

UNGC COP REPORT



Languages & Communication

1. About Lexcode
2. Ten Principles
3. Human Rights
4. Labor
5. Environment
6. Anticorruption

✓ CEO's message



Lexcode pledges to do its best to support, spread, and make widely known the key values of the United Nations (UN) in the fields of human rights, anticorruption, the environment, and labor as a member of the UN Global Compact (UNGC).

To support human rights, we will neither accept nor work on any document that contains any content that is in violation of human rights or any requests from an organization that does not abide by human rights.

To support anticorruption, we will continue to transparently manage our business internally and compete fairly based on due procedures externally as we receive requests for interpretation and translation services.

To support eco-friendly values, we will actively adopt and practice policies that can help preserve and recover the environment.

To support good labor values, we will not only abide by labor-related regulations but also ceaselessly work hard to provide a pleasant working environment and proper welfare to our employees.

About Lexcode

✓ Global network

- Lexcode Branches
- Lexcode Affiliates



✓ Global certificates



✓ Businesses



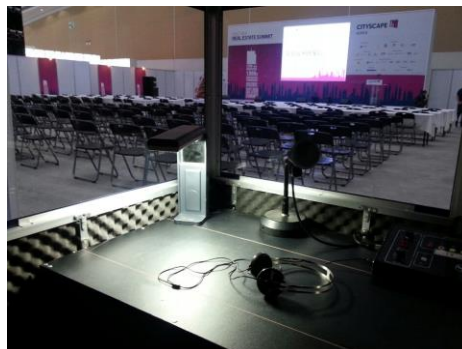
Translation

We process about 10,000 translation projects annually.
We provide translation services for over 30 languages.
We have about 1,000 translators in each field.



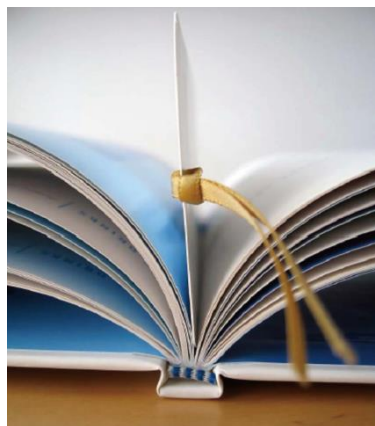
BPO

We provide call center services for about 20 languages.
We operate call centers for global marketing, teller sales, and help desks.



Interpretation

We provide simultaneous / consecutive / accompanying interpretation services.
We lend and operate interpretation transmitter-receiver equipment.



ESEL

We provide editing services for English papers following major style guides such as APA, MLA, Chicago, and so on.
We provide proofreading and editing services for papers to be published in about 3,000 major academic journals globally.

About Lexcode

✓ Basic facts

Company: Lexcode

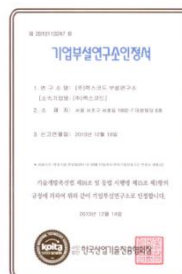
CEO: HAM, Cheol-yong

Established date: May 2004

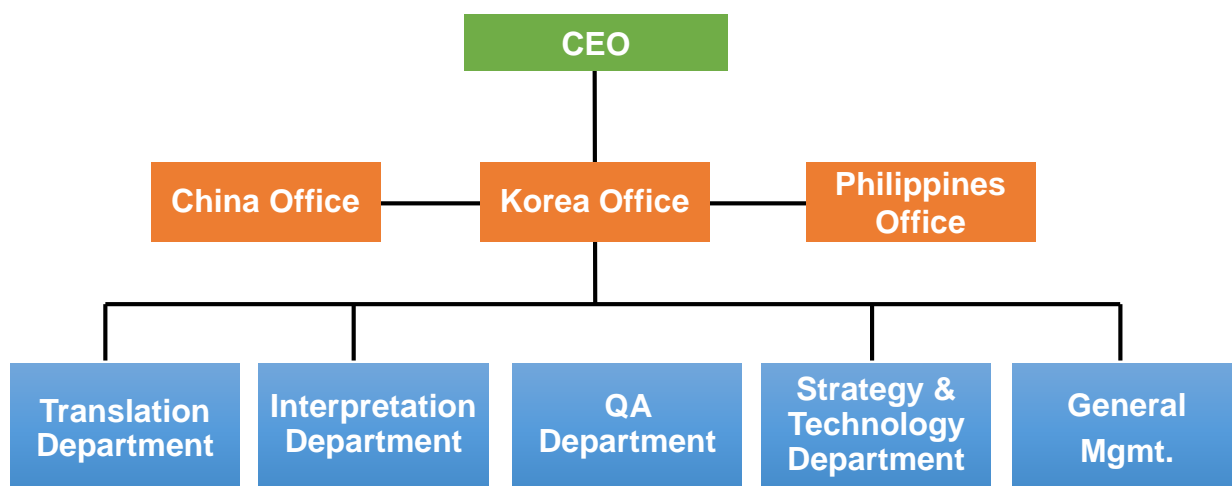
**Address: 6F-7F., Daeseong Bld., 41
Sechojungang-ro, Seocho-gu, Seoul, Korea**

