



Year 2021 Communication of Progress Report

Period covered by your Communication on Progress (COP)

From: January 2020 To: January 2021

28 January 2021

To our stakeholders:

I am pleased to confirm that HRTorque Outsourcing 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,

Jonathan Aitken
CA(SA) ACA
CFA
Director



HRTorque Outsourcing's Background

Established twenty years ago, HRTorque Outsourcing (Pty) Ltd assists all size companies to improve their efficiency and professionalism in dealing with their employees by introducing practical outsourced HR and accounting solutions in the workplace. These solutions include Payroll and HR Support, a full suite of accounting and tax services, Employee Relations and Skills Development reporting and Tax.

HRTorque provides customised, professional services at competitive prices. HRTorque is renowned for solving complex HR problems for our clients. Our practitioners have extensive experience within their areas of expertise.

Human Rights

Our 'Occupational Health and Safety – Rights to Know' Policy states:

- Commitment: safeguarding the health and safety of our employees, and to protecting visitors to our premises against hazards associated with our activities.
- Safety Precautions: ensure that everyone is aware of the potential hazards they are exposed to, and the precautions that need to be taken to prevent accidents.
- Training: provide necessary information, educational training and supervision that is essential for a safe workplace.
- Well-being: promoting the physical, mental and social well-being of employees. Anticipate and, as far as possible eliminate the hazards that threaten staffs well-being. This will not be done by decree but through consultation and participation.

Labour

Our "Employment Equity 'Policy states that:

- The organisation is committed to creating a working environment in which employees are treated with respect and dignity and in which individuals can progress to reach their full potential on merit.
- In instituting the programme, the following principles will be observed: -

GUIDING PRINCIPLES



- No person should be unfairly discriminated against and anyone found unfairly discriminating against anyone shall be subjected to disciplinary action; and any unfair discriminatory practices in the work arena will be removed.
- Gender equity is of considerable importance to the organisation and no form of sexual harassment will be tolerated.
- The organisation shall observe EEA guidelines when using assessments to determine the suitability of prospective candidates for specific vacant posts, by ensuring that only certified and accredited psychometric and psychological tests or similar assessments will be used, that can be fairly applied to all employees.

Environment

In our 'Waste Management' Policy it states:

Waste management is the precise name for the collection, transportation, disposal or recycling and monitoring of waste. This term is assigned to the material, waste material that is produced through human being activity. This material is managed to avoid its adverse effect over human health and the environment.

It is company policy to print as little documentation and emails as possible with the intention being, we become a paperless organisation. Our payroll division is the first division where this policy is been applied. The main strategy is to encourage our clients to send information electronically and for this information to be saved in their client file.

In terms of the disposal of current paper documentation and printing material we have secured the services of Iron Mountain to shred and recycle documentation that meets POPI and all international standards.

We make use of Indalo electronic recyclers for all the collection, recycling and secure destruction of the non-reusable parts.

Employees are encouraged to bring food onto the premises in reusable containers. Waste is separated from recycle materials which is collected by a third party.

Anti-Corruption

Our 'Bribery and Corruption' Policy states:



It is the organisation's policy to conduct business in an honest way, and without the use of corrupt practices or acts of bribery to obtain an unfair advantage.

The organisation is committed to ensuring adherence to the highest legal and ethical standards. This must be reflected in every aspect of the way in which the organisation operates. The organisation strives for integrity in all their dealings. Bribery and corruption harms the societies in which these acts are committed and prevents economic growth and development.

This is not just a cultural commitment on the part of the organisation; it is a moral issue and a legal requirement. Bribery is a criminal offence, and corrupt acts expose the organisation and its employees to the risk of prosecution, fines and imprisonment, as well as endangering the organisation's reputation.

This policy has been adopted by the organisation and is communicated to everyone involved in the business to ensure their commitment to it. The organisation attaches the utmost importance to this policy and will apply a "zero tolerance" approach to acts of bribery and corruption by any of its employees. Any breach of this policy will be regarded as a serious matter by the organisation and is likely to result in disciplinary action.

Measurement of Outcomes

- The Directors along with the Health and Safety Representatives meet each quarter for our Occupational Health and ECO meeting, we use the UN Global Compact 10 Principles as a guideline in each meeting
- Since joining as signatory there have been no reported:
 - Staff accidents on the property.
 - Investigations or any other events relating to human rights violations, labor related issues, environmental issues, or corrupt practices
- Each staff member has one on one evaluations, these evaluations are for development purposes and helps the company with upskilling and training of all staff
- All staff are encouraged to use the anonymous reporting app in cases of sensitive matters (The Guardian Business app)
- We have an ongoing project that is evaluated regularly to reduce paper printing in the business
- We receive confirmation from a key supplier for the collection of our used paper, controlled destruction of confidential information; and the recycling of this material
- Letters of good standing are collected annually from all our suppliers who come on site confirming they are in good standing with the compensation and accident fund
- The business property is maintained for the safety and wellbeing of all staff
- Once safe to do so (post Covid restrictions) we are planning a planting of trees initiative in underprivileged schools – to reduce our carbon footprint
- We have recently planted Spekboom plants on our property (one campaign in in aim to reduce our carbon emission footprint)



- In relation to people development, we are focused on the following:
 - We have a policy of concentrating on youth development including hiring graduates through a graduate placement programme;
 - Voluntary Next generation training to give employees the option of learning about the 4th industrial revolution and the skillset needed to excel e.g. automated processing and AI;
 - The company supports improved health through various initiatives:
 - an annual "Financial Health Day" and a financial awareness programme on our workplace intranet helping staff to better manage their finances;
 - Flexible working hours
 - Life and stress workshops – led by employees
 - We provide a care facility on site for staff whose children are unable to attend school because of illness (currently temporarily closed due to Covid restrictions and precautions)
 - We proudly support the promotion of different heritages amongst our staff