



金鑫金屬私人有限公司
G P MANUFACTURING (S) PTE. LTD.

No. 2 Loyang Street, Loyang Industrial Estate,
Singapore 508837.
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CERT. NO : 92-2-0042
SS ISO 9002 : 1994

Communication on Progress for Year 2012

Address: No. 2 Loyang Street, Loyang Industrial Estate, Singapore 508837

Country: Singapore

Contact name: Alvin Choo

Contact Position: Sales Manager

Contact Telephone no: 65 6542 9233

Number of employees: 70

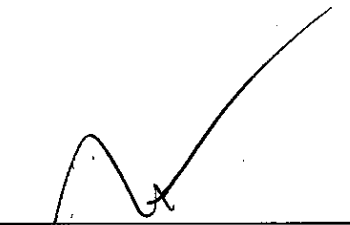
Sector: Manufacturing

Nature of Business: Precision Metal Stamping

STATEMENT OF SUPPORT

As a responsible company and member of the UN Global Compact, GP Manufacturing (S) Pte Ltd is committed to its role as a corporate citizen and whole heartedly embraces the ten principles laid down by the UN Global Impact as driving factors in our business policies. The Management pledges to support the actions related to human rights, labour rights, the environmental issues and anti-corruption/graft practices.

Here we summarised the efforts and progress we have made against these principles and we will continue to follow them up in future.


November 01, 2012
Sum Ah Lam,
Managing Director

PRINCIPLE 1		BUSINESS SHOULD SUPPORT AND RESPECT THE PROTECTION OF INTERNATIONALLY PROCLAIMED HUMAN RIGHTS
Actions	Actions realized	
	<p>GP Mfg adopts HR policies that are aligned with Singapore's prevailing applicable employment legislations. These policies explicitly support the respect for nationality, religion, ethnicity and community engagement.</p> <p>All employees were entitled to the company rights and benefits, which were documented in the company Employees' Handbook. The handbook is accessible to all employees. Grievances and feedbacks on infringement or abuse can be readily solicited through the system provided.</p> <p>The company promotes healthy work-family-life balance. Employees continue to enjoy longer breaks during festive seasons as the company deliberately extended the holidays (beyond the gazetted dates) to facilitate longer family time. Our foreign employees from countries like Malaysia, China and India are able to return home for their extended vacation under such arrangements.</p> <p>GP is also committed to doing businesses only with suppliers and contractors which upheld similar values and policies with regards to protecting the rights and benefits of their employees. We believe this will enhance business sustainability and integrity.</p>	
Outcomes	<p>There was no major feedback on infringement or abuse of the rights of the employees in 2011.</p> <p>Extended public holidays were achieved for Hari Raya Puasa, Christmas/New Year and Lunar New Year festive seasons for 2010/2011 period.</p>	

PRINCIPLE 2		BUSINESS SHOULD ENSURE THAT THEY ARE NOT COMPLICIT IN HUMAN RIGHTS ABUSES
Actions	Actions realized	
	<p>GP Mfg has pledged to abstain from any activities that may complicit in human rights abuses. In adopting this position, we believe that the result will benefit both the company and the employees.</p> <p>A health and safety committee is established to align our policies with Singapore's National Workplace Health and Safety Act. A Safety Officer is engaged to look into the safety aspect of the factory. The Safety Committee has representation from both the Management and Workers. Safety regulations were drawn up and strictly adhered to. These rules included using the right equipment and attires for the machine operators. The safe and healthy working environment has led to a more productive workforce.</p>	
Outcomes	<p>Staff exposed to chemical and noise hazards were reviewed annually. Hearing test is organised with 100% participation from the factory workers. No report of occupational disease was received.</p> <p>The company provided dental subsidies for annual dental health checks and services.</p>	

PRINCIPLE 3		BUSINESS SHOULD UPHOLD THE FREEDOM OF ASSOCIATION AND THE EFFECTIVE RECOGNITION OF THE RIGHT TO COLLECTIVE BARGAINING
Actions	Actions realized	
	<p>GP Mfg is not required to be unionized under the prevailing Labour Laws of Singapore, as the work force is less than the stipulated head count.</p> <p>The company has provided a system for employees' feedback. The channels are: -suggestion / feedback box for workers to express their views / opinions. -regular dialogues with their supervisor/Heads of Departments.</p> <p>All workers' views / opinions are to be reviewed by management seriously and appropriate action(s) shall be taken and monitored for the desired outcome.</p>	
Outcomes	<p>In 2011, there was NO incident of such written feedback.</p> <p>Regular dialogues, initiated by the Management, were carried out.</p>	

PRINCIPLE 4		BUSINESS SHOULD UPHOLD THE ELIMINATION OF ALL FORMS OF FORCED AND COMPULSORY LABOUR
Actions	Actions realized	
	<p>GP Mfg does not use any form of forced or compulsory labour. All of our company labour policies are aligned to Singapore's prevailing applicable employment legislations.</p>	
Outcomes	<p>The company adhered to stipulated Ministry of Manpower guidelines to ensure no forced or compulsory labour practices existed.</p> <p>All overtime working hours were consented by the employees concerned and within the maximum hours permitted by the labour laws.</p>	

