

# COMMUNICATION ON PROGRESS

to the United Nations Global Compact

2020

GEORG JORDAN MALAYSIA  
SDN BHD



# Communication on Progress

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## Statement of continued support by the Managing Director

Year 2020 has been a challenging year as we struggle through the pandemic together with most other business organizations. Nonetheless, this does not stop us from fulfilling our obligation to present our Third Communication on Progress and doing our part in supporting UNGC goals. Georg Jordan Malaysia (GJM) would also like to take this opportunity to express our intention to continue this support.

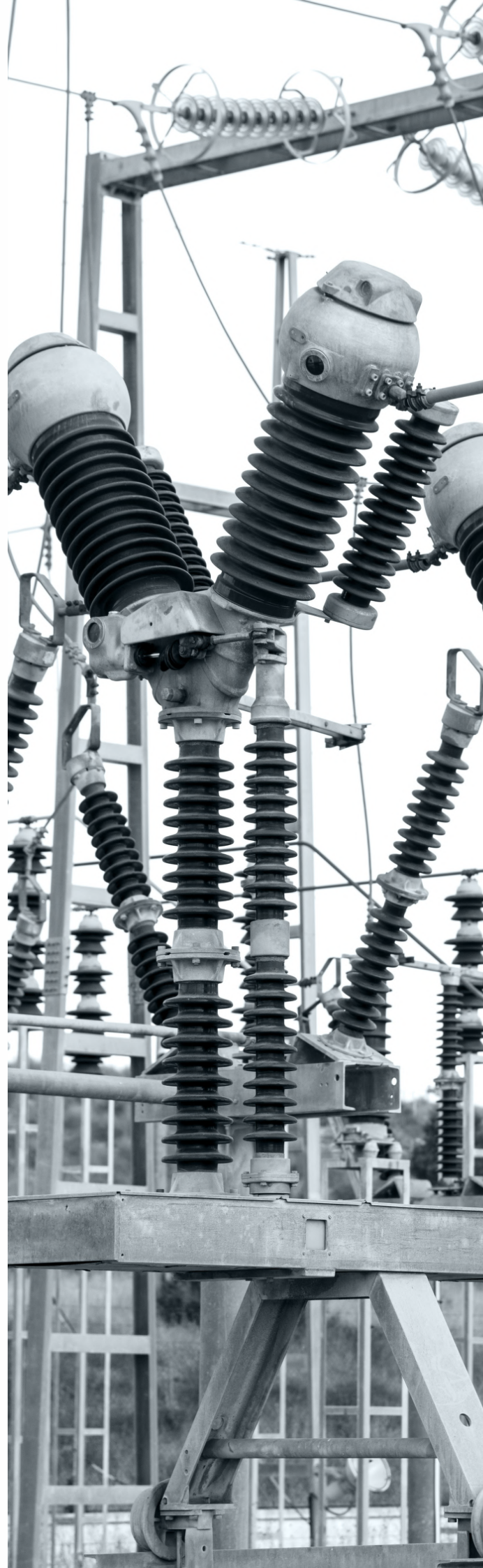
GJM has been continuously assessing and prioritizing our actions and contributions to further align with the UN Sustainable Development Goals (SDGs). We concur with all the SDGs as we see the importance of each goals in making our society and environment a better place. Thus, we constantly remind our self that our policies and practices shall be in harmony with the UN SDGs and especially the Global Compact's 10 Principles. This provides us a long-term perspective and an opportunity to examine our business sustainability in long-term.

Covid-19 Global pandemic had created a cloud of uncertainty surrounding several socioeconomic aspects around the world. It has transformed the way we live, work and interact. GJM undertook all necessary actions and precaution to ensure we are not being part of the infectious chain and most importantly the safety of our employees.

We look forward to continue our support to UNGC initiative and fulfilling our duty as a signatory. Please read our Communication on Progress report where we had clarified in more detail on our actions, results and how we supported UN SDGs course.



