

PROGRESS REPORT 2008

United Nations Global Compact

In November 2003, BancTec Limited became one of the signatories to the Global Compact. The Global Compact has successfully engaged many Companies across the globe in considering their responsibilities towards Labour Standards, Human Rights and Environmental Management.

PRINCIPLE 1	Businesses should support and respect the protection of Internationally Proclaimed Human Rights
Policy	
<ul style="list-style-type: none">▪ The Company endorses the Universal Declaration of Human Rights▪ We have an effective Health & Safety Policy▪ The Company Policy on Harassment & Bullying provides details of the standards that we expect of all employees regarding behaviour to colleagues.▪ The Company's Ethical Code for Suppliers is based on the principles of the UN Global Compact.	
Actions Implemented	
<ul style="list-style-type: none">▪ BancTec have implemented an Ethical Code for Suppliers, based on the principles of the UN Global Compact. This Code outlines our key commitments to our suppliers, and details our ethical expectations of the companies that we work with.▪ The Company provides Private Health Insurance for all members of staff and staff are consulted when sickness prevents them from attending work in order that we can assist wherever possible.▪ The Company provides an Employee Assistance Programme The Company consulted with staff to produce a Stress Policy & a third party carried out stress awareness training.	
PRINCIPLE 2	Businesses should make sure that they are not complicit in Human Rights Abuses
Policy	
<ul style="list-style-type: none">▪ The Company has endorsed the Universal Declaration of Human Rights▪ The Company Policy on Harassment & Bullying provides details of the standards that we expect of all employees regarding behaviour to colleagues.▪ The Company's Ethical Code for Suppliers is based on the principles of the UN Global Compact.	
Actions Implemented	
<ul style="list-style-type: none">▪ BancTec have implemented an Ethical Code for Suppliers, based on the principles of the UN Global Compact. This Code outlines our key commitments to our suppliers, and details our ethical expectations of the companies that we work with.	
PRINCIPLE 3	Businesses should uphold the Freedom of Association and the Effective Recognition of the Right to Collective Bargaining
Policy	

<ul style="list-style-type: none"> ▪ We comply with the relevant laws relating to employment and employment conditions in each country. Subject to relevant laws in the countries where we operate, we fully respect the right of our people to freedom of association and representation either through trades unions, works councils, or any other appropriate forum. ▪ We have open and honest communication with employees both formally and informally. 	
Actions Implemented	
<ul style="list-style-type: none"> ▪ The Company's Ethical Code for Suppliers is based on the principles of the UN Global Compact ▪ All employees are involved in an annual review of roles and achievement outcomes. ▪ BancTec has an effective Grievance and Dispute Settlement Process ▪ All staff are encouraged to take part in departmental meetings to discuss the Company's strategy and plans. ▪ We hold quarterly Employee Meetings. ▪ A Company newsletter is published quarterly ▪ We have a Company intranet ▪ A Staff Satisfaction Survey was carried out in 2007 and as a result of the findings an Employee Focus Group, consisting of a cross-section of staff, was formed to suggest ideas to address the major points. The Employee Focus Group recommendations were accepted by the Board and have been implemented on a quarterly basis 	
PRINCIPLE 4	Businesses should support the elimination of all forms of Forced and Compulsory Labour
Policy	
<ul style="list-style-type: none"> ▪ We recognise that labour standards and conditions may vary from country to country and we ensure that our people have satisfactory wages and working conditions and that there is no exploitation of labour. ▪ BancTec has a policy to issue all staff with full terms and conditions of contract when they join the organisation. ▪ BancTec have implemented an Ethical Code for Suppliers, based on the principles of the UN Global Compact. This Code outlines our key commitments to our suppliers, and details our ethical expectations of the companies that we work with. 	
Actions Implemented	
<ul style="list-style-type: none"> ▪ All members of staff are issued with contracts of employment stating their terms and conditions of service, the freedom to leave, affirming the voluntary nature of their employment and providing clarity for the terms associated with departure or cessation of work. ▪ BancTec are committed to the principles of achieving a good work – life balance for all our employees. The Company takes appropriate action to ensure that we have the correct level of resources to perform the activity required. ▪ We hired a Consultant to look at our Stress Policy in conjunction with a Stress Focus Group formed by members of staff. As a result a revised Stress Policy was issued and Stress Awareness Training carried out for senior staff. Stress 	

Awareness Training is also highlighted to all staff and forms part of the Employee Induction pack.		
<ul style="list-style-type: none">▪ The Company also operates an Employee Assistance Programme provided by a third party.▪ BancTec also host student placements to assist the student in making long-term decisions about future education and employment opportunities.		
PRINCIPLE 5	Businesses should support the Effective Abolition of Child Labour	
Policy		
<ul style="list-style-type: none">▪ The Company’s Ethical Code for Suppliers is based on the principles of the UN Global Compact		
Actions Implemented		
<ul style="list-style-type: none">▪ BancTec has implemented an Ethical Code for Suppliers, based on the principles of the UN Global Compact. This Code outlines our key commitments to our suppliers, and details our ethical expectations of the companies that we work with.		
PRINCIPLE 6	Businesses should support the Elimination of Discrimination in Respect of Employment and Occupation	
Policy		
<ul style="list-style-type: none">▪ BancTec have implemented an Ethical Code for Suppliers, based on the principles of the UN Global Compact.		
Actions Implemented		
<ul style="list-style-type: none">▪ BancTec has implemented an Ethical Code for Suppliers, based on the principles of the UN Global Compact. This Code outlines our key commitments to our suppliers, and details our ethical expectations of the companies that we work with.▪ BancTec are committed to ensuring that job applicants and employees receive equality of opportunity. The aim of this policy is to ensure that no applicant or employee receives less favourable treatment on the grounds of race, colour, nationality, ethnic or national origins, sex or marital status, disability, or is disadvantaged by conditions or requirements which cannot be shown to be justifiable or be subjected to any form of bullying, harassment or hostile treatment. The Company will ensure equality of pay and will promote flexible working to achieve a work life balance which consistent with the needs of the business.▪ Selection criteria and procedures will be regularly reviewed to ensure that individuals are selected, promoted and treated on a basis of their relevant merits and abilities. All employees will, therefore be given equality of opportunity. The company will continue to review its people, policies and practices generally and take appropriate action to make the policy full and effective.▪ This policy will be demonstrated through:<ol style="list-style-type: none">1. Recognition of the benefits of operating an Equal Opportunities Policy effectively and communicating its importance.		

