

## General

Period covered by your Communication on Progress (COP)

From:  To:

### Statement of continued support by the Chief Executive Officer (CEO)

Please provide a statement of your company's chief executive expressing continued support for the Global Compact and renewing your company's ongoing commitment to the initiative and its principles (Please include name and title of the chief executive at the bottom of the statement).

Examples (Please click on the links below for examples of statements)

I am please to confirm that SMT Inc. reaffirms its support of the Ten Principles of the United nations Global compact in the areas of Human Right, Labor, Environment and Anti-Corruption. In this annual communication on progress, we describe our actions to continually improve the integration of the Global compact and its principles into our business strategy, culture and daily operations. We also commit to share this information with our stakeholders using our primary channels of communication. Susan Rothecker, President/CEO

## Human Rights Principles

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 (For more information on the principles, click here)

## Assessment, Policy and Goals

Description of the relevance of human rights for the company (i.e. human rights risk-assessment). Description of policies, public commitments and company goals on Human Rights.

SWI has added language in our mission statement to reflect our commitment to human rights and being socially responsible. We communicate and respond to human rights issues within our business operations on a regular basis.

### Examples

- Reference to (statement of support for) the Universal Declaration of Human Rights or other international standards
- Written company policy on respecting Human Rights and preventing potential abuses (e.g. in code of conduct)
- Policy requiring business partners and suppliers to adhere to the principles on Human Rights?
- Assessment of Human Rights related risks and impact in industry sector and country(ies) of operation (see Risk Assessment Report at [www.humanrightsbusiness.org](http://www.humanrightsbusiness.org))
- Specific goals in the area of Human Rights for the upcoming year

## Implementation

Description of concrete actions to implement Human Rights policies, reduce Human Rights risks and respond to Human Rights violations.

We have regularly scheduled plant meetings on a monthly basis to review current business as well as training programs focused on communication and community involvement. Our employee handbook is reflective of these policies and we also have suggestion boxes located throughout the facility to facilitate suggested improvements with communications.

### Examples

- Suggestion box, call center or grievance mechanism
- Awareness raising or training of employees on Human Rights
- Consultation with stakeholders and affected parties
- Allocation of responsibilities for the protection of Human Rights within your company
- Human resource policies and procedures supporting Human Rights

## Measurement of outcomes

Description of how the company monitors and evaluates performance.

Management meets routinely to review employment policies and procedure in regards to recruitment, terminations, disciplinary actions and work rules. We are currently working with an OSHA representative to any observations that need to be made to improve workplace and conditions.

### Examples

- Specific progress made in the area of Human Rights in the past reporting period
- Information about how your company deals with incidents of Human Rights violations
- Investigations, legal cases, rulings, fines and other relevant events related to Human Rights
- Periodic review of results by senior management
- External audits of Human Rights performance

## Labour Principles

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

(For more information on the principles, [click here](#))

## Assessment, Policy and Goals

Description of the relevance of labour rights for the company (i.e. labour rights-related risks and opportunities).

Description of written policies, public commitments and company goals on labour rights.

Our company is an equal opportunity employer and all policies, practices, benefits and employment decisions are administered without discrimination on the basis of race, color, religion, national origin, citizenship, sex, age, disability or veteran status. As stated in our handbook, "It is our belief and policy that problems between employees and management can be worked out satisfactorily through honest and frank discussions in an atmosphere of mutual trust, respect and cooperation."

### Examples

- Reference to ILO Core Conventions or other international instruments
- Written company policies to uphold the freedom of association and collective bargaining and the elimination of forced labour, child labour and employment discrimination
- Written policies that clearly state employee rights and responsibilities and their compensation and benefits
- Policy requiring business partners and suppliers to adhere to the Labour principles
- Assessment of labour-related risks in the industry sector and country(ies) of operations
- Specific goals in the area of Labour Rights for the upcoming year

## Implementation

Description of concrete actions taken by your company to implement labour policies, reduce labour risks and respond to labour violations.

We are currently working with an OSHA consultant to review workplace and safety conditions.

### Examples

- Suggestion box, call center or grievance mechanisms
- Awareness raising or training for employees on labour rights and policies
- Describe how the health and safety of all employees is ensured
- Describe how your company prevents discrimination of all kinds and ensures comparable pay for comparable work
- Consultation with employees and other stakeholders
- Allocation of responsibilities for the protection of labour rights within your organization
- Human Resource policies and procedures supporting the Labour principles
- Participation in international framework agreements and other agreements with labour unions

## Measurement of outcomes

Description of how the company monitors and evaluates performance.