Torsten Juchus,  
Managing Director





# Human rights

## PRINCIPLE 1

**Businesses should support and  
respect the protection of  
internationally proclaimed  
human rights; and**

## PRINCIPLE 2

**Make sure that they are not  
complicit in human rights  
abuses.**





## *Policies*

Georg Jordan committed to uphold the human rights of workers and to treat them with dignity and respect as understood by the international community and standard. This applies to all employees. Our Social Compliance Policy and Environmental Health and Safety Policy was developed as the foundation of our practices, procedures and initiatives on Human right

## *Georg Jordan's Code of Conduct*

Georg Jordan's Code of Conduct and Social Accountability Standards was developed to advocate and practices human right. We promote equal opportunities and treatment for our employees irrespective of skin color, race, nationality, social background, disabilities, sexual orientation, political or religion conviction, sex or age. Our employees are from different nationalities and cultures. They are all treated equally and allowed to practice their chosen religion and belief without any prejudice. We also refuse to tolerate with any unacceptable treatment of employees such as mental cruelty, sexual harassment as well as physical and mental abuse. We ensure that each individual under our employment is aware that their rights is enshrined in the code of conduct. New employee is introduced and briefed on this Code of Conduct during the induction process.

SDG 10 ~ to reduce inequality within and among countries.

## *Supply chain*

Georg Jordan further expands these principles to our supply chain. We comply with the principles of non-discrimination with regards to supplier selection and treatment. We also cascaded our Code of Conduct and Social Accountability Standards to our supplier through Supplier's Code of Conduct that have been disseminate to our suppliers through 'General Requirement for Supplier'. In order to make sure the compliance of this code of conduct, audits that have been conducted at our supplier premise also covers human right abuses as well. We want to ensure that the product we purchase are manufactured without any violation to human right.

## *Whistle Blowing Procedure*

Georg Jordan has an established Whistle Blowing Procedure that provides protection, immunity and anonymity to any stakeholders including employees, suppliers, customers and other stakeholders. The accessibility of Whistle blowing channel is ensured via multiple means such as e-mail and formal letter.

As for our employee, another alternative is available under Grievance Procedure. Under this grievance mechanism, they have the right to report any unfair treatment, misconduct and/ or known instances of wrongdoings directly to the top management. Our Human Right Coordinator monitor and ensure an effective grievance and complaints process. Human Right Coordinator also oversee the integrity of human right practice in our organization.

SDG 8 ~ promote sustained, inclusive and sustainable economic growth, full and productive employment and decent work for all

SDG 16 ~ to provide access to justice for all.



## *Personal Data Privacy Rights*

Georg Jordan also recognizes personal data privacy rights under Personal Data Protection Act 2010. Personal data provided to us are processed strictly for business or employment purposes only. Due to the Covid-19 outbreak, apart from personal data such as basic identity, contact details, location information and travel history and information of close contacts, health status, and body temperature measurement which are considered as sensitive personal data are also being processed. This involved employees, contractors and visitors to protect the safety and health of individuals at the workplace as required under the Occupational Safety and Health Act 1994 ("OSHA"). We hold on to the principle of not disclosing personal data to third parties except only when required to do so by law and at the request of the individual providing the data.

## *Health, Safety & Well-being*

Georg Jordan seeks to provide working conditions that guarantee the health and safety of its employees. This is described in our Environment, Health and Safety Policy which is regularly reviewed and was last updated 20th July 2020. In 2019, Georg Jordan was certified with ISO 45001:2018 which specifically emphasize on employee safety, reduce workplace risks and create better & safer working conditions through an effective Occupational Health and Safety Management System.

In the fight against Covid-19 outbreak, Georg Jordan have strengthening our occupational safety and health measures this year in order to prevent and address the workplace risk. We have developed a preparedness and response plan for prevention of COVID-19 that comply with legal requirements and established safe operating procedure related to COVID-19. We ensure as far as is practicable the workplace is safe and without risk of COVID-19 infection to employees and public.

Several control measures have been implemented as recommended by Ministry of Health (MOH) and World Health Organization (WHO). We are providing face mask to every employee per daily basis. We also conducted daily body temperature measurement and symptom screening to employee, visitor and contractor before he / she is allowed to enter the factory. We ensure physical distancing (minimum distance of 1 meter) was being practiced in order to limit the virus spread. We also ensure a clean and hygienic work environment through regular disinfection of the workplace and its equipment. Hand sanitizer was also provided in common areas and each department.

