

TO:



COMMUNICATION ON PROGRESS

THE UNITED NATIONS GLOBAL COMPACT
NOVEMBER 2014

GLOBAL WORKFORCE SOLUTIONS
BUILT ON INTEGRITY & EXCELLENCE





LETTER FROM THE CEO:

NOVEMBER 2014

MESSAGE TO OUR STAKEHOLDERS

I am pleased to confirm that the FSI Worldwide Group reaffirms its continued support of the ten principles of the Global Compact on human rights, labour, environment and anti-corruption. We are committed to continue to make the Global Compact and its principles part of the strategy and culture of our company.

A key requirement for participation in the Global Compact is the submission of a Communication on Progress that sets out FSI's efforts to implement the ten principles. FSI commits to do this annually and thereby record our involvement and improvements in attaining and maintaining the ten principles transparently.

FSI is also committed in sharing this information with our stakeholders using our primary channels of communications.

Yours sincerely

A handwritten signature in black ink, appearing to read 'T. Forster'.

Tristan Forster
Founder and CEO
FSI Worldwide Group

INTRODUCTION

FSI Worldwide is acknowledged as a world leader in the recruitment and management of the highest quality personnel. FSI recruits all of its personnel through its unique Ethical Manpower system, which ensures that all personnel are selected only on merit, are treated fairly and are managed to the highest standards. The FSI model delivers wide-ranging benefits both in terms of productivity and enhancing our clients' reputations as ethical employers. FSI Directors conduct all critical elements of recruitment, training and mobilisation.

FSI has provided this umbrella of employment protection for thousands of recruits and has set up its wholly owned and managed ethical recruiting centres in order to provide high quality, ethically sourced manpower to the security, oil and gas, hospitality, rail, retail and construction sectors.

CONTENTS:

HUMAN RIGHTS
LABOUR
ENVIRONMENTAL
ANTI-CORRUPTION



HUMAN RIGHTS PRINCIPLES

ASSESSMENT, POLICY AND GOALS

FSI is committed to developing an organisational culture which implements a policy of support for the internationally recognized human rights contained within the Universal Declaration of Human Rights and will avoid complicity in human rights abuses. FSI's commitment in this regard covers the human rights of its employees and those of the individuals seeking employment with third parties via FSI.

During the upcoming year FSI intends to conduct more frequent information sessions for employees to ensure workers at all levels understand our policies and know their rights and to continue to educate clients and suppliers on the issues of human rights as it relates to the recruitment industry and our countries of operation.

IMPLEMENTATION

FSI conducts orientation training for all personnel recruited prior to deployment to the job site. This includes an overview of both FSI policies and their new employer's (where different) policies. It covers job site country brief, working hours, and grievance mechanisms.

FSI completes an initial assessment of work and living conditions for each new contract we recruit of to ensure International standards are met or exceeded. Specifically we assess salary levels, accommodation standards, grievance mechanisms, working hours, leave schedules, and life support.

FSI continually assesses the living and working conditions of all personnel that we recruit, whether they are directly employed by FSI or if they are employed by a 3rd party (our clients). FSI management visits each job site a minimum of once every 3 months. This provides an additional forum for workers to voice any problems.

FSI provides management and welfare support to all personnel we recruit. This includes support to families back in the source countries where required, management of any compassionate and sickness cases, and facilitating payroll to ensure all personnel receive 100% of their salaries, on time every month.

FSI regularly consults with UN, Governments and other stakeholders on the issue of human rights.

Based on our commitment FSI has put in place a staff handbook outlining how grievances and perceived unfair treatment should be dealt with. It is now clear to whom any concerns should be addressed within FSI if any employee has a grievance.

MEASUREMENT OF OUTCOMES

Since setting in place the staff handbook, FSI has yet to receive a complaint from an employee in relation to a violation of their human rights.

