



STATEMENT

ON THE CONTINUOUS SUPPORT FOR THE PRINCIPLES OF THE GLOBAL COMPACT BY KIRIL ASENOV - EXECUTIVE DIRECTOR OF AREXIM ENGINEERING EAD

In my capacity of the Executive Director of Arexim Engineering EAD, I hereby clearly and categorically declare my support for the Global Compact initiatives and principles in four of its areas - human rights, labour standards, environment, anti-corruption. I am proud to say that the company I manage continues to work towards innovative solutions and practices, emphasizing my commitment to being responsible to all our employees. At present, Arexim Engineering is the largest employer in the municipality of Smolyan and besides being a source of pride, for me it is also a great responsibility to the community.

In today's time of crisis and fighting the COVID-19 epidemic, that drives me and the Board of Directors to face new challenges every day, to be more demanding and critical first to ourselves and then to people employed in all downstream levels of our company. Having considered the specifics of the region where the company is located and the difficult socio-economic conditions in the country in which we need to operate, we are striving to be a developing, modern and sustainable company that annually applies targeted social policy to employees, their families and the local population as a whole. A major prerequisite for this is the accumulated extensive experience, the responsible behaviour and the pursuit of transparency in governance. That is why we have been able over time to defend and consolidate our position as a fair and reliable business partner and employer. Despite the pandemic, Arexim Engineering EAD continues to develop and expand its activities annually, contributing to the engagement and employment of more and more employees in the company. In addition to our principles, Arexim Engineering EAD is also committed to comply with and apply the ten principles of the UN Global Compact. The company undertakes to comply with all social, environmental and economic standards formulated in the ten principles, as we are convinced that they form the basis for the lasting success and sustainable business.

The Progress Report outlines the activities of the company aimed to continuously improve the corporate social responsibility policies, which form an integral part of our corporate policy and business strategy.

Executive Director of Arexim Engineering EAD





**PROGRESS REPORT OF
AREXIM ENGINEERING EAD
SMOLYAN
FOR 2020**



Presentation of the company:



Arexim Engineering EAD is a manufacturer of plastic products, tools and tooling equipment.

The company started its core business activities in 1991 in the town of Smolyan - Bulgaria and today, after nearly 30 years of operations, despite the challenges of time, the dynamics in the socio-economic and political situation in the country, the specific features of the business environment, taking into account the political and economic transition, it has become the leader in the production of technical plastic products and tooling for them.

In 2004, the production operations were relocated to a new, much larger production area, completely renovated, modernized and equipped with high-tech machinery.

The complete technological process - from the design of the mould to the production of the finished product and its distribution - is organized and implemented at the Arexim plant.



In early 2011 a new modern technology for multi-component injection moulding was introduced into the production process, and in 2014 the production was upgraded with the commissioning of a centralized material delivery system.

The SAP ERP system has been gradually introduced and developed, as well as the "ARQUS" (Arexim Quality System), an in-house electronic quality management system.

The products manufactured by Arexim Engineering EAD meet the highest quality standards approved worldwide. The company maintains high technology machine equipment and a highly qualified and motivated team of professionals who have adopted and support the company's policies.

Close cooperation with our clients has been built over the years in an environment of high professionalism, creativity, team work and correct relationships. This contributes to finding solutions for all complex challenges faced during the work process.

The introduction of new technologies is a key strategic goal of the management team aiming to provide additional services to clients, to satisfy their high requirements, as well as to attract new clients and business partners.

Over the years Arexim has defended its position as a reliable partner, gaining notoriety both in Bulgaria and abroad.

Quality assurance is one of the key priorities of the company. It is monitored during each stage of the manufacturing process, as well as in all auxiliary activities. A number of quality laboratories have been established, equipped with modern and high-tech measuring equipment.