Certificates:

- Venture Firm Certificate
- Subsidiary Research Center Certificate
- ISO 9001 Quality Business Management Certificate
- Two patent applications and one patent registration
- Technologically Innovative Small and Medium Enterprise (SME) (Inno-Biz) Certificate



✓ Organization



Ten Principles

✓ The Ten Principles of the UN Global Compact

Principle 1

Businesses should support and respect the protection of internationally proclaimed human rights.

Principle 2

Businesses should make sure they are not complicit in human rights abuses.

Principle 3

Businesses should uphold the freedom of association and the effective recognition of the right to collective bargaining.

Principle 4

Businesses should uphold the elimination of all forms of forced and compulsory labor.

Principle 5

Businesses should uphold the effective abolition of child labor.

Principle 6

Businesses should uphold the elimination of discrimination in respect of employment and occupation.

Principle 7

Businesses should support a precautionary approach to environmental challenges.

Principle 8

Businesses should undertake initiatives to promote greater environmental responsibility.

Principle 9

Businesses should encourage the development and diffusion of environmentally friendly technologies.

Principle 10

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

Human Rights

Lexcode supports and respects not only stakeholders working in the interpretation and translation business, but also internationally declared human rights protection.

✓ Company that respects diversity

Young employees pursuing horizontal relations

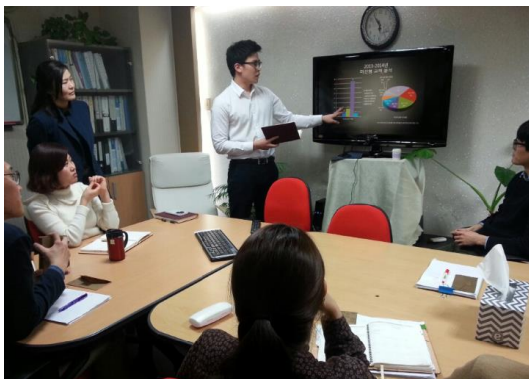
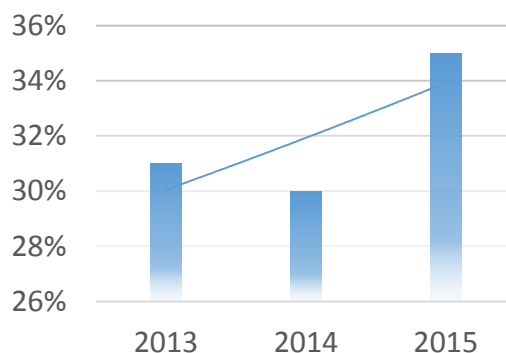
Over 80% of the Lexcode staff, labeled “Lexcodians,” are in their 20s and 30s. As such, the company is a young and flexible organization that respects the unique personality of each member. We hold “casual days” every Friday, during which Lexcodians can wear casual clothes to work.

Lexcodians are diverse.

Lexcode does not discriminate based on race, sex, and age when employing staff both in Korea and globally, and employs competent persons who can actively practice the key values of the company. Multilingual interpreters and translators who can fluently work in various languages, such as Pakistani, Cambodian, Myanmar, and Malay, are all Lexcode’s precious treasures.



THE PERCENTAGE OF FOREIGN EMPLOYEES IN LEXCODE



The entire staff makes presentations during staff meetings

We hold “one-minute, month-end reports” during staff meetings. Here, the entire staff gets to enjoy the opportunity of freely reporting and discussing their work.

Human Rights: Social Contributions and Sharing

Lexcode has been supporting the disadvantaged who suffer from poverty both in Korea and globally, since March 2011.