FSI audits and evaluate all suppliers and clients against a set of defined principles, policies and guidelines. Any contravention of human rights will be documented and FSI will work with responsible company to create, and then implement, a corrective action plan (CAP).



LABOUR PRINCIPLES

ASSESSMENT, POLICY AND GOALS

FSI recruits personnel through its Ethical Manpower System which ensures that all personnel are selected only on merit, no fees are paid by candidates, and that all personnel are treated fairly and are managed to the highest standard throughout their period of employment.

FSI adheres to the highest standards required by ILO convention 181 with a very clear policy of no fees whatsoever charged to job seekers. FSI also meets the best practice standards stipulated by the Athens Ethical Principles, Palermo and Luxor protocols, and UN Charter for Human Rights.

FSI is compliant with the U.S. Trafficking in Persons regulations, the new proposed FAR rule which Implements Executive Order 13627, "Strengthening Protections Against Trafficking in Persons in Federal Contracts," signed 9/25/2012. Implements title XVII of the NDAA for FY 2013, "Ending Trafficking in Government Contracting.", and the proposed UK legislation "Modern Slavery Bill".

Specifically in relation to forced labour, our code of conduct contains the following provisions;

- We do not charge any fees or costs of recruitment to the candidate in whole or in part, including costs associated with travel and visa processing.
- We ensure that workers are not subject to any form of forced labour and have the freedom to terminate their contracts.
- We do not withhold identity documents such as passports. Where it is necessary to take documents from workers (for visa processing or similar), or if the worker requests we hold them for safe keeping, a signed receipt is given to the worker and they may request the document back at any time as well as a photocopy of the document.
- We ensure workers' freedom of movement is not unreasonably restricted.
- We ensure employment contracts are understood and translated into native languages where required. FSI ensure that employees receive copies of their employment contracts prior to deployment. Contract substitution (the replacement of an original contract or any of its provisions with those that are less favourable) is strictly prohibited.
- We ensure all employees receive pre-deployment orientation covering topics such as the terms and conditions of work, their rights and responsibilities, living conditions and grievance mechanisms.
- We ensure that workers are paid in full on time every month and that clear and transparent information is provided to workers regarding days worked, rates of pay, etc.

During the coming year FSI will continue to audit and improve our recruitment process. FSI will also aim to complete the translation of our employee handbook into the native languages of all personnel employed.



LABOUR PRINCIPLES (CONTINUED)

IMPLEMENTATION

The FSI staff handbook covers policies concerning: equal opportunities; an anti-harassment and bullying policy; whistleblowing; health and safety; stress at work and social responsibilities. The handbook clearly sets out who should be contacted in the event that an employee has an issue at work in relation to any of these areas.

FSI scrutinises each step of the recruitment process for personnel to ensure labour rights are being adhered to by all involved each step of the way. All FSI employees are trained on the Company policies and procedures and legislation. Every FSI employee working in an FSI office signs a non-extraction form at the start of their employment. A non-extraction form is a statement that the FSI employee understands that no payment is to be taken from candidates and clearly states that the employee will be terminated if this happens.

MEASUREMENT OF OUTCOMES

To date, no employees have raised a concern using the channels set out in our staff handbook in relation to employee rights and responsibilities.

FSI's work rooted in the provision of ethical manpower, free from corrupt practices and forced labour, has attracted acclaim from clients, humanitarian organisations and employees. In 2013 FSI's CEO, Tristan Forster, won the Business Leader's Award to Fight Human Trafficking, awarded by the UN Global Compact, UN.GIFT and End Human Trafficking Now organisations, which was presented to him during the world economic forum in Davos, Switzerland. FSI is committed to building on this success.

FSI regularly engage with stakeholders on the issue of labour rights. Founders, Tristan and Nick Forster are frequently invited to speak at UN forums tackling the issue of labour trafficking and ethical recruitment and Nick was invited as a subject matter expert to address the UN General Assembly high level dialogue on migration last October in New York.

