



金鑫金屬私人有限公司  
G P MANUFACTURING (S) PTE. LTD.

No. 2 Loyang Street, Loyang Industrial Estate,  
Singapore 508837.  
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CERT. NO. : 92-2-0042  
SS ISO 9002 : 1994

## Communication on Progress for Year 2009

Address: No. 2 Loyang Street, Loyang Industrial Estate, Singapore 508837

Country: Singapore

Contact name: Alvin Choo

Contact Position: Sr Sales Engineer

Contact Telephone no: 65 6542 9233

Number of employees: 80

Sector: Manufacturing

Nature of Business: Precision Metal Stamping

### STATEMENT OF SUPPORT

*As a member of the UN Global Compact, GP Manufacturing (S) Pte Ltd believes that its business policies incorporate the ten UN Global Compact principles, and it has taken proactive efforts to uphold the principles in spirit and practice.*

*Through our support of the UN Global Compact, we also aim to move the agenda forward on our efforts related to human rights, labour rights, the environment and anti-corruption practices.*

*Here we summarised the efforts and progress we have made against these principles and we will continue to follow them up in future.*

9 December, 2009,  
Richard Ng,  
Regional Sales Manager

PRINCIPLE 1		BUSINESS SHOULD SUPPORT AND RESPECT THE PROTECTION OF INTERNATIONALLY PROCLAIMED HUMAN RIGHTS
Actions	<b>Actions realized</b>	<p>GP Mfg supports and implements HR policies that are aligned with Singapore’s prevailing applicable employment legislations.</p> <p>Employees’ rights and benefits are properly documented in the company Employees’ Handbook which is accessible to all employees. There is system in place for feedback of infringement or abuse.</p> <p><i>In order for the employees to enjoy a longer family time during festive seasons, deliberate effort was made to extend the holidays (beyond the gazetted dates). Many of our employees came from foreign countries like Malaysia, China and India. This plan allows some employees to visit their home towns or to take longer vacation trips.</i></p> <p>During the 2009 economic downturn, effort was made to retain employment instead of retrenchment. The following schemes were adopted:</p> <ul style="list-style-type: none"><li>-The 5-day work week was reduced to 4-day work week (from February to May 2009)</li><li>-Some employees are affected in their income during this period. To cushion the effect, the company had helped the affected employees with subsidies to their expenses, by providing food vouchers for purchases of their daily needs.</li></ul> <p>GP is also committed to doing businesses only with suppliers and contractors which uphold similar values and policies with regards to protecting the rights and benefits of their employees. We believe this will enhance business sustainability and integrity.</p>
	<b>Outcomes</b>	<p>The Employee’s Handbook is accessible to all employees and there is system available for feedback on infringement or abuse of the rights of the employees.</p> <p>Extended public holidays were achieved for Hari Raya Puasa, Christmas/New Year and Lunar New Year festive seasons for 2008/2009 period.</p> <p>The company managed to avoid any employee lay off during the 2009 global financial crisis. During this period, 26% of the employees had benefited from the food voucher scheme.</p>

PRINCIPLE 2		BUSINESS SHOULD ENSURE THAT THEY ARE NOT COMPLICIT IN HUMAN RIGHTS ABUSES
Actions	Actions realized	
	<p>GP Mfg has pledged to abstain from any activities that may complicit in human rights abuses. In adopting this position, we believe that the result will benefit both the company and the employees.</p> <p>Our company has set-up a health and safety committee aligned with Singapore's National Workplace Health and Safety Act as well as engaged the service of a safety officer to look into the safety aspect of the factory. The Safety Committee had representation from both the Management and Workers. <i>Safety regulations are drawn up and strictly adhered to. These rules include using the right equipment and attires for the machine operators.</i> The safe and healthy working environment has led to a more productive workforce.</p>	

<b>Outcomes</b>	<p>In placed is an annual review for staff exposed to chemical and noise hazards. Hearing test is organised with 100% participation from the factory workers. No report of occupational disease was received. Air impurities and noise levels are kept within acceptable limits set by The Ministry of Manpower.</p> <p>Dental subsidies are also provided for annual dental health checks and services.</p>
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<b>PRINCIPLE 3</b>		<b>BUSINESS SHOULD UPHOLD THE FREEDOM OF ASSOCIATION AND THE EFFECTIVE RECOGNITION OF THE RIGHT TO COLLECTIVE BARGAINING</b>
<b>Actions</b>	<b>Actions realized</b>	
	<p>Under the prevailing local labour regulation, GP Mfg is not required to be unionized as the work force is less than the stipulated head count.</p> <p>However, the company had provided a system for employees' feedback. The channels are:</p> <ul style="list-style-type: none"> <li>-suggestion / feedback box for workers to express their views / opinions.</li> <li>-regular dialogue with their supervisor/Heads of Departments.</li> </ul> <p>All workers views / opinions are reviewed by management seriously and appropriate action(s) would be taken and monitored for the desired outcome.</p>	
<b>Outcomes</b>	<p>In 2008, there were two (2) incidents of such written feedbacks. In 2009, there was one (1) incident of such written feedback.</p> <p>Appropriate actions were taken for all the incidents mentioned.</p>	

<b>PRINCIPLE 4</b>		<b>BUSINESS SHOULD SUPPORT THE ELIMINATION OF ALL FORMS OF FORCED AND COMPULSORY LABOUR</b>
<b>Actions</b>	<b>Actions realized</b>	
	<p>GP Mfg does not use any form of forced or compulsory labour. All of our company labour policies are aligned to Singapore's prevailing applicable employment legislations.</p>	
<b>Outcomes</b>	<p>The company adheres to stipulated Ministry of Manpower guidelines to ensure no forced or compulsory labour practices existed.</p>	

PRINCIPLE 5		BUSINESS SHOULD SUPPORT THE EFFECTIVE ABOLITION OF CHILD LABOUR
Actions	Actions realized	
	All of our company labour policies are aligned to Singapore's prevailing applicable employment legislations which require minimum employable age to be 16 years of age.	
Outcomes	No. of employees (including part-time workers) below the age of 16 years old: 0	

PRINCIPLE 6		BUSINESS SHOULD SUPPORT THE ELIMINATION OF DISCRIMINATION IN RESPECT OF EMPLOYMENT AND OCCUPATION
Actions	Actions realized	
	GP Mfg policies and procedures institute qualifications, skill and experiences as basis for the recruitment, placement, training and advancement of staff at all levels. It does not include discriminatory factors such as gender, marital status, age, nationality in the selection process.	
Outcomes	<p>Our record shows that in 2009:</p> <ul style="list-style-type: none"> <li>-the number of foreign employees is at 39%</li> <li>-the number of workers over 50 years old is at 14%.</li> </ul> <p>There was no occurrence of incident arising from discrimination of any form.</p>	