

# *Jason*

JASON ELECTRONICS  
COMMUNICATION ON PROGRESS  
UNITED NATIONS GLOBAL COMPACT





# Management Voice on CSR

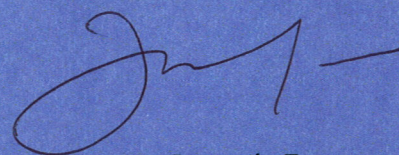
Jason Electronics is much more than a workplace. With our passion to be a good corporate social citizen, we are actively looking after our employees' work-life balance and extend our caring hands to the society where we operate.

Jason Electronics fully supports the ten principles of United Nations Global Compact wholeheartedly. These ten principles covers the ideal image of work practices that we are trying to achieve. CSR is open to all companies including ourselves in the marine industry. It gives the employees a sense of fulfillment while contributing back the society.

Our business is built on our corporate values of *Character, Competence* and *Commitment* for the past 30 years. Our commitment on CSR is well reflected on our corporate values.

For us, CSR is not only about monetary contribution. What really matters is the passion and the commitment that comes with CSR. Jason Electronics actually have a voluntary committee called 'JE@Heart' to handle the CSR activities. We had several visits to Chen Su Lan Children Home, various fund raising as well as employees' work-life balance programs.

Jason Electronics very pleased that we are part of the pioneer batch for Singapore Compact. We have a big expectation on this CSR movement. We hope the little we have done can inspire other companies to show their commitment in Singapore Compact so that we can deliver better and bigger CSR activities together.

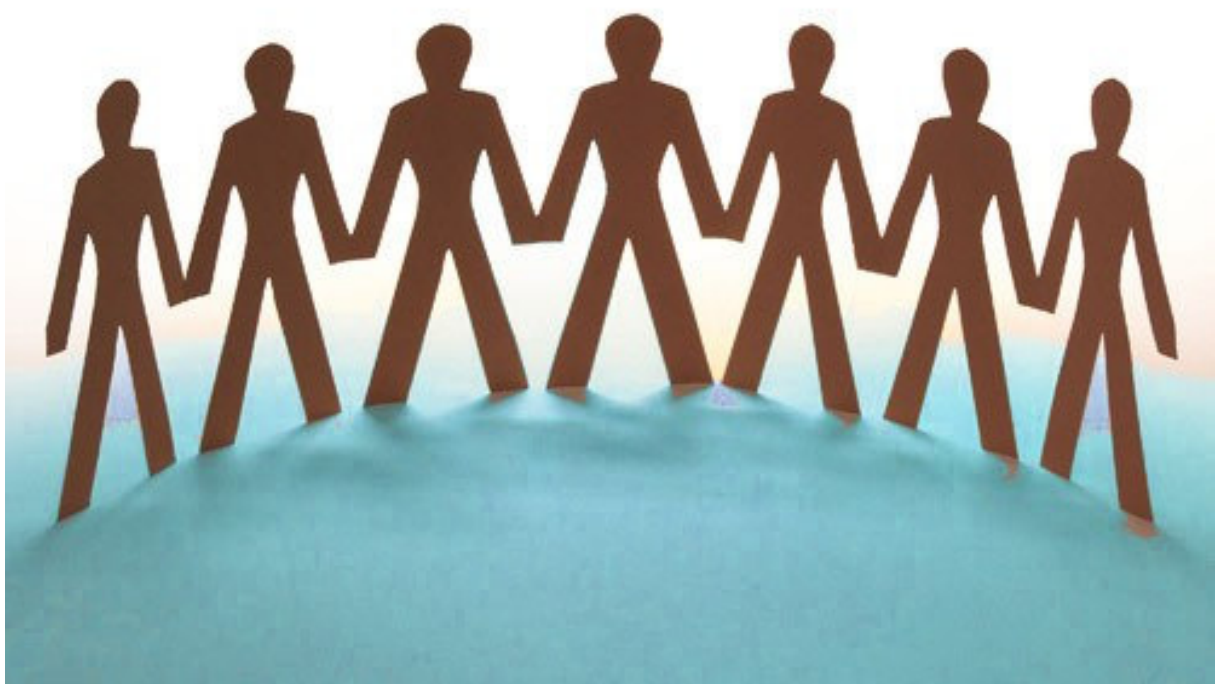


Joseph Foo  
Managing Director



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# The 10 Principles of United Nations' Global Compact