The U.S. Department of State has conducted detailed audits of FSI's operations on behalf of prime contractors and found that our standards exceed DoS recommendations.



Tristan Forster, collecting the United Nations Global Compact Business Leader's Award in 2013 on behalf of FSI.



Nick Forster, speaking at the UN General Assembly high level dialogue on migration in New York October 2013



ENVIRONMENTAL PRINCIPLES

ASSESSMENT, POLICY AND GOALS

FSI supports the UNGC principles on the environment. Being mostly office based the nature of the operation makes FSI's direct environmental relatively small. However, FSI is committed to reducing our environmental impact and continually improving our environmental performance as an integral and fundamental part of our business strategy and operating methods.

Where possible we purchase products and services that do the least damage to the environment and assess the environmental impact of any new processes or products we intend to introduce in advance.

It will be an aim of FSI in the coming year to increase our percentage of recyclable waste and assess FSI's environmental footprint.

IMPLEMENTATION

Our staff handbook covers a whistleblowing process should any employee suspect that FSI is undertaking any activity that may cause serious damage to the environment.

Our Code of Conduct includes a section on the protection of the environment.

When possible, FSI employees are encouraged to reduce waste material and consumption of resources when at the office. In 2013, FSI introduced a waste recycling system at our offices in Dubai and UK.

MEASUREMENT OF OUTCOMES

To date nothing has been brought to FSI's attention via the whistleblowing procedure that would indicate FSI is suspected of causing serious damage to the environment.

FSI's general waste material has been reduced as a result of the paper and plastic recycling facilities in Dubai and UK.

The senior management shall be encouraged to conduct a periodic review of the ways in which FSI may minimise any activity that may cause damage to the environment.



ANTI-CORRUPTION PRINCIPLES

ASSESSMENT, POLICY AND GOALS

As an ethical manpower provider dealing with Third Country Nationals, FSI is absolutely committed to work against corruption in all its forms including extortion and bribery. FSI has a zero tolerance policy for corruption in all its forms and supports the UN Convention against Corruption, the UK Anti-bribery laws, the OECD anti bribery convention, the U.S. Foreign Corrupt Practices Act, similar laws of other nations, and related anti-bribery conventions.

Through its staff handbook and client contracts, FSI has committed to comply with both American and English law in respect of anti-corruption thereby ensuring its adherence to the highest standards possible in all jurisdictions within which the FSI group operates.

IMPLEMENTATION

FSI's staff handbook covers anti-corruption, bribery and whistleblowing in depth. Should an employee be found guilty of such an offence it is regarded as gross-misconduct.

Our Code of Conduct also covers anti-corruption in substantial detail.

Our whistle-blowing policy covers the steps that need to be taken should corruption be suspected.

The company has an excellent checking system whereby records are maintained across the FSI group to account for all funds and this is cross checked by the Finance Department which also undergoes frequent external auditing. The divisional heads and ultimately the CEO have total visibility of the accounts.

All of FSI's clients require FSI to sign up to an anti-bribery/corruption confirmation which is to be resigned every year. FSI has signed up to agree the client contracts could be terminated without notice should FSI be under suspicion of bribery. It is therefore fundamental to FSI that there is no corruption at any level of the business.

The FSI group is regularly audited to ensure there can be no corruption at any level or in any jurisdiction.

MEASUREMENT OF OUTCOMES

To date, the whistle-blowing procedure in relation to suspected corruption has not been used by an employee.

FSI has not been called into question by any of its clients in relation to the anti-bribery confirmations it has furnished.

FSI has not been involved in any legal cases, rulings or other events related to corruption or bribery.

CONTACT US

FSI Worldwide Limited

Dubai office:

PO Box 213541, Dubai, UAE.

T: +971 (0)4 454 1328 (Dubai)

E: info@fsi-worldwide.com

GLOBAL WORKFORCE SOLUTIONS
BUILT ON INTEGRITY & EXCELLENCE