✓ Donating to the Korean Association for Children with Leukemia and Cancer (KACLC)

We support “Home of Love”

We support the management of “Home of Love,” in which children with leukemia or cancer, together with their families, can be provided with accommodation or a place to rest while the children get long-term treatment at a hospital.

Most hospitals treating children with leukemia or cancer are located in large metropolitan cities in which expenses (transportation, lodging, and meals) other than the treatment cost can put a heavy financial burden to their families.

In addition, we support the management of independent spaces where they can do household tasks like wash clothes and cook, which are facilities that hospitals do not provide. These spaces provide an avenue where 5,000 children with leukemia or cancer, as well as their families, may rest and enjoy with less financial burdens.



Human Rights: Social Contributions and Sharing

Lexcode has been supporting the disadvantaged who suffer from poverty both in Korea and globally, since March 2011.

✓ Donating to Good Neighbors

One-to-one sisterhood relations with children overseas

We have formed one-to-one sisterhood relations with two children located in Guatemala in need of help. Until now, we continue to support their happy growth by comprehensively providing financial support for their education, meals, and overall health.



<Justa Ajsivinac Yancoba,
Odilia Marisol Panteul Soloman >

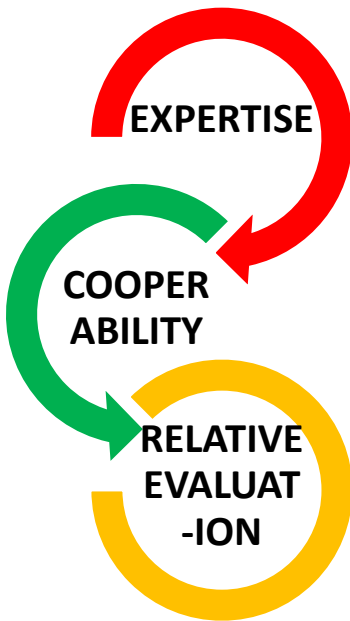
Lexcode's activities during the first half of 2015

We held a donation event wherein the entire profit made from selling iced tea was given to children located overseas in need of support.

In addition, we supported the procurement of stationeries to be given on their birthdays.

Labor

Lexcode upholds and respects the rights of employees enshrined in Korea's Constitution, labor laws, and the UNGC. Lexcode respects the diversity of employees, and strives to improve their quality of life with better working conditions.



✓ Evaluating staff based on principles

An evaluation system that values well-rounded maturity and capability

Lexcode has a three-tier evaluation system of evaluating the executives, team leaders, and team members. Well-rounded maturity includes integrity, vision, leadership, and discipline, while capability entails expertise and the ability to collaborate. With this, Lexcode fairly evaluates all Lexcodians.

✓ Compensation to motivate

Lexcodian of the Month awards

Each month, we select two “Lexcodians of the Month.” Through this, Lexcode shows its support and gratitude for the employees’ hard work exerted over the month.



Labor

Lexcode upholds and respects the rights of employees enshrined in Korea's Constitution, labor laws, and the UNGC. Lexcode respects the diversity of employees, and strives to improve their quality of life with better working conditions.

✓ Creating a happy workplace



We conduct in-house training on the prevention of sexual harassment

Lexcode conducts mandatory in-house training on the prevention of sexual harassment once a year. We are thus working hard to create a working environment wherein everyone can coexist in harmony.



Training on leadership

Lexcode provides training for enhancing team leadership to foster key managers and leaders. The training entails fostering key leaders in each grade so that they may help spread Lexcode's key values.



Need rest? Help yourself.

According to regulations (rest) of Article 54 of the Labor Standards Act of Korea, a worker is entitled to rest for over 30 minutes during working hours after having worked for over 4 hours. Lexcode operates a sleeping room inside the office pursuant to the act, so that any staff member may rest during working hours other than lunch time.

Labor

Lexcode upholds and respects the rights of employees enshrined in Korea's Constitution, labor laws, and the UNGC. Lexcode respects the diversity of employees, and strives to improve their quality of life with better working conditions.

✓ Activities to enhance communication among staff members

Activities to enhance communication by team

Lexcode organizes a company-wide workshop each month, promoting more honest and effective communication.



Special events to boost morale

Lexcode intermittently holds special events to boost staff morale. We hold events wherein the entire staff participates to win coupons for extended lunch hours or early leave from work.



Labor

Lexcode upholds and respects the rights of employees enshrined in Korea's Constitution, labor laws, and the UNGC. Lexcode respects the diversity of employees, and strives to improve their quality of life with better working conditions.

