

*We Build the Gap
Within your Organization*



**innovative
group**

**Training
Development
Organizational Performance**

About IG-Egypt

Innovative Group is a leading Human Resources Organization founded in Egypt since 2001.

Our company specializes in providing soft skills, non-technical training workshops for the corporate business community as well as individual clients. We provide services that allow companies to achieve higher employee productivity, enhanced worker morale, increased employee loyalty and better retention rates to ultimately create a healthy corporate culture.

Our Mission

Making a Difference in Organizations & Communities

Our Vision

Enriching quality of life by exploring the passion within

Our Core Values



28/03/2019

To our stakeholders:

I am pleased to confirm that Innovative Group 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 sharing this information with our stakeholders using our primary channels of communication.

Sincerely yours,

Hanaa Mostafa Mahmoud

CEO-Innovative Group-Egypt

Working hours : from 8 till 3pm

No of employees : 4

Human rights are rights inherent to all human beings, regardless of race, sex, nationality, ethnicity, language, religion, or any other status. Human rights include the right to life and liberty, freedom from slavery and torture, freedom of opinion and expression, the right to work and education, and many more. Everyone is entitled to these rights, without discrimination.

Our achievement in the company is that we give the freedom of opinion and respect their freedom, in adding new line business of work , and having to add more tasks to the employees we conducted a meeting to distribute further tasks of sales and customer service on the administration staff who are only 3 employees discussing in the meeting their abilities and readiness to have the burden of more work, and giving them the freedom to agree and choose the tasks with very limited increase in salary. The staff welcomed the idea and freely selected the tasks that they felt they can be committed to.

1. Principle 2 make sure that they are not complicit in human rights abuses.

In an open environment and transparency we have a monthly meeting to discuss all employees problems and legal matters of the company and we revisit all the issues related focusing on the issues of new income tax and that it is paid on evry work and invoice of the training we deliver, in order to make sure not to be involved in something illegal or wrong

direction so that employees can seek further clarification on issues related to the subject of acceptable standards of operation. Contact your supervisor for more information or questions about conflicts of interest.

An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for the employee or for relative as a result of Innovative Group business dealings. For the purposes of this policy, a relative is a person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

No “presumption of guilt” is created by the mere existence of a relationship with outside firms. However, if employees have any influence on transactions involving purchases, contracts, or leases, it is imperative that they disclose to a principal of Innovative Group as soon as possible the existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties.

Personal gain may result not only in cases where an associate or relative has a significant ownership in a firm with which Innovative Group business, but also when an employee or relative receives any kickback, bribe, substantial gift, or special consideration as a result of any transaction or business dealings involving Innovative Group

Outside Employment

Associates may hold outside jobs as long as meet the performance standards of their job with Innovative Group. All employees will be judged by the same performance standards and will be subject to Innovative Group scheduling demands, regardless of any existing outside employment of he or she wishes to remain with associate

Outside employment that constitutes a conflict of interest is prohibited. Associates may not enter into any type of activities or offer services that are related to those offered by Innovative Group. Associates may not receive any income or material gain from individuals outside Innovative Group for materials produced or services rendered while performing their jobs.

3. Principle 4 the elimination of all forms of forced and compulsory labor

We don't hire children under 18 years old

4. Principle 5 the effective abolition of child labor

Our accomplishment is that the Igroup staff is providing school tuition fees for some underprivileged women so that they let their kids go to school instead of work

5. Principle 6 the elimination of discrimination in respect of employment and occupation. At work we practice gender equality , the tasks and payroll is distributed fairly according to job description and achievements

6. Environment

water scarcity awareness

7. Principle 8 undertake initiatives to promote greater environmental responsibility;

8. Principle 9 encourages the development and distribution of environmentally friendly technologies.

Our Friendly office Items. Reusable Sandwich Wraps. Recycled Plastic Rugs and using them in our training workshops and buying Recycled big Water Bottles instead of small disposable ones.

9. Anti-Corruption Principle Businesses should work against corruption in all its forms, including extortion and briber

As in most counties, bribes are necessary to the execution of business deals. However, one of our principles in the company is avoiding bribery , for example the property tax that we should pay every year , we have been exposed to very high rate that has been accumulated through four years , and by the employee who is responsible to collect the money , he has offered to register less rate if we pay him an amount of 5000 pounds , that we have refused and we applied to pay the due amount on installment basis rather than paying the bribe. This was great lesson for the employees and at the same time teaching them to get our values in real life situations, which is honesty and anti-corruption.

Another situation that we have been exposed to is an employee of a big insurance company has offered us a big contract for his company training and development for 300 employees, in return we give him a percentage of the deal. Although, it was a great loss of business deal and we really needed the money so I can give the employees their salaries and make profit for the company, we have refused the offer . Two weeks later the same guy called one of our employees asking him for the content of the requested program, but the employee refused. I thanked my employee for his honesty and his strict following for our principles.

This was great achievement of our company in the anti- corruption methods that we meant to transfer to the employees inside and outside the company.

UN Global Goals	Verifiable Indicators	Tools of verification
Human Rights Principle 1 Businesses should support and respect the protection of internationally proclaimed human rights; Principle 2 make sure that they are not complicit in human rights abuses.	Giving Employees the freedom and rights to make their own decision. That leads to our employees	Employees handbook Strategic Audit Report
Labor Principle 3 Businesses should uphold the freedom of association and the	Regular monthly meetings to maintain Associate Relations through Regular communication	Employees Handbook Strategic Audit Report

<p>effective recognition of the right to collective bargaining;</p> <p>Principle 4 the elimination of all forms of forced and compulsory labor;</p> <p>Principle 5 the effective abolition of child labor; and</p> <p>Principle the elimination of discrimination in respect of employment and occupation.</p>	<p>meetings to discuss If employees have concerns about work conditions or compensation, they are strongly encouraged to voice these concerns openly and directly to their supervisors.</p> <p>Our experience has shown that when employees deal openly and directly with supervisors, the work environment can be excellent, communications can be clear, and attitudes can be positive.</p> <p>Note : Employees loyalty to the company is a great proof to our implementation for the principles</p>	
<p>Environment Principle 7 Businesses should support a precautionary approach to environmental challenges;</p> <p>Principle 8 undertake initiatives to promote greater environmental responsibility;</p> <p>Principle 9 encourage the development and diffusion of environmentally friendly technologies.</p>	<p>Water scarcity awareness</p> <p>Minimize the use of papers , Implementing a policy of recycling for our resources.</p>	
<p>Anti-Corruption</p> <p>Principle 10 Businesses should work against corruption in all its forms, including extortion and bribery.</p>	<p>Strict anti- corruption rules imbedded in the company policy and procedures and based on the company values.</p> <p>The company has refused to give bribery in running the business and took</p>	