To educate the worker regarding the virus spread, we provide appropriate health education materials regarding COVID-19 and remind them the necessity to practice hand hygiene regularly via e mail, posters and banners. Without vaccine, reducing the risk of exposure to the COVID-19 virus is the safest way to prevent infection. If any worker develops symptoms, we encourage them to seek appropriate medical care and guide them on where they can be referred if they present symptoms consistent with COVID-19. We also had arranged the COVID-19 screening test for all employees for early detection of any positive cases.

While taking the actions above, we still continues to fully subsidized sports activities are open to all our employees. These are soccer and badminton game which were organized weekly at a venue that complies with Covid-19 prevention rules set by our local authorities.

SDG 3 ~ healthy lives and promote well-being for all at all age



On top of health and safety, Georg Jordan takes a step further to attend our employee's welfare. We ensure all our employee have access to basic necessities. Filtered water dispenser and washroom facilities, are easily accessible around the plant and well maintained. Our filtered water dispenser service provider is certified by local health ministry. As for food, our canteen serve food at a subsidized price, by vaccinated food handler. Free accommodation is also provided to our employees who comes from abroad. We also provide hot coffee tabletop dispenser for our office staff for their light refreshment at any time.

For new foreign workers who had just arrived to join Georg Jordan, the management understood their difficulty as they usually come empty handed. The new workers might not have the financial means to support their livelihood until the next salary payment which is usually a month away. Realizing this, Georg Jordan provides them with "starter kit" which comprise of a month supply of food and dozens of other necessities. The cost of all these provisions is fully paid by the company.

SDG 6 ~ Ensure availability and sustainable management of water and sanitation for all.  
SDG 2 ~ End hunger, achieve food security and improved nutrition, and promote sustainable agriculture.

## *Contribution to Society*

Georg Jordan's employer and employees are supportive on charity events. Our Managing director had been emphasizing that "we shall contribute back to the society from the profit we had made in this business". Georg Jordan believes it is important to contribute to the local community especially during this Covid-19 crisis. Although we faced restriction movement order from the local government in order to reduce the virus transmission, we managed to conduct a charity event in this challenging year.

In September 2020, we had visited a non-profit nursing home for senior citizen accommodating about 70 dwellers. Our diversified volunteers came with the aim of bringing some cheers and donations that included basic necessity and Covid-19 prevention stuffs such as face mask, hand sanitizer and disinfectant kits. This event was funded by Georg Jordan management and also contribution from all employees.

SDG 2 ~ Ensure healthy lives and promote well-being for all ages  
SDG 17 ~Revitalize the global partnership for sustainable development

## *Training & Internship*

Georg Jordan believes that it is part of human rights to be given equal rights and access to employment, training and education. We provide internship program for undergraduate students who currently pursuing their first degree / diploma in institutions of higher learning. The internship program with minimum 12 weeks durations will provides the undergraduates with the opportunity to experience work life at Georg Jordan and gain insights into the working world.

Georg Jordan also has a comprehensive training program that involve all employees. The On Job Training program ascertain our workers receive hands on training and also assessment and reassessment. All these training assessments are recorded in a training software which will then generate skill matrix for management to oversee the training effectiveness and adequacy for each worker.

A clear focus on learning and development is crucial to make sure we keep our people engaged, productive and successful at every stage of their careers. Apart from hands-on training, a variety of training programs are offered to the employees to sharpen their management and technical skills to support personal effectiveness and business needs. Training Needs Analysis is conducted every year to identify learning opportunities and provide employees with relevant training sessions for skills improvement.

SDG 4 ~ Ensure inclusive and equitable quality education and promote lifelong learning opportunities for all.



## Measurement of outcome

\*No human right violations were reported through various available Whistleblowing channel. We foresee to maintain this achievement throughout our operation for upcoming years ahead.

\*As for training, till date 20 professional trainings were conducted in year 2020 involving employees from all departments while 2 internship students were undergone internship program in Georg Jordan in year 2020

\*The number of accidents from Jan 2020 to November 2020 were 2 cases with LTI frequency rate 1.66 and LTI severity rate 4.99 which is reduced from 2019 with 2 cases.





