

COMMUNICATION ON PROGRESS (COP)

Period covered:

From: September 2019 To: September 2020

1. Statement of continued support by the Chief Executive Officer

10 September 2019

To our stakeholders: I am pleased to confirm that SIGOS 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,


Adil Kaya

CEO

SIGOS GmbH

2. Description of SIGOS actions

Human Rights

SIGOS employees are protected against workplace harassment, including physical, verbal, sexual or psychological harassment, abuse or threats. In our employee handbook (an internal code of conduct with general information), communication and other behavior rules are defined. Overall, employees should treat each other in a friendly and polite manner. In case of breaches, SIGOS will give a written warning and further consequences will follow if necessary.

SIGOS provides safe, suitable and sanitary work facilities to its employees. All office PC workstations are equipped with modern devices (HW and SW).

Workplaces for daily work are designed ergonomically so that safe and healthy working is possible. Ergonomics in the office is checked by our occupational safety specialist on a regular basis. (E.g. the floors in the offices are safe to walk, there is enough illumination, blinds are available to avoid reflections or glare, annoying drafts are avoided, worktable and office chairs are adjustable, there is enough leg and foot space etc.)

SIGOS workplaces are office workstations without special dangers. For system installation and electronically precision work, SIGOS takes measures together with the occupational safety specialist to eliminate toxic ingredients or defects that could harm or threaten human health during manufacturing, usage or disposal of products.

SIGOS own cleaning staff is working on each working day and ensures hygiene overall (clean offices, public rooms, kitchens and sanitary facilities etc.).

Labour

All requirements with regard to forced or bonded labour, minimum wage standards and employment-related decisions are fulfilled because in German law any form of forced or bonded labour is forbidden. Minimum wage standards are also mandatory, and this is relevant and valid e.g. for working students at SIGOS. Employment-related decisions are based on relevant and objective criteria in line with anti-discrimination law.

Environment

SIGOS is a company without production facility and thus not polluting the environment. Electronical devices are reused as often as possible because of conservation of resources. Our waste (paper, electronic and domestic waste) is disposed by specialized companies.

The only dangerous substances at SIGOS are cleaning products, used by the cleaning staff. Cleaning staff absolves safety trainings for the use of this products on a regular basis. They have protective gloves for skin protection and the use of such cleaning products is reduced to a minimum. Cleaning products are stored safe and are strictly separated from other stored goods like food or food accessories.

Anti-Corruption

SIGOS Code of Business Conduct and Ethics, which is mandatory for all employees, includes a strict anti-bribery policy regarding the lawful, ethical conduct of business domestically and internationally. All SIGOS employees are responsible for conducting business on behalf of SIGOS in an ethical way. Employees are also responsible for complying with all laws where they conduct business on behalf of SIGOS whether it be in the country they are located or the country in which they are conducting business.

General Terms for business partner include a paragraph pointing out compliance with laws and anti-bribery and the SIGOS Code of Business Conduct and Ethics is also a binding element in contracts with business partner as a method against corruption and for an ethical behavior.

Incoming payments are controlled whether they match with a customer order. In case of unexplainable incoming payments, SIGOS clarifies this by consulting the bank.

Outgoing payments have to be approved according to the four-eyes principle as a measure against corruption or fraud.

3. Measurement of outcomes

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

Demographics of management and employees with regard to age and ethnicity is measured for internal purposes. Amongst SIGOS employees, there is a wide age-span and a huge variety of different nationalities.

Rate of occupational diseases, injuries, and absenteeism:

The rate of occupational diseases, injuries, and absenteeism is also measured for internal purposes on a regular basis.

Percentage of recycled materials:

Returning products are thoroughly reworked and reused for supporting purposes. There is no percentage value available, but the rate of reused product components is high. Only in case of a completely broken product it is forwarded to material recycling.

