



better work, better life

As of 14 Dec. 06

## Communication on Progress by Adecco Ltd.

### <Declaration>

Adecco Japan is willingly supporting UNGC with its best efforts. We clearly understand the importance of UNGC principles and steadily take appropriate actions according to them. We will continue to support UNGC as our Corporate Social Responsibility.

Mark Du Ree, Country Manager, Adecco Ltd.

### <About Us>

Adecco Ltd. is a total HR solution provider (temporary staffing service, permanent placement service, outsourcing service, HR consulting, outplacement service and so forth). In 1985, it was established in Tokyo, Japan. Its capital stock outstanding is approximately 5.6 billion JPY. Sales amount of it in 2005 was 1,305 million EUR. The number of registered temporary staff is about 800,000 in Japan. Adecco HQ is located in Switzerland and is listed on SWX/VIRT-X, NYSE and EURONEXT.

### <Progresses>

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

**Progress 1:** In 2005, Adecco Ltd. adopted a code of conduct for the protection of the human rights. The Country Manager and other managers are keeping colleagues informed about the code of conduct to take action in its workplaces through periodical meetings and employee trainings. The code of conduct is open to Adecco's stakeholders to show the company's attitude in terms of the protection of human rights. Adecco respects the Human Rights Charter of Japan Staffing Service Association (JASSA).

**Principle 2:** Businesses should make sure that they are not complicit in human rights abuses.

**Progress 2:** To all stakeholders, Adecco Ltd. shows its code of conduct and its mission statement, related to principles of its core values, which are honesty, integrity, respect and responsibility, to prevent human rights abuses. So that human rights are respected, Adecco promotes appropriate conduct of its employees through its employee training and CSR activities. Adecco has a whistle-blowing hot-line to report abuse in case of human rights violations. Adecco also provides many career opportunities for women, minorities and people with disabilities on an equal employment opportunity basis. Adecco received Privacy Mark ("P-mark") accreditation as an outstanding company that protects all stakeholders' privacy.



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**Principle 3:** Businesses should uphold the freedom of association and the effective recognition of the right to collective bargaining.

**Progress 3:** Adecco Ltd. respects Japanese Labour Standard Act which orders every firm not to persecute the freedom to establish in-company unions. It builds up appropriate relationships between top-management and employees through continuous open dialogue.

**Principle 4:** Businesses should uphold the elimination of all forms of forced and compulsory labour.

**Progress 4:** Adecco Ltd. observes regulations and local minimum wage rules and minimum employment age rules. Adecco's code of conduct also states that it is Adecco's duty to follow those rules, and that all employees are informed about those rules. In terms of the elimination of all forms of forced and compulsory labour, Adecco offers employee counselling to all employees via Internet, phone or on-site meetings in order to realise their appropriate working environment.

**Principle 5:** Businesses should uphold the effective abolition of child labour.

**Progress 5:** In accordance with local regulations regarding the effective abolition of child labour, Adecco Ltd. does not offer job opportunities for individuals under the age of 18. Adecco's interviewers are trained to check applicants' age to confirm minimum age requirements, and to end job-related age discrimination.

**Principle 6:** Businesses should uphold the elimination of discrimination in respect of employment and occupation.

**Progress 6:** Adecco Ltd. deploys various efforts towards the elimination of discrimination in respect of employment and occupation. Adecco Ltd. has a Disabled Employment Promotion Office and has established a special subsidiary (Adecco Soleil Ltd.) to provide career opportunities to people with severe disabilities. Activities of the Disabled Employment Promotion Office and Adecco Soleil are disclosed to all stakeholders.

**Principle 7:** Businesses should support a precautionary approach to environmental challenges.

**Progress 7:** Adecco Ltd. uses soy ink for all internal and external communication magazines, which counts approximately 616,200 sets in total a year. Adecco Ltd. will gradually introduce recycled paper and increase the usage of soy ink for all publications. The mid-term goal is 100% recycled paper usage.

**Principle 8:** Businesses should undertake initiatives to promote greater environmental responsibility.

**Progress 8:** In terms of environment preservation, Adecco Ltd. has an Adecco Volunteer Committee that annually carries out so-called "Beach Clean Activity". It continually discusses environmental responsibility of the firm and takes actions toward its better social responsibility.



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**Principle 9:** Businesses should encourage the development and diffusion of environmentally friendly technologies.

**Progress 9:** Adecco Ltd. partially implemented electronic time capture (ETC) to reduce paper usage in its workplaces. It is developing Environmentally Sound Technology, or EST operating systems such as ETC, and others.

**Principle 10:** Businesses should work against all forms of corruption, including extortion and bribery.

**Progress 10:** Adecco Ltd. is a leading company that fights against criminal syndicate fraud, corruption, manipulation of shareholders' meetings, and so forth. It has a solid whistle-blowing hot-line for compliance. All employees of Adecco Ltd. are trained to avoid inappropriate or corrupt action. The code of conduct clearly shows anti-crime policies.

<Contact Information>

Should you have any questions, please feel free to contact us.

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