, Damietta, Suez, Nuweiba, Adabia , Safaga and Dry port in Nubareya as well as a transportation fleet to carry goods (cargos – containers) anywhere all over Egypt .

The Company applies a modern management to achieve specified objectives and cope with internal and external challenges.

The Company has qualified distinguished human resources in all of its activities to guarantee being a pioneer.

All Company departments work as an integrated system with the main objective which helps the top management to taking the right decision at the right time.



The Chairman's Commitment

The General Egyptian Warehouses Company declares its commitment to the United Nations global compact principles believing in their importance to face the current challenges.

It is an honor to us to offer you our first COP.

Our company is belonging to the investment sector.

Although the economic, political & social challenges that Egypt faces which are negatively affect our company's performance the General Egyptian Warehouses Company is fighting for introducing solutions for such challenges.

Our target is to spread the (UNGCP) internally between employees as well as externally among (suppliers – customers – competitors) as a result the (UNGCP) become a foundation & culture inside the company.



Chairman

Rear Admiral \ M.Zaki

Human Rights

1. The commercial organizations should support the protection of human rights which are internationally declared and respect them.
2. They should make sure that they did not participate in human rights abuse.

Exist policies & procedures

The General Egyptian warehouses is applying the normal working hours overtime rules, also workers get receive appropriate rests according the Egyptian labour standard taking into consideration the need of the work.

The General Egyptian warehouses assess the employee's salaries & bonuses from time to time when it is necessary.

Part-time workers (employees) receive wages & benefits that are proportionate to those of full time employees; also they receive overtime compensation at a predetermined rate.

The general Egyptian warehouses co. is offering paid holiday leave sick leave & parental leave in accordance with the Egyptian labour law in addition these types of holidays aren't deducted from the employee's vacation time.

The General Egyptian warehouses company aims at offering the employees salaries that satisfy their basic needs as the company knows that the minimum levels of wages aren't enough to satisfy the employees' basic needs as a result of the very difficult conditions that Egypt suffers from which have severs negative effects on the company's revenues.

Before buying, renting, acquiring or accessing land or property the company identifies all existing owners & users. In addition the company consults with affected users & owners through the financial affairs department & legal affairs department.

The employees with special needs represent 5% of the whole numbers of employees.

The General Egyptian warehouses company has contributed in reconstructing some police stations after the sabotage accidents in 25th of January revolution.

Suggested plans for the coming year

- 1) The frequent evaluation of the employee's numbers & its sufficiency in order to achieve the company's objectives.
- 2) Making plans in order to increase the productivity of each worker.
- 3) The contracts with the private security companies include some requirements in the human rights international law & also the contract must be canceled if any of the security members abuses the humans' right.
- 4) Implementing a mechanism to record the accidents that related to security, adding to that a mechanism in order to response to compliances because any member of the security system.
- 5) Also consulting with community as a part of monition.

Labour

3. The commercial organizations should respect the freedom of assemblies' formation and effective confession of their rights in collective negotiation.
4. They should put an end to all forms of over bearing and fatalist work
5. They should cancel children work.
6. They should put an end to discrimination in the field employment and professions.

Exist policies & procedures

No child labour is allowed

The company has a commitment to recognize the rights of workers to freedom of association & collective bargaining including the right to freely form & join independent trade unions & this commitment is clearly communicated to all employees.

The company encourages forming sporting teams the company has a (football team – fishing team – pin pong team)

The company allows subsidized trips without any discrimination between the employees.

The legal sector is responsible for solving the internal disputes (conflicts)

The independent workers' union is allowed to make their meeting in the workplace during the working hours to discuss work-related problems.

The company is keen to participate in charity associations as a part our social commitment to our community (including blood donation & also financial donation)

The company has a procedure for continually monitoring & evaluating its security arrangements.

Selecting the security members is based on information about professional ability, the training level of staff, quality of equipment, past involvement in human rights abuses, links with political faction organizations & relevant criteria.

