

## GLOBAL COMPACT ANNUAL COMMUNICATION ON PROGRESS – SME VERSION

<b>Company Name</b>	Allied Soft	<b>Date</b>	April,20,2014
<b>Unit (if applicable)</b>		<b>Membership date</b>	
<b>Address</b>	1729 wainwright Dr., Reston,VA20190	<b>Number of employees</b>	32
<b>Country</b>	USA	<b>Sector</b>	Information Technology
<b>Contact name</b>	Mohamed Reda		
<b>Contact Position</b>	Chairman		
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### Brief description of nature of business

Allied Soft has moved its management and head office to Washington DC since the uprising situation in Egypt. The company is focused on 3 main pillars: HealthCare, Marketing business development, and Education.

Since 2005, the company started its SAAS operation and provides cloud based solution to serve clients around the world. The basic concept is to provide clients with different solutions and pay as you go concept. It enabled several organizations to benefit of IT evolution in very affordable operating expenses

### vision

Allied Soft knows by now that the Information Technology Professional Services are critical components in Business Value Creation. Allied Soft Mission is to help organizations create this value by maximizing clients' efficiency and productivity. This is done by continuously providing the clients with up-to-date consultancy and professional training. This is done again in a manner that keeps the client abreast of the vastly changing business environment, and rapidly advancing management and marketing techniques that aligns with the client strategy.

### on

Allied Soft Group has envisaged the need of ICT services beforehand and has committed itself to satisfying and sustaining that need globally by exploiting new scalable services and solutions that could be aligned and integrated with organization strategy and surrounding environment. Through continuous research and development Allied Soft will continue to provide the expected services in a high quality manner.

### Core Values

- Commitment**  
We are committed to making clients feel, with justification, that they enjoy the solid support of a capable and efficient ally sharing client's objectives. Maintaining maximum confidentiality and providing top quality services through highly experienced and motivated personnel.
- Integrity**  
We employ honesty and ethical decision-making practices in all that we do.
- Excellence**  
We strive to exceed the service delivery expectations of our customers  
And perform at the highest level of competence with pride in our accomplishments
- Challenge**  
We purposefully engage others to consider what could be by encouraging them in "thinking outside the box" to create positive change. We manage the business to produce superior returns for our investors and stakeholders

### Statement of support

This is to confirm that Allied Soft will collaborate with Global Compact with respect to human rights, labor rights, anti-corruption and environment protection. AS commits itself in making Global Compact and its principles part of its strategy, culture and day-to-day operation.

It has been almost 10 years since we started our efforts to implement the GC principles in our company. The time and efforts were more into achieving culture change. The corporate culture consists of multi dimensions. The geographical locations, rural and urban areas, the different professional background and the centrally management decision. The situation was difficult to implement all in one step. We have created new culture among the company now. The total staff (around 2500) in all locations: Egypt, Africa and USA

### The problem

The company has long history in development of human resources in The Middle East . Our strategy

is to turn intensive human resources as wealth rather than burden to find them jobs. As a result, the culture of the business hunting changed into capitalizing on the HR element. We have succeeded to conduct 7 million training hours during the past 10 years. However, the centrally management system in Cairo did not allow for full transparency to exchange ideas with all members of the staff. Several incidents regarding the rights of the staff were not clearly presented to the management. The turnover was relatively high which created frustration and lose of investment in qualifying the staff.

### The Solution

We have developed multi track efforts and action group: Policies and Procedures group, culture group, infrastructure group, and management group. All four groups working parallel and have weekly coordination meeting to alter the culture and develop situation that create turn around .

The PP group developed manuals of policies and procedures that governs the company financial, administration and operational activates with all forms and authorities needed to implement those PP. It was developed in very simple language to be able to be available to all company levels

The culture group conducted several meetings biweekly in different locations and different management level to purse human rights concepts and human resources(labor).

