

I am pleased to confirm, that Gepra LTD reaffirms its support of the ten principles of the United Nations Global Compact in the areas of Human Rights, Labor, Environment, Anti-corruption and Women Empowerment Principles.

In this Annual of Communication on progress, we describe our actions to continually improve the integration of the Global Compact and Women Empowerment and its principles into our business strategy, culture and daily operations, as well as our communications with our stakeholders. We also commit to sharing this information with our stakeholders and the general public using our primary channels of communication.

Sincerely yours,

Ekaterine Zhvania,

Director



### Human Rights:

We support human rights and equal treatment for all regardless of race, color, sex, religion, language and other status. Gepra creates safe working facilities for all employees and protects workers from workplace harassment, such as: physical, verbal, sexual, psychological harassment; We observe all law and regulations protecting the privacy of employees and vendors, customers and partners.

We create a supplier code of conduct, which explicitly support gender equality and we communicate the Code with all suppliers.

We created a compliant mechanism for employees in case of abuse of Human Rights and Labor Rights (discrimination, sexual harassment, etc.) and we communicated it with our staff.

We have annual training programs for all our employees on gender equality issues, sexual harassments and other forms of gender-based violence through partnerships with civil society and other institutions.

## Labor:

All decisions made by GEPRA TLD are based on relevant and objective criteria. Our policy of employment surrounds all aspects of the employment relationships, including hiring and promotion, offering training opportunities, wage and salary administration. We ensure, that our company does not participate in any forms of forced and bonded labor.

2019 was a year of many changes and innovations for the company:

- A survey of staff satisfaction / problems was prepared and an evaluation and monitoring system was implemented. We conduct surveys to assess employee satisfaction, analyze data per sex and act upon obtained results. GEPRA conducts an internal survey (as a stand-alone survey or part of a staff satisfaction survey) on the training needs and priorities of female and male employees and uses the result for planning trainings and capacity development. We have an internal training system we call Mentoring, in frames of which any staff member can conduct trainings and consequentially everyone can learn from one other.
- Feedback culture development - A six-month plan for the implementation of feedback culture was developed.
- The process of developing a competency model has begun

In 2019, the Labor Code was amended. Accordingly, there was a need in the company, to hire labor inspectors.

The labor inspectors with Gepra, carried out the following activities:

- Compatibility of company processes / infrastructure with legal norms and rules established by Georgian legislation
- Risk assessment and control, description of risk assessment;
- Develop an emergency management plan;
- Keep employees informed of legislative changes related to labor safety and environmental protection
- Developing and conducting training programs. Employees were regularly instructed in occupational safety, fire and emergency situations;

The company provides health insurance for all employees.

Gepra proactively informs both female and male employees about their rights in respect to parental leave, including the new hires and encourages men to take parental leave, as well.



## Environment

Gepra LTD avoids any kind of environmental damage and ensures all emergency procedures necessary for company safety.

At the office, we have 2 pieces of green boxes, where we collect all the paper used at the company. 4 times in a year, Green box's representatives come at our office and take all paper for recycling.

Twice in a year Gepra's staff clean parks from garbage.

In 2019, we had changes in environmental care. Gepra replaced all plastic cups, which were used every day by employees, clients or guests, with biodegradable cups.

The whole office is equipped with energy efficient lamps.

## Anti-Corruption

Gepra LTD ensures that internal procedures support the company's anti-corruption commitment and maintains a strict code of ethics in all our business transactions. We do not engage in corrupt activities by any business associates and outside partners.

**Measurement of outcomes:** Planning to inform all our employees and partners regarding the Principles of Global Compact and to permanently inform all parties regarding our achievements in these fields; Creation and support of a waste management program.

## Gepra's CSR

Company is involved in Probono projects and helps organizations, which are working with vulnerable groups. Gepra helps them to prepare communications strategy, implement campaigns and ensure Media Support.

We conduct training programs for all our employees and make statistics by gender.

Gepra is involved in all activities, carried out by Global Compact Network Georgia.

According to the new law of Georgia on funded pensions, during the payment of salaries, the employer and the employee should make a pension contribution in the amount of 2 % of taxable salary to be paid to the employee. Company made decision, that the company will make a pension contribution for all its employees thus a pension contribution in the amount of 4 % of taxable salary is made for each employee.

The consulting company GEPRA is among the first five companies in the world, that after signing onto the WEPs in 2016, developed and approved the WEPs Action Plan. Every year the Action Plan is reviewed and renewed. Gepra is also UN WOMEN working group member and is involved in all campaigns and projects carried out by this group.

In 2019 conducted contest "Business for Gender equality", where Gepra was revealed as a winner and one of the responsible employer.

Also in 2019, Gepra participated as a jury member in contest, organized by UN WOMEN at Business and Technology University (BTU). Each group of 3-5 students was focusing on specific challenges under the following themes: increasing women's representation non-traditional sectors and gender imbalances in entrepreneurship. At the end of the day, the proposals will be presented to a jury of six private sector companies that were interested in getting new ideas for their implementation of the Women's Empowerment Principles (WEPs).

We established and renew annually a sex-disaggregated baseline data on current suppliers and we actively reach out to and include women as suppliers and vendors.

To implement the Women's Empowerment Principles and anti-discrimination have been progressively integrated into the company's policies. The company has developed and implemented the sexual harassment complaints mechanism.

The training and mentoring system has been launched in the company in 2018 and it continues up to date, to promote women's education and professional development.

GEPRA is also now continually classifying the suppliers according to their sex and analyzing the data to seek to improve gender balance in their supplier base.

Our tradition continuous and from 2013, The Company's New Year's gifts are produced by local women's business. It helps to empower and promote women's businesses.