Suggested plans for the coming year

- 1) The company management allows well choose workers' representatives in the unions to attend & participate in the bargaining contracts.
- 2) The company management meets regularly with employees' representatives to discuss work-related problems & any grievances employees may wish to raise.
- 3) Appropriate training courses to increase the employees' awareness of how to choose their representative in workers union.
- 4) Implementing an appropriate well know mechanism that enabling employees to raise their grievances safely regarding any case of job discrimination.
- 5) The (part-time) employees should be aware of each clause in the contract they sign.

Forming a committee one its responsibilities is to meet & consult with other companies' representatives (committees) to encourage the continuous improvement of suppliers to work under the international labour standards.

Environment

7. The commercial organizations should encourage following protective measure towards the environmental challenges.
8. They should take up attempts to widen the responsibility area of the environment.
9. They should encourage harmless technology development and spread them.

The exist strategies & procedures

The company has got harmonization certificates with the following international specific standards:-

- 1) Comprehension quality control system (1SO 9000/2000).
- 2) Environment management specification (ISO 4001/2004).
- 3) Health & Safety specification (OTISAS 18001/1999)

Remark we can copy/paste from the website.

There is a (crisis management committee) that meets in case of sudden natural environment crisis occurrence.

Employees are trained on the storage of hazardous materials & how take the appropriate precautionary measures.

The company obtains any required licenses before the storage of any hazardous materials.



The company is doing its best to increase the green areas within & around the company.

The company applies the Egyptian & international standards when dealing with suppliers or partners.

There is a contingency plan be submitted annually for the management of civil protection.

The quality department in the company is specialized in following-up the competence in all new environmental legislations & complies with.

Also, there is an automatic fire extinguish network system in all warehouses.

There are also personal protective available to workers who are responsible for storing such danger types of goods for their safety.

(No Smoking) signs exist in all departments & corridors.



The company depends on the natural light in the morning & saving lamps in the night.

There are also workshops specializing in the repair of any malfunction related to the supply or use of water.

The ministry of manpower makes regular inspections to ensure compliance with the application of environmental legislations.

The chemotherapy administration in the company is responsible for categorizing the dangerous goods according to its danger severity & prepares the settings needed to store such types of goods.

Pilot boards are available in order to help workers to deal with such types of goods.

We can't deny the useful co-operation with administration of protection, civil defense & fire in emergency cases.

Anti-Corruption

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

The exist Policies & procedures

The company is committed for fighting corruption & this fight reflected in dealing with suppliers, customers, partners & other stakeholders.

The company is fighting corruptions & requires all workers & managers to act ethically & in accordance with law.

All employees are informed about the information collected regarding them including disciplinary decisions.

The company has a mechanism to listen, investigate trying to resolve the employees' grievances through the department of legal affairs.

The employees are aware by the means to report about any deviation from policies & procedures concerning fighting corruption.

The company applies more restricted standards that fight corruption.

Forming a committee is responsible for taking collective actions with others (the companies which working in the same field) to promote & comply with anti-corruption initiatives.

Suggested plans for the coming year

The company will exchange experiences, procedures, forming and networks with other companies in the same field in order to form a good working environment.

The company makes the risk assessments in all areas in order to determine the areas which has a higher probability of risk occurrence taking into consideration some factors like (the nature of operation-customers and partners)

Monitoring to what extent the company is complying with anti-corruption local & international initiatives.

The company will apply a procedure to determine the degree of allowable monitoring & type of information to be kept & its importance.

Increase the employee's awareness of how to direct complaints & which type of complaints can be internally received & solved.

Applying the job rotation procedure & increasing the internal control in the risky areas i.e. (the purchasing – revenues departments)

Put hot-line numbers on the supplying orders enabling our customers or vendors to deliver any complaints to the management.

Providing training courses for employees in all levels to increase their awareness about any update in any new means of fighting corruption.

The continuation of discussions internally & externally (partners-companies especially which are working in the same field – vendors or other stakeholders) taking into consideration their reactions concerning the new anti-corruption initiatives.