



PT MENARA DUTA

PT MENARA DUTA
Communication on Progress 2020
Submitted to UN Global Compact

INTRODUCTION

About This Report

This Report serves as stand-alone Communication on Progress (COP) document of PT. Menara Duta as part of Sintesa Group (the holding company), that is submitted to the United Nations Global Compact (UNGC). The Report content discloses the efforts of PT. Menara Duta in implementing the Ten Principles of UNGC into its operational activities for the period of January 1, 2020 to December 31, 2020.

Report Content

There are two sections in this Report:

- Section 1: Statement from CEO, introduction to PT. Menara Duta, and its engagement with UN Sustainable Development Goals (SDGs)
- Section 2: Discussions on the application of the Ten Principles of UNGC under human rights, labor, environment, and anticorruption topics

PT. Menara Duta is a subsidiaries of Sintesa Group that manages business portfolio in property business (with building management as main services) that has no comprehensive engagement in environmental issues. However, in this Communication on Progress report, PT. Menara Duta discloses some initiatives addressing environmental impacts within its scope of business activities.

Transparency

PT. Menara Duta is a limited liability company that does not publish a sustainability report and does not appoint an independent party to assess its COP.



PT MENARA DUTA

SECTION 1

Statement of the Director

Expressing continued support for the United Nations Global Compact and renewing on going Company's commitment to the initiatives and principles

To our stakeholders,

I am pleased to confirm that PT. Menara Duta (as subsidiaries of Sintesa Group) reaffirms its support for the Ten Principles of the United Nations Global Compact (UNGC) in the areas of human rights, labor, environment, and anti-corruption.

In this annual Communication on Progress (COP) document, we describe our actions to continually improve the integration of the UNGC and its principles into our business strategy, culture and daily operations.

We also commit to share this information with our stakeholders by utilizing our primary channels of communication.

Sincerely yours,

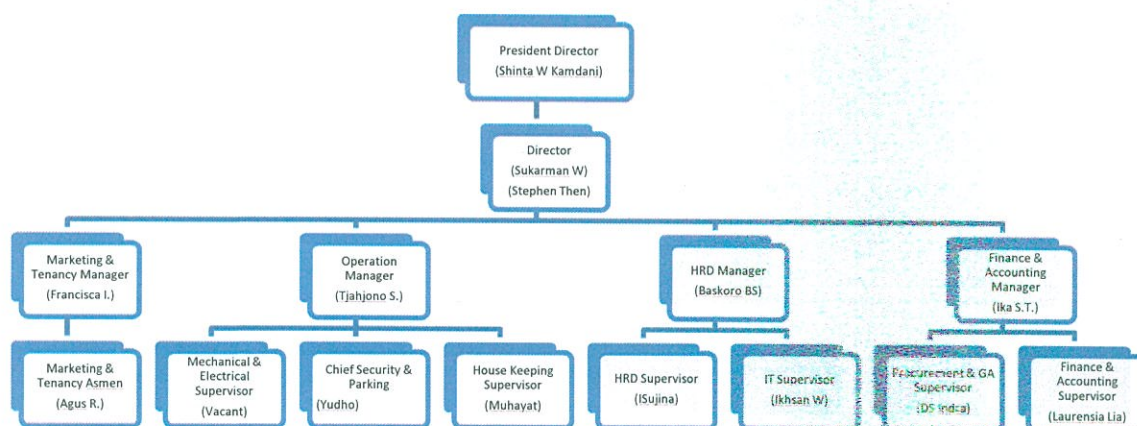
Shinta Widjaja Kamdani
President Director
PT. Menara Duta

SECTION 2

About PT. Menara Duta

PT. Menara Duta is a company that was established in 1982. As the subsidiaries of Sintesa Group, we focus the business on property sector. Spans from 1982 to present, PT. Menara Duta has been involved in the real estate business, construction and management of commercial offices, residential, retail shopping centers, and building management services for Menara Duta Building. The building located in prime area of Kuningan, South Jakarta. We are one of the pioneer that has made major contribution to the expansion of Kuningan area in Jakarta as it is one of the prominent business location in the capital city of Jakarta.

Our main goal is to provide utmost service in to ensure our tenants satisfied with services provided. We strive to do the best for top quality plan management and service to maintain our occupancy rate.



Picture – The Organization Structure

With total employees of 101 people as per December 31, 2020, PT. Menara Duta has a lean yet effective organization structure as the company are slowly pertain the collective leadership culture. We encourage all employee to flourish entrepreneurship and excellence mindset as part of our 4E corporate values to voluntarily apply the multitasking culture. We believe by simultaneously conducting leadership training and workshop as well as collaborate with strategic partnership of Sintesa Group, achieving the collective leadership culture is possible through consistent human capital development effort.

