



**Secretary – General**

**United Nations.**

**Dear Mr. Secretary –General,**

I am pleased to confirm that Cairo Chamber Of Commerce supporting the ten principles of the United Nation Global Compact in the areas of human rights , labor , environment , and anti – corruption.

I would also like to assure you of my intention to promote these principles both among our employees and within our sphere of influence

**Cairo Chamber of Commerce** is the first & the largest Egyptian Chamber of Commerce in Egypt, it was founded in 1913.

The Chamber is the largest public organization, which serves, gathers, protects, and represents mercantile interests for more than 500.000 of its members " traders and commercial companies " .

**Our vision:**

Is that the Chamber of Commerce in Cairo be the leading voice for the business community, and to occupy a respected position in Egypt and the Middle East so that it becomes the model and the standard emulated in the service of the merchants.

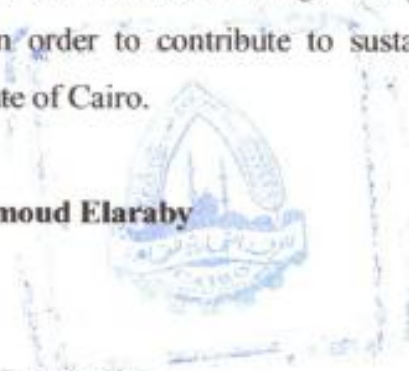
**Our message:**

To represent, support and protect the interests of the business community and to expand opportunities for members through the provision of services with an outstanding level, in order to contribute to sustainable economic development within the governorate of Cairo.

**Eng. Ibrahim Mahmoud Elaraby**

**Chairman**

**Cairo Chamber of Commerce**



## **Cairo Chamber of Commerce:**

### **The Chamber's Board of Directors**

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- Planning the Chamber's general policies, putting the strategies, and setting the goals
- Discussing all issues supporting the progress of commercial activities
- Setting up regulations for the general budget and investing surplus funds

### **The Chamber's Executive Management**

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The Chamber managed by the Chief Executive, who is responsible for implementing the Board strategies to achieve the goals.

### **The Chamber's Services**

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- 1- Communicating with foreign organizations inside and outside Egypt to encourage & to increase the bilateral trade between Egypt and other countries.
- 2- Finding appropriate contact between Egyptian exporters, importers and their counterparts abroad by making B to B meetings and exchanging required correspondences and communications.
- 3- Informing the Chamber's members about fairs, conferences, and bilateral trade opportunities (export- import) domestically and internationally.
- 4- Setting up economic researches, studies, and monthly report on various commodities to identify the market state, and trying to find solutions for problems facing the commercial sector.
- 5- The Chamber gathers many commercial branches, which represent all sectors located in Cairo Governorate. These branches aim at promoting and upgrading the performance of their activities, as well as discussing the difficulties that hinder them and propose solutions to remove obstacles.
- 6- Issuing various certificates such as : certificate of practice to obtain commercial register by single window system, certificate of amendments

added to commercial register, certificate of practice to be submitted to exporters register, certificate of origin, and authentication of invoices.

- 7- Resolving commercial disputes between Egyptian institutions amicably and also between Egyptian and Foreign companies by the Chamber's Arbitration committees.
- 8- Retail Academy: is an educational, training and guiding academy, which serves small and medium enterprises. It provides a wide variety of free training and development courses such as:
  - Sales and Marketing
  - Customer Service
  - IT and computing applications
  - Management and Business
  - Human Resources Development

**9-Tamayoz Center:** It is a commercial services center for providing services rapidly (single window system). It also aims at improving services introduced to the traders and businessmen by issuing Certificates of Cairo Chamber of Commerce, as well as gathers various government authorities like:

- Commercial Registry Agency
- General authority for Export and Import Control
- Real Estate Publicity District and Documentation,
- General Tax Authority
- Customs Authority
- National Organization of Social Insurance

### **Cairo Chamber Of Commerce and Global Compact:-**

- Cairo Chamber Of Commerce organize workshops and training for their member ( traders ) on the UN Global Compact and specific topics relevant to corporate sustainability through Retail Academy to raise awareness of ten principles.
- attract new participants from our member to ten UN Global Compact. We success to do this with ( EL- Basha for export and import ).