<ul style="list-style-type: none"> 2. Good recruitment practices 3. Objective system for Performance Reviews 4. Effective Training and Guidance for Managers and staff 5. Raising Awareness 6. Stress Awareness Training for Managers and staff ▪ BancTec has an Equal Employment Opportunity Policy ▪ BancTec has an effective Grievance and Dispute Settlement Process ▪ The Company Policy on Harassment & Bullying provides details of the standards that we expect of all employees regarding behaviour to colleagues. 		
PRINCIPLE 7	Business should Support a Precautionary Approach to Environmental Challenges	
POLICY		
<ul style="list-style-type: none"> ▪ BancTec has an Environmental Policy which outlines our commitment to the environment. ▪ BancTec has an Equal Employment Opportunity Policy 		
Actions Implemented		
<ul style="list-style-type: none"> ▪ BancTec has an Environmental Policy which outlines our commitment to the environment. 		
PRINCIPLE 8	Business should undertake initiatives to Promote greater Environmental Responsibility	
POLICY		
<ul style="list-style-type: none"> ▪ BancTec has an Environmental Policy which outlines our commitment to the environment. ▪ BancTec has implemented an Ethical Code for Suppliers, based on the principles of the UN Global Compact. 		
Actions Implemented		
<ul style="list-style-type: none"> ▪ BancTec have implemented an Ethical Code for Suppliers, based on the principles of the UN Global Compact. This Code outlines our key commitments to our suppliers, and details our ethical expectations of the companies that we work with. ▪ Maintaining our current record of no major incidents through Fire, Flood or Spillage whilst improving the information of relevant or potentially harmful products to ensure minimal risk of pollution during 2008 and beyond. ▪ We have adopted environmentally friendly technologies that reduce the energy intensity in our offices including energy efficient electricity (green) and energy efficient lighting. ▪ We promote the use of recycling and have introduced paper shredding bins which are collected regularly for recycling. ▪ All general rubbish goes to a recycling plant for processing. ▪ We are fully compliant with the WEEE Directive for computer disposal 		

<ul style="list-style-type: none"> ▪ We promote the increased usage of video conferencing and web-cam facilities. ▪ Ink Cartridges are recycled for the Roy Castle Lung Cancer Charity ▪ We promote the use of Fair Trade tea and coffee, and milk is supplied in bottles to eliminate the use of plastic bottles. ▪ Staff are also encouraged to use china mugs instead of paper cups ▪ We have introduced, in some areas, renewable paper sourced from Forest Stewardship Council Certified mills & propose to increase the use of this paper. ▪ We have also introduced the use of Energy Saver light tubes and bulbs 	
PRINCIPLE 9	Business should encourage the development and diffusion of Environmentally Friendly Technologies
POLICY	
<ul style="list-style-type: none"> ▪ BancTec has an Environmental Policy which outlines our commitment to the environment. ▪ BancTec has implemented an Ethical Code for Suppliers, based on the principles of the UN Global Compact. 	
<ul style="list-style-type: none"> ▪ Actions Implemented BancTec have adopted environmentally friendly technologies that reduce the energy intensity in our offices including energy efficient electricity (green) and energy efficient lighting. ▪ We promote the use of recycling and have introduced paper shredding bins which are collected regularly for recycling. ▪ All general rubbish goes to a recycling plant for processing. ▪ We are fully compliant with the WEEE Directive for computer disposal ▪ We promote the increased usage of video conferencing and web-cam facilities. ▪ Ink Cartridges are recycled for the Roy Castle Lung Cancer Charity ▪ We promote the use of Fair Trade tea and coffee, and milk is supplied in bottles to eliminate the use of plastic bottles. ▪ Staff are also encouraged to use china mugs instead of paper cups ▪ We have introduced, in some areas, renewable paper sourced from Forest Stewardship Council Certified mills & propose to increase the use of this paper. ▪ During 2008 BancTec staff raised over £2,400 for local and national charities. 	
PRINCIPLE 10	Business should work against Corruption in all its forms, including extortion and bribery
Policy	
<ul style="list-style-type: none"> ▪ BancTec has implemented an Ethical Code for Suppliers, based on the principles of the UN Global Compact. This Code outlines our key commitments to our suppliers, and details our ethical expectations of the companies that we work with ▪ BancTec is committed to work against corruption in all its forms including extortion and bribery. ▪ As a company we are strictly non-political in all our activities. We make no contribution to political parties, and we have no political association with any party. 	

Actions Implemented
<ul style="list-style-type: none"> ▪ BancTec's Ethical Code for Suppliers is based on the principles of the UN Global Compact.
How do you intend to make this COP available to your stakeholders?
<p>Our C.O.P will be accessible to our staff on the Intranet</p> <p>In the Annual Accounts we will refer to our C.O.P.</p> <p>We will seek to publicise our membership of Global Compact within the local community and encourage them to apply for a copy our C.O.P.</p>