Arexim Engineering EAD is one of the first companies in the region to be certified under ISO 9001 and ISO 14001. It has also introduced an active internal web-based quality management system. In 2020 Arexim Engineering EAD managed to be certified with a certificate of automotive standards "IATF - 16949: 2016", which is a great success for the whole region. This guarantees the quality of the products at a world level.



Certification date: 4 August 2020
Expiry date: 3 August 2023
Certificate number: 10284150
IATF Certificate number: 0370327

Certificate of Approval

This is to certify that the Management System of:

Arexim Engineering EAD

North Industrial Zone, 4700 Smolyan, Bulgaria

has been approved by Lloyd's Register to the following standards:

IATF 16949:2016 (excluding product design)

Approval number(s): IATF 16949 – 00025642-001

The scope of this approval is applicable to:

Manufacture of plastic parts and products.

Daniel Oliva Marcillo de Souza
Area Operations Manager - South Europe
Issued by: Lloyd's Register Quality Assurance Limited

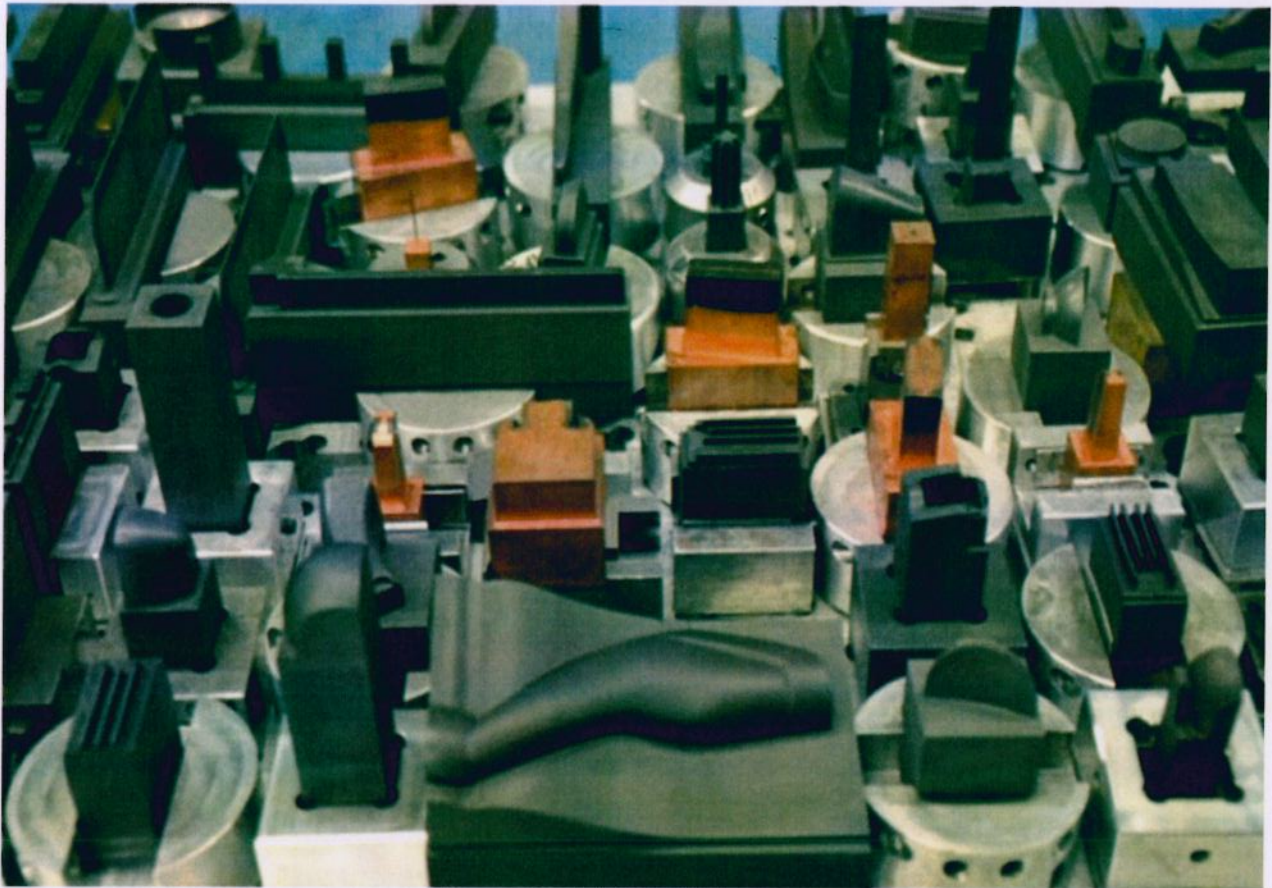


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In recent years, the company has marked a major upswing, implementing a number of new projects and attracting new clients. The quality performance and the strict



control at all stages of the manufacturing process, as well as the responsible attitude to each stage of the operations, have established the positions of Arexim Engineering EAD as the leader in the Bulgarian and world market of engineering plastics and tooling.



The prerequisites for the sustainable development of Arexim Engineering include the extensive experience gained over the years, the modern facilities and equipment, and most of all – the skilled and well-trained staff.

Our company employs over 700 people - operators, engineers and expert staff with extensive knowledge and skills in their respective fields, with different experience, interests and background, but united by a common goal - continuous improvement and development.

The favourable working conditions created, the positive working environment and collegiality, the equal opportunities for staff recruitment and development make up the key factors motivating our employees to undertake training and development.



The manufacturing facility is expanded and modernized annually. In 2020, several new measuring machines were purchased in the production for the quality department. The construction of a photovoltaic system for optimization of electricity has been completed, which optimizes the use of electricity and environmental protection. These are only part of the activities related to the expansion and enhancement of the manufacturing facility.

In an effort to achieve greater independence in manufacturing, in order to be able to close the operational cycle at Arexim Engineering EAD, we also expand the tool production with the purchase of new machines and the establishment of a new room.

