



I.E.M COMPANY LIMITED

WAW Building, No.28, East Race Course Road, Tamwe Township, 11211 Yangon, Union of Myanmar.

Tel: 95-1-8604425 - 29, 546064, 546616, 543037,540673 Fax : 95-1-860 4089

Email : iemyangon@gmail.com, sales@iemmyanmar.com Website : <http://www.iemmyanmar.com>

I.E.M Company Limited

United Nations Global Compact (UNGC)

Communication on Progress

2017





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The United Nations Global Compact

Annual COP (Communication on Progress), 2017

Statement of continued support by the Managing Director (MD)

Date: 12th December, 2017

During 2016-2017, I.E.M Company Limited has been actively working with employee trainings and skill developments. The purpose has been to enable a positive increase in the employees' efficiency, leadership capabilities and work standards. Therefore, trainings regarding; mentoring capacity, leadership development and working by best practice have been some of the cornerstones in the offered trainings. I.E.M Company Limited is pleased to share that the investments in training has resulted in a positive development in our human capital and has developed the knowledge and skill set of our employees.

As employees develop their skill sets they also become more attractive on the labor market. As a result, we have had skillful and talent employees leaving the company to further pursue their set career path and plans. I.E.M Company wishes these employees all the best in their chosen career path and are very pleased to have been part of developing and offering a knowledge base for employees that improved their work environment and indirectly their life.

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

Sincerely Yours,

U TIN OO
MANAGING DIRECTOR
I.E.M. CO., LTD.

Tin Oo @ Richard
Managing Director
I.E.M Company Limited





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- ii) Safety Inspection
- iii) M&E Safety
- iv) Risk Assessment Management
- v) Leadership Management Training
- vi) Leadership Training (In house)
- vii) Advance Excel Training (Yangon)
- viii) Business Leadership Management
- ix) Communication Skills Training
- x) Facilitation Skill Training
- xi) Transformation Leadership Journey
- xii) Basic Electrical Training
- xiii) Certificate in Office Management & Administration
- xiv) Advance Excel Training (Mandalay)
- xv) General Management Seminar
- xvi) Motivation & Leadership Seminar



Figure: Welcome Speech for New Employee





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Figure: Leadership Training



Figure: Leadership Training





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Figure: Technical Training

7. Staff Social Welfare Program arranged as follow:

- i) Annual Staff Party
- ii) Product Show (LiOA Night)
- iii) CSR Program





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Figure: I.E.M Company Limited's Donation (CSR) Program





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Figure: I.E.M Company Limited's Donation (CSR) Program

Measurement of outcomes

During 2016-2017, there is no significant case of human rights violations within our organization and we keep ourselves that we are not complicit in any of human rights abuses.





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For upcoming year, we will measure the progresses by internal audits of Human Rights performance and sets clear accountability for line management to implement and review the policy to providing management with the necessary resources, support and review.

Labor 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 labor;

Principle 5: the effective abolition of child labor; and

Principle 6: the elimination of discrimination in respect of employment and occupation

Assessment, Policy and Goals

We I.E.M Company Limited believe that we have a responsibility to comply UN Global Compact's 4 principles of Labor and rights at work. Our management policy stated building the capacity and happiness of the employees and deliver quality product and service to customers. I.E.M Company Limited's employees are entitled to all applicable rights under Myanmar Government's Law and ILO core labor principles concerning freedom of association and collective bargaining, nondiscrimination, forced labor, and underage workers in the workplace.

In particular, we commit to safeguard the following rights:

- We recognize the dignity of all persons and respect their freedom and privacy
- All employees shall be entitled to just and favorable remuneration
- Fair working hours and holiday entitlement
- We allow our employees freedom of association and the right to engage in collective bargaining
- We will not discriminate on the grounds of gender, marital status, age, religion, physical ability, sexual orientation, political beliefs or social class in the work place or when considering promotions
- All employees should be allowed to perform their role without being bullied, harassed or threatened
- We will not force anyone to work for I.E.M Company Limited and will refuse to deal with business partners that engage in forced or compulsory labor practices

Implementation

We offer various benefits to all employees,





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- I) Occupational Safety and Health Management
- II) Salary increments
- III) Overtime, Incentive, Another Allowances & Bonus
- IV) Regular Ferry Service
- V) Loans without interest
- VI) Provision for Health Care
- VII) Provide External training that requisition by employees

We are talking the suggestion for clients & employees who gave the advice to suggestion box and email complaint system are implemented. Those complain will be reviewed by top management and will be discussed promptly.

We evaluate the performance of each employees in quarterly and they are entitled to get performance bonus base on their performance score.

During 2016-2017, Company provide internal and external training to our employee and build up their individual skill as well as team work.

According our people development program, I.E.M Company Limited allow Government Schools (e.g- Government Technological University, Myanmar Engineering Society and Yangon Economics University) for internship program of fresh graduated students. Those graduated students undergo company qualified employee program training and become skill employee.

Measurement of outcomes

So far as of 2016-2017, there was no known cases discrimination in respect of hiring and employment practices whether based upon race, religion, age, nationality, social or ethnic origin, sexual orientation, gender, political opinion, and there is no abuse of child Labor in I.E.M Company Limited.