## Human Rights

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

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

## Labor Standards

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

Principle 4: the elimination of all forms of forced and compulsory labour;

Principle 5: the effective abolition of child labour; and

Principle 6: the elimination of discrimination in respect of employment and occupation.

## Environment

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

Principle 8: undertake initiatives to promote greater environmental responsibility; and

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

## Anti-Corruption

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

# Reflection of the 10 Principles in Jason Electronics Corporate Values

Jason Electronics' business activities are guided by the foundation of its Corporate Values, namely:

- *Character* with integrity and positive attitude;
- *Competence* to strive for excellence through innovation;
- *Commitment* on teamwork and pursuing the extra miles.

## Character

When Jason Electronics employs people, we do not treat our employees as a means to meet the ends. We nourish their character with strong sense of integrity. Business activities are done through people, thus the only way to conduct ethical business practices is by placing the value of integrity in our employees.

## Competence

We nurture our employees to be competent in order to achieve excellence, and Corporate Social Responsibility (CSR) is an integral part of it. Jason Electronics will not stop taking initiatives in CSR. We are intending to do it innovatively.

## Commitment

Jason Electronics is fully committed to form her employees into a family-team in business.

Corporate Social Responsibility is only made possible when all of our staff put their commitment together on it. We understand that sometime CSR requires us to do beyond core duties, but as long as it does good for the society, we are ready to contribute our best.

## Human Rights

Basic human rights must not be crossed by any means. Jason ensures that none of the staff have their basic rights abused as stated in The Universal Declaration of Human Rights when they are working in Jason.

### Child Labor and Forced Labor

Jason Electronics highly respect children's well-being, and we will not tolerate any action that exploits the basic rights of our employees.

There is not a single case of violation in employees rights for child labor or forced labor since the first day of the company is built.

These ethical considerations are also brought to our overseas offices in China, Indonesia and Malaysia. We ensured that our overseas employees have their human rights protected just like employees in main office. Apart from that, Jason Electronics also complies to local regulations in regard to employment rights.

### Work Life Balance

Productivity is always important for any commercial organization, but Jason believes in work-life balance. Jason does not want to over-exhaust its employees because it will deprive its employee welfare. None of the employees should get their rights manipulated or abused in any way while they are working in Jason.

To support this, Jason regularly arranged various health awareness seminars and recreation programs. In 2008 itself we have Healthy Sandwich Making, Nautical Run, and Body Sculpting Workshop. When we have a Work Life Balance program running, there will be at least an hour a week for employees to refresh after working time.

## Ethical Labor Practices

Jason Electronics fully respects Singapore's Ministry of Manpower (MOM) Employment Act and abide by it. Every Jason Electronics employee is assigned with a clear job description and an employment contract to protect their rights.

### **Safety First**

Socially responsible company will always place employees' safety on top of the priority list. The fundamentals of Organizational Health and Safety (OHS) practices have been planted in Jason since few years back through Risk Management and various Safety Courses.

There are 2 staff in charge for Risk Management who are certified by the Ministry of Manpower (MOM) to handle the training and implementation of Safety Policy and Safety Procedures in the company. Workplace health and safety is communicated to all staff through their induction orientation.

Our operational staff are attending various safety program like Shipyard Safety Instruction Course and Offshore Safety Induction Emergency since they are actively carrying out physical work at port, shipyard and onboard of vessel. Furthermore, we have a monthly in-house safety briefing to keep our engineers updated of the latest safety measures. Total safety training hours is clocked at 82 hours for the operational staff.