PRINCIPLE 5		BUSINESS SHOULD SUPPORT UPHOLD THE EFFECTIVE ABOLITION OF CHILD LABOUR
Actions	Actions realized	
	<p>All of our company labour policies were aligned with the Singapore's prevailing applicable employment legislations which require minimum employable age to be 16 years of age.</p> <p>We also ensure that our out-sourced vendors do not utilise child labour.</p>	

Outcomes	No. of employees (including part-time workers) below the age of 16 years old: 0
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PRINCIPLE 6	BUSINESS SHOULD UPHOLD THE ELIMINATION OF DISCRIMINATION IN RESPECT OF EMPLOYMENT AND OCCUPATION
Actions realized	
Actions	<p>GP Mfg policies and procedures instituted qualifications, skill and experiences as basis for the recruitment, placement, training and advancement of staff at all levels. It does not include discriminatory factors such as gender, marital status, age or nationality in the selection process.</p> <p>Work scope and environment has been re-designed for aging employees who are still able to contribute to the operation. There were also incidences of re-deployment for such employees to retain them in employment.</p>
Outcomes	<p>Our record shows that in 2011:</p> <ul style="list-style-type: none"> -the number of foreign employees is at 34% -the number of workers over 50 years old is at 29%. <p>There was no occurrence of incident arising from discrimination of any form.</p>

PRINCIPLE 7	BUSINESS SHOULD SUPPORT A PRECAUTIONARY APPROACH TO ENVIRONMENTAL CHALLENGES
Actions realized	
Actions	<p>Our company recognizes that its business has an impact on the environment, mainly through the use of raw material, packing material, surface treatment, waste produced and noise created.</p> <p>Precautionary measures and control are implemented throughout the entire operation to comply with prevailing standards and requirements, such as the RoHS Directives, which prohibits the use of designated hazardous substances.</p> <p>Environmental friendly packaging material is used. Packaging designs are carefully planned to ensure minimum usage, to reduce waste and cost. Where possible, these packaging materials are re-cycled.</p> <p>Used chemical such as lubrication oil and degreasing solvent are disposed by specialist waste collectors for re-cycling or disposal.</p> <p>Great precaution is also taken in the production operation to ensure that industrial hygiene, air quality and noise level are monitored closely to ensure they are within acceptable limits.</p>

Outcomes	The company is certified as Green Partners to major manufacturers such as Sony Electronics and Matsushita Group.
	System is in place for upstream and downstream compliance to RoHS Directives, which is been annually audited by customers and external certification parties.
	We engaged an external party to conduct industrial hygiene, air quality and noise level checks and advise on precautionary measures. Air Quality and Noise Level Monitoring reports were submitted regularly to the Governmental Ministry.

PRINCIPLE 8		BUSINESS SHOULD UNDERTAKE INITIATIVES TO PROMOTE GREATER ENVIRONMENT RESPONSIBILITY
Actions realized		
	Actions	<p>As part of the company overall certification process, it subjects itself to annual audits by external accredited certification bodies. This is to ensure that all efforts taken to comply and promote environment awareness and responsibility have been executed accordingly and effectively.</p> <p>The company is also continuously promoting and enforcing efforts for energy saving, material re-cycling and environmental protective measures in the workplace.</p> <p>GP Mfg is also affiliated to the Singapore Compact, a non-profit organisation promoting Corporate Environmental and Social Responsibilities for companies within Singapore.</p>
		<p>An Environmental & Hazardous Substance (EHS) Committee is formed to promote and implement initiatives, to ensure that the environmental responsibility of the company is met and upheld.</p> <p>Initiatives implemented at the workplace include:</p> <ul style="list-style-type: none"> -replacing all CRT monitors with LCD monitors -turning off lights during breaks -turning off air-conditioners and electrical appliances/equipment at the end of work day -print document only if necessary -use of re-cycled paper for internal use -installation of water flow regulators -packaging material to be returned to us for re-use wherever possible

PRINCIPLE 9		BUSINESS SHOULD ENCOURAGE THE DEVELOPMENT AND DIFFUSION OF ENVIRONMENTALLY FRIENDLY TECHNOLOGIES
Actions realized		
	Actions	<p>Our company utilize technologies, material and processes which do not have an adverse impact on the environment, and where such impact is un-avoidable, it is minimised. For un-avoidable cases, constant effort is made to seek alternative or improved processes to substitute the current practice. We also ensure that our sub-contractors and suppliers are upholding such commitments and objectives.</p>

Outcomes	<p>-Regular audits/checks are performed at our suppliers and sub-contractors sites to enforce compliance to environmental regulations.</p> <p>-Example of changes to promote environmental friendliness is use of Trivalent Chromium instead of Hexavalent Chromium for Zinc Plating process.</p> <p>-Use of water base degreasing technology, instead of chemical solvent.</p>
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PRINCIPLE 10		BUSINESSES SHOULD WORK AGAINST CORRUPTION IN ALL ITS FORMS INCLUDING EXTORTION AND BRIBERY
Actions	Actions realized	
	Our company is against all forms of unlawful activities concerning corruption and bribery, by stipulating a code of Personal Conduct to all employees in this regard. It is also a convictable offence in the Court of Laws in Singapore for such criminal offences and shall be dealt with appropriately.	
Outcomes	<p>-Except for occasional un-lavish meals with customers or suppliers, our management do not condone any other form of gifts or favours to our business associates.</p> <p>-The company ensured that bids and quotations (both to customers and suppliers) are properly executed to provide for transparency and fair evaluation.</p>	