



## United Nations Global Compact **Communication on Progress 2006**





## Message from the Chief Executive Officer

Promon is a Brazilian company whose principal characteristics include the fact that it is entirely owned by its staff. Its vigorous and authentic organizational culture is the result of the experience garnered by generations of professionals in surmounting challenges during its 46-year history. Values such as integrity, trust, respect and equity are central to its corporate culture and character. Its history evidences an incessant pursuit of innovative ways to harmonize business goals with human needs, capital with labour, value creation for clients with effective contributions to social development, competitiveness with the professional and human fulfilment of its people.

We therefore believe that in pursuing socio-environmental sustainability organizations can and should go beyond the indispensable adoption of policies and practices aligned with the principles of corporate social responsibility, by including the requirements of sustainability among the fundamental elements that define their culture and inserting these requirements into their goals and strategies.

By continuing to support the Global Compact we publicly reaffirm and express the principles and values in which we believe and which have always been present ever since our foundation.

  
Luiz Ernesto Gemignani  
CEO

**Principle 1: Businesses should support and respect the protection of internationally proclaimed human rights**

Commitment	Systems	Actions	Performance
<p>Ethics are at the core of everything Promon does. In striving to harmonise the interests of its staff, clients, suppliers and other stakeholders, and prioritising respect for the human being in every relationship, Promon recognises its role as an agent of social development.</p>	Ethical Guidelines	The <i>Campos do Jordão</i> Charter (1970) set out a long-term framework for the principles, beliefs, values and goals on which Promon's ethical guidelines are based.	The <i>Campos do Jordão</i> Charter was written in 1970 by a group of business leaders who reassembled in 2000 to update the framework for today's language and circumstances. The result is expressed in a document entitled <i>Visão, Missão e Valores</i> .
	<p><i>Instituto Razão Social</i> (IRS)</p>	The IRS is a nonprofit institution founded by Promon and other companies to help improve the quality of public education in Brazil. It is currently funded by Gerdau and Instituto Camargo Corrêa as well as Promon.	In the last three years Promon has invested more than US\$380,000 in the activities of the IRS, which benefit more than 470,000 people per month.
		<i>Curso Normal Superior</i>	<i>Curso Normal Superior</i> is a programme that provides in-service training for teachers without a university degree or the equivalent. Resulting from a partnership with the São Paulo City Department of Education and developed and taught by Uniararas, the course certifies primary school teachers with the licenciatura plena, a license to teach kindergarten through grade four (K-4).
		<i>Gestão para o Sucesso Escolar</i>	<i>Gestão para o Sucesso Escolar</i> , developed by Fundação Lemann with methodology and content structured by Instituto Protagonistés, is a course based on distance learning for public school principals emphasizing best practices as a routine part of school administration, and the use of assessment tools to diagnose learning processes and develop an action plan.
		<i>Além das Letras</i>	<i>Além das Letras</i> is a programme that includes a set of prizes awarded to outstanding initiatives in literacy teaching all over Brazil. The winners are invited to join a virtual network to facilitate the sharing of experience and knowledge in literacy instruction, supported by Instituto Avisa Lá.
		<i>Ofício de Professor OnLine</i>	<i>Ofício de Professor OnLine</i> is an online set of materials for K-4 teachers who want to upgrade their skills, deepen their knowledge and develop a critical vision of controversial topical issues.
	Human Relations – Occupation Health & Safety – Accident Prevention Committee.	Promon's Accident Prevention Committee (CIPA) collaborates with the Occupational Health & Safety Department to assure the provision of a safe and healthy working environment and minimize occupational accidents. Promon is certified by OHSAS 18001.	Present at all Promon offices, sites and projects, involving some 800 employees.