It treats all its employees with dignity and respect, and not use corporal punishment or threats of violence or other physical or mental abuse. Management always reviews and promotes human resources development and staff welfare policies.

For upcoming years, we will keep our progresses by:

- Reviewing our policy, goals and implementation relating to Labor principles and Human Resource development.
- Internal audits of Human Resource and performance and incidents of Labor abuses within the company and
- Consultation with stakeholders.





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Environment Principles

Principle 7: Business 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

Our company is fully committed to defend Natural resources and physical environment of our organization and to conduct our business according to the Environmental Policy, shall make simple, clear and realistic policy which will be supportive and guided for the organizational objectives and targets.

I.E.M Company Limited with applicable environmental legislation, regulations and requirements.

Implementation

During 2016-2017, I.E.M Company Limited carried out the following

- We are awarded ISO 9001:2015 Quality Management System
- Implement digital reporting system from Mobile Network instead of paper reporting.
- Monitoring and prevention environmental impact of waste & pollution as follow:
- Paper waste, Energy waste, Water & Air pollution
- Alarm system for elevator
- Caution for incidental case
- Keeping the extinguish fire in work place
- Precaution approach to our people for Safety Environment and working place
- External Audited Inspection Environment protection
- IT Department implement email, cloud sever internal file back up and sharing system for reduction usage of paper

Under I.E.M Company Limited, Power System Solution Department, we evaluate Renewable Energy and Energy Solutions for sustainable development cooperated with the technicians from Su-Kam Solar from India. And also I.E.M Company Limited work with Su-Kam Solar from India for the battery, online UPS and distribute in Myanmar for electricity of off-grid rural area development and back-up power system for telecommunication stations.





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Measurement of outcomes

So far as of 2016-2017, there was no known cases of legal cases or fines related to environmental principles. Over power usage of Electricity significantly reduce since company started introduce electric less reporting system and power saving and sharing in every sector.

I.E.M Company Limited will continue to deploy efficient use of energy, renewable energy and prevent waste material and protect the nature resources.

Anti-Corruption Principles

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

I.E.M Company Limited takes a zero-tolerance approach to corruption or bribery committed to acting professionally, fairly and with integrity in all its business dealings by our management or employees, regardless of their position in our organization, or business partners.

Implementation

Anti-Corruption Awareness Training

Eliminating bribery and corruption from organizations and supply chains requires more than just legal compliance. Our anti-corruption awareness training course gives the necessary orientation to find solutions to specific corruption problems, and to relate anti-corruption to the broader challenge of corporate sustainability.

We implement below rules within organization to prevent corruption cases in business dealing:

- No give and take any form of bribery among employees
- No give any form bribery to management levels
- No illegal payment form of bribery from customers, suppliers and business partners

And we practicing below activities in our organization for Anti-Corruption

- We communicated to our people to avoid the corruption by legal law
- We also encourage to our client to prevent the corruption
- We taking the advice from consultant to detect the corruption
- We hired Internal Audit to check regular in all transaction and also audited by External Audit team to detect the corruption
- Customer Service Department always monitoring any corruption or bribery case within customer and I.E.M Company Limited's employees.





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Human Rights Principles

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

I.E.M Company Limited believe that we have a responsibility to respect human rights and can play a positive role in the communities where we operate. To this end, our conduct in our operations is consistent with the spirit of the United Nations Universal Declaration of Human Rights; the International Labor Organization (ILO) Declaration on Fundamental Principles and Rights at Work, where applicable to business; and other applicable international principles, including the Voluntary Principles on Security and Human Rights.

Assessment, Policies and Goals include:

1. To require our employees, business partners and our clients to understand, respect and support to the principles of United Nations Universal Declaration of Human Rights.
2. We follow "Protect, Respect and Remedy" framework and we treat all of our employees with respect and dignity and promote diversity in the workplace. Our company policies and procedures adhere to all applicable domestic laws and are consistent with ILO core labor principles concerning freedom of association and collective bargaining, nondiscrimination, forced labor, and underage workers in the workplace.

Implementation

1. Update employee hand book according to update Government's rules and regulations. Clear stated Human resource policy and other policies in employee hand book.
2. Place suggestion box in employee work place and effectiveness of suggestion system and resolution on Human Rights abuses will be reviewed and updated within organization.
3. Identifies new requirements for training and operations assessments specific to operating environments where human rights issues may be more prevalent.
4. Human resources and other policies and procedures relating to Human Rights will be reviewed and updated regularly.
5. We encourage our suppliers to treat their employees and to interact with communities in a manner that respect human rights and is consistent with the spirit and intent of this policy.
6. Conduct Human resources development and capacity build up training in 2016-2017 which includes below training agenda:
 - i) Safety Supervisor





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Figure: Annual Staff Party 2016



Figure: LiOA Night 2017





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Measurement of outcomes

Procedural integration to prevent the risk of corruption in our company's operational processes, particularly during commercial transactions involving third parties.

Our internal and external audit committee regularly reviews company transactions for signs of any irregular payments.

Independent customer service department always communicate with our customer and checking for any corruption or bribery from our employee.

Participant in Government Audit for Government related projects.

So far as of 2016-2017, there was no known cases of any corruption or bribery detected by our internal and external audit committee regularly reviews.

