



Date: 14th April 2018

Communication On Progress (COP) for MENA Properties Services LLC, Dubai, UAE

Period covered by our Communication on Progress (COP)

From: 21st April 2017

To: 18th April 2018

To our stakeholders,

I am pleased to confirm that MENA Properties Services LLC reaffirms its support of the Ten Principles of the United Nations Global Compact 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 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,



Rasha Osman Nashaat
Partner
MENA Properties Services LLC



Human Rights Principles

Goals

It is the duty of Corporations along with the government and other actors to respect human rights principles declared by the United Nations. Our focus is to implement women rights through empowerment initiatives that strengthen the position and confidence of women in the community.

It is our goal to include women in the workforce, and we stress the fact that women participation is significant for women, business, society and the economy. MENA Properties is committed to offering women equal opportunities in the real estate industry and believes that women have the main skills and abilities required to work in the real estate industry and have the needed understanding of client's demand.

Implementations and outcomes

Our goals have been reflected in our policies. For the past two years we have been offering women equal opportunities in employment, therefore, women employers nearly compromise 67% of the workforce. Our priority is to provide working mothers with a comfortable working environment that ensures the balance between their work and families, thus, MENA Properties allows its employers to have flexible working hours that satisfy their families needs.

Maternity policy also reflects MENA Properties values as maternity leave reaches 60 days which exceeds the government mandated 45 days. This contributes to making the transition back to work more comfortable, thus, increases the productivity of the workforce. Moreover, these policies attract women that have families and responsibilities to work in real estate.

Environmental Principles

Goals

MENA Properties strive to create a sustainable environment that protects global limited resources and saves them for the use of future generation. The environment has been mainly damaged by the operations of factories and a variety of other private institutes, thus, it is the duty of Corporations in all industries to protect the environment they are based in to keep their operations sustainable and more environmentally-friendly.



Implementation

MENA Properties have simple initiatives that create a sustainable environment

- Reduce power consumption - Employers are very dedicated to reducing the usage of electricity
- Limited use of paper – more reliant on electronic documents and avoid printing
- Management encourages employees to minimize their plastic usage – including water bottles

Outcomes

- MENA Properties won the Real Estate Agency Website in Dubai for 2017-2018 an Award given by The International Property Awards in the region of Africa & Arabia
- MENA Properties have participated in the Earth Hour Initiative last March 2018

Labour Principles

Goals

MENA Properties prioritize providing employees with comfortable experience. We believe that discrimination of all forms is unethical, thus, we seek to eliminate all forms of discrimination, child labour and compulsory labour.

Implementation

- Health and safety of all employees is ensured. MENA Properties provides health insurance to staff
- Employers are entitled to an annual leave of 30 days and each employee have one sick day per month



- MENA Properties provides development and training facilities to all employees, such as in-house training is provided to new employees and the company supports the staff whenever they would like to attend relevant seminars and events to develop their knowledge in their respective fields of work.
- Birthdays during the month are celebrated
- Flexible working hours
- We follow an open-door policy. Employees meet on a weekly basis to reflect their performances, seek assistance and solve issues faced by employees.
- There are policies on gratuity/ EOS and leave salary. We adhere to the UAE labour laws.
- Our company prevents discrimination of all forms. MENA Properties ensures comparable pay for comparable work
- No discrimination based on religion, nationality or race, whoever can perform is accepted regardless of their nationality
- Employees assist each other financially using our small box that all employees contribute to for crisis or emergency situations.

Outcomes

The environment of MENA Properties reflects the main labour principles issued by the UNGC. Labour Policies have contributed in creating a comfortable and collaborative atmosphere in the office. Staff and employee's skills are developed due to training opportunities provided by the company and the diversity of the workforce has created a spirit of a collaborative and peaceful world.



Anti - Corruption Principles

At the internal level, we have issued an excellent check system that covers daily, weekly and monthly transactions. Records are complicit and detailed on money transformations' including where the money comes from, where it goes to and what is done with it. Records are checked by three different actors – Admin, Finance and Partners – to ensure records are controlled efficiently.

At the external level, MENA Properties has an external audit company, Horwath UAE Consulting which is a member of Crowe Horwath International. This third party company conducts annual audits and the report is directly submitted to the Partners. These audits are used as one of the methods of identifying any suspicious payments that could be related to bribery or corrupt behaviour.

Each new employee signs a RERA code of ethics and a Non-Disclosure Agreement. Our checks system efficiency is reflected by our performance; MENA Properties has not been involved in any legal cases, rulings or other events related to corruption and bribery.

MENA Properties is a proud member of the UNGC's initiative and is committed to making a positive change in the local and global community in the current years and hopefully in the future. We believe that positive change and progress can be only achieved by respecting human rights conventions, labour rights, environmental responsibilities and anti-corruption principles.