



United Nations Global Compact Communication on Progress Report FREE S.A.L

Period covered by the Communication on Progress:
November 2018 – November 2019

**STATEMENT OF CONTINUED SUPPORT BY THE CHIEF
EXECUTIVE OFFICER (OWNER OR PRESIDENT IN THE
CASE OF SMALL BUSINESSES)**

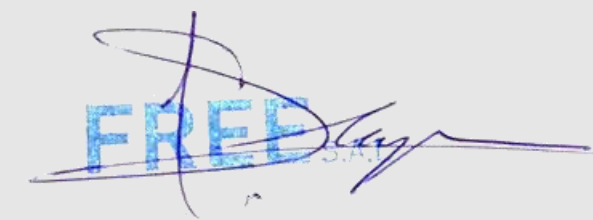
To our stakeholders:

The Ten Principles of the United Nations Global Compact are the **pillars** of every responsible business working towards corporate sustainability. As such, I would like to reaffirm that FREE S.A.L not only supports these ten principles, but also adopts them in our day-to-day approach to doing business. I recognize that ensuring that these principles in the areas of **Human Rights, Labour, Environment** and **Anti-Corruption** are incorporated in our policies & procedures helps businesses maximize productivity, which plays a **significant** role in driving economic growth.

In this annual Communication on Progress, we describe the actions FREE S.A.L takes to reinforce and ensure 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,

Antoine Skayem
Chief Executive Officer

A handwritten signature in blue ink is written over the FREE S.A.L logo. The signature is cursive and appears to read 'Antoine Skayem'. The logo itself consists of the word 'FREE' in a bold, blue, sans-serif font, with 'S.A.L' in a smaller font to its right.

ACTIONS



Human Rights

- Enacting an “**Open Doors Policy**” to encourage employees to raise any human rights violations or issues in the workplace
- Providing an optimal work environment through **frequent independent internal checks** for illegal human rights violations pertaining to discrimination, wages & working hours
- Implementing an internal **Equal Employment Opportunity** policy & ensuring that the companies’ **non-discriminatory policy** is being applied
- **Actively avoiding complicity** with clients or projects that commit abuses to human rights
- Avoidance of high-risk projects that threaten the security and safety of the team, through the conduction of a **preliminary screening process**



Labour

- Development of an **Employee Handbook** with well-defined job descriptions and the policies of the company
- Adherence to the **Lebanese Labor Law** with no violations
- Ensuring **constant professional development** through **sponsoring** certifications and training seminars locally and internationally
- Developing and launching a comprehensive **Internship Program** to provide university students with experience
- Encouraging employees to pursue **advanced studies** and facilitating the process
- Enacting **safety protocols** on site
- Ensuring that technicians – alongside the basic salary – are provided with **everything** they need on site (transportation, food, medical aid, etc)



Environment

As per the FREE SAL **Vision**: “Our vision is to manage the natural resources in a **creative** and **efficient** way to ensure a **sustainable** and **resilient** ecosystem.”

- Provide services in **energy management optimization**, solar energy system design, fuel saving solutions and others
- Ensure that all projects are designed to minimize the **carbon footprint**
- Practicing **responsible consumption** & implementing an internal policy to reduce paper waste through digitalization of most processes
- Conducted **pro bono energy consulting** for community service Non-Profit Organizations and NGOs



Anti - Corruption

- Renewing the **commitment to combatting corruption** through refusing any and all forms of bribery
- Full **transparency** with the entire company regarding the company's **financial situation** and accounts
- Implementing a “**Consensus Decision Making**” policy for all major decisions
- **Consistent clear and open communication** with stakeholders in the pursuit of enhancing **transparency** and company improvement
- Assessing and identifying company risks and establishing **preventative action plans**, to maximize compliance with laws, regulations, standards and policies
- Maximizing **diligence** during the recruitment process to eliminate any trace of conflict of interest or risk

MEASUREMENT OF OUTCOMES

No labour principles violations according to the most recent internal audit conducted

Holding a bi-monthly review meeting to go over company financial status and upcoming projects

Launching the Internship Program and hosting 5 interns for varying periods of time (3-6 months)

Sponsorship of 3 certifications for team members

Development of an action plan to tackle economical challenges

Limiting paper consumption to required printed invoices/receipts – submitting digital copies of documents in all projects