

## **UN GLOBAL COMPACT**

### **Human Rights**

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

**Principle 2: Make sure they are not complicit in human rights abuses**

Gulf Catering Company has worked in challenging and remote locations throughout the Middle East, Africa, Australia and Asia since 2003. We have employed upwards of 8,000 employees representing over 30 nationalities. Many of our employees represent third world labor forces: representing a challenge in ensuring proper recruitment, hiring, work conditions and accommodation of staff members.

In our Iraq operations we have transitioned to 80 percent local hire operations, with a goal of steadily increasing this number as we promote junior staff and create new openings. We also began operations in Uganda where 90% of our employees are locally hired.

Gulf Catering Company has adapted the Universal Declaration of Human Rights and US Government guidelines on Trafficking in Human Beings (TIPs).

We have followed the US Government regulations on Trafficking in Human Beings in Iraq and Afghanistan. Our contract performance is constantly monitored and inspected by our auditors, clients and audit agencies.

As a part of our recruitment and employee orientation training, new staff members are informed of their rights in their native language. Contracts defining salary and benefits are issued to each employee. Gulf Catering Company pays all recruitment fees, visa, airfare, travel, lodging and meals.

Employee orientation includes individual human rights and direct reporting access that is independent of direct line management. Daily training modules cover all aspects of job performance and a Trafficking in Persons (TIPS) module that reinforces employee human rights.

In May 2012 a new Employee Handbook was issued and mandatory training modules were implemented to ensure that all employees understood their rights and how they fit into the company policy.

2013 Headquarters employee training involved mandatory attendance for all personnel. Employee rights and entitlements are included in our mandatory training sessions.

**2012 Training Statistics:**

- 111 training sessions delivered
- 83.25 training hours
- Average 5 employees per training session
- Total of 447.5 employee hours spent on in-house mandatory training

Labor Camps and Lodgings are routinely inspected to ensure that each employee receives a minimum of 55 square feet of personal space, adequate caloric intake, no cost medical care, a free monthly hygiene kit, and free laundry service. Employees are issued complete sets of company uniforms, 2 pairs of safety shoes, winter weather clothing and job-related personal protective equipment (PPE). As required, body armor is provided for employees working in conflict zones such as Iraq and Afghanistan. All employees retain their own passports.

Working hours are governed by the labor law of the country in which we are operating or our own corporate policy, with the more stringent policy being applied if compliance is unclear.

Gulf Catering Company has adapted a no-tolerance policy regarding violations of human rights. From direct line supervisors, to project managers, QHSE and corporate HR: all management personnel are held directly responsible for the welfare of employees. The CEO remains available to all employees through dedicated suggestion/complaint boxes and direct email access.

Gulf Catering Company is ISO 9001: 2008, ISO 22000:2005, ISO 18001:2007 and ISO 14001:2004 certified. Our ISO audit systems ensure proper living and working conditions for our staff and subcontractors.