



## PT TRAKINDO UTAMA

*UN GLOBAL  
COMPACT  
COMMUNICATION ON  
PROGRESS 2013*

**OUR COMMITMENT :  
CUSTOMER SUCCESS**



**Trakindo** 

## Statement of Continuous Support

PT Trakindo Utama (Trakindo) supports the principles of the UN Global compact and believes that the company have shared substantive action in pursuing the principles of the global compact.

In line with our corporate slogan, “Our commitment: Customer Success”, Trakindo not only prioritize customer satisfaction but also firmly believe in the need to proactively shape the characters of our employees so as to ensure that we achieve our goals. The principles of equal opportunities applies to all Trakindo regardless of belief, race, gender or physical ability. This is a practical example on how Trakindo internalizing values in the areas of human rights. Based on Trakindo’s mission to set up an entity that creates worthwhile and challenging job opportunities to as many Indonesians as possible, Trakindo provides every employee with the opportunity to grow and to improve their knowledge and skills.

To support the company’s vision and mission, Trakindo strives to bring noble goal of being green company. Trakindo understands the importance of saving energy, water, electricity and paper for sustainability. Safety, Health and Environment (SHE) standards have been applied to make sure that the workplace is healthy, safe and clear from any pollution and environmental damage.

Trakindo believes that long term sustainability and growth of the company is determined by consistently practicing good corporate governance in day-to-day policy making and activities. Management and all Trakindo employees work hand in hand to apply the principles of corporate governance based on the six Company’s Core Values.

Jakarta, 5 June 2014

**Bari Hamami**

President Director of PT Trakindo Utama

**OUR COMMITMENT :  
CUSTOMER SUCCESS**



# Trakindo at Glance



## Overview

**PT Trakindo Utama (Trakindo)** is the authorized dealer in Indonesia for Caterpillar products, the world's largest manufacturer of heavy equipment, diesel and natural gas engines, industrial engines and generator sets. Trakindo was established in 1970 by the founder, Mr. AHK Hamami. The Company became the authorized dealer for Caterpillar in 1971 and now has more than 65 branches throughout the country from Sumatera to Papua. At the end of 2013, Trakindo has more than 7,500 employees.

**Trakindo** is proud to offer a complete line of Caterpillar equipment products designed to work hard and built to last. We have a complete selection of Caterpillar engines with various capacity ratings, a full selection of Caterpillar equipment, and a complete range of genuine replacement parts for every Caterpillar product, as well as new and used Caterpillar parts and equipment. Backed by unbeatable support facilities and an extensive spare parts supply network, Trakindo provides world-class service to its customers in the mining, construction, forestry, agricultural, oil and gas, energy, marine, and other industrial sectors.

**Trakindo** has experienced a remarkable journey of more than 40 years, during which we have grown to become a world-class provider of Caterpillar equipment and a reliable solution partner.

**OUR COMMITMENT :  
CUSTOMER SUCCESS**

**Trakindo** 

# Trakindo Corporate Citizenship Program



**Education**



**Environment**



**Health**



**Compassionate  
Relief**

## Four Pillars of Trakindo's Corporate Citizenship Program:

### Education

Focus on people development through education and good character building. Collaboration of Trakindo's employees and their families, students and their parents and the local communities. Program: Coop Program with 10 SMKs and 5 polytechnics and 40 Public Elementary Schools.

### Environment

Commitment to energy conservation & pollution control, water conservation and waste management. Program: save water, save energy, save paper campaign and waste management i.e. oil and water separator.

### Health

Consistently maintain the workplace safety and health of our people. Program: HIV/AIDS prevention in workplace, blood donation, zero accident, one million work-hour without LTI.

### Compassionate Relief

Community empowerment for disaster survivors. Program: Aceh Tsunami, Mentawai Tsunami, Wasior flash flood, Merapi eruption.

**OUR COMMITMENT :  
CUSTOMER SUCCESS**



# Area 1: 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.



The heavy equipment sector is often assumed to be a male domain. Trakindo has shown that there is no discrimination in its workplaces.

## Trakindo Employee Value Proposition (EVP)

### Assessment, Policies, Goals

Trakindo has introduced an Employee Value Proposition (EVP) initiative to help the company address low levels of employee loyalty and retention, particularly as regards critical talent with the right experience and competencies. The EVP sets out the Company's promises to every Trakindo employee and potential employee.

The policies that have been issued are:

1. Salary structure at all levels;
2. Incentives for team leader of the technician and senior technician;
3. Religious holiday allowance and service year award;
4. Training implementation and cost allocation; and
5. Others.

