

# **HARBOR REAL ESTATE UNGC COP 2015-2016**





# COMMUNICATION-ON-PROGRESS

**April 2015 to April 2016  
About Harbor Real Estate**

Harbor Real Estate is a fully integrated service provider offering Real Estate Advisory, Transactional and Property Management solutions to both individual and institutional clients.

Our entrepreneurial approach is renowned for delivering innovative solutions derived from extensive market knowledge, over 20 years of experience, an unequalled network of contacts and a commitment to providing the best possible solutions tailored for our clients, which can only be delivered through our hands-on involvement and total engagement in all phases of every project that we accept.

Our principals are a trusted resource for many development, investment, government and media organizations who require counsel

in matters involving real estate. Nevertheless, they also remain personally involved in every project to ensure both quality and integrity are never compromised in all aspects of Harbor Real Estate operations, and that the standards that enabled Harbor Real Estate to be awarded ISO 9001:2008 certification are always adhered to.



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Contact Information

**Head Office Location:**

18th Floor, City Tower 2, Sheikh Zayed Road, Dubai, UAE

**Membership Date:** 08 April 2015

**Country:** United Arab Emirates

**Number of Employees:** 70

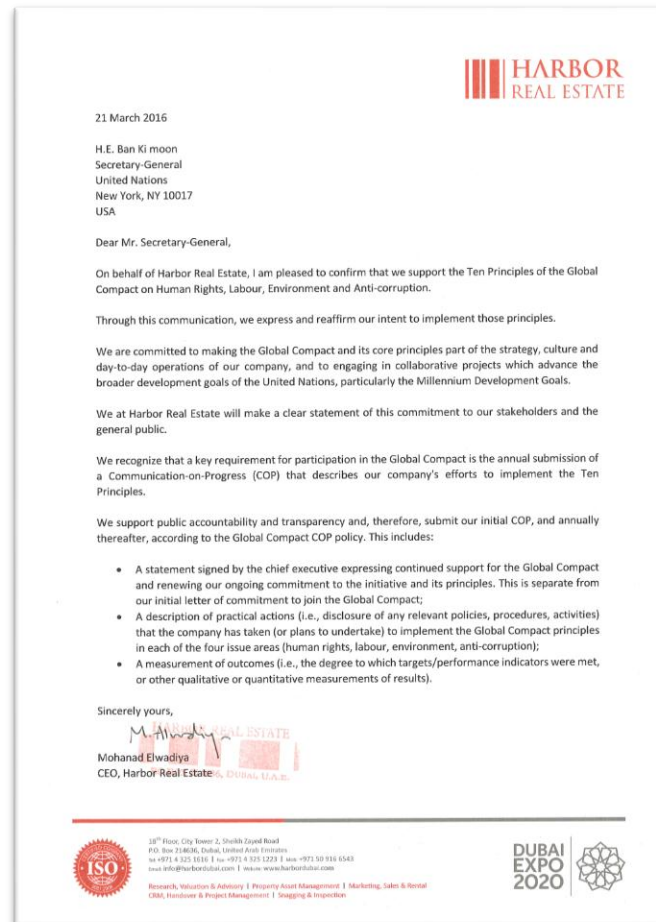
**Contact Name / Position:** Mohanad Alwadiya, CEO

**Contact Tel. No.:** 050-6555800

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Statement of Continued Support





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Issue Area – Human Rights

POLICY	ACTIONS	MEASURABLE OUTCOMES
Example from the Harbor Real Estate Employee Manual: Section 6.17 HARASSMENT, INCLUDING SEXUAL HARASSMENT  Harbor Real Estate prohibits harassment or offensive conduct in any form – directed towards its employees, customers or partners.  Their "protected status" includes race, color, religion, gender, origin, veteran status, age, disability and any other status protected by law.	Harbor's annual 360° performance survey which covers diverse subject areas affecting the workplace, including any form of discrimination and/or harassment.  Through the survey, employees can objectively rank the incidence/non-incidence of any form of harassment, and share any related information they may have without fear of reprisal.	Zero incidence of harassment in any form at Harbor Real Estate

**Future Objectives:** As an establishment, we aim to continue to uphold human rights as embodied in the “Universal Declaration of Human Rights,” and to uphold the UAE Law, and implement best industry practices affecting both our staff and our clients.



