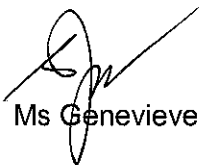


# Communication on Progress 2012

## **Statement of continued support**

As a member of the UN Global Compact, our organisation supports the actions and principles contained in the UN Global Compact. Winpac Paper Pte Ltd promotes good forestry through purchasing materials from known, legal, in progress and fully certified sources in line with FSC and PEFC requirements. We are committed to ensure all wood materials purchase shall not knowingly come from forest areas that do not comply with relevant national legislation and categories as controversial sources.

We are dedicated to maintain a chain of custody programmed in line with the certification requirements such as FSC and PEFC, and will comply with all laws and regulations related to our operations including health and safety. We will ensure this by following the FSC/PEFC independently audited system of tracking of all raw material and work to continually increase the proportion of material from sources in the process of being certified or already certified by credible bodies. Winpac Paper Pte Ltd will work towards sustainability goals as well as standards defined in the universal principles on Corporate Social Responsibility.



Ms Genevieve Chua

Managing Director

29 Oct 2012

1.	Elimination of all forms of forced and compulsory labour	Winpac Paper does not use any form of forced or compulsory labour and all our policies are aligned with Singapore's employment legislations.
2.	Business should uphold the freedom of association and effective recognition of the right to collective bargaining (eg. Workers right and protection)	<p>Winpac Paper launched the 'Speak-Up' Campaign since April 2007 and the programme is still on-going.</p> <p>It constantly reminds everyone about confidential reporting service that provides anonymity and protection. Employees can raise their concerns by contacting Speak Up using an international 24 hours telephone help line or a multilingual online website, email or fax option.</p> <p>There is monthly office and warehouse inspection, to ensure that the work place is safe for all employees. Every employee was given an 'Employee's Handbook' and 'Personal Safety' booklet that comprise information aimed at helping employees keep their workplace safe, fair and honest.</p> <p>We have embarked on a Workplace Health Promotion programme since July 2011 and received a bronze award for the Singapore Health Awards 2012 which recognises organisations for their commendable efforts in promoting workplace health and honours organisations that strives to help their employees lead healthy and vibrant lives.</p> <p>The Managing Director is interviewed and featured in the local SME Magazine in the article, "Going Green", in the March-April 2012 edition.</p>
3.	Elimination of discrimination in respect of employment and occupation (eg. Gender and age fairness)	<p>Apart from our charitable works, PaperlinX Singapore truly puts our employees' welfare ahead. We are a signatory to the Tripartite Alliance for Fair Employment Practices to prevent discrimination in the workplace and to uphold the principles of fair employment. Our staff also participates in an annual corporate web-based training programme related to the Anti-Competition Act to encourage fair trading practices and business ethics. Such are;</p> <ul style="list-style-type: none"> <li>a) Continuous relevant training provided to all employees, from forklift training to customer service and technical training</li> <li>b) Financial and other means of support for promising employees who wish to further their studies</li> <li>c) Internal promotions and opportunities for career enhancements</li> </ul> <p>Winpac Paper launched the 'Speak-Up' Campaign</p>

		<p>since April 2007 and the programme is still on-going.</p> <p>It constantly reminds everyone about confidential reporting service that provides anonymity and protection. Employees can raised their concerns by contacting Speak Up using an international 24 hours telephone help line or a multilingual online website, email or fax option.</p>
4.	Businesses should support a precautionary approach to environmental challenges (eg. Environment protection and conservation efforts)	<p>We bought carbon offset credits from a Methane Capturing Project to help finance the high operational costs of the equipment and also to show our support for the environmental cause of reducing air pollution for this project.</p> <p>In 2011 we passed the FSC audit with no non-conformance also passed the audit with 2 noteworthy efforts in training and invoicing information for the PEFC. In addition, we also promoted not just awareness of PEFC but sustainable business practices through a public seminar we organised in February 2011.</p> <p>Previously in May 2009, we were audited by PEFC (Programme for the Endorsement of Forest Certification). PEFC is a scheme for auditing forestry operations, taking into account the effects on the environment. promoting responsible forest management.,</p> <p>We are committed to providing our customers with product options that have strong environmental credentials. Our business is well positioned to meet these requirements. Many of our papers also bear the Forest Stewardship Council (FSC) logo, which confirms the FSC certified wood used in their production.</p> <p>FSC is an international organisation that promotes responsible stewardship of world forest. We are proud to be the first paper merchant in Singapore to be awarded the Forest Stewardship Council Certification in 2007.</p> <p>In March and June 2012, we have been successfully re-certified under PEFC and FSC Councils respectively.</p>
5.	Undertake initiatives to promote greater environmental responsibility	<p>We conduct Eco talks throughout the year and organise field trips for clients to our PEFC certified paper mills to spread the awareness of responsible forestry. We go one step further in promoting the green message by offering sponsorships in support</p>

		<p>to companies that organise green activities.</p> <p>We have conducted short workshops on paper and sustainable forest management for students from local primary school (October 2011 and October 2012), Chinese University of Hong Kong (June 2011 and June 2012) and Polytechnic University of Korea (August 2012). CSR topics are also included for students from Shaw College - Chinese University of Hong Kong and Korea Polytechnic University during their respective overseas study trips in Singapore.</p> <p>The Managing Director is interviewed and featured in the local SME Magazine in the article, "Going Green", in the March-April 2012 edition and HRMASia Magazine in the article, "When Junior's In Charge", in the Issue 6 edition. She was also invited to submit articles for publications for the Institute of Certified Public Accountants of Singapore on topics such as CSR and Sustainability as featured in the October 2012 issue of CPA Journal.</p> <p>The Managing Director has been invited as a speaker and panellist for events such as Asian Paper 2012 held in Bangkok on 23-25 April 2012 to speak on the Business Case for CSR, 13<sup>th</sup> Annual RISI Asian Pulp &amp; Paper Outlook Conference held in Shanghai on 11-12 June 2012 and Responsible Procurement Workshop in conjunction with Singapore Compact held in Singapore on 14 September 2012.</p> <p>Our company has also sponsored about \$2000 worth of paper material to local NGO's in support of promoting the usage of sustainable materials.</p>
6.	Encourage the development and diffusion of environmentally friendly technologies	<p>We are currently still using the "Power Stabilizer" to reduce the electricity consumption and also converted the whole office to use LED bulbs instead of the conventional ones. Most of the CRT monitors have been replaced by the low power consumption LCD monitors.</p>
7.	Businesses should work against all forms of corruption including extortion and bribery	<p>Staff members participated in a 12-month web-based training programme relating to Anti-Competitive practice and in compliance with the Competition Act 2009 section 34 and 37. This training is being conducted on a yearly basis.</p> <p>To further fulfil our cause for social responsibility, we initiated a marketing program to corporate in support of the "Pressed Flower Project", partnering up with asia-based voluntary network, Care Channels International (CCI) to help slum dwellers</p>

		<p>sell their handmade gift crafts for means to support their livelihood. We helped to secure a large project this year for the organisation and helped to find sponsors for the slum dwelling children for their education.</p> <p>We supported the Handicapped Welfare Association, Singapore through donations and participated in their event, 27<sup>th</sup> Wheel, Jog or Walk 2011, in August 2011. We also supported local Boys' Brigade's Share-A-Gift programme in December 2010 and 2011 through donations of daily necessities from the staff members.</p>
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