**COMMUNICATION ON PROGRESS (COP)**

Period covered by your Communication on Progress (COP)

From: July 2019 To: July 2020

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

Please use the box below to include the statement of continued support signed by your company’s chief executive

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| 30 July 2020Despite these extremely challenging times in Lebanon (Economically, financially, politically and socially), Tamayyaz has continued to commit itself to the United Nations Global Compact’s (UNGC) goals and principles. This commitment has been demonstrated in various forms: whether in the way that we treat our staff, or the efforts we undertake to protect the environment to the greatest extent possible in all of our activities, or in the services which we offer to our clients (Such as Corporate Governance and other programs which seek to empower more qualified women to serve on boards). As Tamayyaz continues to adapt to these challenging times, we have every intention to stay committed to these principles and to continue to innovate in their implementation wherever we can.Badri El Meouchi CEO |

1. ***DESCRIPTION OF ACTIONS:***

**Human Rights:**

Please use the box below to describe **actions** your company has taken in the area of human right:

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| * Maintain safe, suitable and sanitary work facilities for our employees and clients
* Diligently apply our HR policy to ensure that our employees are protected from workplace harassment, including physical and verbal abuse
* Involving the team in defining the culture they would like to work in and we have introduced a new culture booklet and provided the proper communication and training for the team members
* This year we have made sure to take all necessary precautionary measures to protect the well being of our employees and clients throughout the ongoing Covid-19 pandemic.
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**Labour:**

Please use the box below to describe **actions** your company has taken in the area of labour:

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| * Ensure that the company does not participate in any form of illegal labour practices
* Ensure that our employees are well rewarded for their performance, based on well defined KPIs.
* Ensure that employment-related decisions are based on relevant and objective criteria, which are directly linked to the company’s strategy.
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**Environment:**

Please use the box below to describe **actions** your company has taken in the area of environment:

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| --- |
| * Introduced a system of recycling for all plastic and paper items used in the premises of the company
* We are now using led lights in the office
* We are now using an eco-friendly printing system by only now printing when necessary and only double sided and black and white when possible
* We encouraged all employees on the proper use of electricity in the office
* We have decreased the use of plastic cups
* This year we have started delivering 90% of our training programs online, thus significantly decreasing our consumption of paper for printing of all relevant curriculums.
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**Anti-Corruption:**

Please use the box below to describe **actions** your company has taken in the area of anti-corruption:

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| * We ensure complete compliance of Tamayyaz's operations with national legal requirements
* During the past 12 months, we have provided intensive training workshops to more than 200 senior decision makers in various Banks and Companies about Good Governance and Business Ethics
* During this period, we have also organized 3 conferences about Corporate Governance, which were attended by more than 400 participants free of charge.
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1. ***MEASUREMENTS OF OUTCOME:***

Please use the box below to describe actions your company has taken in the area of **measure of outcomes:**

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| * Number of harassment related complaints to HR department: None
* Number of stakeholders reached through trainings, workshops and conferences: 600 people
* Number of times recycling bins are filled and appropriately disposed: once every two weeks
* The electricity invoices and the number of plastic cups purchased: Electricity invoices: 350 LL/ month and Plastic cups: 5 packets of 50 units per year
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