# Labor

## PRINCIPLE 3

Businesses should uphold the  
freedom of association  
and the effective recognition of  
the right to collective bargaining

## PRINCIPLE 4

the elimination of all forms  
of forced and  
compulsory labor

## PRINCIPLE 5

the effective abolition of  
child labor; and

## PRINCIPLE 6

the elimination of discrimination  
in respect of employment  
and occupation



## *Equal Opportunities*

Being in Malaysia, a multi-racial country, we are committed to provide a diverse, inclusive and fair work culture that values and celebrates differences. Every employee in Georg Jordan is treated fairly and equally in terms of recruitment opportunities and career advancement. Promotions, remunerations or performance incentives are solely based on performance and merit.

We do not discriminate our workforce in terms of gender, age group, race, ethnicity, sexual orientation, nationality, religion, cultural background, marital status, disabilities or political inclination. We also hired the Rohingya people who is being described by the United Nations in 2013 as one of the most persecuted minorities in the world. We allowed the Rohingya who owned the United Nations High Commission for Refugees (UNHCR) card to work in the company.

SDG 10 ~ Reduce inequality within and among countries

## *Women Empowerment & Age Diversity*

Women in Georg Jordan cover a significant share of managerial and executive positions. Several key departments in Georg Jordan are headed by women. We recognize the unique quality of women in the workplace, such as the ability of multitasking, self-discipline, persistence, attention to detail, and the ability to motivate others. We look forward to increasing the percentage of female employees to achieve a more balanced workforce.

We also believe an age-diverse labor force leads to better performance. Each generation including older and experienced workers has different ways of working and putting their skills to use that can benefits the company. Elderly employees not only address their need for financial resilience but also contribute to economic and social value to all aspects of society and can be a major asset to the company. We intend to maintain this healthy trend by continuing to recruit diversified employee.

SDG 5 ~ achieve gender equality and empower all women and girls

## *Elimination of Forced Employment*

Our goal is to create an environment where our employees are motivated to contribute to the company. We strictly opposed to all forms of forced and compulsory labor as this will only create dissatisfied worker who will cause more harm than good to the organization. We practice fair employment and act in accordance with the Employment Act in Malaysia. More importantly, forced labor ethically wrong and against our Code of Conduct and Social Compliance Policy.

Although we appreciate loyal employees, all our employees are free to leave based on the contractual terms which are based on Local Employment Laws.

SDG 8 ~ Promote sustained, inclusive and sustainable economic growth, full and productive employment and decent work for all.



## *Prohibit child labor*

GJM does not recruit child labor and condemns all forms of exploitation of children. We strictly adhere to the Children and Young Persons (Employment) Act 1966 and do not tolerate any breach of rules. GJM only recruits workers who are 18 years old and above which exceeded the ILO (International Labor Organization) requirements. All the jobs applicant is required to show their original identity card/ passport and a copy of the document will be kept together with their personal file. We strictly emphasized this requirement in our Code of Conduct and Social Accountability Standards that have been disseminated to our suppliers. Through our Supplier's Code of Conduct, we request our suppliers implement similar policies, including the prohibition of forced, bonded, or compulsory labor, and the abolition of child labor.

## *Employees Right*

According to Industrial Relations Act 1967, workers in Malaysia have the right to form and join a trade union. Georg Jordan respects the rights of its workers to form and join trade unions, to bargain collectively, and to engage in a peaceful assembly. However, till date, there is no worker's union was established although they are allowed to do so.

Workers can openly communicate and share ideas and concerns with management regarding working conditions and management practices without worrying of discrimination, intimidation, or harassment. Moreover, to facilitate the communication process, the management had appointed representatives from each nationality to voice out their request or grievance. Under the Whistleblowing procedure and the grievance mechanism, employees can freely voice out or report any misconduct or issues related to human rights/ employee rights. The mechanism is being informed to workers through the 'Workers Hand Book'.

## *Talent attraction & retention*

In Georg Jordan, we believe in attracting and retaining the best talent through learning and development opportunities as well as career prospects is fundamental to continued competitiveness and growth. We continue to make efforts to engage more effectively with our employees and attract as well as retain our pool of talents through career development opportunities as well as positive work experiences for all.

Besides that, we also ensure that our wages and benefits are competitive. Every year we conducted Employee Satisfaction Survey to our employees. From the feedback, the management gained a better understanding of our employees' expectations and input on the company's operations and their work environment. The survey enabled the management to determine the strategy to attract, retain, and develop talents in a sustainable manner.

