



Aztech Training & Consultancy United Nations Global Compact Communication on Progress (COP)

November 2015 - November 2016

Submitted by: Aztech FZ-LLC



Tel.: +971 4 427 5400 Fax: +971 4 427 5401 Toll Free: 800-AZTECH
P.O. Box: 74716, Dubai, U.A.E. Email: info@aztech.ae Website: www.aztech.ae



25th April 2017

H.E. António Guterres
Secretary-General
United Nations
New York, NY 10017
USA

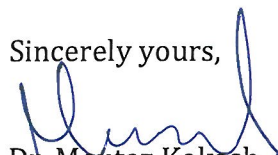
Dear Mr. Secretary-General,

I am pleased to confirm that **AZTech FZ-LLC** supports the ten principles of the Global Compact on human rights, labour, environment and anti-corruption. With this communication, we express our intent to implement those principles. We are committed to making the Global Compact and its principles part of the strategy, culture and day-to-day operations of our company, and to engaging in collaborative projects which advance the broader development goals of the United Nations, particularly the Sustainable Development Goals. **AZTech FZ-LLC** 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 Communication on Progress (COP) 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. This includes:

- A statement signed by the chief executive expressing continued support for the Global Compact and renewing our ongoing commitment to the initiative and its principles. This is *separate* from our initial letter of commitment to join the Global Compact.
- A description of practical actions (i.e., disclosure of any relevant policies, procedures, activities) that the company has taken (or plans to undertake) to implement the Global Compact principles in each of the four issue areas (human rights, labour, environment, anti-corruption).
- A measurement of outcomes (i.e., the degree to which targets/performance indicators were met, or other qualitative or quantitative measurements of results).

Sincerely yours,


Dr. Moutaz Kokash
Managing Director



Published on : **25th April 2017**

Time Period : **November 2015 to November 2016**

Differentiation Level : **GC Active**

Format : **Stand Alone Document**

Self-Assessment

- ☒ Includes a clear statement for continued support for the UN Global Compact and its ten principles
- ☒ Report of relevant policies and actions related to Human Rights
- ☒ Report of relevant policies and actions related to Labour
- ☒ Report of relevant policies and actions related to Environment
- ☒ Report of relevant policies and actions related to Anti-Corruption
- ☒ Includes a measurement of outcomes

Executive Summary

AZTech is strategically established in a progressively important region. As the region continues to develop and go through evolution, the UAE remains a dynamic force in economic and social stability. Working in this progressive business atmosphere has enabled AZTech to observe the 10 principles of the UN Global Compact. AZTech ensures that the principles of the UN Global Compact are maintained either through determined support, or directly through the company's procedures.

The following report highlights the many ways in which we apply this, focusing on four main areas, namely human rights, labour, environment and anti-corruption. Defined in this report are the policies and goals that we work towards, the ways in which we carry out said policies, and the techniques in which we measure our outcome.

Mission and Vision

AZTech's mission is to assist and enable world-class companies to increase productivity and performance through their most vital assets – the workforce.

Our vision for your success is based upon the indivisible concepts of:

- ❖ Providing leading edge learning solutions of the highest caliber, and
- ❖ Focusing on the needs of your organization and the career development of the individual

About the company

We are banking on the vast experience we have accumulated over the years to provide our Clients with a competitive edge through the provision of quality assured training and skills development courses.

Our comprehensive portfolio of more than 500-skill building professional development courses and seminars cover a range of industry from Strategy to Health, Safety & Security, we have it all from A-Z.

AZTech Training is all about ensuring that our delegates get Quality Assured Training and this commitment to delivering the best possible learning experience is demonstrated by our continuous working relationship with 13 of the world's leading professional governing and certifying bodies.

We take strength from our network of more than 200 experienced professionals who provides us extensive knowledge of the private industry, business and government enterprises allowing us to develop industry-leading comprehensive training courses and seminars.

AZTech strives to provide the best learning setting possible, as such, we have hand-picked 16 exciting venues worldwide where our delegates can fully immerse themselves and enhance the overall learning experience.

Human Rights

- **Principle 1** : Businesses should support and respect the protection of internationally proclaimed human rights; and
- **Principle 2** : make sure that they are not complicit in human rights abuses.

Assessment, Policy and Goals

AZTech's goal is to inspire our employees, business partners and clients to respect the Universal Declaration of Human Rights and environmental protection. Based on our commitment, we have developed several policies, namely: Code of Conduct, Equal Opportunity and the Anti-Harassment and Anti-Bullying policies. These policies are published on our bulletin board that also serves as a reminder for our employees and as a notice to our suppliers, partners and clients.

Implementation

AZTech has implemented the following measures to ensure that Human Rights are in no way being abused and violated:

- Human Resource Department email has been active in dealing with employees' complaints and/or issues with regards to unfair treatment
- Evaluation forms are provided to our clients who are attending our courses. With this, we can assure that the participants are treated fairly and equally
- Annual training on Human Rights for the entire company
- Implementation of the Anti-Harassment and Anti-Bullying policies
- A weekly staff meeting has been set to discuss all company related issues

Measurement of Outcomes

From the inception of the company until today, there has been no report of any Human Rights violations. A weekly meeting has been recently implemented; one of the agendas is to resolve any issues and complaints received from employees and clients. All of the complaints/issues received in the HRD email were reviewed by the management and were investigated and resolved immediately and amicably.