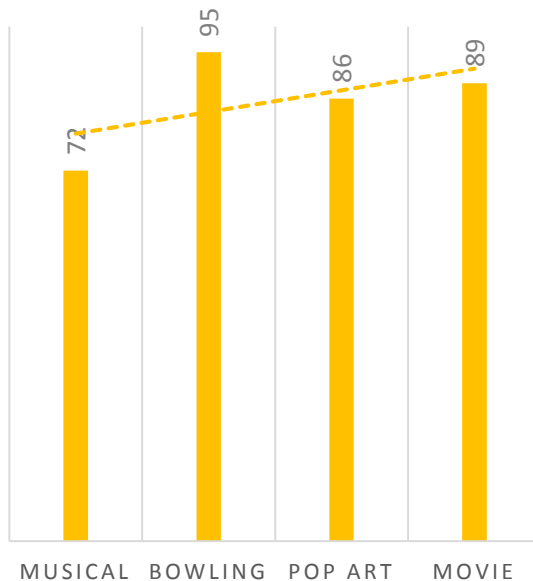
✓ Providing various welfare programs

Culture Day

On "Lexcode Culture Day," held on a certain day every other month, the entire staff can enjoy various cultural events.

Starting this year, we have surveyed the staff to find out what kind of programs they are satisfied with and prefer to prepare events accordingly.

2015 CULTURE DAY SATISFACTION SURVEY



Environment

Lexcode actively supports global efforts for eco-friendliness and environmental sustainability. At Lexcode, we will encourage a precautionary approach to environmental challenges and the development of more eco-friendly technologies.

✓ Preserving the environment from the office

Using My Cup

If we avoid using just one disposable cup, we can apparently reduce 4 kg of carbon dioxide emission. To reduce the use of disposable cups, the entire Lexcode staff uses their own tumblers or mugs. With this, we are able to reduce the use of disposable goods in the office, and using the savings from this effort, Lexcode can hold more support activities for environment preservation.



Healthy lunch box culture

Lexcodians help reduce emissions from food waste and the use of disposable goods from eating out by bringing their lunch boxes from home, three times a week on average. The staff shares the side dishes they bring and socializes with fellow Lexcodians over lunch. Improving the in-house environment and eating healthy meals are some of the efforts made by Lexcode to protect the environment despite everyone's busy lives.



Reducing the emission of carbon dioxide by wearing cool clothes

To reduce the emission of carbon dioxide and prevent air conditioner-related diseases in the summer, the staff is allowed to wear light and cool clothes at work. Male staff do not have to wear ties, and female staff can wear light blouses without heavy accessories. We thus maintain the heating and cooling temperature indoors at 26°C. Thanks to this effort, we have succeeded at raising the air conditioner's set temperature by 2° and at saving cooling energy.

Environment

Lexcode actively supports global efforts for eco-friendliness and environmental sustainability. At Lexcode, we will encourage a precautionary approach to environmental challenges and the development of more eco-friendly technologies.

✓ Activities to protect the external environment

Protecting the surroundings of the trekking path in front of the office

In the morning, upon arrival at work, Lexcode practices environmental protection by picking trash thrown on the trekking path near the office.

This movement not only helps keep the environment clean but also keeps the staff healthy as they have to trek along the path.

Although not grandiose, it is our hope that such practices would help improve not only the office environment but also the local society and the environment as a whole.



Training on environmental protection

Lexcode is actively participating in the UNGC's environmental training provided to enhance and lead eco-responsibility. We are also working hard to understand and benchmark best practices of other companies implementing the ten principles of the UNGC.

Anticorruption

Lexcode clearly objects to corruption in all its forms, including extortion and other activities, that compromise the principle of integrity.

✓ Ensuring integrity in all administrative procedures

Lexcode reinforces a strong code of ethics in all employees and ensures the integrity of all its official procedures. The corporate credit card management system is employed every month to conduct audits. The company's financial team is dedicated to finding budget wastes. The details of all work-related expenses are transparently disclosed.



Fostering a culture of integrity

Lexcode encourages employees to cultivate integrity on their own through the company's collective purse. Employees pay equal amounts into this purse, and the amounts collected are spent on purchasing birthday gifts or providing help for employees in need. Lexcode also discourages the giving or receiving of gifts in its dealings with clients.



Lexcode Inc.
lexcode@lexcode.com
www.lexcode.com