We annually review and document our diversity standings and hiring policies. These are also reported to the EEOC

### Examples

- Demographics of management and employees by diversity factors (e.g. gender, ethnicity, age, etc.)
- Describe how your company deals with incidents of violations of Labour principles
- Investigations, legal cases, rulings, fines and other relevant events related to Labour
- Periodic review of results by senior management
- Specific progress made in the area of Labour during the last reporting period
- External audits (e.g. SA 8000)

## Environmental Principles

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

(For more information on the principles, [click here](#))

## Assessment, Policy and Goals

Description of the relevance of environmental protection for the company (i.e. environmental risks and opportunities). Description of policies, public commitments and company goals on environmental protection

SMF is committed to protecting the environment. This year we eliminated our need for an Air Quality Permit by changing some of our processes and minimizing emissions. We also received an award from the City of Raleigh Waste Water for one year of compliance with no findings on monthly submissions that are tested by a third party. This is very difficult to achieve and only three users were awarded. Environmental protection is a primary responsibility of every employee. It is our objective to reduce waste and achieve minimal adverse impact on the air, water and land.

### Examples

- Assess the environmental footprint and impact of your company
- Written company policy on environmental issues, including prevention and management of environmental risks
- Policy requiring business partners and suppliers to adhere to the environmental principles
- Describe specific goals in the area of the environment for the upcoming year

## Implementation

Description of concrete actions to implement environmental policies, reduce environmental risks and respond to environmental incidents

In order to help achieve this goal, we recycle our aluminum cans, scrap metal, corrugated materials and various forms of paper.

### Examples

- Awareness raising or training of employees on environmental protection
- Initiatives and programmes to reduce waste materials (e.g. recycling) and consumption of resources (energy, fossil fuels, water, electricity, paper, packaging, etc.)
- Activities aimed at improving the energy efficiency of products, services and processes
- Development and diffusion of environmentally friendly technologies
- Raise awareness among suppliers by asking them for environmental data on their products
- Environmental management system with objectives and procedures for evaluating progress, minimizing negative impacts and transferring good practices
- Allocation of responsibilities for environmental protection within your company

## Measurement of outcomes

Description of how the company monitors and evaluates environmental performance

We submit annual reports that are submitted to waste water management, air quality and hazardous waste. All of these items are audited annually by each agency. Again, we are currently working with an OSHA consultant to review workplace safety.

### Examples

- Information about how your company deals with incidents
- Investigations, legal cases, rulings, fines and other relevant events related to environmental principles
- Specific progress made in the area of the environmental protection during the last reporting period
- Periodic review of results by senior management
- External audits of environmental performance

## Anti-Corruption Principles

Principle 10: Businesses should work against corruption in all its forms, including extortion and bribery (For more information on the principles, click here).

## Assessment, Policy and Goals

Description of the relevance of anti-corruption for the company (i.e. anti-corruption risk-assessment). Description of policies, public commitments and company goals on anti-corruption.

SMT as well as many of our suppliers and customers do not accept gratuities of any form. We do not want objectivity compromised at any level. This is very strict when it comes to our supply base.

### Examples

- Assessment of risk of corruption and bribery in the company's industry and country(ies) of operation
- Written company policy of zero-tolerance for corruption, bribery and extortion
- Reference to (or statement of support for) the UN Convention Against Corruption and other international instruments
- Protocol to guide staff in situations where they are confronted with extortion or bribery
- Policy requiring business partners and suppliers to adhere to the anti-corruption principles
- Specific goals in the area of anti-corruption for the upcoming year

## Implementation

Description of concrete actions to implement anti-corruption policies, reduce anti-corruption risks and respond to incidents.

We do have suggestion boxes located throughout the facility as a grievance mechanism. We have also added a statement to our Company Policy to raise awareness about company policies regarding anti-corruption and extortion.

### Examples

- Suggestion box, call center or grievance mechanisms
- Awareness raising or training of employees about company's policies regarding anti-corruption and extortion (e.g. mailings, internet, internal communication, etc.)
- Allocation of responsibilities for anti-corruption within your company
- Participation in industry initiative or other collective action on anti-corruption

## Measurement of outcomes

Description of how the company monitors and evaluates anti-corruption performance.

SMT has had no known violations in this area and we monitor through periodic reviews by senior management.

### Examples

- Information about how your company deals with incidents of corruption
- Internal audits to ensure consistency with anti-corruption commitment, including periodic review by senior management
- Investigations, legal cases, rulings, fines and other relevant events related to corruption and bribery
- Specific progress made in the area of anti-corruption during the last reporting period
- External audits of anti-corruption programmes