## **Cairo Chamber of Commerce and Social Responsibility ( ISO 26000 ):**

The Chamber got the letter of credit to SR ISO 26000 from ISO agent On date 17-5-2015.



### **1- Principle of Human Rights :-**

Cairo Chamber of Commerce respects human rights and recognizes its importance and comprehensiveness , because the chamber follows the state laws, that, in turn, are conforming with international laws, in terms of respects, wherever it has been possible to promote rights set forth in international legitimacy of human rights, and respect for global nature of these rights.

We apply a human rights that through the law and there is not any preference between persons at gender and there is not any labour less than 15 years which the chamber of commerce law which are respect the principle of human rights inside the organization and that according to the law and the list of employees at the chamber of commerce it must be merge the human rights policy in all over the organization.

## **2- Principle of Labour Rights:-**

### **Standards of worker' ethical and functional behavior**

#### **Worker must abide the following :-**

1. To perform the work assigned to him accurately, honestly, transparency and fairness.
2. The working time should be devoted to the performance of his duties, maintain work schedules and follow the procedures prescribed by the regulations of the Chamber in case of absenteeism.
3. To collaborate with his colleagues in the performance of duties required to secure the workflow.
4. To keep the work secrets.
5. To maintain the property and funds of the Chamber and what in his custody of documents, logs, machinery and so on.
6. To maintain the dignity of occupation, decent behavior and to treat in a good manner by his colleagues, his superiors and the public dealing with the Chamber, as well as to perform their interests in a timely manner.
7. To maintain his personal reputation and Chamber reputation and distancing himself from any suspicion.
8. To perform the orders issued to him within the limits of applicable laws and regulations at the Chamber.
9. Commitment to wear suitable outfit of the work and commitment of employees of administrations allotted a specific uniform to wear it "those who are provided with formal attire".
- 10 To comply with all applicable laws and regulations at the Chamber.

**Second: the worker is prohibited to do the following - the prohibitions**

1. Violation of the rules of attendance and leave or manipulation at the clock or reveal attendance to prove unlike the truth.
2. Preoccupation with anything from the work or sleep during working hours.
3. Smoking in no-smoking areas.
4. The worker does not save papers and documents within the designated areas or retaining the origins of official documents or removing from their files without permission.
5. Use the information obtained by virtue of his work for the achievement of personal interest to him or disclosing matters which he is informed by virtue of his work, if they were secret.
6. To hide or attempt to hide irregularities relating to work.
7. Negligence or shorten in work, refraining from the performance of work without justification or disable the interests of the public.
8. To insert unauthorized things, conduct commercial transactions within the workplace or insert alcoholic beverages or drugs and ingest them.
9. Failure to perform work Instructions, whether written or had been as custom work or incitement to violate the instructions or order of work, which is abusive to work and its good flow.
10. Causes disorder during the investigation or to give intentionally false information or testimony.
11. Violation of financial rules and provisions set forth in the regulations and the laws in force at the Chamber.
12. Distortion or misuse of the Chamber' buildings, corridors or property.
13. Imprecision in the presentation of the topics to the officials.