### Implementation

Practical activities undertaken to implement EVP for example:

1. Providing approach, plan and EVP basic framework;
2. Providing draft EVP by dividing per target group;
3. Making preparations for its implementation (planning and communication materials);
4. Mapping the human capital initiatives under EVP Framework.

### Measurement of Outcomes

At the individual level, the achievements of our employees in shaping a knowledge organization culture are assessed using Performance & Management Development (PMD), which is derived from the Balanced Scorecard (BSC).

**OUR COMMITMENT :  
CUSTOMER SUCCESS**



# Area 1: Human rights

Continued:

## Learning Organization

### Assessment, Policies, Goals

The learning organization concept has a significant impact on strategies that are designed by the company. Based on unique experience, Trakindo has developed a knowledge-driven organization learning strategy to deliver training and development so as to continuously improve the effectiveness of individuals, thereby supporting the growth of our business and optimizing return on investment.

### Implementation

In 2013, Sales and Marketing conducted 12 trainings, Product support with two trainings, 33 technical skills training and five soft skills trainings and support group with four trainings. Human Capital division had initiated Human Capital monthly sharing Session every month together with the companies under one holding group.

### Measurement of Outcomes

In 2013, Trakindo received STEAA (Service Training Excellence Award Accreditation) from Caterpillar in recognition of delivering a good quality in technical training.



Employee development is continuously enhanced through trainings

**OUR COMMITMENT :  
CUSTOMER SUCCESS**





Coop Forum provides a place where curriculum and skills can be discussed

## Education Cooperation Program (COOP)

### Assessment, Policies, Goals

- To apply Trakindo mission: To set up an entity that creates worthwhile and challenging job opportunities to as many Indonesians as possible;
- Contribute to national education system especially on “Character Based Educational System” implementation;
- Enhance Customer Value Proposition by providing high quality manpower;
- To provide sustainable manpower resources to fulfill business requirement;
- To create & improve strategic cooperation with several formal education institutions within CSR program.

### Implementation

- Education cooperation program has been commenced since 1996 and the partnership was revisited in 2013;
- MOU signing was gradually done in 2013 with nine vocational schools and six polytechnics across Indonesia.



MOU signing as a form of cooperation between Trakindo and nine vocational schools and six polytechnics across Indonesia

**OUR COMMITMENT :  
CUSTOMER SUCCESS**



## Education Cooperation Program (COOP)

### Implementation



Vocational High School students receive on the job training at Trakindo workshop

The name of the educational institutions are:

- SMK Negeri 1 Singosari, East Java Province
- SMK Negeri 1 Lubuk Pakam, North Sumatera Province
- SMK Negeri 2 Dumai, Riau Province
- SMK Negeri 1 Balikpapan, North Kalimantan Province
- SMK Negeri 6 Samarinda, North Kalimantan Province
- SMK Negeri 2 Sumbawa Besar, West Nusa Tenggara Province
- SMK Negeri 2 Bitung, North Sulawesi Province
- SMK Negeri 3 Sorong, West Papua Province
- SMK Negeri 1 Mimika, Papua Province
- Politeknik Negeri Jakarta, Jakarta Capital
- Politeknik TEDC Bandung, West Java Province
- Politeknik Negeri Padang, West Sumatera Province
- Politeknik Negeri Banjarmasin, South Kalimantan Province
- Politeknik Negeri Samarinda, North Kalimantan Province
- Politeknik Ujung Pandang, South Sulawesi Province

**OUR COMMITMENT :  
CUSTOMER SUCCESS**

**Trakindo** 



# Education Cooperation Program (COOP)

## Implementation

Resources in implementation stage are as follows:

1. Memorandum of Understanding between educational institutions, the local government and Trakindo
2. Program guidelines
3. Performance measurement guidelines
4. Curriculum
5. Teaching plan
6. Training literature
7. Software training aid
8. Engine/machine
9. Training aid
10. Working tools
11. Classroom and workshop
12. Computer and internet access

## Measurement of Outcomes

- Number of graduates in Coop program;
- Percentage of graduates who work with Trakindo;
- Percentage of graduates who work at Trakindo's customer and subsidiaries;
- Percentage of graduate who work at other heavy equipment industry.



A scene in one of Trakindo Vocational Schools

**OUR COMMITMENT :  
CUSTOMER SUCCESS**

# Promoting Noble Character-Based Education

## Area 1: Human rights

Continued:



The principals and teachers to receive knowledge from education expert

## Assessment, Policies, Goals

- Trakindo manifests its social responsibility through its Corporate Citizenship Program which consists of 4 pillars, namely Education, Environment, Health, and Compassionate Relief.
- In Education pillar, Trakindo promotes a noble character-based education to stakeholders to create qualified human resources.