Principle 1: Businesses should support and respect the protection of internationally proclaimed human rights			
Commitment	Systems	Actions	Performance
	Human Relations	<i>Qualidade de Vida</i>	The <i>Qualidade de Vida</i> programme promotes physical, social, cultural and environmental health, encompassing a large cluster of activities that include preventive checkups, flu vaccination, gymnastics, quick massage sessions, a fitness centre, and sports tournaments, among others.
	Other Actions	Signature of National Compact to Eradicate Slave Labour in Brazil	Based on a report by the International Labour Organization (ILO). Signatories undertake not to acquire goods whose production chain involves slave labour.
		Voluntary Service Campaigns	This programme supports employee initiatives by formalising and publicising their voluntary activities and encouraging others to take part.
	<i>Fundação Cultural Promon (FCP)</i>	Cultural Incentives	Enables the presentation of high quality cultural events at FCP.
	<i>Casa do Zezinho</i>	<i>Projeto Fim de Semana com Arte</i>	<i>Projeto Fim de Semana com Arte</i> provides weekend leisure activities and cultural education to engage young people from poor families and develop income generation projects.
	<i>Ação Comunitária do Brasil</i>	<i>Projeto Som, Ritmo e Movimento</i>	<i>Projeto Som, Ritmo e Movimento</i> organizes cultural and sports activities including capoeira project for 3,068 children, adolescents and young adults.

Principle 2: Businesses should make sure they are not complicit in human rights abuses			
Commitment	Systems	Actions	Performance
Promon is committed to avoiding complicity in human rights abuses by all business units of the organization.	Other Actions	Signature of National Compact to Eradicate Slave Labour in Brazil	Based on a report by the International Labour Organization (ILO). Signatories undertake not to acquire goods whose production chain involves slave labour.
		Human Relations Processes	Promon does not permit discrimination on any grounds (age, gender, colour, race, creed, sexual preference) in recruitment and selection, training, pay, promotion, transfer, or any other workplace related process.
		Ownership Structure	Equity ownership and election of executives is available to all employees without exception.

Principle 3: Businesses should uphold freedom of association and effective recognition of the right to collective bargaining			
Commitment	Systems	Actions	Performance
Promon respects the right of employees to join the associations of their choice and values other forms of voluntary association by its staff.		100% of Promon's employees are represented by trade unions and/or professional associations.	Promon respects the right of employees to join unions and professional associations and to engage in collective bargaining on demands of all kinds, always in compliance with Brazilian law.

Principle 4: Businesses should uphold the elimination of all forms of forced and compulsory labour			
Commitment	Systems	Actions	Performance
Promon will not tolerate worker exploitation under any circumstances and has no business or contractual relations with organisations that use any form of forced or compulsory labour.	Other Actions	Signature of National Compact to Eradicate Slave Labour in Brazil	Based on a report by the International Labour Organization (ILO). Signatories undertake not to acquire goods whose production chain involves slave labour.
	Procurement	Undertaking Included in Supplier Contract	All contracts signed by suppliers of goods and services include a clause repudiating and prohibiting the use of any form of forced labour and child labour throughout the production chain.
		Required Documentation	Supplier selection is based on documents proving their market activities are legal.

Principle 5: Businesses should uphold the effective abolition of child labour			
Commitment	Systems	Actions	Performance
Promon will not tolerate under any circumstances the exploitation of children and young people under legal working age. Promon does not have business or contractual relations with organisations that use child labour in any form.	Procurement	Undertaking Included in Supplier Contract	All contracts signed by suppliers of goods and services include a clause repudiating and prohibiting the use of any form of child labour throughout the production chain.
		Required Documentation	Supplier selection is based on documents proving their market activities are legal.
	Other Actions	Signature of National Compact to Eradicate Slave Labour in Brazil	Based on a report by the International Labour Organization (ILO). Signatories undertake not to acquire goods whose production chain involves child labour.