The production of tooling equipment is accomplished through modern high-speed milling centers and EDM machines. A 100% control is performed between operations with the most advanced scanning equipment. In an environment of high level professionalism, creativity and fruitful teamwork, the team of highly qualified engineers and designers develops and creates the models of future moulds and tools. All this is achieved with the help of modern software and know-how. The whole production process from the creation of the conceptual design to its reaching the final client involves constant mutual communication with the client.

This is the guarantee for optimal solutions that are fully tailored to the client's requirements and needs regarding the end product.

HUMAN RIGHTS

Principle 1: Protection and support to human rights

Principle 2: Guarantee for not being complicit in human rights abuses.

Our practical actions and safeguards for the protection of human rights:

The company's policies, procedures and documents are made available to all employees of Arexim Engineering through the electronic internal information portal ARQUS (Arexim Quality System) and the information boards placed in publicly accessible and convenient for the employees' locations.

Up-to-date information about the company, the corporate social responsibility, the job vacancies, news about the business activities, etc., are published on the company's website www.areximengineering.bg.

One of the key documents of the company is the **Code of Ethics**, which describes in detail and supports the principles of ethics, humanity, honesty, respect and care for employees, partners and clients, and the maintenance of good relations in a spirit of collegiality and correctness at all levels in the company. Good management teams have been set up, which are in constant contact with the employees of the manufacturing workshops, on the one hand, and with the senior management and the managerial staff of the company on the other hand.

The management of Arexim has taken a firm stand against discrimination and does not allow ethnic, religious or political discrimination in the plant. All employees are provided with equal opportunities for work, development and career, depending on their capabilities, qualifications, personal qualities and work performance.

Arexim Engineering maintains **Internal Labour Rules** accessible to the staff on a daily basis and mandatory for all employees while being on the premises of the enterprise. It clearly and categorically lays down the working hours, breaks and holidays of the employees. The main engine of the company is its workforce and every employee matters, from the lowest to the highest level in the corporate

hierarchy. A large number of employees started their work for the company at the lowest **manufacturing** level. Many of them have continued their development and have reached middle and senior management, and some of them also hold responsible management positions.

