

Nepali Paper Products P. Ltd.

Kathmandu, Nepal.

Global Compact Case Study

1. Back Ground:

- a. Company Profile : Annex 1
- b. Relevant Statistics : Annex 2

2. Principal Selected : Labour Standard.

Above principal are selected and following action were taken:-

1. A board of Director's meeting was held on Aug. 30, 2003 to discuss about the Global Compact. In meeting it was decided Nepali Paper Products (NPP) should be a member of UN Global Compact.
2. A meeting was conducted with all staff member on Aug. 31, 2003. In meeting all staff members were informed about the objectives and nine principals of Global Compact. It was also informed that NPP has subscribed to the UN Global Compact.
3. A rule & regulation of NPP's employees was set up in which following points were clearly stated :
 - 3.1 Rule & regulation for appointment and promotion – Minimum age: 18 years and maximum age: 55 years, so no child labour at all.
 - 3.2 Rule & regulation of Salary & Allowances – Equal to male & female, no sex discrimination.
 - 3.3 Rule & regulation for leave and attendance.
 - 3.4 Rule & regulation of disciplinary actions.
 - 3.5 Rule & regulation of Staff Welfare fund – (Please see Annex 3).

Above rule and regulation was printed in Nepali Language and distributed to all employees.

4. One week's training was conducted for all staff member to make them aware of HIV/AIDS and how to protect oneself.
5. With the help of Nepal Family Planning Association and UNFPA a clinic was set up to bring about awareness of HIV, Family Planning and general Health check up.

Clinic will be open every Sunday from 8 A.M. to 10 A.M. with Doctors, Sister and Nurse. Condoms and general medicines will be provided free of cost.

6. Condom Box are provided in each toilet for Gents & Ladies, so that they can be easily collected without any embarrassment.
7. Training was given to 22 workers, (i.e. 8 Male & 14 Female) regarding family Planning and HIV/AIDS so that they can communicate easily with their Colleagues.

8. A Big Hoarding Board has been displayed on the main roadside in front of the Factory and another inside the Factory's main gate regarding HIV/AIDS awareness.
9. A Competition talk program was held on the subject of Family Planning and HIV/AIDS with 22 trainers and prize were given to 1st, 2nd and 3rd position.
10. NPP was certified for ISO 9000:1:2000

Action Plan:

See Annex 5.

Person responsible for report:

Mr. Bishnu Prasad Shrestha
Chairman & Managing Director
Nepali Paper Products P. Ltd.
Swoyambhu, Ring-road
Kathmandu, Nepal.
Tel : 00977 – 1 – 4274012.
E-mail : nepalipp@wlink.com.np

Global Compact

Relevant Statistics on turnover, No. of employment, Capital employed.
Amount in Nc. Rs.

S.No.	Particulars	2000/2001	2001/2002	2002/2003
1	Sales	38,738,954.00	41,789,861.00	34,519,783.00
2	Net Profit	4,654,076.00	3,856,507.00	2,479,979.00
3	Community Development Fund	465,407.00	385,650.00	247,997.00
4	Capital Employed	6,000,000.00	6,000,000.00	20,000,000.00
5	Employees	165	175	180
6	Wages	990,043.00	10,709,469.00	11,805,400.00
7	Closing Stock	26,829,903.00	25,406,554.00	24,879,620.00

Nepali Paper Products P. Ltd.
Swoyambhu, Ring Road
Kathmandu, Nepal.

Staff Welfare activities: -

1. Salary scale is more than double as prescribed by minimum salary by the Government of Nepal.
2. More than 75% workers & staff are women from nearby village. 60% are totally illiterate can write only his/her name.
3. Average salary is U.S.\$ 75.00 including tiffin, transport, provident fund etc.
4. Provident Fund - 10% of salary will be deducted from each employee's salary and company will add 100% of deducted salary and will be deposited in respective employee's account in Government's Provident Funds Office.
5. Each year everybody will get approximately 16/17 months salary including bonus.
6. Each year training programme has been conducting since last 6 years in the area of Quality control, Quality awareness, How to improve positive attitude towards the work, Awareness about the HIV Aids etc. by hiring external consultants for which the company allocates funds each year.
7. Nc Rs. 150.00 per month will be provided to children of each employee for school fee but each employee must give evidence that their children are in school.
8. Overtime allowances - In overtime payment, in hourly basis with additional of 50% extra in normal salary rate plus Rs. 30.00 will be provided for food allowances.
9. Nc Rs. 4,000.00 will be paid for each maternity case for women.
10. Nc Rs. 4,000.00 will be paid for emergency expenses in death of his/her parents or wife/husband.
11. There is accident insurance for all employees covering 24 hours in case of accident up to Rs. 2,00,000.00 is paid.
12. Nc. Rs. 200.00 per month will be paid to all employees for medical expenses.
13. There is 5% of salary increment to all employees, each year.
14. There is a fund for gratuity.
15. Medical Clinic facilities with subsidized rate of medicines.
16. Clinic for family planning/HIV AIDS.

