

**UN GLOBAL COMPACT
COP – COMMUNICATION ON PROGRESS
Sustainability Report
MARCH 2016**



"Our contribution is towards economic development while improving the quality of life of the workforce and their families as well as that of the local community and society at large."

-Contributing to the Development of UAE

AFM (Advanced Facilities Management)

COP - Communication on Progress

Sustainability Report - 2016

25 March 2016

Dear Stakeholders,

I am pleased to confirm that **Advanced Facilities Management L.L.C.** supports the '**Ten Principles**' of the **UN - Global Compact** with respect to Human Rights, Labour, Environment and Anti-Corruption. With this communication, we express our intent to advance those principles within our sphere of influence. We are committed to making the UN - Global Compact and its principles part of the strategy, culture and day-to-day operations of our company, and to engage in collaborative projects which advance the broader development goals of the United Nations, particularly the Millennium Development Goals.

Advanced Facilities Management L.L.C., will make a clear statement of this commitment to our stakeholders and the general public.

We recognize that a key requirement for participation in the Global Compact is the annual submission of a **COP - Communication on Progress** that describes our company's efforts to implement the 'Ten Principles'. We support public accountability and transparency, and therefore commit to report on progress within one year of joining the Global Compact, and annually thereafter according to the Global Compact COP Policy.