## Implementation of 40 State Elementary School Program

- The year of 2013 became a milestone for Trakindo Corporate Citizenship because Trakindo set focus on its social responsibility activities and set the pillars, namely Education, Environment, Health and Compassionate Relief.
- 2013 marked the launch of employee volunteerism in Trakindo. Almost 1,500 Trakindo volunteers spared their time to teach in 40 Trakindo's State Elementary Schools;
- Fund raising and other donations collecting with the purpose for flood survivors in Jakarta and library books in 40 Trakindo's State Elementary Schools;
- On going program for 40 Trakindo's State Elementary Schools to give capacity building for the management of the school as well as teachers and student scholarships;
- "Comparative Study Program" as part of the 40 Trakindo's State Elementary Schools to invite 30 outstanding principals and teachers to Jakarta. Trakindo invited education experts and brought them to modeling school to get inspirations to be applied in their schools.

**OUR COMMITMENT :  
CUSTOMER SUCCESS**

## Area 1: Human rights

Continued:



Enhancing the skills of teachers through training and mentoring for schools

### Measurement of Outcomes

Ten schools of Trakindo's State Elementary School Program finished the program and ready to be independent and qualified schools.

Measurement of impacts can be seen from:

- Improvement of school accreditation
- More achievements in academic and non academic skills
- Physical school before and after
- Number of partnership and engagement

**OUR COMMITMENT :  
CUSTOMER SUCCESS**

**Trakindo** 



## Area 2: Labour

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.

## Human Capital

### Assessment, Policies, Goals

- In line with Vision 2015, Trakindo has formulated a human capital development strategy that focuses on four elements supported by capability analytics so as to help ensure effective decision-making and encourage improvement initiatives.
- The strategy includes in leadership, talent, organization and culture.

### Implementation

The strategic initiatives to ensure the company's business objective are properly aligned, Trakindo formulates an annual strategic business plan that focuses on business development and current economic conditions.

The initiatives include talent segmentation, employee value proposition, leadership development program and business system implementation.

### Measurement of outcomes

The outcomes of the strategic objectives includes:

- Organizational readiness
- Q&R Portal hit rate
- Employee engagement survey

**OUR COMMITMENT :  
CUSTOMER SUCCESS**

**Trakindo** 

## Area 3: Environment



**Trakindo CAT**



# SHE POLICY

## SAFETY, HEALTH & ENVIRONMENT

**PT Trakindo Utama** is the official distributor (dealer) of Caterpillar products in Indonesia and to this Policy **PT Trakindo Utama** wishes to show its commitment to achieve the highest possible standard of implementation in the fields of Safety, Health, and Environment at all Branches and Work areas.

As a leading heavy equipment supplier, **PT Trakindo Utama** will always make Safety its first priority for all work performed at all work areas. To ensure that Safety remains a first priority, **PT Trakindo Utama** will consistently create and maintain a safe and healthy working environment for all employees, customers and partners.

To ensure that this Policy is effectively implemented and that Safety, Health and Environmental standards are complied with, we will make sure that all activities are done in accordance with the requirements that have been laid down and that the required remedial actions are taken to guarantee that all concerned are working in a safe environment.

**To that end, PT Trakindo Utama will:**

- Comply with all applicable government regulations and others requirements that are in force;
- Implement, maintain and provide a high quality SHE System at all Branches and Work areas;
- Identify all hazards and effectively manage the associated risks;
- Encourage all employees to take full responsibility for all SHE aspect in their work areas;
- Commit to prevent the injury and illness;
- Always create and increase Environmental Awareness;
- Effectively manage all environmental aspects and impacts throughout our work areas;
- Prevent pollution of environmental degradation;
- Provide coaching and training to all employees so that they can support the implementation as stipulated in this Policy as well as the requirements of the SHE System; and
- Ensure that all employees, customers, suppliers, visitors and other stakeholders are familiarized with the contents and objectives of this Policy.

By means of an effective and efficient system and as an effort to ensure that company performance is continuously improved, **PT Trakindo Utama** will instill a culture of continuous improvement, develop better work practices by applying the latest SHE best practices management principles, Science and Technology and update our Systems by conducting internal, external and external audits.

Should appropriate regulation not be in place, **PT Trakindo Utama** will create and implement appropriate internal standards to a level that reflects our overall commitment as stated above.