AZTech will assess any issue with the existing policies and guidelines. If a violation of Human Rights has been found, it will be documented and the responsible party will be notified and will be given ample time to address and resolve the issue. Continued non-compliance of the concerned party will result in a disciplinary action or as per the U.A.E. law, depending on the weight of the violation.

Labour Principles

- **Principle 3** : Businesses should uphold the freedom of association and the effective recognition of the right to collective bargaining;
- **Principle 4** : the elimination of all forms of forced and compulsory labour;
- **Principle 5** : the effective abolition of child labour; and
- **Principle 6** : the elimination of discrimination in respect of employment and occupation

Assessment, Policy and Goals

AZTech practices the rules and regulations set by the U.A.E. Labour Law. Our company policies covers employee rights, compensation and responsibilities. Labor related risks are also assessed. We will continue to develop our policy as appropriately needed or as advised by the U.A.E. Labour Law.

Implementation

AZTech has implemented the following measures to ensure that Human Rights are in no way being abused and violated:

- Human Resource Department email has been active in dealing with employees' complaints and/or issues with regards to any violation of the U.A.E. Labour Law
- All employees has been provided with medical insurance
- Employees are entitled to an annual return flight to their respective home countries
- AZTech practices equal compensation irrespective of gender, color, ethnic or national origin, age, marital status, disability, family circumstances, socio-economic background, and so forth
- A weekly staff meeting has been set to discuss all company related issues

Measurement of Outcomes

AZTech has always supported diversity, and has hired and is currently hiring staff irrespective of gender, ethnicity, age, and so forth. As of today, AZTech has a ratio of 1:1 for male and female employees.

Ever since the company has provided all employees with medical insurance, all employee related injuries and illnesses has been treated.

All of the complaints/issues received in the HRD email were reviewed by the management and were investigated and resolved immediately and amicably.

The weekly meeting that was recently implemented has proven to be a success; all issues and complaints received from employees and clients has been resolved.

Environmental Principles

- **Principle 7** : Businesses should support a precautionary approach to environmental challenges;
- **Principle 8** : undertake initiatives to promote greater environmental responsibility; and
- **Principle 9** : encourage the development and diffusion of environmentally friendly technologies

Assessment, Policy and Goals

AZTech has always been a supporter of eco-friendly practices. We truly understand the importance of the minimal use of resources and the minimal waste buildup. As such, it is the one of the company's to practice the "Three R's" (Reduce, Reuse and Recycle). We are also gradually transitioning into a using less paper, promoting the use of e-manuals to view the course materials during our training programmes.

Implementation

AZTech has implemented the following measures to ensure that the environment will be preserved and to prevent any incidents:

- A guide on how to "Reuse, Reuse and Recycle" has been posted throughout the office
- Employees are required to turn off all office equipment after office hours
- A third-party recycling company has been hired to collect all paper waste
- Office equipment are regularly checked to maintain their efficiency and lower their power consumption
- Tablets/E-Books have been introduced to some of our training courses instead of the traditional paper based course manuals
- Disposable cups has been replaced by ceramic reusable mugs to eliminate plastic waste
- Biodegradable paper bags and cloth bags are being used instead of plastic bags
- The company is gradually changing the office lighting to eco-friendly LED lights
- Notices are posted at the lavatory about minimal use of water to avoid unnecessary waste
- A/Cs are kept at a constant temperature setting for optimal cooling and power usage

Measurement of Outcomes

With the implementation of the "Three R's", the company has minimized the waste production by 20%. The electricity and water bill has been reduced by 30% due to the practice of turning off all equipment during out of office hours, and by gradually replacing the lighting to LED lights.

90% of the waste production has been eliminated regarding the use of disposable cups, plates and cutlery, along with eliminating the use of plastic bags.

Anti-Corruption Principles

- **Principle 10 :** Businesses should work against corruption in all its forms, including extortion and bribery

Assessment, Policy and Goals

AZTech is strongly against corruption in all its forms, including extortion and bribery. It is the policy of AZTech to conduct all business transactions in an honest, transparent and ethical manner. AZTech as a company, its employees and any person associated with the company may offer illicit payments and/or any form of bribery.

Implementation

AZTech has implemented the following measures to ensure that Anti-Corruption principles will be followed and strictly implemented:

- Human Resource Department email has been active as a channel for reporting concerns regarding corruption and malpractice. Employees, clients and partners are encouraged to report any concerns to the given email address.
- All employees have been briefed with an anti-corruption guide as well as the anti-corruption law of the U.A.E.
- Internal and external auditing are regularly conducted to ensure that all transactions are legitimate and legal

Measurement of Outcomes

AZTech has never been involved in any criminal offense related to false statements and misrepresentations. AZTech maintains its clean judicial record; all business duties and responsibilities in line with laws and regulations of its country of registration, and demonstrate proper business conduct and ethics. Moreover, AZTech is an advocate of anti-corruption and communicates this to all clients and suppliers where appropriate.