Our company do not use the term labor as reflecting our staff. They are owners and partners of success, that is our current culture . The new communication channels established to have fast response from any member of the company to take action and study all problems and find solution

The infra structure group developed the wide area and local area network and using Information Technology as tool of communication. Almost all staff have email and can communicate back and fourth. We also have assigned the company Business manager to champion this communication

The management group conducted restructuring exercise and have currently flat organization and restructure the operation to be independent project teams. It has created empowerment commitment authorities to ease the situation

**Signature**

**Position**

**PRINCIPLE 1 BUSINESS SHOULD SUPPORT AND RESPECT THE PROTECTION OF  
INTERNATIONALLY PROCLAIMED HUMAN RIGHTS**

**Our Commitment or Policy**

**Allied Soft is an equal opportunity company. We strongly support all candidates to apply and/or working in our team regardless: gender, religion, origin and shape**

**A brief description of our Processes or Systems**

AS has succeeded in avoiding any complicity in human rights abuses. The company does not discriminate between its employees regarding their race, religion or gender. The staffs in our company are distributed such that 49% are women, 85% Muslims and 15% Christians.

AS respects all religious practices, where employees are allowed time for prayer (Christian are allowed one hour delay every Sunday mornings and Muslims to pray during the day according to the scheduled praying time). All Muslim and major Christian holidays are paid holidays in addition to five Christian Celebrations where Christian only can have paid religious holidays.

**Actions implemented in the last year / planned for next year**

**AS has implemented new management meetings chain to discuss any violation to that principle  
20 meetings have been conducted last year to discuss and develop awareness of human rights**

**The plan for 2007 to develop WEB based application for staff to register there complaints freely**

**Measurable Results or Outcomes**

**No complaints has been registered for last year**

**PRINCIPLE 2 BUSINESS SHOULD ENSURE THAT THEY ARE NOT COMPLICIT IN HUMAN RIGHTS  
ABUSES**

**Our Commitment or Policy**

**No complicit in human rights abuse**

**A brief description of our Processes or Systems**

The total number of hours per week for each employee is 40 hours, i.e. 8 hour/day for 5 days. Any extra hour or any work during a scheduled vacation/holiday is compensated according to the company rule. All employees have the right to refuse to work on any official holiday.

With respect to Married Women with children, they are allowed to leave the company one hour earlier than the regular scheduled daily time. Pregnant Women are allowed two months paid maternity leave with the option of an extended three months unpaid leave.

All employees are allowed unpaid leave for a limited periods, this is based on a case by case study.

No child labor is allowed in the company and the company does not tolerate with this matter.

All expenses and certain compensation are allowed for the families of any employee in case or his death or he is disabled and not able to work.

The Company offers and gives all employees a chance to improve themselves, by providing advanced training in different subjects, either inside the company or with Local & International Companies.

The Company is concerned with social activities between its employees and their families to keep the good relation among them.

Financial and economical security is one of the most parameters that are taken care of in order to secure the Company's employees.

Challenging and Competitions between employees is an important issue to motivate them to work harder and achieve the best expected results.

**Actions implemented in the last year / planned for next year**

**Measurable Results or Outcomes**

**PRINCIPLE 3 BUSINESS SHOULD UPHOLD THE FREEDOM OF ASSOCIATION AND THE EFFECTIVE RECOGNITION OF THE RIGHT TO COLLECTIVE BARGAINING**

**Our Commitment or Policy**

Labour action group is allowed to participate in personnel and human resources policy development.