In view of the safety and comfort of our employees, at a convenient and accessible place in the factory building, any of them can at any time submit an alert on irregularities, which will then be considered by the **management**, a quick check will be carried out and the measures will be taken, depending on the results of the check carried out. Our permanent aim is to be a socially responsible company, to actively promote the **establishment** of a healthy work-life balance for our employees, since we are convinced that their satisfaction shall contribute to **greater** performance at work.

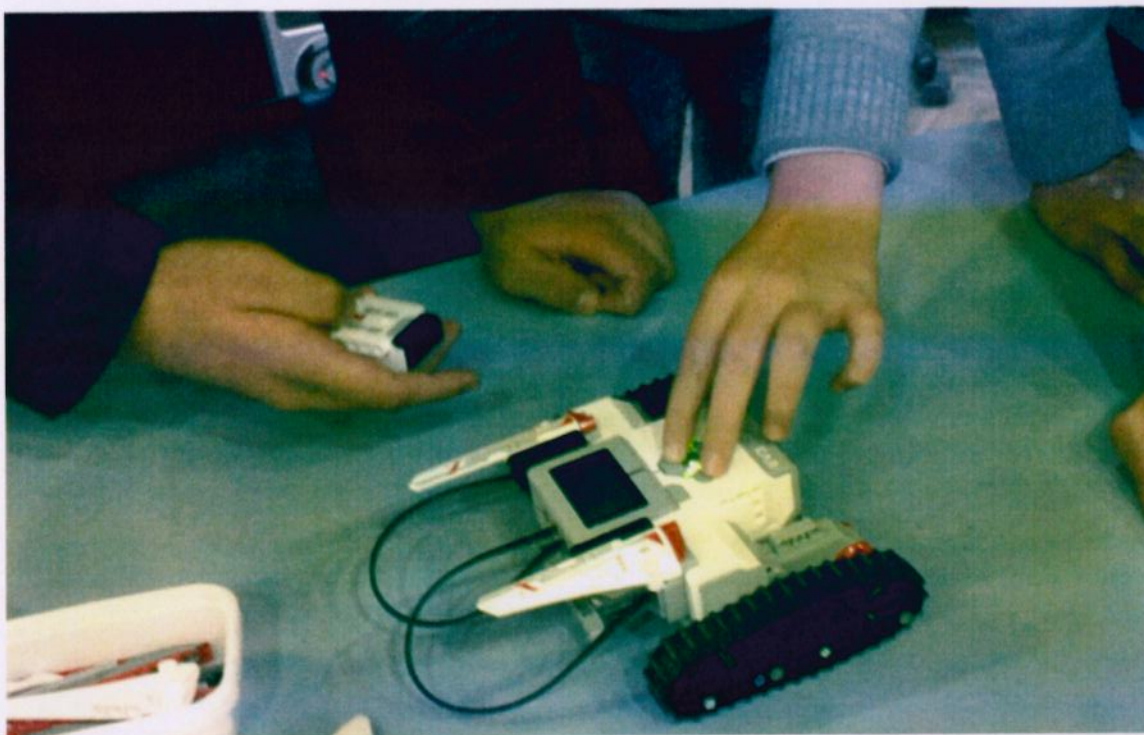
In 2020, the Personnel Motivation Policy was approved in Arexim Engineering EAD, which listed all those tools from promotion and career development to safety and security at work, which serve as a motivator and incentive for the company's employees.

Measurable outcomes:

In the past year, Arexim Engineering EAD did not receive any information about violation of the rights of our employees, our clients or partners, or other stakeholders. We continued to work to increase trust both between the company management and our employees, and between us and our partners and clients.