Quality Policy

Nepali Paper Products P. Ltd. is committed to achieve continuous improvement in its activities to meet or exceed the requirements and satisfaction of its valued customers by providing "Nepali Paper Products" conforming to relevant specification at competitive price and meeting delivery schedule on time every time with continuous review of quality objectives.

Environmental Policy

Nepali Paper Products P. Ltd. manufactures Nepali Paper Products and is committed to:

- i. To protect environment and strive to prevent pollution of water, land and air by all available means under its control & influence.
- ii. Comply with all applicable national environmental rules & regulations.
- iii. Reduce the impact of its operation on air, water, land & resources.
- iv. Regularly review its operational control to continuously improve its environmental performance.
- v. Create awareness among company personnel about environment protection, pollution control, applicable environmental legislation and impress upon them to constantly strive for optimum utilization of resources by minimizing waste.

Nepali Paper Products. P. Ltd.

Kathmandu, Nepal.

(Company's Profile)

1. Name : Nepali Paper Products P. Ltd.
2. Street : Swoyambhu, Ring Road.
3. City : Kathmandu.
4. Country : Nepal
5. P.O.Box No. : 6750
6. Phone No. : 00-977-1-4274012, 00-977-1-4281459
7. Fax No. : 00-977-1-4286128, 00-977-1-4274012
8. Email Add. : nepalipp@wlink.com.np
www.nepalipaperproduct.com
9. Paid up Capital : NC Rs. 20,000,000.00 or Approx. U.S.\$ 300,000.00
10. Established : 1991 as manufacture and exporter
11. Legal Status : Private Limited Company
12. Contact Person : Mr. B.P. Shrestha (Chairman & Managing Director) or
Mrs. Kamala Shrestha (Director)
13. Total Number of Employees: 175

	<u>Male</u>	<u>Female</u>
Management	6	3
Skilled Manpower	13	18
Semi skilled Manpower	47	88

14. Production Capacity Per Year:

<u>Production</u>	<u>Quantity</u>	<u>Amount U.S.\$</u>
Note Book	4,00,000 Pcs	3,50,000.00
Stationery	3,00,000 Sets	4,00,000.00
Dyed Sheet Paper	5,00,000 Sheets	4,50,000.00

15. Types of raw materials:

Hand made paper is made from the inner bark of a wild understory shrubs locally known as "Lokta" or Daphne Cannabina or Daphne Papyracea which is found at altitude of 6500 feet to 9500 feet. These plants are observed growing gregariously in the understory of both coniferous and broad leafed forests. At favorable sites it attains a height of 10 to 15 feet with basal diameter ranging from 2 to 3 inches. The leaves are alternate green in colour, 2 to 4 inches long and 0.5 to 1 inch wide. The flowers are white with a sweet smelling scent. The inner fibrous bark of this plant is the raw material used for the making of Nepali hand made paper. The "Lokta" or Daphne Papyracea has characteristics of growing after cutting from above 6 inches from the ground and becomes again matured to cut after 6 to 8 years. Thus it preserves the fragile forest ecology of Nepal. The long fibrous in hand made paper is prized for its rough attractive texture its durability, strength and its resistance to insects.

16. About Us:

Nepali Paper Products (P.) Ltd. was established in 1991 by a group of people having more than 20 years of experience in community development through the production of Nepali Handmade Paper and Paper Products. We believe that the quality of traditional handicraft goods made from handmade paper should be increased with the aim of developing a growing export market. Over the years, we have therefore established ourselves as the leading manufacturer and exporter of quality Nepali Handmade Paper and Paper Products, with different awards in the areas of marketing and quality excellence, and with business operation in over 10 countries to date.

Nepali Paper Products Pvt. Ltd. is only the company in Nepal who has certificate of ISO 90001:2000 in handicraft sector industries of Nepal. Besides this it has been awarded by excellence award by FNCCI (Federation of Nepalese Chambers of Commerce and Industries) for Commendation for significant achievement in employees development in Small Scale Category.

17. Award Received :

- a. Nepali Paper Products P. Ltd. has received a award for significant contribution to the business world, for high standing and professionalism demonstrated by prestigious performance, BID Business Initiative Directions presents its special recognition award "International Gold Star for Quality Geneva 2000 ".
- b. Trade Leaders Club, Spain Madrid has awarded to this company "International Award for the Best Trade Name New Millennium Award 2001".
- c. Since 1995/1996, receiving top exporter award from Handicraft industries association of Nepal continuously for 5 years.

18. Our Bank is :

Standard Chartered Bank Nepal Ltd.
Naya Baneshor, Kathmandu, Nepal
A/C No. 01 – 041 1523 – 01