**A brief description of our Processes or Systems**

The company has reached over 2000 employee. This number is going to grow in the coming 10 years. AS decided to keep its human resources working in team environment. The different locations and categories has effective role to manage great numbers

**Actions implemented in the last year / planned for next year**

The company has created Action Group. This AG has important role to represent all staff in chain of command and in subjects we have each 10 members has one leader and each 20 leaders has one representative in that action group. Meeting take place monthly while the smaller group meet weekly with internal mail system to control the flow

**Measurable Results or Outcomes**

44 meetings conducted last year with full documentation

**PRINCIPLE 4 BUSINESS SHOULD SUPPORT THE ELIMINATION OF ALL FORMS OF FORCED AND COMPULSORY LABOUR**

**Our Commitment or Policy**

Does not apply to our business and we comply with it

**A brief description of our Processes or Systems**

**Actions implemented in the last year / planned for next year**

**Measurable Results or Outcomes**

**PRINCIPLE 5 BUSINESS SHOULD SUPPORT THE EFFECTIVE ABOLITION OF CHILD LABOUR**

**Our Commitment or Policy**

**No child labour allowed**

**A brief description of our Processes or Systems**

**Our business is professional Information Technology business which does not allow this for technical reasons too. However, we fight any cases we see in the community and we joined several civil groups**

**Actions implemented in the last year / planned for next year**

**Measurable Results or Outcomes**

**PRINCIPLE 6 BUSINESS SHOULD SUPPORT THE ELIMINATION OF DISCRIMINATION IN RESPECT OF EMPLOYMENT AND OCCUPATION**

**Our Commitment or Policy**

**It was identified in the first and second principle**

**A brief description of our Processes or Systems**

**Actions implemented in the last year / planned for next year**

**Measurable Results or Outcomes**

**PRINCIPLE 7 BUSINESS SHOULD SUPPORT A PRECAUTIONARY APPROACH TO ENVIRONMENTAL CHALLENGES**

**Our Commitment or Policy**

**We support environment preservation and we apply environment roles**

**A brief description of our Processes or Systems**

ENVIRONMENT is an important issue in our Company. Green areas, highly equipped offices with air-conditions, healthy chairs, spacious offices, and communication facilities are all important parameters in our organization. In addition we have garden in each location that all staff can gather and have their daily recreation in family spirit manner

The company is using paper extensively, we are having recycling policy to make use of all papers and then shredded them later on for specialized company to collect

**Actions implemented in the last year / planned for next year**

**More water rational consumption and more green areas in the company facility**

**Measurable Results or Outcomes**

**The green area increased 15% than last year**

**PRINCIPLE 8 BUSINESS SHOULD UNDERTAKE INITIATIVES TO PROMOTE GREATER ENVIRONMENTAL RESPONSIBILITY**

**Our Commitment or Policy**

**TO promote environment responsibility**

**A brief description of our Processes or Systems**

**The company has awareness role in the neighbourhood with planting green areas and keep clean environment**

**Actions implemented in the last year / planned for next year**

**Planting part of the surrounding area around business facilities**

**Measurable Results or Outcomes**

**Increase in the awareness but difficult to measure**

**PRINCIPLE 9 BUSINESS SHOULD ENCOURAGE THE DEVELOPMENT AND DIFFUSION OF ENVIRONMENTALLY FRIENDLY TECHNOLOGIES**

**Our Commitment or Policy**

**The company using computers environmentally friendly**

**A brief description of our Processes or Systems**

**Actions implemented in the last year / planned for next year**

**Measurable Results or Outcomes**

**PRINCIPLE 10 BUSINESS SHOULD WORK AGAINST CORRUPTION IN ALL ITS FORMS, INCLUDING EXTORTION AND BRIBERY**

**Our Commitment or Policy**

**The company does not allow any kind of corruption support**

**A brief description of our Processes or Systems**

The Company is against any type of Bribery. Any Employee who seeks or solicits bribes is expelled from the company.

Employee who does not work or his/her record is not up to the standard is given a notice after which he will be expelled if his behavior does not change.

**Actions implemented in the last year / planned for next year**

**No events happened**

**Measurable Results or Outcomes**

Employee who does not work or his/her record is not up to the standard is given a notice after which he will be expelled if his behavior does not change.

**How do you intend to make this COP available to your stakeholders?**

**We publish this report in the internal corporate communication**