### **Absenteeism and Injuries**

The number of medical leaves taken for the whole year is counted at 420 days for 150 employees. This indicates that an employee is of averagely feeling unwell or fall sick about 3 days a year. We are hoping to reduce this figure to 2 days by next year through health workshops and exercise activities.

Total injuries for the past year are only 2 cases, and both considered minor cases. Necessary actions were taken immediately, the employees were given rest days and the company provide full insurance coverage for both cases.

## **Employees' Grievances and Compliments**

Any Jason Electronics employees can settle the grievances to their immediate supervisor. Any raised issues will be treated in objective manner and confidential. If the issue cannot be solved in immediate level, higher management will give its supports to find the best solution for related parties.

Jason Electronics staff as well as external parties are also encouraged to give constructive feedbacks in form of suggestions or compliments through our Staff Suggestion Scheme (3S) program. These feedbacks then can be viewed through intranet to promote employees' job-satisfaction.

## **Labor Union**

Our employees are not unionized at the moment and while we never place any obstacles for them to do so. We ensure that we our employees are well taken care of the way they deserve it so that they do not have the needs of forming the union. Jason Electronics place fair employment policy in place with open and trusting communication.

On top of that, Jason Electronics gives her employees freedom by not applying working bond.

## **Communication with Employees**

With the absence of the Union, It does not mean that we do not communicate with our employees. Whenever there is an amendment in company policy or procedure, our management will communicate it to the staff through respective department's head.

Furthermore, when a controversial issue is raised, the management will invite related representatives to discuss the matters to weigh the reasons of involved parties. Sometime difficult decisions and sacrifices need to be made, but what's more important is to communicate the rationale behind it to the employees at large.



## Diversity & Discrimination

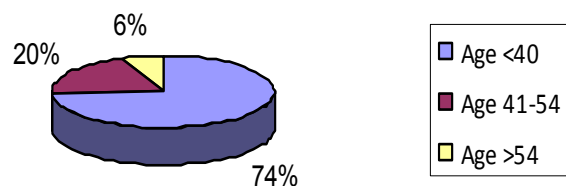
With globalization taking place, workforce is moved around the world easily. Population diversity of culture, race, religion, age and educational background is unavoidable. In any country, while this creates a chance for workplace discrimination to breed.

Workplace discrimination does not only disadvantage individuals, but eventually the organization itself with loss of potential employees. Employment in Jason Electronics is not based on any discriminatory policy, recruitment and career promotion are purely based on performance, not on the physical characteristics or seniority in the company.

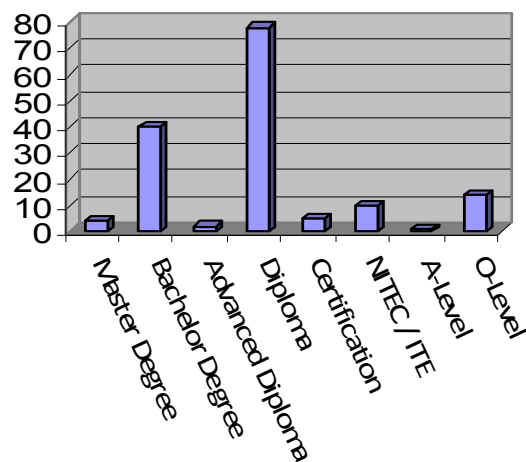
## Women in Jason

Gender discrimination is not an issue at all as the female workforce comprises of 57% of total employment in Jason Electronics. In fact, three out of six higher management positions are females.

Age Distribution of Jason Staff



Education Background of Jason Staff



## Fresh Graduates Internship

Jason Electronics is keen on taking fresh graduates to help these young talents stepping into corporate world. In the year 2008 itself we are taking 6 students for different positions on HR, Logistics and Technical Departments. Helping the educational institution in channeling these young talents.