We have established Management by Objectives (MBO) to evaluate our employees' job performance based on each department's Key Performance Index (KPI) by monthly basis. Annual bonus was also given to all employees based on their performance.

Loyalty bonus was given after 5 years and 10 years of services as a token of appreciation. In order to demonstrate our appreciation to the employees, annual dinner has been organized for all our employees. During this event, Best Employee of the Year Award from every department in the shop floor is given to recognize who has an exceptional contribution to the company.



## Compliance with Labor-related Laws

Georg Jordan ensure to comply with the labor-related laws and endeavor to maintain a comfortable and healthy workplace environment. In order to ensure that the working conditions stay within the limit set in the Employment Act 1955, we strictly control working days and working hours. We do not force labor that requires excessive work or over-time work and so on.

We also ensure that the compensation paid to workers comply with all applicable wage laws, including the implementation of the minimum wage policy, overtime hours and legally mandated benefits. Our workers are compensated for overtime at pay rates greater than regular hourly rates. To ensure the overtime is properly monitored, we implemented biometric access system. We also ensure there is no illegal deduction of wages and timely payment of salaries is being practiced at all time. Pay slip was provided to indicate the details of wages.

SDG 1~ End poverty in all its forms everywhere

## Measurement of outcome

\*No violations of labor law were reported in 2020 till date.

\*We have conducted an Occupational & Health Survey (OH& Survey) in order to have a better communication with our employees regarding working conditions. Based on the survey result, more than 90% of the employees who participated in the OH&S Survey are satisfied with the concern that visibly demonstrated by the management on safety and health.

\*ISO 45001:2018 off-side audit that was conducted by independent accredited third party had found no non-conformance. We will continue to maintain the certification.

\*As of year 2020, percentage of women in top executive positions in the company is 36% while percentage of women employed in relation to the whole organization that including operators and supervisors is 19% which is relatively higher than 2019. The employment rate for men is relatively higher than women in the shop floor is due to most of the roles are dealing with heavy physical activities. Percentage of minority group which is elderly (> 60 years old) is 1.4% and Rohingya workers is 3%





# Environment

## PRINCIPLE 7

**Businesses should support a precautionary approach to environmental challenges;**

## PRINCIPLE 8

**undertake initiatives to promote greater environmental responsibility; and**

## PRINCIPLE 10

**encourage the development and diffusion of environmentally friendly technologies**



## *Environmental Policy and Management System*

Environmental issues in our business operation is guided by the core global framework which is ISO 14001 Environmental Management System (EMS) as well as Georg Jordan's Environment, Health & Safety Policy.

The ISO 14001:2015 is reviewed annually by third party external auditor. We keen to maintain the certification to affirm that our efforts in environment sustainability are adequate and in correct direction. We are guided by the Environment, Health & Safety Policy which was last revised on September 2020 and incorporate environment protection in our Code of Conduct to further enhance our environmental sustainability efforts in key areas such as energy, water, reduce pollution and greenhouse gas emissions. We strive to comply with all legal and other stakeholder's environmental requirement. We systematically check for related legal requirements and its updates. Our compliance to these requirement are assessed every year.

To prevent from being stagnant and complacent, our management system also ensures that continuous improvement are carried out for better environment preservation and conservation. We have established Environmental Management Program (EMP) as part of continual improvement by setting and reviewing environmental objectives and targets.

As a manufacturer, we are concern of the environment impact that our processes may cause. Therefore, an environment aspect and impact analysis is performed for new or changed process and reviewed by yearly basis. For example, assessments of life cycle impact of products have been conducted and revise accordingly. Appropriate engineering control is also performed whenever feasible for high impact process.

## *Efficient energy consumption & reduce GHG emissions*

In Malaysia, like most other countries, Electrical energy consumed from the grid line either has direct or indirect impact on environment. Having this in mind, Georg Jordan is very concern on the electricity we consumed.

We measure, monitor and improve energy efficiency in relative to our business' outputs. This is reflected in our monthly KPI on energy consumption. We continuously improve our facility to be more energy efficient, from smaller-scale initiatives such as replacing lighting with LEDs, to larger upgrades of energy efficient machinery and equipment. Our purchasing department will opt for these technologies whenever new machine or replacement is required. This also include the various electrical equipment that GJM provide to worker's hostel.