Jakarta, July 01<sup>st</sup> 2009

  
Dedi Hamandi  
President Director

  
Aji S. Alibab  
Director & COO

  
R. R. R.  
Director & CFO

PT Trakindo Utama - September 2009

## OUR COMMITMENT : CUSTOMER SUCCESS

## Area 3: Environment

Continued:



The participants of Environmental Training at Trakindo Medan

The Policy stated that Trakindo to:

1. Comply with all applicable government regulations and others requirements that are in force.
2. Implement, maintain and prioritize a high quality SHE System at all Branches and Work areas.
3. Identify all Hazards and effectively manage the associated Risks.
4. Encourage all employees to take full responsibility for all SHE aspects within their work areas.
5. Commit to prevent the injury and illness.
6. Always create and increase Environmental Awareness.
7. Effectively manage all environmental aspects and impacts throughout our work areas.
8. Prevent pollution of environmental degradation.
9. Provide coaching and training to all employees so that they can support the implementation as stipulated in this Policy as well as the requirements of the SHE System, and
10. Ensure that all employees, customers suppliers, visitors and other stakeholders are familiarized with the contents and objectives of this Policy.

SHE Department has specific working procedure related to Environmental Management in work areas, such as Manual, SOP (Standard Operating Procedure), WIN (Work Instruction), and Forms.

- a) The Manual accommodates general regulations of Environmental Management and other substantial aspect that should be stated as guidance. SHE Manual made as elementary guidance for Trakindo to develop, implement, maintain and also improving SHE Management System appropriate with National and International regulation. All related documents like SOP and WIN have to refer to the regulation in this SHE Manual.

**OUR COMMITMENT :  
CUSTOMER SUCCESS**



# Area 3: Environment

Continued:

## b) Standard Operating Procedure (SOP)

Trakindo has SOPs related Environmental Management in work areas, it contains prevail national regulations as reference. The SOPs are:

- 1. SHE.SOP.001 SHE Policy, Objective and Program
- 2. SHE.SOP.002 Legal & External Requirement
- 3. SHE.SOP.003 Risk Management
- 4. SHE.SOP.004 SHE Communication Internal & Consultation
- 5. SHE.SOP.005 SHE Communication External & Consultation
- 6. SHE.SOP.007 Training
- 7. SHE.SOP.015 Management & Control of Toxic & Hazardous Substances
- 8. SHE.SOP.017 Personal Protective Equipment
- 9. SHE.SOP.018 SHE Maintenance and Inspection
- 10. SHE.SOP.019 Waste Management & Control
- 11. SHE.SOP.023 Emergency Preparedness and Response
- 12. SHE.SOP.024 Incident Reporting
- 13. SHE.SOP.025 Incident Investigation Process
- 14. SHE.SOP.026 SHE Measurement & Monitoring
- 15. SHE.SOP.027 SHE Preventive and Corrective Action
- 16. SHE.SOP.029 SHE Internal Audit
- 17. SHE.SOP.030 SHE Management Review

Trakindo CAT		PROSEDUR STANDAR OPERASIONAL STANDARD OPERATING PROCEDURE	
Topik Subject		PENGELOLAAN DAN PENGENDALIAN LIMBAH WASTE MANAGEMENT AND CONTROL	
Pemilik Proses Process Owner	SHE Department HO	Nomor Dokumen Document Number	SHE.SOP.019.R02
Pengendali Dokumen Document Controller	SHE Department HO	Tanggal Efektif Effective Date	June 01, 2012
Berlaku Untuk Applicable For	All / Semua	Tingkat Kerahasiaan Document Status	GREEN
<b>1. LATAR BELAKANG</b> 1.1. PT. Trakindo Utama menetapkan bahwa Keselamatan dan Kesehatan Kerja dan Lingkungan (K3L) adalah salah satu landasan utama dalam kegiatan operasinya. 1.2. Untuk mendukung hal tersebut di atas dan untuk memastikan bahwa PT. Trakindo Utama mengelola secara efektif semua aspek yang terkait dengan Lingkungan, maka sistem disediakan untuk memastikan pengelolaan limbah yang dikelola.		<b>1. BACKGROUND</b> 1.1. PT. Trakindo Utama states that Safety, Health, and Environment (SHE) are the corner stones of its operations. 1.2. In order to support the above and to ensure that PT. Trakindo Utama effectively manages all aspects related to the environment, then system is provided to ensure that waste management is managed.	
<b>2. TUJUAN</b> 2.1. Untuk memastikan bahwa semua aliran / produk limbah teridentifikasi di cabang. 2.2. Untuk memastikan adanya prosedur yang memastikan aliran / produk limbah yang telah teridentifikasi dikelola secara efektif. 2.3. Untuk memastikan bahwa setiap karyawan memiliki pengetahuan yang memadai tentang persyaratan pengelolaan limbah sehingga mampu berpartisipasi secara efektif.		<b>2. OBJECTIVE</b> 2.1. To ensure that all waste flow / products are identified at branch. 2.2. To ensure that procedure is in place to ensure that identified waste flow / products are effectively managed. 2.3. To ensure that every employee have adequate knowledge of waste management requirements to enable effective participation.	
<b>3. RUANG LINGKUP</b> Sistem ini diberlakukan untuk semua kegiatan Pengelolaan dan Pengendalian Limbah diseluruh wilayah PT. Trakindo Utama.		<b>3. SCOPE</b> This system is applicable to all Waste Management and Control that are conducted throughout PT. Trakindo Utama.	
<b>4. DEFINISI</b> 4.1. Limbah adalah sisa suatu usaha dan/atau kegiatan 4.2. Limbah Domestik adalah limbah yang dihasilkan dari pembuangan toilet. 4.3. Limbah Umum adalah limbah yang dihasilkan dari aktifitas operasional selain limbah domestik, limbah B3 dan limbah logam.		<b>4. DEFINITION</b> 4.1. Waste is remain of an activity and/or industrial process 4.2. Domestic Waste is waste which yielded by dismissal of toilet. 4.3. General Waste is waste produced from operational activities other than domestic waste, THS waste and metal waste.	