## Welcome the Foreign Talent

We believe in today global economies, everybody deserves an equal career opportunity regardless of their nationality. More importantly, the cultural differences actually enable us to learn so much from each other.

Jason Electronics noticeably recruiting more foreign talents from various countries in the past few years. There are about 40 foreign talent in Jason (that consists of 25% of the total manpower) . We are now working with fellow colleagues from 8 countries: India, England, Malaysia, Indonesia, Philippines, People's Republic of China, Myanmar and Sri Lanka.

## Training and Performance Review

All Jason employees undergo a regular performance review once a year with their immediate supervisor. This review provide a fair opportunity recognize their merits, identify their training needs and discuss any feedback about their working experience in the company.

We do not hesitate to facilitate training for our staff. Total training hours that clocked in for the past year is totaled up to 5,064 hrs, or average training hours per employee of 33.7 hours.

## Talent Retention

We would like to keep our employees in Jason Electronics. To keep the employee with the company, we are nurturing a pleasant and professional corporate culture. We are able to maintain an average monthly turnover rate of 1.98%.

## Environment Protection

We are fully aware about the seriousness of the environment issues today. Companies play a big part in environment damage as well as creating a sustainable environment. Jason Electronics as a company believes that every company can make small yet meaningful contribution to our environment. We hope to see our incremental efforts growing will eventually play a role in keeping the earth more resourceful for a better future.

### Recycling Paper for Good Cause

While paper is an essential needs in offices, it also means that we are cutting trees every time we print something. To anticipate this, we are finding ways to bypass paper documentation and recycle any wastage whenever possible.

only after the last tree has been cut down,  
only after the last river has been poisoned,  
only after the last fish has been caught,  
only then will you find that money cannot  
be eaten

*-Native American Indian proverbs*

We have started an initiative to reduce, reuse and recycle our office papers since 2005. The funds that gathered from the recycling then can be used for charity purpose or to 'invest' it in other CSR programs. We

are actually turning paper wastage to a good cause.

The paper recycling program has been quite effective, that the amount of papers being recycled is increase by 10.8% while the increase in paper usage is curbed by 23.3%.

## Anti-Corruption

Jason Electronics holds integrity tightly as company value. Doing the right things is always the first consideration in our operations. When we get new business, we ensured that it is attained with hard work, quality services and good reputation.

We want our employees work ethically and professionally, that is by not mixing their personal interests with the company's. We have a clear company policy about accepting gifts from our clients. Our employees must not accept any gifts or incentives in any form. We will not tolerate any ethical deviations in our company. On the occasion when it might be inappropriate to refuse a gift, the gift is to be reported to the General Manager or Human Resources who will determine a suitable distribution of it.

Doing business overseas is another issue that requires special attention. Anti-corruption enforcement could differ from one country to another, but we will not accommodate our company value in overseas operations.

### Unsolicited Gratuity in Overseas Service

Our Surveyor did a satisfactory job on board in overseas port. The ship's Captain was pleased for the job well done and he slipped some US Dollar notes to our Surveyor as a gratuity. Our Surveyor expressively thanked the Captain for appreciating his services, but to the Captain's surprise, our surveyor insisted the Captain to keep the money as he is not allowed to take any gifts for providing the services.

## Community Involvement

Considering that every business is built on a community, it should help to give back to the community whenever appropriate. As far as helping the needy is concerned, two parties come to the picture, the elderly and youth.

### Precious Moments with the Elderly

We visited St. John Home for Elderly Persons in 2007. The residence of the Home is none other than the senior citizens who struggled throughout their early days to make our beloved heartland as good as it is now. Most of the residents are aged above 80 and some even in their 90s. They need to stay in the Home because they do not have any family members to support their old days while their productive times has gone by.

Even though the basic needs of the residents were taken care by the Home, they still have social needs to relate with others. They love the companionship from younger generation very much when we visited them.

