



**United Nations  
Global Compact**



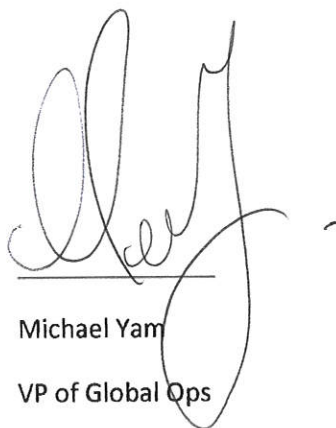
Date: 6<sup>th</sup> May 2015

## **Communication on Progress – 2015**

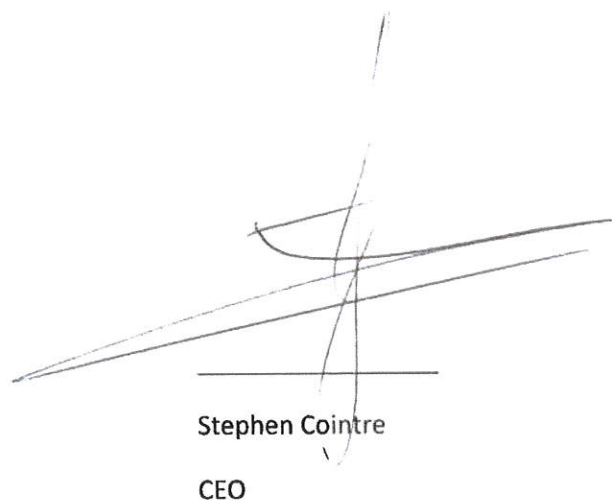
It is with great pleasure that we once again inform you the continued support of Elixim to the ten principles of the Global Compact which centre on human rights, labour, environment and anti-corruption. As mentioned in previous COPs, we always strive to make the Global Compact and its principles part of the strategy, culture, and daily operations of our Company and to engage in collaborative efforts that advance the broader goals of the United Nations. Elixim / Flexim International will continue its support of public accountability and transparency, and therefore, commits to report on this information to our stakeholders.

In this annual Communication on Progress, we describe our gradual integration of the Global Compact and its principles into the everyday ethos of company.

Sincerely,



Michael Yam  
VP of Global Ops



Stephen Cointre  
CEO

## Company Overview:

ELIXIM, a Swiss based company, operating in several European countries, develops since 2004 a wide range of corporate welcome services representing the brand image of its customers and to deliver real added value for the first moment on. “The goal of our management system is to live the excellence”

ELIXIM takes care of every detail of the Office Management (Welcome Desk, Call Centre, Administrative Support, Housekeeping, Catering, Conference Centre Management), with finesse and attention, seeking at all times to provide satisfaction to our clients and stakeholders.

By choosing ELIXIM, our clients are able to focus on the relevant business and their core activities.

## Human Rights (Principle 1, 2)

ELIXIM SA continues to foster high ethical values and expects the same of all its employees. The company’s Code of Business Conduct requires all employees to treat co-workers, customers, and themselves with dignity and respect regardless of gender, race, sex, disability, sexual orientation, age, faith, ethnic origin, national origin and marital status. The company relies upon each employee to incorporate these values into their everyday actions whilst employed by ELIXIM SA a subsidiaries of Flexim International.

## Key highlights over the last year:

- Provision of safe and healthy working conditions for all local and international workers
- Work to protect the economic livelihood of local communities
- Strengthen Business Conduct Guideline (Code of Conduct)

- Company policy and strategy to support human rights and fair working conditions
- Ongoing staff training on how human rights issues can be affected by business
- Ongoing staff training on internal company policies as they relate to human rights
- Regular employee's meetings and discussions have created the necessary platform for facilitating a greater degree of involvement of our employees in shaping the company.

## Labour – Principle 3, 4, 5 and 6

ELIXIM employees continue to commit to the elimination of direct and indirect forms of discrimination in relation to employment; furthermore all employees enjoy the freedom of association without the fear of implication on their employment. Our policy continue to emphasise that all job applicant and employees are treated in the same way regardless of sex, sexual preference, race, ethnic origin, colour, religion, disability, martial status or union membership status.

## Key highlights over the last year:

- Strengthen business policy and procedures to guide equal employment opportunity practices, not depending on the gender, age, cultural, geographic, socio-economical origin, or religion of the employees.
- Human Resources Management policies and procedures, which make qualifications, skills and experience the basis for the recruitment, placement, training and advancement of staff at all levels in the company.
- Deployed work experience programmes in various area to assist employee welfare and sustainable employment.
- Continue to develop Human Resources Management policy on no discrimination and equal opportunity program, including such points as equal job and professional opportunities not depending on the gender of employees at all levels; opportunity of a further education program in local and international institutions as a training

opportunity to both young and older employees; encouragement of flexible working hours for women employees with children, etc.

- Organized and provided educational or awareness programs on themes of HR management, Art of HR, Labour Code, Rights Protection, Gender Issues, Empowerment including equal job and professional opportunities at all levels in the organizations, without discrimination due to gender, age, race, cultural, geographic or socio-economical origin, religion, or others, of the employees inside and outside of the country to clients.

## Environment - Principle 7, 8 and 9

Although ELIXIM operates globally, our organizational footprint has a minimal impact on the environment. Nonetheless, ELIXIM recognises its responsibility to do everything possible to make a positive contribution to the environment, and takes steps however small to release that aim. We continued to be accredited with ISO 9001, 14001 and OSHA 18001 under Swiss TS, which highlights our continual commitment to the core UNGC principles.

## Key highlights over the last year:

- Work flow implement programme to allow suppliers to improve environmental performance
- Introduction of the elements of improving environmental management systems
- Strategy papers and value chains in each sub sectors of soft FM sphere were developed
- Training on advanced environmental awareness among private and public sectors
- Ideas and proposals on environment issues developed

## **Bribery and Corruption – Principle 10**

ELIXIM is against all forms of corruption, extortion and bribery and committed to operating in a compliance with all anti-bribery laws to which it is subjected. At ELIXIM all transactions and business relationships are monitored closely by senior management team and take the necessary commitment to taking anti-corruption measures and eliminating any display of corruption. We believe that transparency is the only way forward for a better economy.

## **Renewal of Commitment**

Elixim remains committed to the UN Global Compact and its principle which it continues to implement where the company operates.