Sincerely yours,

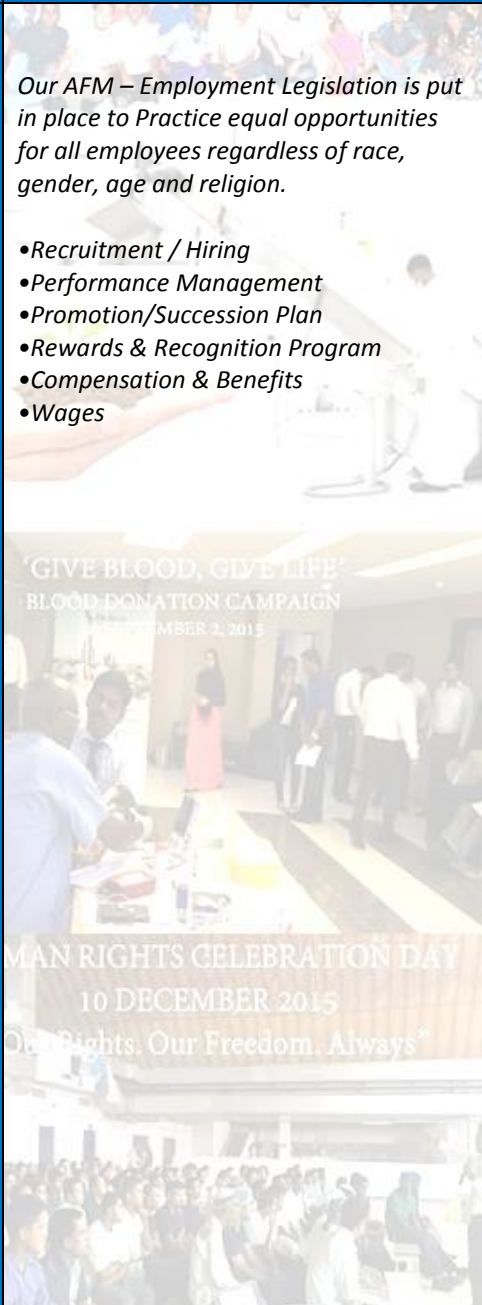








Mr. Samih Basaddiq
Managing Director



Issue Area	Policy	Actions	Measurable Outcomes
Human Rights	<p>Our AFM - Human rights legislation is put in place to protect employees from discrimination. It seeks to guarantee employees equal treatment regardless of certain identified characteristics (called "prohibited grounds of discrimination") that have attracted historical stereotyping or bias in relation to employment:</p> <ul style="list-style-type: none"> •Training & Development •Staff/Social Welfare & Activities •Rewards & Recognition Program •Grievance Procedure •Workplace harassment 	<p>(HR) Welfare Activities / Staff Gathering</p> <p>UMRA (a pilgrimage to Mecca, Saudi Arabia, performed by Muslims that can be undertaken at any time of the year, in contrast to the Hajj.)</p> <p>BLOOD DONATION: Give Blood, Give Life – UAE Program</p> <p>GRIEVANCES /WORKPLACE HARRASMENT</p> <p>TRAINING & DEVELOPMENT ACTIVITIES</p>	<p>Regular & on-going staff welfare activities conducted from 2014 – 2015: Annual Staff Gathering, Sports fest, Birthday Celebrations, Socio-Cultural Celebrations etc.</p> <p>AFM had delegated 124 employees to join the Holy Pilgrimage – Hajj / Umra.</p> <p>Voluntary participation with Ministry of Health (MOH) - Regular / on-going once a year from September 2014 till date initiated by HR Team.</p> <p>Any potential Human rights abuses detected by our employee welfare are directly reported to the Human Resources Department.</p> <p>In the past year, Advanced Facilities Management has not been subject to any legal cases or incidents involving Human rights violations.</p> <p>Increased in training hours – average 15 hours per employee from 2014-2015 compared to 5 hours per employee from 2012-2013.</p>

		Human Rights Celebration	Participated in the UN Global Human Right Celebration last December 2015 involving all AFM workers & labors initiated by Mojumaat Team.
--	---	---------------------------------	---

Issue Area	Policy	Actions	Measurable Outcomes
Labour	<p>Our AFM – Employment Legislation is put in place to Practice equal opportunities for all employees regardless of race, gender, age and religion.</p> <ul style="list-style-type: none"> •Recruitment / Hiring •Performance Management •Promotion/Succession Plan •Rewards & Recognition Program •Compensation & Benefits •Wages 	<p>Fair & Just recruitment</p>  <p>Diversification</p>  <p>Staff Retention</p>  <p>AFM Performance Reviews</p>  <p>Employee Recognition & Rewards</p>  <p>Succession Plan Program</p> 	<p>Process of candidates' accdng. to professional qualifications and culture fit</p> <p>100% following the Minimum Salary Req'ments – standard Offer Letters as approved by the Ministry of Labor (MOL)</p> <p>Workforce Diversification increased to 35 nationalities as of December 2015 compared to 2014 with 22 nationalities.</p> <p>90% staff retention increase as of November 2015 compared to 85% staff retention last 2014.</p> <p>Regular and on-going Performance Evaluation to merit recognition of good performance and drive 'performance culture'</p> <p>Monthly Employee Month per Projects (monetary & certification award)</p> <p>Establish a commitment to developing career paths for employees and retain top-performing employees - 6% of the Top performers from 2014-2015 has been promoted</p>

	 <p>STAFF ANNUAL PARTY NOVEMBER 2015</p> <p>Staff Housing & Accommodation Upgrade</p> 	 <p>Internship Program</p> 	<p>AFM is committed in providing a safe, clean & conducive environment to all our employees – Addt'l 100 menus for our staff food is added last 2015 for our diversified workforce.</p> <p>AFM had launched our Internship Program last year 2015 & established network with local and international schools and universities to host Internships and external trainees.</p> <p>In 2015, AFM had recruited 3 nos. of Interns as our regular employees.</p>
--	---	---	--