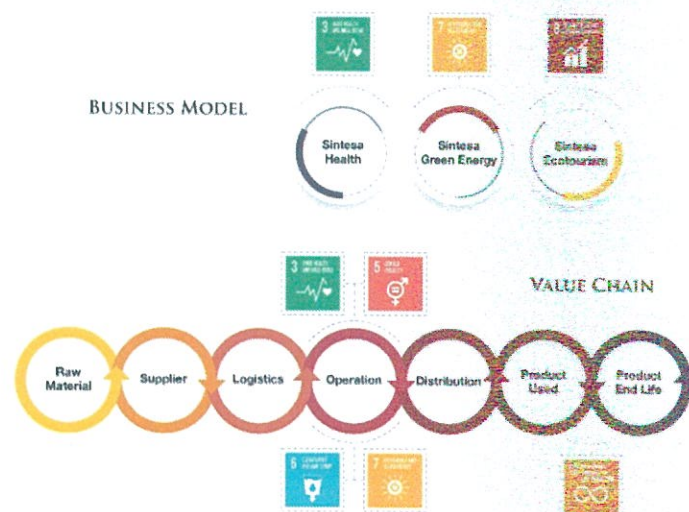
To nourish and apply collective leadership mindset and culture, the Board of Director also implement the collective decision making by conducting Managers weekly meeting. It is PT. Menara Duta regular mechanism to provide tools as an effective way to elaborate discussion prior to making decision. The regular meeting aim to decide corporate action, procedure, policies, system and operational hurdles that might need quick and bold decision. Everybody is equal to contribute in decision making and problem solving.

PT. Menara Duta and Sustainable Development Goals (SDGs)

PT. Menara Duta is part of Sintesa Group-a strategic investment holding company which comprise of 17 subsidiaries. Sintesa Group manages several business portfolios, divided into 4 main business pillar as follows:

1. Industrial Product
2. Consumer Product
3. Energy
4. Property

PT. Menara Duta manages the business portfolio within the property pillar. As the subsidiaries of Sintesa Group, we conduct business practices which is aligned with Sintesa Group's Sustainable Development Goals Road Map: Sintesa for The Earth. It is the compass of sustainability practices and policies. Against these backdrop, PT. Menara Duta continuously implement the set goals within the Road Map and harnessing into the whole operation. Starting since 2020, we drive Sintesa for The Earth that has been developed as guidance by our holding into our value chain, specifically for goals 3, 5, 6, 7 and 12.



Picture: The Integration of SDGs to Value Chain
According to Sintesa For The Earth Road Map

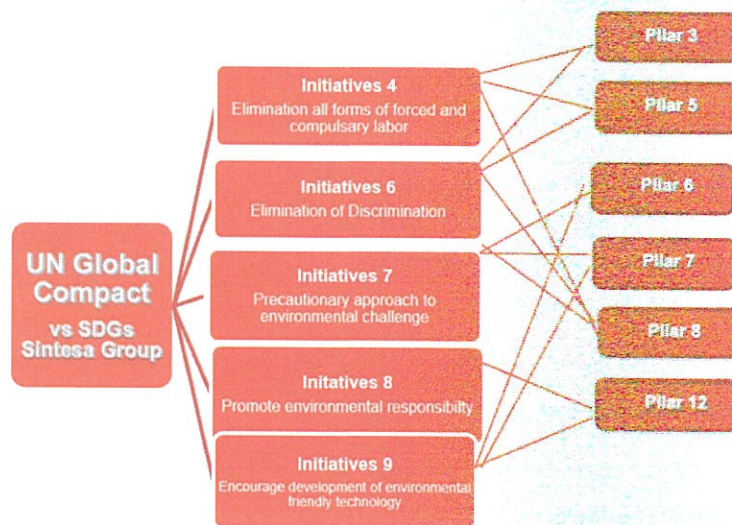


Implementing the Ten Principles

PT. Menara Duta has policies that guide the implementation of four pillars among Ten Principles of UN Global Compact within the company's operation. All functions are responsible to apply sustainability principles at practical level and report directly to the Director. In running its operations, every individual in the company are being encouraged to consciously aware of how business activities shall in line with sustainability commitments.

Every person in PT. Menara Duta are also encouraged to collaborate with different internal functions and external stakeholders, such as business partners, suppliers, customers and associations to ensure the Ten Principles of UN Global Compact are being implemented.

2020 is our official milestones in harnessing and aligning the Ten Principles of UN Global Compact into the specific SDGs Goals. However, we divide the implementation into 2 crucial stages. At the first year of 2020, we focuses main priorities within several UN Global Compact Initiatives as follows:



In order to measure its performance, PT. Menara Duta regularly reviews the implementation of the Ten Principles of UN Global Compact, periodically and releases Communication on Progress (COP) document as part of its communication commitment regarding the publication of achievements and challenges to the stakeholders.