We felt good to be able to cheer somebody up simply just by listening to them attentively. The important lesson is: it is the sincerity that matters the most when you are helping somebody.

### Giving a Hand for Brighter Generation

“By helping the children, we are actually helping the community in the next 20 years.”

Another community involvement was our visit to Chen Su Lan Children Home. The home accommodates orphans and children from poor families that cannot support them.

We cannot afford to have our young generation to be neglected because these children are the reflection of the future. By helping the children, we are actually helping the community in the next 20 years.



## JE @ Heart

CSR activities in community services are taken care under Jason Electronics' internal CSR committee, the JE@Heart. We believe that the foundation of a strong family is very important to the development of the community and society at large. Those are the foundation that JE@Heart originally formed back in 1996 with:



- Promoting healthy lifestyle and strong family
- Volunteering in Community Projects
- Supporting youth development

There is many of us wanted to help the needy but we often do not know to go about it, or perhaps we do not have volunteer companions to support each other. Looking at those barriers in volunteering, JE@Heart comes to the picture to serve as a bridge to provide us a head start towards community service.

Here are some of our past fruitful CSR activities arranged by JE@Heart:

- Celebration of Mother Day in office
- MILK Fund donation in conjunction with our 30th Anniversary Celebration
- Visits to Chen Su Lan Children Home and St. John Old Folks Home
- Providing funds for sporting facilities for one of the local university
- Donation for Beyond Social Services to support the disadvantaged children

## Recreation Club



## Recreation Club

Another internal committee that we have is our creative and innovate Recreation Club dedicated to bringing wellness in recreational activities. Recreation Club will organize 4 activities annually according to Singapore quarterly festivals of Lunar New Year, and Mid-Autumn Festival and Year End celebration.

Recreation activities is a form of our rewards to our employees for their achievements. Apart from that, whenever we have the opportunities, Recreation Club will arranged additional activities like Family Day Outings and Bowling Tournament in October 2008, to bring Jason staff and family together.

## Workplace Health Club

Working together with Recreation Club, the main objective of Workplace Health Club is to maintain work-life balance and healthy lifestyle in Jason Electronics. As such, Workplace Health Club arranges ongoing sports activities like soccer, badminton and bowling competition to encourage staff to exercise regularly.

Apart from that, we can also arrange special activities such as Yoga lessons, Aerobics lessons, Salsa dance lessons, soccer tournament and various health workshops. In fact, Jason Electronics have brought in a number health experts to promote healthy lifestyle to our staff on osteoporosis, eyes' health, and food nutrition.

Our committee's is awarded by Bronze and Silver Singapore Health Award for the year 2004 and 2005 respectively. We are now more motivated to enhance the welfare of our staff.

### Healthy Sandwich Making Competition

We arranged a 'Healthy Sandwich Making Competition' in November 2008 under our office roof as a our form innovative way to get healthy.

Employees are required to make their own creation of healthy sandwich and assessed by a panel of jury together with a nutritionist. Our employees found that the nutritional information given by the nutritionist was useful, and they are enjoying the whole event with competition instill the sense of fun in it.

Now the employees can inspire themselves to prepare their breakfast or lunch, slash expenditure, and eat healthier.

*"Being a member of the committee, the greatest satisfaction is the successful and well received response from participants. We have positive feedbacks from colleagues of most of the activities organized. Participants of the exercise programs like Yoga and Body Sculpt suggest that we continue so that they can work out after office hours. Other well received programs are the health talks, nutritious cooking, sandwich making competition for the 'non-sporty' group. My objective is to arrange programs which are in the 'wanted list' for a healthy lifestyle."*

-Lily Kok, main committee member of Workplace Health Club

EMBRACING A JOURNEY IN CSR  
ONE STEP AT A TIME  
OUR SINCERE, UNWAVERING COMMITMENT  
TOWARDS BETTER BUSINESS SOCIETY



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