One of the SOPs in Trakindo

OUR COMMITMENT :  
CUSTOMER SUCCESS



## Area 3: Environment

Continued:

### c) Work Instruction (WIN)

WIN contains specific instruction of activity process in working area. How to conduct the operation without contribute negative impacts to employee and environment. The WINs are:

- SHE.WIN.004 Symbolic Safety Sign
- SHE.WIN.016 Physical Environmental Condition Compliance
- SHE.WIN.017 Hydrocarbon Management
- SHE.WIN.018 Control of SHE Record
- SHE.WIN.019 Noise Measurement Method
- SHE.WIN.020 Lighting Measurement Method
- SHE.WIN.022 Oil Spill Handling
- SHE.WIN.025 THS Waste Temporary Storage



Environmental preservation is Trakindo endeavor.

**OUR COMMITMENT :  
CUSTOMER SUCCESS**

# Area 3: Environment

Continued:

The Form

The form is used to record data and/or as reporting template. It is important when audit to provide actual data. The forms are:

- 1. SHE.FRM.003 HIRA-ERA
- 2. SHE.FRM.034 List of THS
- 3. SHE.FRM.035 Weekly Inspection of THS
- 4. SHE.FRM.046 Incident Report
- 5. SHE.FRM.047 Incident Investigation Report
- 6. SHE.FRM.048 Schedule of SHE Measurement
- 7. SHE.FRM.049 SHE Measurement
- 8. SHE.FRM.050 Non Conformity Record
- 9. SHE.FRM.077 Record Disposal
- 10. SHE.FRM.079 Waste Transfer
- 11. SHE.FRM.080 Oil Trap System Inspection
- 12. SHE.FRM.081 Waste Dredging on Oil Trap System
- 13. SHE.FRM.096 Environmental Audit Checklist
- 14. SHE.FRM.097 Measurement of Sound Pressure Level

The form is a waste balance sheet for B3 waste (THS). It includes a header with the company logo (Trakindo CAT) and a form number (SHE.FRM.104.002). The main table is divided into two sections: 'MASUKNYA LIMBAH B3 KE TPS / THS WASTE IN' and 'KELUARNYA LIMBAH B3 DARI TPS / THS WASTE OUT'. Each section has columns for date, quantity, and location. The table is currently empty, showing only the header structure.

One of the SHE Forms

On 2013 we developed our SOPs and WINs based on prevail regulations such as on Toxic and Hazardous Substances (THS) waste management, we completed our WINs with THS waste balance form. Here are the latest forms that we had created for environmental management in branches:

- SHE.FRM.104 THS Waste Balance
- SHE.FRM.105 Emergency Tools Inspection

OUR COMMITMENT :  
CUSTOMER SUCCESS





Area 3: Environment  
Continued:

Trakindo had identified the environmental aspects, risks and hazards in operational activities on working areas, such as attached form below.

