

## **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 2007 was 1,385 million EUR. The number of temporary staff on assignment is about 62,000/day in Japan. Adecco HQ is located in Switzerland and is listed on SWX/VIRT-X and EURONEXT.

### **<Progresses>**

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

Adecco Ltd. protects the human rights based upon a code of conduct, which was adopted in 2005. 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. Adecco also 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.**

To all stakeholders, Adecco Ltd. shows 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.

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

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.**

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.**

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.**

It is a policy of Adecco Ltd. to provide equal opportunity to all candidates. 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.

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

Adecco Ltd. has issued 615,000 sets of internal and external communication magazines in 2007, and used soy ink and recycled paper for 449,000 sets.

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

**responsibility.**

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. Adecco Ltd. also introduced a recycle system, which can recycle boxed used papers to protect personal information. It saved 62 trees and reduced CO2 emission by 1,908 kg in 2007.

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

Adecco Ltd. partially implemented electronic time capture (ETC) to reduce paper usage in its workplaces. The number of ETC users was increased by 6,700 users a month (80,000 users a year) compared with 2006. Together with ETC, Adecco Ltd. is introducing electronic documentation, which is supposed to go with time cards. By introducing these two systems, Adecco Ltd. saved approximately 400,000 sheets in 2007.

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

Adecco Ltd. clearly show anti-crime policies in our code of conduct that we fight against criminal syndicate fraud, corruption, manipulation of shareholders' meetings, and so forth. All employees of Adecco Ltd. are trained to avoid inappropriate or corrupt action. We organize "Gift Committee" to maintain and improve appropriate relationship with all stakeholders when we give or receive any gifts and on all business entertainment. And we have a solid whistle-blowing hot-line for compliance. So we are always ready to cope a problem when it happens.

**<Contact Information>**

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

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