Human Rights Management Policy and Procedure

“In the last five years (2016-2020) number of human rights incidents reported, solved, or carried in PT. Menara Duta was ‘0’ (zero) incidents”

PT. Menara Duta’s Human Rights Policy commits to respecting human rights as set out in the United Nations Universal Declaration of Human Rights and the International Labor Organization (ILO) Declaration on Fundamental Principles and Rights at Work. It is also adheres to the principles set out in UN Global Compact principles.

Our current policy adopted from the strategic policies of Sintesa Group, endorsed and adapted in early 2020. It applies to all of our employees, projects and operations, guides to the respect for human rights across the business. The policy is also embedded in compliance training for employees, whilst the Human Rights Policy serves as the navigation guidelines to ensure our business activities convey the regulation and principles of Human Rights.

The area of PT. Menara Duta’s Human Rights policy is shared around key areas which is relevant to our business:

1. Employees.
2. Tenants.
3. Suppliers.
4. Contractors.
5. Business partners.

However, our long time commitment to respect the Human Rights principles that has been governed by internal policies and procedures resulted in zero human rights incidents, spans from 2016 to 2020.

Human Right Incidents PT. Menara Duta 2016 - 2020

Description	2016	2017	2018	2019	2020
Number of Incidents Reported	0	0	0	0	0
Number of Incidents Solved	0	0	0	0	0
Number of Incidents Carried Over The Next Period	0	0	0	0	0

Labor Management Policy and Procedure

“There were no significant work incidents or grievances from employees reported, solved, or carried over to the next period in PT. Menara Duta in the last five years (2016-2020)”

As a company who provides building management as main service, manpower is one of critical success factors to give excellent services. Thus, we have several policies as guidance of how we conduct operation and manage decent working condition. We highly consider employee as front liners to serve with utmost performances. Hence, our related-labor management policies comprise of:

1. Child Labor-Forced Labor and Non Discrimination Policy.
2. Manpower Planning and Developing policy.
3. Talent Management policy.
4. Grievance Mechanism Policy.

Against these backdrop, PT. Menara Duta committed to develop procedures in line with the group’s policies to ensure we continuously undertaken crucial action to enforce good corporate governance as well as adhere to set basic principles aligned with UN Global Compact. Our philosophy on labor management is to deal with in a manner that fully reflects the policies and goals of the organization. From labor contract, equality and equity at work, to grievance mechanism. Any employee or an external party can use a grievance mechanism to directly report a labor cases or industrial disputes to Human Resources. The Human Resources would seek input and advise from The Board of Directors in a formal grievance meeting.

As part of Sustainable Development Goals Road Map: Sintesa for The Earth which has been developed by the holding company, nevertheless it is part of the subsidiary obligation to conduct policies assessment. We regularly evaluate all policies to ensure the compliance with UN Global Compact principles as well as current labor regulation, labor standards and principles.

Labor Complain and Injury in PT. Menara Duta 2016 - 2020

Description	2016	2017	2018	2019	2020
Number of Complaints Reported	0	0	0	0	0
Number of Complaints Solved	0	0	0	0	0
Number of Incidents Carried Over The Next Period	0	0	0	0	0
Number of Injuries in workplaces	0	0	0	0	0



PT MENARA DUTA

Environmental Management Policy and Procedure

“As part of our commitment to environmental commitment and responsibility, we set key indicator and initiatives as part of our Less Trash and Energy Conservation program”

Aligned with Sintesa for The Earth as SDGs Road Map, PT. Menara Duta believes that responsible consumption and production is part of our responsibility to start green initiatives throughout the operation. It is part of the contribution to the only planet we live in.

We started to modify operational habit by reducing amount of waste by starting small changes. We set our meeting room and encourage our tenant to set up with water goblet instead of plastic bottle, set up with water jug instead of plastic bottle.

Besides changing its operational habit, we also conduct the classification of waste as the most important phase directed to better waste management as the proof of Extended Producer's Responsibility to implement Reduce-Reuse-Recycle program in collaboration with selected waste management company with proven track record.

PT. Menara Duta also implement energy conservation program since 2019 by changing the operation habit as Sintesa Group believe small act can multiply. We use of diesel for water boilers, applied by setting a usage schedule. All chiller is turning off during one hour at 2am-3am. PT. Menara Duta also starting to change of conventional lights to LED lights as it is highly energy efficient and last up to 10 times longer than conventional bulbs.

The result and impact from March 2020 to present: the amount of Reduce-Reuse-Recycle program, it decreases around 20% of the total waste compare to previous year.