SDG 7 ~ to ensure access to affordable, reliable, sustainable and modern energy.

Our Power Monitoring software had enable us to detect real time energy usage. Any surge in energy usage can be easily detected with date, time and amount recorded. Leveraging on this information, we are able to pin point the root cause and take correct countermeasure. Example of this was when we notice the frequent energy surge is correlated to the frequent air compressor kick in. The previous countermeasure of repairing leakages along compressed air piping and equipment had greatly reduced energy usage.

Yet, as part of our continuous improvement policy, we found that compressor running time can be further reduced as it currently support a vast network of compressed air pipes. An additional energy efficient compressor was installed to support far corners of the compress air network. With this, the net energy usage were further reduced.

Georg Jordan also educate our employees on energy saving through posters & emails. Practices such as temperature control, turning off lights, computer and air-Cond when not in use are applied throughout our business operations.



Although we do not measure GHG emissions from our operations at present, we are committed to apply some practices in minimizing our carbon footprint and reducing GHG emissions. This includes process optimization that involved utilization of oven space and “no door opening” during curing process. Thermocouple in these ovens are connected to a centralized SCADA system that continuously monitor and detect any sudden temperature drop if the door are opened.

In order to reduce carbon dioxide emissions from transportation, we encouraged our employees to practice carpooling program and provide transportation to our workers.

SDG 9 ~ build resilient infrastructure, promote sustainable industrialization and foster innovation.

SDG 13 ~ Take urgent action to combat climate change and its impacts.

## *Reduce, Reuse & Recycle*

Georg Jordan embrace the concept of 3Rs (reduce, reuse, recycle). By adopting these principles into our core business, we can potentially reap some cost savings in waste disposal while contributing towards environmental sustainability. As our main business involved Epoxy resin casting through Automatic pressure gelation (APG) technique, we are using various chemical types and metal insert as our main raw materials. We are fully aware on the impacts of these chemicals to the environment. Therefore, we continuously monitor the usage of release agent used and set KPI for Epoxy Wastage during mixing and casting process. Various improvement has been done in order to achieve the target set.

Our process also requires the use of TCE as solvent degreaser to clean metal insert. In 2020, we have installed solvent recovery machine to recycle used TCE. This does not only reduce our TCE consumption, but also reduces the hazardous waste down to only 2%. The mentioned metals, which are brass, copper and steel component, are then casted into epoxy to form our product. In case of defective product, we have the facilities to regain and reuse these metals instead of disposing the entire product. Meanwhile in office, our employee do their part by practicing reuse paper and ink cartridge.

We also have built relationships with recycling service provider to recycle paper and metal that has been initiated since 2018. This year, we have added plastic waste in our recycle program. Other than that, to ensure our packaging is designed for easy dismantle & recyclability, we have used carton box as our packaging material.

SDG 9 ~ build resilient infrastructure, promote sustainable industrialization and foster innovation.

SDG 12 ~ ensure sustainable consumption and production patterns.

SDG 15 ~ sustainably manage forests, combat desertification, halt and reverse land degradation, halt biodiversity loss

SDG 13 ~ Take urgent action to combat climate change and its impacts.



## *Solid Waste Management*

All solid waste generated in Georg Jordan are handled responsibly. General waste, recyclable waste and hazardous waste are collected separately. General waste are collected by garbage collector and disposed at landfill approved by local government only.

We are aware and concern that improper manage of hazardous waste poses a serious threat to human health and the environment. Therefore all hazardous waste generated in our factory was collected by licensed contractor from Department of Health for proper treatment and disposal. Schedule waste collection points in our facilities are indicated with distinguished yellow color bin.

SDG 11 ~ Make cities and human settlements inclusive, save, resilient and sustainable.

## *Water Management*

Georg Jordan does not only committed to ensure access of clean water to our employees, but also equally responsible to the local environment and wider society to ensure water resources are not contaminated. Grease traps were installed at discharge point in our canteen to filter pollutant before releasing to public drain. Sewerage system was maintained by licensed sewerage contractor and water discharge are periodically tested by accredited laboratory. We also provide washroom facilities that are suitable for this company size. Women's sanitary facilities are also provided in the ladies.

