



amesto® | Simplifying business

COMMUNICATION ON PROGRESS for Amesto

CUSTOMER: *Global Compact and stakeholders*

SUPPLIER: *Amesto Group*

I am pleased to confirm that Amesto continues to support the ten principles of the Global Compact with respect to human rights, labor, environment and anti-corruption.

19th. January 2015, Global compact released a new guide on how businesses can continue evolving their contribution to a more sustainable world.

The five features described; principled business, strengthening society, leadership commitment, reporting progress and local actions.

These points are good features to follow and we try to incorporate them into our company.

In 2014 we have researched how to do things better. How can we as a company become a good example to other companies on how to do things in a respectable way both for business and for society?

We are taking small steps trying to reach a triple bottom line, incorporating social responsibility and environmental actions into our everyday business.

With respect,

Arild Spandow
CEO

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Brief description of nature of business

Amesto was established in 2002 and is a Global group with 1,000 employees. The Group expects a turnover of approximately \$140 million in 2014. Amesto was established in the Scandinavian countries Norway, Denmark, Sweden in 2002 with a specialization in:

Outsourcing of accounting and payroll (Amesto Account House)

Recruitment and consultancy rental (Amesto Top Temp)

Software and solutions (Amesto Solutions)

Translation and interpreting services (Amesto Translations)

In 2012 we established our global business and today we are represented in 80 countries with our strategic partners. Amesto offers a single point of contact – whether you are looking into expanding your business into new international markets or need help with existing international operations.

Amesto is part of Spabogruppen, which is a Norwegian owned family business with over 40 companies. Spabogruppen owned by the family Spandow. Spabogruppen had in 2013 a turnover of approximately 932 million and plan a continued strong development through acquisitions and organic growth.

Human Rights

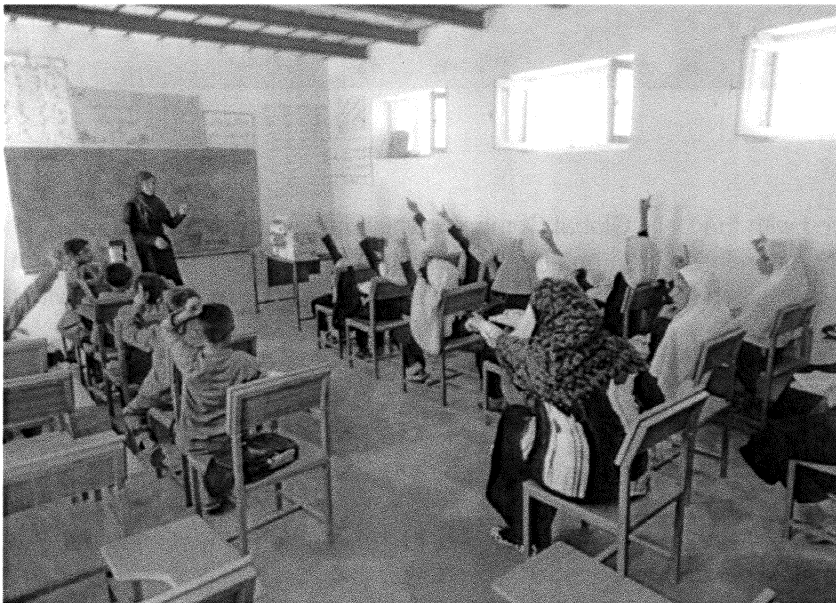
It is necessary for Amesto to win the confidence of the world around us and develop a good reputation among our customers, suppliers, partners, banking and insurance connections and the public authorities. Competitors as well as the company's own employees must have confidence in the Groups professionalism and integrity at all times. This demands that the Group behave with caution, honesty and objectivity.

Amesto is moving into the global market and it is therefore imperative that our focus from the very start is at doing things in the right way and to follow our global compact set of framework and out codes of conduct.

Our guidelines must necessarily be rather general in a multifarious group such as Amesto. Nevertheless, we have tried to be as specific as possible without expecting the guidelines to give specific answers to every conceivable question.

Amesto and CARE

In 2014 Amesto in cooperation with CARE finished building a school in Afghanistan.



With the contributions from Amesto, the Parawan province has now got a brand new. The school was built using local capita who have contributed with commitment, allocation of land and water supply.

The new school includes several classrooms, a protected outdoor area, good latrine facilities, desks and other furniture and a playground. The school is already known to take care of the safety of students, especially considering that they have girls there. Therefore parents feel safe when they send their children to the new school, and it makes the girls feel safe too. It contributes both to quality education and to security and prosperity for the children in the local community.

The new school has filled the quota with both children and teachers, and first semester began in March 2014.

In addition to our support to CARE Amestos employees, in all Scandinavian countries, gave the Christmas present they were supposed to get from their company to Medicine Sans Frontieres work.



Global Compact

Amesto is affiliated with the UN's Global Compact, which is based on ten principles related to human rights, labor standards, environmental awareness and anti-corruption. Through this affiliation we have committed to doing our best to conduct our business in keeping with these ten principles.

- The group's employees have acceptable HSE, pay and working conditions.
- There is not any form of forced labor in our activities (incl. making sure that employment contracts are legal and that employees are not required to make any kind of financial deposit).
- There is no discrimination against or discriminatory treatment of employees.
- The group does not directly or indirectly contribute to the violation of human rights.
- Norwegian authorities' general and specific advice and assessments about investments in and trade with various countries and regimes are taken into account.