Responsible consumption and production is not solely about how to reduce amount of trash, but also how to implement Extended Producer's Responsibility through Reduce-Reuse and Recycle program and collaborate with the right waste management company. And also how to continuously improve the save energy initiatives, to reduce the carbon footprint by conducting life cycle assessment as part of the next sustainability program.

Anti-Corruption Management Policies and Procedure

“There were no actual or potential corruption incidents reported, solved and carried over to the next period after 2016 to 2020”

All persons including the top management, nonetheless, should follow and obey the Anti-Corruption policy. PT. Menara Duta also has Anti Bribery policy. Both policies strictly regulate the identification of anti-corruption and bribery related issues as well as compliance standards, and also including the consequences of such action. PT. Menara Duta is committed to conducting the business with integrity and based upon ethical best practices and principles.

The purpose of Anti-Corruption and Anti Bribery policies is to assist employees and directors throughout the company. All of our business partners, in identifying anti-bribery and corruption. We also has zero tolerance for bribery and corruption. In addition to the need to follow the law, our rejection of bribery has important business benefits, including maintaining our corporate reputation and retaining the confidence of customers and third parties with whom we do business.

Corruption Incidents in PT. Menara Duta 2016 - 2020

Description	2016	2017	2018	2019	2020
Number of Incidents Reported	0	3	0	0	0
Number of Incidents Solved	0	3	0	0	0
Number of Incidents Carried Over The Next Period	0	0	0	0	0

Taking Action in Supporting Broader UN Goals and Issues

PT. Menara Duta enact the goals according to our group's **SDGs Road Map**, as sustainable growth is the foundation of Sintesa Group's vision along with the corporate transformation during 100 year journey as a Sustainable Excellence Company. We aim for a sustainable management that could bring a greater impact on the inclusive society, environment and economic growth.

We believe sustainable development is the key to business resilience, which can not only minimize the negative impact of operations on the environment and society, but also generate greater efforts to develop the company's positive impact. We want to be part of the solution and tirelessly create business commitment for a better future for the planet. Not only by adopting a global commitment to sustainable development into the company's value chain, but also developing a business portfolio with products and services that make a major contribution to the Sustainable Development Goals.

The subsidiaries play important part to implement commitment goals (SDGs 3, 5, 6, 7, 8, 12) into the value chain within the first stages of Sintesa for The Earth Road Map, spans from 2020 to 2025. On yearly basis, the company will conduct monitoring and evaluation to assess effectiveness of each set goals and target so we can make room for improvement into the value chain of each subsidiaries.



Picture: Implementation Strategy of SDGs



Sustainability Governance and Leadership

Our President Director-who also act as the CEO of Sintesa Group, is the key leader to scale up group's involvement and partnership to sustainability organization. She is the President of Indonesia Business Council for Sustainable Development (IBCSD) and Indonesia Business Council for Women Empowerment (IBCWE). The opportunity to championed several sustainability-related organization has paved the way to expand the network and learning curve in term of shaping as well as improve our sustainability objectives towards goals, output, program, key indicator and target.

Our CEO is also appointed by UN Secretary General among other 30 global CEOs to be part of Global Investor for Sustainable Development (GISD) Alliance. By December 2020, Sintesa Group as the holding company has been selected to co-lead property sector. Therefore, Sintesa Group have responsibility to lead property working team by providing set- recommendation of investment-impact metrics within the property sector.

PT. Menara Duta believes to be the one of the companies most often recognized as sustainability leaders, it shall be led by a CEO who actively champions sustainability. Companies where CEOs and senior management take an active role in sustainability are more likely to experience success with their sustainability strategies.

Against those backdrop, our sustainability top-down commitment embedded throughout the whole companies in Sintesa Group. It is by setting key performance indicator for every subsidiaries based on Sintesa for the Earth as the sustainability compass. We also infused the output-program-target-key indicator to the road map as part of key performance indicator that shall be applied by all top management.

Hence, we also develop strategic action to administer the SDGs according to the company's strategic action by:

1. Assess and develop internal SDGs- policies.
2. Define sustainability initiatives and campaign.
3. Define infrastructure development to support the implementation of SDGs.

It is crucial for PT. Menara Duta to consider and integrate sustainability issues into the strategic planning process. We begin by developing a priority list of sustainability risks and opportunities most material to the business, with input from internal and external stakeholders.

In terms of sustainability engagements to ensure no one left behind according to the basic principles of SDGs, PT. Menara Duta provides various communication channels comprise of but not limited to:

1. Regular meeting.
2. Townhall meeting.
3. Internal newsletter.
4. Mailchimp distribution platform.
5. Sustainability competition.



PT MENARA DUTA

CLOSING

Stakeholders who want to inquire information about this Communication on Progress or any other related information about PT. Menara Duta may contact the following person:

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