SDG 6 ~ Ensure availability and sustainable management of water and sanitation for all.

SDG 14 ~ Conserve and sustainability use the oceans, seas and marine resources for sustainable development.

## *Spillage*

Georg Jordan manufacturing process requires the use of chemicals. We are aware and concern of the adverse effect of some of the chemical if accidentally release to water or soil. Secondary containment were applied at chemical handling and storage area. Barrier and absorbent socks were also installed to supplement the secondary containment. Workers who handle chemicals are trained on spillage emergency response procedure using spill kits which are easily accessible in our facility.

SDG 14 ~ Conserve and sustainably use the oceans, seas and marine resources for sustainable development

## *Restriction of Hazardous Substances Directive ("RoHS") and Registration, Evaluation, Authorisation and Restriction of Chemicals Regulation ("REACH")*

Georg Jordan constantly improving its REACH and RoHS programs to ensure that the parts obtained from suppliers for the assembly of products are REACH and RoHS compliant. This including compliance with latest addition of RoHS 3 (EU Directive 2015/863) which adds four different phthalates (DEHP, BBP, BBP, DIBP) as new restricted substances in 2019. We are committed to design, develop and manufacture products that are safe for used. This directive is cascaded to our suppliers where we their compliance are being monitored.



## Measurement of Outcomes

\*An off-side surveillance audit for ISO 14001:2015 Environment Management System was conducted on August 2020 by accredited certification body (Afnor) with no non-conformance. Environment performance is reported to top management annually during Management Review Meeting.

\*Energy consumption KPI shown slight increase in energy consumption from 3.67 kWh/KG to 3.54 kWh/KG however this is due to several factor that include Movement Control Order (MCO) by the local government to flatten the Covid-19 curve. We will continue our effort to use energy saving technologies and control of energy consumption.

\*Georg Jordan have established the Environmental Management Program (EMP) to identify, monitor and control the company's environmental performance. In 2020 plastic waste collected from July 2020 to Nov 2020 is 718kg.

\*There were no fines and penalties on issues related to the environment during the period of reporting due to any non-compliance with environmental laws and regulations.





# ANTI CORRUPTION

## PRINCIPLE 10

Businesses should work against  
corruption in all its  
forms, including extortion and  
bribery.





## *Ethics & Integrity*

Ethics & integrity is one of the key material issues in our materiality matrix and we are committed to demonstrate responsible business practice to meet and exceed stakeholders' expectation for a long term mutually beneficial and sustainable relationship. We do not tolerate the direct or indirect offer, payment, or acceptance of bribes in any form within the organization and take the most serious view of any attempt of corrupt practices by members of staff, contractors, and suppliers.

Georg Jordan stand on ethical responsibility is demonstrated in our Code of Conduct and Social Accountability Standards. We also apply the same values on anti-bribery and anti-corruption to our suppliers in Sustainable Procurement Policy and Supplier Code of Conduct. The established whistle-blowing mechanism can be used by both internal and external stakeholders to report on any cases of misconduct. The whistle blowing procedure does not only serve as a venue to complain violation of human right as stated in earlier part of this report. It can also be applied when an employee or stakeholder reasonably believe bribery or corruption had happened.

SDG 16 ~ Promote just, peaceful and inclusive societies

### *Fair procurement*

We have established a Standard Operating Procedure for Purchasing Department that requires to conduct 'Commercial Comparison' before purchase any goods and services. This is to ensure our procurement decision are done solely based on integrity, quality and price competitiveness among suppliers. Apart from that, all sensitive transactions that involved large amount of money will require Managing Director's authorization and approval. These purchase limit are controlled by our computer system, which would not allow the transaction to proceed without approval.

SDG 16 ~ Promote just, peaceful and inclusive societies.

### *Measurement of Outcomes*

\*Georg Jordan financial and accounts was audited by Ernst & Young. As of the date of this report, there has been no findings related on bribery or corruption.

\*Zero reported incidents of corruption in year 2020

\*Zero fines/ penalties in 2020 in relation with corruption/ bribery

\*Zero employee disciplined or dismissed due to non-compliance with anti-corruption guidelines