Trakindo		CAT		IDENTIFIKASI BAHAYA DAN ASPEK LINGKUNGAN PENILAIAN RESIKO DAN DAMPAK LINGKUNGAN																		No : CRCHSRGL11BOP03WTP Revisi : V Tanggal : 21 Dec '12 Cabang / Departemen : CRC Semarang Facility				
No	Activity, Product, Substances, nearby Activity Impact	HAZARD / ENVIRONMENTAL ASPECT	Legal & Other req	HAZARD EFFECT / ENVIRONMENTAL IMPACT			Type (R, A, E)	Conditions (R, A, E, N)	Probability (A)	Severity (R)	Risk (A/R)	RPT Available / Significant (Y/N)	eliminasi	substitusi	separasi engineering	prosedur	pelatihan	APD	Probability (A)	Severity (R)	Risk (A/R)	RPT Available / Significant (Y/N)	Additional Risk Control	Date		
				HUMAN	PROPERTY	ENVIRONMENT																				
PRE-control												CURRENT Control														
1	Penggunaan air dari sungai	Penggunaan air	ASB			Pemurnan sumber daya alam	E	N	4	3	12	Y		Konservasi lingkungan di sekitar dan sekitar, Penggunaan sumber daya alam yang ramah lingkungan				Sosialisasi manajemen penghematan air (ISO 14001:2004)		2	3	6	Y			
	Pengendalian pH dan Fe air	Oxidant chemical & Alkali chemical yang paku	AS1	Oxidant mata & iritasi napas			S	A/R	3	3	6	N						SOP pengontrolan pH dan Fe air		1	3	3	Y			
		Penggunaan chemical	ASB			Pemurnan sumber daya alam	E	N	3	4	12	Y		Penggunaan sesuai standar yang ada di SOP				MDS		2	3	6	Y			
3	Adjustment chemical distribution	Arca pemakai pemakai motor electric	ASB	Terserang motor electric			S	A/R	3	3	9	Y						SOP untuk PPE - Management (Electrical)		1	3	2	Y			
	Tertekad dari tenaga kerja dan bagian atas lemari	AS1	ISPA (gigitan, tertekad)				S	A/R	2	4	8	Y		Pembatasan kontrol suhu bagian atas lemari				CRC WATSON - Letter		1	4	4	Y			
4	Inspeksi Lemari Clarifier	Arca pemakai lemari yang ada di lemari yang akan keluar (penggunaan)	AS3, BS1			Pencemaran badan air	E	N/R	3	4	12	Y						SOP untuk SSQMS - Environmental Pollution Handling		3	4	12	N	Menyempatkan waktu untuk inspeksi, dan mengontrol arca pemakai lemari	12/20/2012 (pengukuran)	

Figure 2. Form of Environmental Risk Assessment

Figure 3.Cumulative number of participants per Year

## Area 3: Environment

### Continued: Implementation

#### a. Environmental Training

SHE Department has been holding Environmental Training since 2010. The participants are SHE personnel in all working area and also from supervisory up such as Branch Head or Division Head. Here is the update of training participants number as per May 2014, the participants cumulatively increase to 112 people.

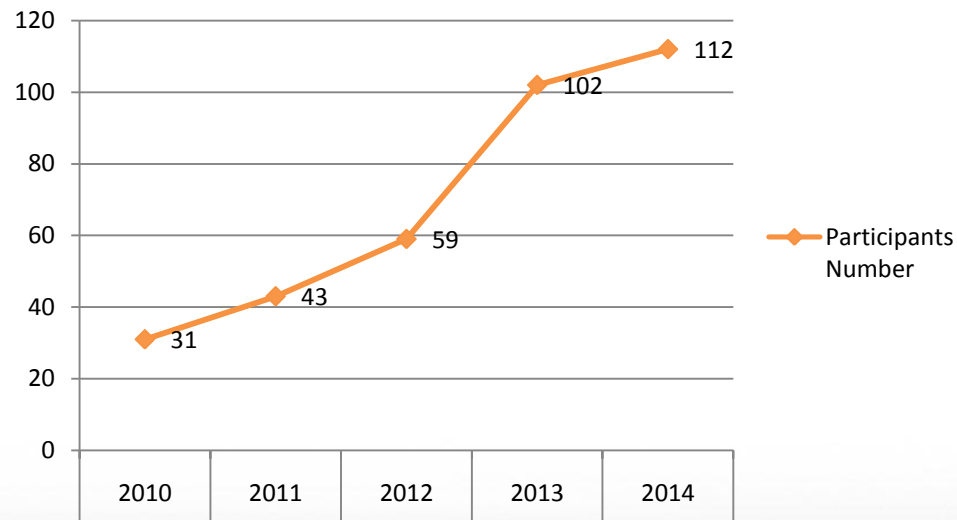


Figure 3.Cumulative number of participants per Year

# Area 3: Environment

Continued:

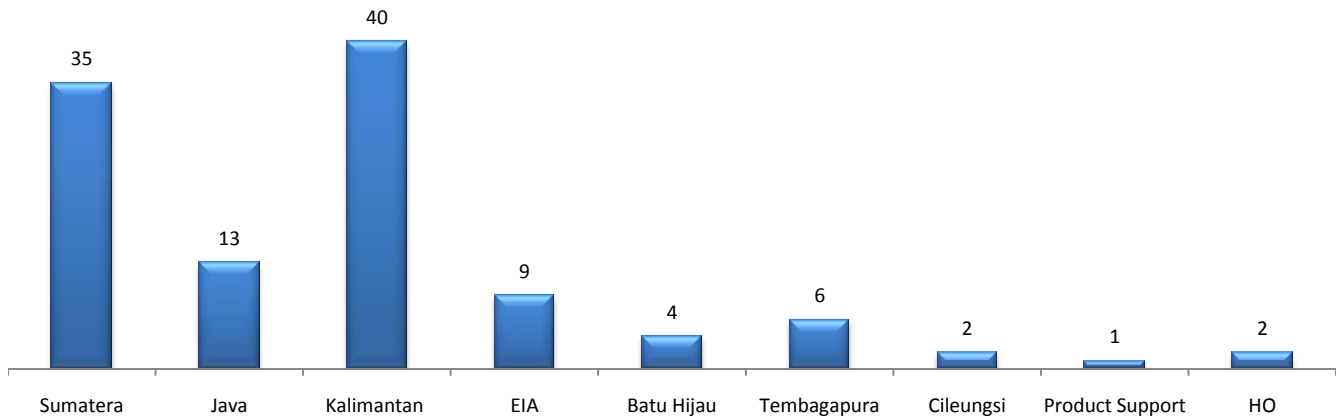


Figure 4.Cumulative number of participants per Area until 2014

**OUR COMMITMENT :  
CUSTOMER SUCCESS**





# Area 3: Environment

## B. Environmental Campaign

Trakindo cares about environmental preservation, to support preservation, Trakindo conducts campaign as the following:



**SAVE PAPERS**



**Luas hutan Indonesia tinggal 99,6 juta ha**



**1 pohon** berusia 10 tahun = 15 rim kertas A4.  
Konsumsi kertas di TU-HO ± 175 Rim/bulan = 12 pohon ditebang setiap bulannya

**Tahukah Anda?**  
Total hutan dataran rendah yang hilang di Sumatera antara tahun 1990 s/d 2000, sekitar 65-80% ditebang untuk membuka perkebunan dan hutan tanami industri guna memproduksi bubur kertas untuk memenuhi kebutuhan kertas kita. (The Economist)



Konsumsi kertas dunia meningkat hingga setengah kali lebih banyak dalam 30 tahun terakhir. Padahal, 30 tahun yang lalu merupakan masa dimana komputer digembar-gemborkan sebagai solusi untuk mengurangi penggunaan kertas.

**Cobalah melakukan hal berikut:**

- Maksimalkan penggunaan email.
- Gunakan kertas dua sisi atau gunakan untuk menulis memo.
- Kirimkan materi presentasi dalam bentuk elektronik.
- Gunakan kembali amplop bekas untuk mengirim surat internal.
- Gunakan kamera digital, hindari mencetak photo karena selain menggunakan kertas, tinta cetak mengandung bahan kimia beracun untuk lingkungan.
- Pikirkan ulang untuk menyebar brosur, gunakan brosur elektronik.
- Jangan terima brosur/pamflet/kertas-kertas gratis lainnya yang tidak dibutuhkan.
- Pakai tas kain yang Anda bawa dari rumah daripada memakai kantong kertas atau plastik saat berbelanja.
- Gunakan sapu tangan daripada menggunakan tissue.
- Gunakan serbet kertas di rumah makan sesedikit mungkin

Ajak teman dekat atau orang-orang di sekitar kita untuk hemat kertas sehingga budaya positif ini akan dapat terus menyebar.



**SAVE WATER**

**hanya 0,833%**  
dari jumlah air tawar di dunia yang bisa digunakan 7 milyar penduduk dunia  
(sumber: UN-WWDR 2013)

**Cara menghemat air:**

1. Pakailah air secukupnya.
2. Tutup Keran saat tidak digunakan.
3. Pastikan keran tidak bocor.
4. Buatlah resapan air tanah (biopori) untuk menampung air hujan.

**Undang-Undang Nomor 07 Tahun 2004 tentang Sumber Daya Air** melarang penggunaan air tanah yang tidak sesuai dengan batas yang telah diterapkan. Jika ada yang melanggar, dendanya mencapai **Rp1,5 milyar,-**