In addition we monitor and evaluate performance through our yearly employee survey and the satisfaction of the employees, in all the countries we are represented in, is increasingly positive. We conduct yearly performance appraisals with every employee on a one to one basis to ensure that everyone is heard and that the right measures are set to each and everyone individually.

Labour

The overall objectives of the HSE work in Amesto Group AS is to work to prevent that our operations do not cause accidents, damage or loss of:

- Employee or others' lives and health
- The external environment
- Construction and manufacturing
- Knowledge and information

We will achieve our objectives through:

- Qualified staff who inhabit continuous training
- Implementation of internal control
- Management and employee involvement at all levels
- Through good cooperation in AMU / SAMU (Working and Councils) and safety representatives
- Monitoring of absence because of sickness and occupational injury statistics
- Preventive measures

The work environment will be of great importance in our efforts to achieve our goals. The employee's work must be designed and monitored so that all flourish at work, in the community, in their own work environment and in their own work situation.

It is Amesto Group AS philosophy that a good, active and creative environment is essential for success and good results today and for the future, and is part of the managers' performance targets.

The above-mentioned factors shall be reviewed and documented systematically prior to entering into any commercial investment. In addition, Amesto will also follow up and attempt to ensure that equivalent standards are met by our suppliers and partners. These factors shall be regularly revised as long as the business relationship lasts, preferably at least once a year.

Revision of these factors may be undertaken by Amesto employees or by other external centers of expertise. The management of the individual company is responsible for following this up. As we started implementing Eco lighthouse cross all offices in Norway, in 2014 all employees have been informed of HSE documents and what they include. We have also conducted our yearly safety inspection cross all offices, where each employee gets to say what they are satisfied with, and what they are unsatisfied with.

In 2013 we had a thorough review of and customized our HSE system. In 2014 we have implemented it. As we started implementing Eco lighthouse cross all offices in Norway, in 2014 all employees have been informed of the HSE documents, what they include and where they are to be found. We have also conducted our yearly safety inspection cross all offices, where each employee gets to say what they are satisfied with, and what they are unsatisfied with. We also try to promote Global Compact and our other corporate responsibilities through our sales channels and through our corporate purchasing.



We also take notice that in more and more sales processes other companies want to get documentation on our CSR profile.

- All managers and managing directors undertook a HSE training course in 2013 to keep track of new laws and legislations that have been implemented.
- All employees were asked to give feedback on their view of the workplace, the working condition and the management.
- The feedback that was given, was registered and each issue that was addressed by the employees was considered and handled as best could. These employee feedback rounds are conducted once a year.
- Amesto is continually thriving to address the issues of diversity when it comes to ethnicity, educational background, age and gender and believe that a good blend of all factors bring us closer to an innovating team.



Environment

Amestos head office was certified Eco lighthouse in 2013. In 2014 all the other offices spread around Norway started the process of becoming certified. This means that the organization's environmental standards and practices are found to be compliant with the foundations strict requirements. Amesto can document that demands in the issues of work environment, purchasing, energy, transport, waste, emissions and aesthetics are satisfied.

Amesto is committed to ensure that:

- The group's employees are ensured full freedom of association without any form of sanctions.
- Norwegian authorities' general and specific advice and assessments about investments in and trade with various countries and regimes are taken into account.
- We choose available eco-products in the market (Swan, EU Flower, Der Blaue Engel, Debio, Good miljøval, TCO and EcoTex 100 etc)
- We always seek to primarily select organic / fair trade food products (labeled E / FT)
- We always choose the relevant suppliers' environmental/CSR profile and if they are

Every year we report to the Eco light foundation on several objects we have to fulfill within the environmental aspects of work environment, purchasing, waste, energy and transport.

Anti-Corruption

Corruption includes bribery and improper influence peddling. Corruption undermines legal business activity, distorts competition, destroys the business's reputation and exposes companies and individuals to risk. Bribery occurs when an attempt is made to influence someone in the execution of his/her duties by giving them an illegal personal benefit.

Improper influence peddling occurs when an illegal benefit is given to someone in order to influence the execution of a third-party's duties. This kind of illegal benefit may take many forms; e.g. cash, objects, credit, discounts, travel, accommodations or services.

Amesto is against all forms of corruption and will work actively to ensure that this does not occur in the Group's business activities.

The prohibition against bribery and improper influence peddling applies to both the party who gives or offers an illegal benefit and the party who solicits, receives or accepts this kind of benefit. It is sufficient that an inquiry or offer of an illegal benefit be submitted in order for the case to be illegal. It is not a necessary condition that the illegal benefit be received by the person on whom an attempt is made to exert influence.

Facilitation payments are payments aimed at expediting or securing the provision of products or services to which the company is legally entitled. Amesto opposes the use of this type of payment, even in cases where it may be legal, and will actively work to prevent such payments. If a deviation from this general rule is under consideration, the matter must be documented in writing, and the management is responsible for informing the Board of Directors about this.

Amesto is being audited by Deloitte every year. Deloitte has thereby had a sound run through the corporate governance of Amesto.