Issue Area	Policy	Actions	Measurable Outcomes
Environmental Stewardship	<p>Our Corporate Social Responsibility:</p> <p>"We believe in a sense of responsibility and contribution to society that defines our existence. Our business is conducted in an ethical way meeting the economic, socio-cultural and environmental expectations of various stakeholders composed of investors, suppliers, employees, customers, government and other associates."</p> <p>"Our contribution is towards economic development while improving the quality of life of the workforce and their families as well as that of the local community and society at large."</p>	<p>Clean-up UAE Drive</p>  <p>WATER-RECYCLING</p>  <p>NEW TECHNOLOGY EQUIPMENT IN ADV - LAUNDRY</p> 	<p>AFM Participation in the UAE Clean-up campaign Drive last December 2015 initiated by QHSE Team and participated by AFM employees.</p> <p>ADV-Laundry used water is being utilized for landscaping.</p> <p>New Technology equipment introduced for AFM Laundry use which reduced water consumption from 2015 onwards.</p>

	   	<p>Reduction of Carbon foot prints against Kilometer travelled</p>  <p>INSTALLATION OF ENERGY-SAVING LED LIGHT POST</p>  <p>INSTALLATION OF CENTRAL HOT WATER SYSTEM IN THE COMMERCIAL & RESIDENTIAL KITCHEN</p>  <p>REDUCTION OF DISPOSABLES FROM AFM PROJECTS</p>  <p>EARTH HOUR 2016</p> 	<p>Purchasing locally sourced products which are therefore reducing kilometers travelled from source to suppliers e.g. fruit & vegetables and locally sourced meat such as lamb. AFM supports ADFSC – Abu Dhabi Farmers Service Center by patronizing farmers’ local crops and produce.</p>  <p>40% of energy saved in 2015 compared to 2013-2014 energy consumption.</p>  <p>Installation of central hot water in the Advanced Catering – commercial/Residential Kitchen had reduced the LPG consumption to 30%.</p>  <p>Use of styro and disposables in all AFM has been reduced and continuously campaigning for “Reduce, Re-use & Recycle Program to all AFM Clients mostly in the government sectors; i.e. ENEC, ADFCA, ADFSC etc.</p>  <p>AFM participated & contributed in the Global Campaign – ‘Earth Hour’- 19th March 2016 (8:30 pm – 9:30 pm initiated by QHSE Team and participated by all AFM employees.</p> 
--	--	--	---

Issue Area	Policy	Actions	Measurable Outcomes
Anti-Corruption	<p><i>"Our Business is involved in fair and open tendering process which plays an important role in impacting development in general and specifically combating transparency and corruption."</i></p> <p><i>"We believe that transparency improves efficiency and reduces opportunities for fraud and corruption in the public administration by reducing red tape and maximizing use of new technologies."</i></p> <p>AFM strictly adhere and comply with the U.A.E. Law and practices on tenders which regulate all contracts of public works, services and supplies.</p>	<p>0% Tolerance of Corruption in all AFM Business Transaction.</p>	<p>100% AFM participation on tendering process in acquiring projects</p> <p>AFM launched the tendering process for suppliers and stakeholders from 2014 to date.</p> <p>During 2015 AFM procurement tended 20% of all 3rd party contracts through the tendering process.</p> <p>In 2015, AFM business grew by 65% which was generated from transparent bids.</p>



AFM – STAFF ANNUAL PARTY DECEMBER 11, 2015



CLEAN UP UAE DRIVE 9TH DECEMBER 2015



'GIVE BLOOD, GIVE LIFE' BLOOD DONATION CAMPAIGN SEPTEMBER 2, 2015

AFM – MANAGEMENT DEVELOPMENT PROGRAM JANUARY 2016



HUMAN RIGHTS CELEBRATION DAY 10 DECEMBER 2015

"Our Rights. Our Freedom. Always"



60TH

EARTH HOUR



AFM PERFORMANCE MANAGEMENT TRAINING
DECEMBER 2016



AFM STAFF BASKET BALL TEAM
MARCH 2016



QHSE TEAM – ISO 9001 & 14001 –
EVENT - NOVEMBER 2015



AFM STAFF CUSTOMER SERVICE TRAINING
GROUP ACTIVITY- 2016



AFM STAFF ANNUAL PARTY – FAMILY GAMES
DECEMBER 2015

