



Information Matrix

COMMUNICATION ON PROGRESS

This is the fourth Annual Report for communication on progress in implementing the principles of the United Nations Global Compact.



UN Global Compact Communication on Progress 2017

Statement of Support

Welcome to the Information Matrix Communication on Progress (COP) Report.

Information Matrix supports the principles of the United Nations Global Compact, we became a member of the UN Global Compact in 2012 and this is our fourth official report. We have been a proud contributing member and remain committed to living out the principle as a business internally as well as with the work we do for clients.

We look forward to improving our action and further integrating the compact principles into our business. We also commit to share this information with our stakeholders.

Thaung Su Nyein
Chief Executive Officer

HUMAN RIGHTS PRINCIPLES

Information Matrix is fully committed to the Universal Declaration of Human Rights. We have a policy that incorporates human rights principles. We are active in continually and consistently applying the protection of international and regional human rights policies in our relationships with our employees, suppliers, partners, customers and others within the value chain, respect the rights of individuals and the communities in which we operate.

Below we outline our approach to respecting and supporting human rights for all, those in our supply chain, for example, we

- promote equality and value the diversity by treating all employees fairly and equally, creating an inclusive culture for all employees, ensuring equal access to opportunities, regardless of their abilities, their background or their lifestyle, appreciating the differences between people and treating people's values, beliefs, cultures and lifestyles with respect, ensuring policies,

procedures and process don't discriminate against anyone

- seeks to ensure a healthy and safe working environment for all employees regardless of where they work
- provide accessible development training to give employees skills to do their job and opportunities to build their career if they want to
- ensure our rewards are competitive, simple and fair
- Ensure full compliance with applicable wage, work hours, overtime and benefits laws.

As a print and online media company, protecting the privacy and security of personal and business data, for our clients and for ourselves, is a cornerstone of Information Matrix's business. We use data responsibly in accordance with numerous laws and client agreements, which determine how we use and share data when we deliver our publications.

Measurement to Outcomes

No formal complaint relating to human rights have been recorded in 2017.



LABOUR PRINCIPLES

Information Matrix is strongly committed to the protecting the rules regarding the labor law in our daily business operation. We acknowledges, supports and respects its employees' freedom of association, elimination of forced, compulsory and child labor, and elimination of discrimination. Our policies and actions are legal and we reviews policies and protocols on a regular basis.



We respect our employees' right to associate freely and voluntarily establish and join groups for the promotion and defense of their occupational interests. We do not interface in employee's decision to associate, try to influence their decision in any way, or discriminate against either those workers who choose

to associate or those who act as their representatives.

Additionally, collective bargaining processes are an essential element in our employee engagement activities. Our company policies comply with the local law – The Settlement of labor Dispute Law & Rules (2012), The Edited Settlement of Dispute Law (September, 2014), The Social Security Law (2012), The Minimum Wages Law (2013), The Leave and Holiday Law (1951), The Amended Law for leave and Holiday Law 1951 (July 2014), The Shop and Establishment Law (2016), The Payment of Wages Law (2016), The Labor Organization Law (2011), The Employment and Skill Development Law and are to only hire people who are 18 or older. We monitor working hours electronically using finger print system as well as monitoring all other absences using online form, to ensure our employees' manage their workloads throughout the year.

We have the employee handbook that clearly explains employees' benefits along with all Human Resources policies and procedures. We always operate an open and transparent culture to discuss issues and have a grievance procedure in place outlined in our Handbook and referenced in our employment contracts.

Measurement to Outcomes

Zero complains from employees regarding company employee's handbook and there is no child labor and force labor during the report period.

ENVIRONMENT PRINCIPLES

Information Matrix practices active environmental protection throughout the company. We establish our commitment to improve our process and procedures to minimize our impact on the environment.

As a media company, we use large amount of paper for proofreading process. We have developed a user friendly electronic editing system to reduce paper consumption in our office. We continue to monitor employee printing levels, so we can better understand our printing habits and attempt to reduce the amount of paper we use even further. We active discourage excessive printing.

As we have said, our Finance department and Administration department significantly change their workflow processing by using electronic form during the year. All employees are using the electronic request form for leaves, stationary, computer and accessories etc.

Finance department have developed electronic voucher and requisition form for payment process. We continue to actively investigate new cloud and sharing technologies.



ANTI-CORRUPTION PRINCIPLES

Information Matrix is committed to maintaining the highest ethical standards and to complying with all anti-corruption principles where we operate.

As a media company, we conduct business according to a high ethical standard, live our values and protect our print and digital publication's reputation – 7Day News Journal, 7Day daily, Internet Journal, People magazine. We care about how we actually conduct business with integrity, honesty and professionalism.

We clearly addressed, defined and described about conflict of interest, bribery, facilitation payments, donations, gifts and entertainments in our employee handbook. Our policy is very straightforward as to what is permitted and what is not. Our Human Resources Department always listen the voice of employees regarding any suspected violations or financial fraud or business ethics.

Going forward, we will continue to maintain zero tolerance for corruption and to work against it in all its forms.

