# COMMUNICATION ON PROGRESS (COP)

Period covered by your Communication on Progress (COP) From: March 2016 to: August 2017 (according to the Grace Letter)

 STATEMENT OF CONTINUED SUPPORT BY THE CHIEF EXECUTIVE OFFICER (OWNER OR PRESIDENT IN THE CASE OF SMALL BUSINESS)

Please use the space below to include the statement of continued support signed by your company's chief executive:

Aug 1, 2017

To our stakeholders:

I am pleased to confirm that Ciming Health Checkup Management Group Co., Ltd reaffirms its support of the Ten Principles of the United Nations Global Impact in the areas of Human Rights, Labour, Environment and Anti-Corruption.

In this annual Communication on Progress, we describe our actions to continually improve the integration of the Global Compact and its principle into our business strategy, culture an daily operations. We also commit to sharing this information with our stakeholders using our primary channels of communication.

Sincerely yours,

Dr Bo Hu

Chairman of Ciming Health Checkup Management Group Co., Ltd

## 2. DESCRIPTION OF ACTIONS

#### **Human Rights**

Please use the space below to describe actions your company has taken in the area of human rights such as:

- Ensure workers are provided safe, suitable and sanitary work facilities.

Answer: The company's headquarters are divided into very distinct departments and sub-companies with its own card controlled entrance to ensure security and privacy. Cleaning staff are divided in teams to ensure toilets, corridors and office areas are clean at all time and avoid large discarded items obstruct security exits and key evacuation passageways. Each floor has its own "quiet room" where employees can have a tea or coffee break. Finally, a staff canteen provides lunch and diner. This service has been recently upgraded and now provides more choice of food on daily basis such as meat, fish and vegetables.

- Protect workers from workplaces harassment, including physical, verbal, sexual or psychological harassment, abuse or threats.

Answer: The security of the headquarters' staff is ensured in two ways:

- the staff is protected from "outside threats" as security guards stop non-eligible people at the entrance of the courtyard and people granted permission to enter must report to the reception in order to go up to the floors. Furthermore, there is a 24 hours internal CCTV security system in place throughout the building.
- there is a complain procedure that aims to stop any internal harassment, as in many companies.
- Take measures to eliminate ingredients, designs, defects or side-effects that harm or threaten human life and health during manufacturing, usage or disposal of products.

Answer: As mentioned, a team of cleaning staff is divided and each employee is in charge of a specific area. This allows the work environment to be dust free at all times whilst the maintenance staff ensures the air conditioning filters are cleaned to avoid contamination. With regards to the staff canteen, fresh food is delivered everyday and stored in proper storing conditions according to strict guidelines written in the "Food Hygiene Management Guidelines". This avoids staff to get sick, such as food poisoning and food is sampled everyday to check on quality.

#### Labour

Please use the space below to describe actions your company has taken in the area of labour. Examples include:

- Ensure that the company does not participate in any form of forced or bonded labour.

Answer: The company has applied to the government for comprehensive flexible hours in order to give employees more freedom of choice in their working hours.

- Comply with minimum wage standards.

Answer: The standard wages of all the employees of the company is higher than the urban minimum wage standard.

- Ensure that employment-related decisions are based on relevant and objective criteria.

Answer: Recruitment is made through professional websites to attract talents. The interviews are conducted in many rounds and evaluation is made by all the people involved in the interview process.

### **Environment**

Please use the space below to describe actions your company has taken in the area of environment. Examples include:

- Avoid environmental damage via regular maintenance of the production processes and environmental system (air pollution control, waste, water treatment systems, etc).
- Ensure emergency procedures to prevent and address accidents affecting the environment and human health.
- Minimize the use and ensure safe handling and storage of chemical and other dangerous substances.

Answer (comprehensive): The company's headquarters cover an area of 9936.75 square meters, the built area covers 17250 square meters and the green spaces cover 3477.87 square meters which represents 35% of the whole compound. The headquarters are divided in two zones: an office building and a "health checkup" building and each building has its own advanced air conditioning and air extraction systems which ensures a continuous flow of fresh air in the different buildings. Water dispensers with special filters have been installed in the health checkup building, hence drinkable healthy water is available. A system of water treatment is in place throughout the compound and is monitored by professionals. It complies with national standards and there is a control once a year. Moreover, rubbish bins are placed through the headquarters. Normal waste and medical waste are separated avoid contamination. Finally, the company provides a healthy and safe environment to all its employees thanks to the use of advanced software and systems.

### Anti-Corruption

Please use the space below to describe actions your company has taken to fight corruption. Examples include:

- Assess the risk of corruption when doing business.  $\ensuremath{\text{N/A}}$
- Mention "anti-corruption" and/or ethical behaviour in contract with business partners.

Answer: All the company's contracts include a clause that says the parties involved in the transaction / cooperation must treat each other equally and show mutual respect in order to obtain beneficial results.

- Ensure that internal procedures support the company's anti-corruption commitment.  $\ensuremath{\mathsf{N/A}}$ 

## 3. MEASUREMENT OF OUTCOMES

Please use the space below to include the most relevant indicators to measure outcomes. Examples include:

- Demographics of management and employees broken down by diversity factors (e.g., gender, ethnicity, age, etc.).

Answer: In the company, there is a total of 5734 employees with an average of 23% of male employees for 77% of female employees. The average age is 39 years old and the different age groups are represented as follows: 40% of under 30 y/o, 25% of 31-40 y/o, 9% of 41-50 y/o, 10% of 51-60 y/o and 16% of above 60 y/o. With regards to minority diversity, the Han minority represent 95.1% of the group whilst 4.9% represent a mix of other Chinese minorities.

- Rate of occupational diseases, injuries and absenteeism.

Answer: The overall absenteeism rate due to illness – calculated on sickness leave – is of 0.71% and the overall rate of injury is of 0.03% for the whole company.

Percentage of recycles materials.
N/A