14. Manipulation in the books and records of the Chamber, so as to prove the contrary data that is not real, delete data in order to obtain a benefit, to notify the Chamber or provide data or forged certificates or hide data in order to obtain advantages.
15. Take a course does not comply with the dignity of the occupation or going out of the limits of decency with colleagues, superiors, subordinates or the public dealing with the Chamber.
16. Accepting any gifts, remuneration, commission, service or benefit of any kind due to doing of his job duties.
17. Conducting crimes of bribery, embezzlement, betrayal of trust, robbery or forgery or attempts to commit.
18. Uttering verbal or issuing indecent movements.
19. Committing indecent acts in the workplace.
20. The Working uttered manner inconsistent with the due respect for religions and monotheistic beliefs.
21. Spreading rumors or creating discussions and provoking disputes between workers; this leads to the confusion of ideas and provoke public opinion.
22. Organizing of any meetings, making statements or distributing publications relating to political religious or matters shall cause harm to the national unity or public peace; with reserving the worker's right to express his political views as guaranteed by law and the Constitution and in a way that does not hurt to work.
23. Inciting, arranging or participating in some gathering shall lead to provoke workers, disable the work or picketing or turmoil within the workplace whatever the reasons; reserving the worker's right to object in a way that is guaranteed by law.

### **3- Principle of Environment Rights :-**

- The Cairo Chamber of Commerce began to develop a plan to provide energy through the conversion of light into the Chamber to the LED Lamp.
- It will be a protocol with the energy sector at the Ministry of Electricity and Chamber of Commerce to work for the processing of some commercial shops to convert ordinary lamps to the LED Lamp to save energy and we will start with Electrical Materials Traders Branch.

### **4- Principle of Anti – Corruption :-**

#### **Traders' charter of honor**

#### **Between the Chamber of Commerce in Cairo and the traders of the capital**

#### **Preface**

- The contemporary trade witnesses a rapid development at the international and local levels; types of trade have appeared to control this technical and technological progress.
- And due to fundamental shifts in the principles, methods and commercial laws, whether at the national or global level.
- And because of the major role played by trade in a broad sense to support the national economy and serve the Egyptian man and society.

- Since it was noted that some traders are paying attention of material and commercial gain under this development without considering the means - and where our tolerant religion had urged to gain, but in the legal framework.
- And as the traders should have specific morality and ethics which they should be characterized by from all other, so there is a legitimate controls should be displayed by the trader and to make them a guiding light in his business life.
- As the Chamber believes that its primary role is to take care of traders and the regional commercial and industrial interests in the governorate, as well as supporting social work and social responsibility and activating the law and the Constitution to achieve transparency and justice.

### **The Charter**

- The profession of trade: it means trade in its broad sense – procurement, renting with the intention of selling or leasing goods or services at their normal conditions or after adding changes in their shapes, components, locations or time, as well as the establishment of commercial companies, the supply of goods, agency, brokerage, different types of insurance, business of the tourism offices, banks and brokerage processes.....etc.
- All those who are practicing trade, this noble - dignified profession, shall undertake to observe Allah in all their business dealings, taking into account their homeland and not to offend or harm it and to provide goods and services to consumers in the best form and at the right price without cheating or fraud. They also undertake to abide by the highest standards of ethical behavior and the economic, social and environmental sustainability.
- Every trader, whether natural or legal person, shall be committed to the following:

**• First: towards the citizens:**

- 1 – The commitment to truth and honesty in his business and in accordance with the laws.
- 2 – The tolerance and compassion when buying and selling.
- 3 - Refrains from exercise cheating or fraud to the citizens.
- 4 - Not to exaggerate in prices and profit margins.
- 5 - Not to monopolizes goods or take advantage of crisis or fabricate them.
- 6 - Avoiding speculating in the markets.
- 7 - Taking care of the rights of consumers, this was shortened in rights of (listen - Science - Justice - choice - Transparency - the Secretariat).
- 8 - Commitment to give citizens an invoice proving the price of the goods or service that the consumer has paid.
- 9 - The trader is to put on the facade of his shop and in all correspondence and publications relating to his trade, his trade name, the name of Commercial Register office registered at the registration number.