**Principle 6: Businesses should uphold the elimination of discrimination in respect of employment and occupation**

Commitment	Systems	Actions	Performance
Promon is committed to human relations policies geared to justice, transparency, impartiality and professionalism. No form of discrimination based on race, gender, social orientation, colour, religion, age, ethnic origin or any other factor is allowed in any business processes or in the workplace.	Other Actions	Ownership Structure	Equity ownership and election of executives is available to all employees without exception.
	Human Relations	Hiring	All applicants take part in all stages of the selection process regardless of function or professional level. Direct relatives of directors may not be hired.
		Pay and Benefits	The same benefits, including pay, medical care and retirement plans, are available to all professionals regardless of hierarchical level, function, gender, ethnicity, religion and age.
		Promotion	Promotion strictly by merit, with no discrimination based on hierarchical level, function, gender, ethnicity, religion or age.
		Training and Education	Professional development programmes are offered to all staff regardless of hierarchical level, function, gender, ethnicity, religion and age.

**Principle 7: Businesses should support a precautionary approach to environmental challenges**

Commitment	Systems	Actions	Performance
<p>Promon acts to protect the environment wherever it does business. It uses natural resources rationally, preferring recyclable materials wherever possible and taking other steps to mitigate pollution of the air, water and soil as well as noise and visual pollution.</p>	<p>Management System</p>	<p>Promon is certified by ISO 14001 standard, the most widely recognised international standard for environmental management.</p>	<p>The system's key component is the identification and preventive treatment of potential causes of damage to the environment, society or property, in full compliance with ISO 14001. Promon has received no environmental notices in the last three years.</p>

Principle 8: Businesses should undertake initiatives to promote greater environmental responsibility			
Commitment	Systems	Actions	Performance
Promon promotes environmental responsibility in its regular operations and through educational programmes to raise consumer awareness.	Actions	Recycling of Materials	Recycling of paper, fluorescent bulbs and plastic cups, use of recycled paper, collection and proper disposal of batteries used in our offices.
		Reduction of Resource Consumption	Continuous programme to reduce office consumption of water and electricity. At construction sites waste, residue and effluent are properly collected, stored and disposed of in accordance with specific procedural guidelines.
		Environmental Education	HSE dialogues are held for 15 minutes daily at every site for Promon personnel. All new employees take an introduction course that includes specific lectures on environmental management. An annual calendar of internal events includes a meeting of the entire staff to discuss environmental and other issues with senior management, regular forums called <i>Mastigando Idéias</i> , and engineering meetings, both coordinated by HR.

Principle 9: Businesses should encourage the development and diffusion of environmentally friendly technologies			
Commitment	Systems	Actions	Performance
Promon is committed to developing and diffusing sustainable technologies as an intrinsic part of its business.	Actions	On-site Ecosystem Conservation Projects	North Capixaba Terminal: Promon designed a special lighting system to assure zero impact on sea turtles nesting in the area, as well as special solutions for energy dissipation and temperature control during drainage of the site, avoiding river erosion and disturbance of the ecosystem, which includes crabbing by the local community.
		Design of New Sustainable Technologies	Duque de Caxias Refinery (Petrobras): Promon designed a solution to close the refinery's cooling system using ultra filtration for water treatment. The advantages of ultrafiltration over conventional treatment include the fact that no chemicals are needed to treat the water.

Principle 10: Businesses should work against corruption in all its forms, including extortion and bribery			
Commitment	Systems	Actions	Performance
Promon does not tolerate corruption in any shape or form. All business processes include instruments that explicitly prohibit professionals from accepting or encouraging inducements or favours of any kind.		Signature of <i>Pacto pela Integridade e Combate à Corrupção</i>	<i>Pacto pela Integridade e Combate à Corrupção</i> is a compact for integrity & against corruption in Brazil and comprises a set of guidelines and procedures governing relations between government and business organisations or other types of signatory.
		Ethical Conduct	Promon consistently pursues best ethical practice and stakeholder engagement in all business processes.

**São Paulo**

Av. Pres. Juscelino Kubitschek, 1830  
04543-900 São Paulo SP

**Rio de Janeiro**

Praia do Flamengo, 154  
22210-906 Rio de Janeiro RJ

Brasil

[www.promon.com.br](http://www.promon.com.br)

