

# **UN Global Compact Communication on Progress**

## **RASTGAR ENGINEERING COMPANY (REC) ISLAMABAD, PAKISTAN**

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**Rastgar Engineering Company (REC)** became a volunteer UN Global Compact participant two years ago. Although the company, which is now 42 years old, had always been a moral and ethical company with fair policies, but having found the UN Global Compact guidelines, we have taken conscious steps to abide by these principles.

We, at REC, continue to strongly support and are fully committed to all of the Global Compact principles. Our stance on these principles has regularly been communicated to all stake holders in various forms, which include:

- (a) Annual report to share holders, creditors, bankers etc
- (b) Declaration on our website [www.rastgar.com](http://www.rastgar.com)
- (c) Annually updated Employees Handbook
- (d) Emails to our suppliers, customers and employees
- (e) Prominent Notices and Posters in our premises
- (f) Occasional written communications to all stake holders

We are strong believers in the internationally accepted human rights and we take special care to ensure that we do not, even in any small way, indulge into the abuse of any human rights. There is absolutely no concept of any child or forced labour in REC. This principle is categorically declared on our website also.

We ensure our workers' association and participation in all job-related deliberations to improve simultaneously upon the working conditions, environment, productivity, profitability and compensations. There are Suggestion Boxes, as well as token rewards for useful suggestions, whether these are utilized or not.





**Distribution of Bicycles among workers.**



**Ramzan Food Packages being distributed among workers.**



**Corporate Social Responsibility, 5S Principles and Golden Principles Notices.**

Foreign consultants are engaged occasionally to study in depth the current working conditions. They mix up freely with our work force, obtain first hand impressions and responses from them, and recommend measures for improving the work conditions, productivity and benefits through inculcating team spirit. A special cricket day was observed last year in which six teams from within REC participated. This event was happily witnessed by a Swiss expert too. Some pictures of the foreign experts with REC workers and of the cricket event are attached.



**REC Cricket Tournament 2008**



**Swiss Consultant addressing the workers and inviting suggestions.**



**German Expert training REC workers.**

Believing firmly in equal opportunities for both the genders, we encourage females to apply for jobs in REC. Certain female employees have recently been inducted into REC Administration, Procurement and Finance departments. We earnestly hope that they will prosper within REC and set example for others.



**Female Office Staff inducted in REC employment.**

After being ISO 14001 certified in 2007, we are continually taking measures to ensure a safe and healthy environment not only for our workers, but also for the area in general. Adoption of Japanese 5S principles has brought about a lot of improvement in REC working environment. REC has been divided into 7 Zones for maintaining the standard environments; and certain Auditors carry out regular audit of these zones to ensure that everyone in REC is conscious of and attends to the respective responsibilities. Some pictures relating to this activity are attached.



**Safety, Health and 5S Posters/Notices in REC Premises.**



### **Hiking, Health and Fitness Event at REC**

REC considers its workers as its most precious asset. Practical steps have been taken to identify all occupational and safety hazards; and precautionary measures taken for ready response and rescue in case of any untoward incident. REC has recently been certified under OHSAS 18001 too. This is another happy milestone for REC.

Our Chairman is of the staunch belief that business is to be done the right (and not the wrong!) way. Our suppliers and vendors have been notified through our website that REC employees are not permitted to accept gifts from current or potential suppliers. Under the Suppliers' Code, all REC employees, suppliers, and other recipients of the code are committed to the highest standards of integrity, honesty, and fairness in all internal and external relationships. No employee is allowed directly or indirectly to accept or offer to pay bribes or kick-backs. In order to demonstrate strictness in this matter, the employees are under

obligation to deposit even token gifts like diaries, pens, calendars and other small items with the REC Administration Department. This small but important direction is a part of the Employees' Hand Book, and all employees are annually reminded through email about this obligation. Copy of the latest reminder is attached.

**Amir Ahmad**

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**From:** Muhammad Latif Mughal [latif.mughal@rastgar.com]  
**Sent:** Friday, January 09, 2009 4:00 PM  
**To:** Amir Ahmad  
**Subject:** [team] Calendars or Diaries

Dear Team Members,

As per policy, all calendars or diaries received from any company customers or suppliers are to be sent to SAR Office on the same day.

**Muhammad Latif Mughal**  
Personal Assistant to SAR

RASTGAR ENGG. CO. (Pvt) LTD.  
307, Street 3, I-9/3, Islamabad. Pakistan  
Tel: ++9251 4433544  
Cell: ++92333-515 6038 (MLM)  
Fax: ++9251 4433548  
Email: latif.mughal@rastgar.com.  
**www.rastgar.com**

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ISO 9001-ISO 14001 CERTIFIED  
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**Reminder to REC Members to deposit Gifts / Diaries/Calendars with REC Administration.**

**PURCHASE ORDER**

Name: **A toZ Marketing Services**  
 Address: **166-A, Lane No. 1, Sherzaman Colony, Tulsa Road, Lalazar, Rawalpindi**

P.O No.: **54**  
 Date: **31-Jan-2009**  
 Delivery Date:  
 Shipment Mode:

Phone: 5517347  
 Fax:  
 E-Mail:  
 P.R. No.:

Supplier Code: 01-0343

Description	Qty.	Unit	Rate	Amount
Silica Sand	1.00	Kgs	10.0000	10.00
<b>Total (Rupees) :</b>				<b>10.00</b>

( Rupees Ten Only )

**TERMS & CONDITIONS**

Delivery date must be followed positively and should be supplied with in the office hours i.e. 800 hrs to 1500 hrs  
 Material must conform to the specifications. In case material is rejected it must be removed from company's premises and replaced free of cost by the supplier.

**FREIGHT TERM: FOR**  
**Deduction of W H Tax U/S 153 or 148 of Income Tax Ordinance 2001 is applicable.**  
**Rates are Exclusive of Sales Tax.**

Company reserves the right to cancel this order at any time prior to acceptance by the supplier.  
 If Supplier fails to deliver all or any part of the order in accordance with the terms of this order Company reserves right to cancel whole or part of the order and purchase from the other source at the risk and cost of supplier.  
 Supplier shall intimate shipping details to undersigned immediately after the despatch of the goods  
 Supplier shall submit bill directly to our finance department for timely payment.

**PAYMENT TERM: 30 DAYS AFTER RECEIPT OF BILL**

**SUPPLIER CODE OF CONDUCT**

- Supplier may never give gifts, favors or entertainment to any Rastgar employees.
- Supplier may never give cash to a Rastgar employee.
- Supplier must report any instance where a Rastgar's employee explicitly or implicitly requests any type of gift, favor or payment in order to be qualified to bid, obtain or retain. If you encounter a situation where a Rastgar's Employee has requested an improper gift, favor or payment, then you should call 0333-5280502. 0300-9554543

AWAIS

Prepared By

AWAIS

Verified By

Approved By

QF-PUR-003

ISO 9001 CERTIFIED

**Supplier Code of Conduct accompanying each Purchase Order, conveying REC policy of abstaining from all sorts of corruption.**

**SAIF RASTGAR**  
 Finance & Human Resource Director  
 Rastgar Engineering Company Pvt Ltd  
 Islamabad.