**Second: towards his colleagues:**

- 1 - Abides by rules of fair competition and promotes a spirit of cooperation with his colleagues traders.
- 2 - To fulfill his financial and contractual obligations with his colleagues, banks and financial institutions, without procrastination.
- 3 - Be taken into account, when prompted for his rights at his colleagues, the facilitation and non-exploitation and injustice (the perception of concessionary).

4 - The Secretariat and non-aggression on the trademarks or on the trade names of others or on their patents or industrial secrets, which they have the right to invest them.

• **Third: towards the community:**

1 - Business bookkeeping to prove the details of the different types of business processes, and not to manipulate them.

2 - Not to rumor or promote to rumors that will cause the instability and economic and social security of the country.

3 - Not to offend the religions.

4 - Commitment to the vision and strategy of the country in the field of development and management of the national economy.

5 - Commitment to the order and public morals.

6 - Commitment to disclose his activities and work as advertised and in the legitimate frameworks of the trade.

7 - Not to exploit his political position or his contacts with officials to achieve financial interests or objectives unlawfully.

8 - Abiding by the trading rules, regulations, systems, habits and practices that govern commercial activity and the agreements between contractors.

9 - The initiative to pay the rights of the public treasury of taxes and duties without delay and not to evade or smuggle.

10 - Not to exploit the road by any means, whether by occupancy or throwing the wastes in the road ... etc.

11- Not trafficking in goods or materials that pose a threat to human health or to the environment.

12 – It may not to do any work marred by corruption, extortion or embezzlement.

13 - Not to accept or pay any bribes or to engage in any other illegal inducements business, whether in business or government relations.

• **Controls of practicing the profession:**

• Without prejudice to any penalties or criminal, civil or disciplinary sanctions stipulated by applicable laws and regulations, the contrary of the texts contained in this Charter, the violation of the fundamentalist rules and applicable customs between traders or any action that affects the fairness of the business or affects in any form the ideal role that must be done by the trader and trade towards the community shall be considered a professional breach requiring the accountability in accordance with the applicable regulations and laws, and shall be dealt with according to the perpetrated contravention and the Chamber shall place him in the black list and shall make him not to benefit of the services of the Chamber.

• **Fourth: towards his labor:**

1 – It may not to use child labor lower than 18 years old.

2 - A workplace free of harassment and discrimination should be provided and it may not be discrimination based on sex, race, color or religion.

3 - A workplace free of human rights violations should be provided, including sexual harassment and corporal punishment.

4 - Put the wages of workers according to the wage laws in force, including the minimum wage, overtime hours and the payable benefits.

5 – The rights of workers should be respected as provided for in the laws; in the seriousness of forming the unions, join or not to join labor unions and the seeking to represent or join the workers' councils. Workers should be able to communicate openly with management regarding working conditions.

**• Fifth: towards the environment, health and safety:**

- 1 - Obey all applicable laws, regulations, guidelines and environmental industry rules.
- 2 - Should get all the required environmental permits and licenses, record all the information, the commitment to limitations and meet their operational requirements and reporting requirements.
- 3 - Systems should use to ensure the proper handle, transport, storage, recycling, waste reuse and management, air emissions and wastewater discharges, that could have a negative impact on human health, the environment or to be controlled and handled properly before released into the environment.
- 4 - Systems should be used to prevent any accidental leakage or withdrawal to the environment and to mitigate its occurrence.
- 5 - Should conserve natural resources, refrain completely from hazardous materials whenever possible and reuse or recycle appropriate materials.
- 6 - To provide a safe and healthy working environment for workers.
- 7 - To protect workers from excessive exposure to the risks of chemical, biological and physical properties.
- 8 - Use of programs to prevent any catastrophic leak of chemicals.
- 9 - To identify cases of emergency in the workplace and mitigate its impact.
- 10 - The Secretariat information is to provide, relating to dangerous substances, including catalytic pharmaceutical compounds and materials to educate workers and protect them from risk.
- 11 - To encourage their employees to report any violation or illegal activities in the workplace without fear of reprisal.