**70% permukaan bumi** terdiri dari air, sehingga air tidak akan habis.  
sumber: IGCN

**10% sumber air** minum Indonesia tercemar bakteri E. Coli dan Coliform  
sumber: IGCN

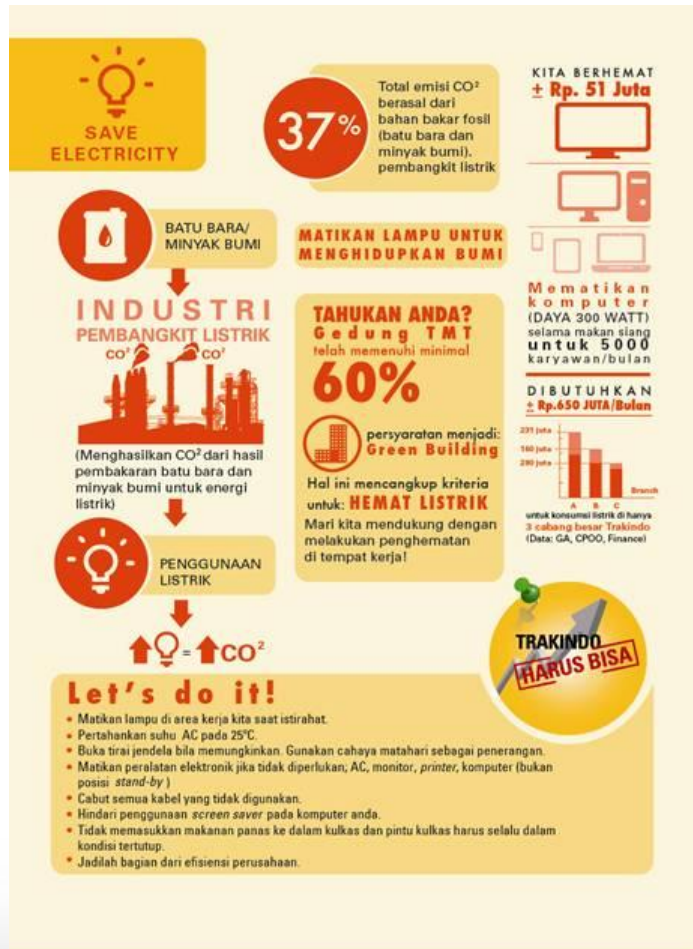
**60 JUTA** penduduk Indonesia tidak memiliki akses air bersih  
www.republika.com



**SAVE WATER, every drop COUNTS!**

OUR COMMITMENT :  
CUSTOMER SUCCESS





## C. Community Responsibility

Another our responsibility to environmental preservation, Trakindo Palembang planted trees to support government program planting 1 billion trees.



**OUR COMMITMENT :  
CUSTOMER SUCCESS**

**Trakindo CAT**

## Measurement of outcomes

In 2012 Trakindo Surabaya and Samarinda branches were certified for Environmental Management System ISO 14001. ISO 14001 certification is a verification of Trakindo's environment preservation in its operation. In 2013 Trakindo Palembang was certified for ISO 14001.



**OUR COMMITMENT :  
CUSTOMER SUCCESS**

**Trakindo CAT**



### Area 1: Anti Corruption

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



### Assessment, Policy and Goals

The main foundation for Trakindo in maintaining its sustainability rests on Good Corporate Governance (GCG). The governance principles are embraced by The Core Values, Good Corporate Governance Guidelines in Indonesia (2006) and common practices in Indonesia.

### The Core Values

#### - Integrity

We enforce the highest ethical and moral standards, demonstrating honesty and fairness in all activities

#### - Continuous Development

We are committed to continuously developing both our companies and employees.

#### - Excellence

We continuously strive to achieve the highest standard of result.

#### - Proactive

We pursue and adopt new techniques and approaches to improve our business quality.

#### - Accountability

We assume responsibility to stakeholders for all the decisions and actions taken.

#### - Teamwork

We promote and support a multicultural workforce based on trust and respect, achieving goals by communicating appropriately.

### Implementation

- The structure of Good Governance are as follow :
  - Shareholders General Meeting
  - Board of Commissioners
  - Board of Directors

**OUR COMMITMENT :  
CUSTOMER SUCCESS**



## Implementation

- Directors and Executive Council periodically attend seminars and training programs to ensure that they are updated with the latest development, competencies and technology as well as applicable laws and regulations

In 2013, Trakindo has conducted several important steps:

1. Manual for board
2. Corporate Ethics Guidelines
3. Building Risk Management
4. Charter preparation for committees to support commissioner

## Measurement of Outcomes

- Shareholders General Meetings consist of Annual General Meeting (AGM), which is not less than 6 months after the closing of fiscal year, and Extraordinary General Meeting (EGM);
- The Company appointed an independent external auditor to audit the financial statements of the Company, based on the Annual General Meeting result;
- The External auditor is obliged to maintain the independence, in accordance with Standard Inspection of Public Accountant, issued by Indonesian Accountants Association.

**OUR COMMITMENT :  
CUSTOMER SUCCESS**

**Trakindo** 

# Thank You

**OUR COMMITMENT :  
CUSTOMER SUCCESS**