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Issue Area – Labour

POLICY	ACTIONS	MEASURABLE OUTCOMES
Harbor Real Estate is UAE Labour Law compliant Example from the Harbor Real Estate Employee Manual: Section 6.0 EMPLOYMENT POLICIES AND PRACTICES  6.4 EQUAL EMPLOYMENT OPPORTUNITIES In order to provide equal employment and advancement opportunities to all individuals, employment decisions at Harbor Real Estate will be based on merit, qualifications, results and abilities. Harbor Real Estate does not discriminate in employment opportunities or practices because of race, color, religion, sex, origin, age or disability. Employees with questions or concerns about discrimination in the workplace are encouraged to bring these issues to the attention of their supervisor. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in unlawful discrimination would be subject to disciplinary action, including termination of employment.	Harbor Real Estate is an MOL & immigration policy-compliant company as embodied in the office working hours, sick leave, annual leave and maternity leave policies, etc.  All employees have had medical insurance even before the Ministry of Labour made it mandatory for all employers to insure their staff.	With about 70 employees from 18 different nationalities, Harbor Real Estate is as diverse as they come.  Also, employee response to the 2015 Employee Satisfaction Survey has been generally positive, with 81.3% of the total respondents stating they are satisfied/very satisfied, as compared to 75.8% the previous year.  Areas of improvement have already been identified as goals for the coming year, namely training, processes and formal disciplinary procedures.

**Future Objectives:** As a Ministry of Labour and Immigration-compliant company, we will continue to uphold workers' rights, and diligently work on the refinement and continuous improvement of our HR policies and corporate practices for the benefit of our employees.



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Issue Area – Environmental Stewardship

POLICY	ACTIONS	MEASURABLE OUTCOMES
Harbor Real Estate has always exerted conscious efforts to reduce its environmental footprint via internal policies designed to reduce paper, general supply and water wastage	Initiatives and programs to reduce waste have been in place as well as related office signage and internal communication supporting our drive to reduce waste.	Weekly monitoring of paper waste; monthly monitoring of supply waste.

**Future Objectives:** Planning for UNGC-related objectives has already been integrated into our monthly management meetings. Through coordinated efforts among all departments, we expect to widen and deepen the scope of our practices involving the principle of sustainability in our business.

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Issue Area – Anti-corruption

POLICY	ACTIONS	MEASURABLE OUTCOMES
<p>In order to safeguard the company and all Harbor Real Estate employees from any incidence of corruption and/or bribery, in the Employee Manual (Chapter 6.0 EMPLOYMENT POLICIES &amp; PRACTICES), there is Section 6.20 <b>GIFTS POLICY</b> stating that "<b>Harbor Real Estate</b> encourages close partnerships with all suppliers and customers. Employees who accept gifts, entertainment or money from an outside organization or business that has dealings with Harbor Real Estate may be influenced, or appear to be influenced to make decisions contrary to Harbor Real Estate's best interests.</p> <p><b>Employees must NOT</b> accept any cash or gifts or gratuity in excess of AED 100 in value within a period of one year from any customer, vendor, supplier or other persons doing business with Harbor Real Estate.</p> <p><b>Employees should discuss</b> expenses paid by such persons for business meals or trips with their manager in advance. Any employee who receives gifts of more than the allowed nominal value should return it to the giver in a tactful manner. Any employee NOT complying with this policy will be subject to disciplinary action."</p>	<p>No cash policy, reporting of gifts, documentation and policies involving commissions/service fees already being implemented.</p>	<p>Internal and external audits act as barriers to any form of material/monetary irregularities. Two sales consultants were dismissed in 2015 as a result of internal investigations revealing acts of dishonesty.</p>

**Future Objectives:** Corruption has never been nor will ever be practiced at Harbor. However, we will continue to review and refine current policies to ensure dishonesty or any such similar acts will not occur in any of our property transactions.





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Harbor COP Dissemination Plan

As an active member of the UNGC – United Arab Emirates, Harbor Real Estate has plans to share its annual COP to clients and other stakeholders via the following channels / activities:

- Company profile
- PR opportunities
- 1-to-one marketing presentations
- Case studies and workshops

# THANK YOU



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