Education

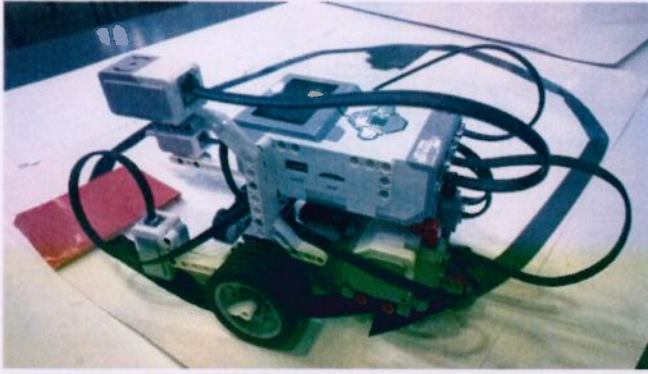
In today's dynamically developing world, we face the challenge of catching up with the rapid development of science in engineering and technology on a daily basis. We believe that good education is central for the prosperity and development of a nation. Therefore, we are in permanent contact with the secondary and higher educational institutions both in our region, and in the country. Over the years, they have relied on our support and cooperation and we shall assure them that this situation will continue in the future.



Science of robotics, which in recent years is of great interest to young people and has a real application in the mechanical and automotive industries.

Therefore, we have decided to support the initiative of the oldest secondary school in the region of the Middle Rhodope Mountains - "Vasil Levski" Profiled High School of Mathematics in the town of Smolyan - to carry out a very useful undertaking - a course in robotics.

To this end, we have purchased two robots and a robotics club was founded at the school. Now the students have the opportunity to be taught using the STEM training method, to participate in practical exercises and to carry out experiments. We encourage them to share their ideas and contribute to the development of group projects. Each year, representatives of the company attend the school's patron's holiday providing awards to distinguished students in regional, national and international competitions, and we are glad that this action has become a tradition. Our cooperation with the Professional School of Engineering and Technology in the town of Smolyan has been maintained for more than 15 years.



The professions in the school are tailored to the requirements of the labour market in Smolyan and the region and provide greater chances for the future realization of each graduated student. Representatives of the company participate in meetings with the Regional

Inspectorate of Education in the town of Smolyan and jointly discuss the need to open appropriate specialties in the local vocational high schools tailored to the needs of the labour market.

Another important priority of Arexim Engineering is to support the Bulgarian higher education through participation in joint projects and forums. Every year Arexim announces Open Days both for citizens and for school and university students who are thus able to visit the enterprise, get acquainted with the employees and ask their questions.

Every year our specialists participate in a number of scientific sessions, conferences, scientific forums, not only at the invitation of higher education institutions, but also in partnership with them. Each year, representatives of the company organize presentations at the higher education institutions in Smolyan and the country and provide the students with information about the opportunities for future work and career development in the field of engineering sciences. The management of Arexim Engineering EAD always strives to support the ambitious young professionals who are motivated and willing to become part of our team.

LABOUR STANDARDS

Principle 3. Upholding the freedom of association and the effective recognition of the right to collective bargaining.

Principle 4. Elimination of all forms of forced and compulsory labour.

Principle 5. Effective abolition of child labour.

Principle 6. Elimination of discrimination in respect of employment and occupation.

Assessment, policy and objectives

Arexim Engineering EAD is a fully socially responsible business focused on protecting the health and safety of its employees. The company's policy is directly

aimed at ensuring the compliance with the laws of the Republic of Bulgaria and the Labour Code. Any form of forced and compulsory labour is strictly prohibited. No child labour is used. The working hours, breaks and holidays of the employees are strictly regulated. The newly appointed employees are given personally job descriptions detailing their duties. Equal opportunities for training and development are provided, with strict compliance with the labour legislation.

The procedures that set out clear rules for the management and development of human resources are reviewed and updated annually. The management of Arexim Engineering is in constant contact with the line management and regularly receives feedback regarding the implementation of the duties of each employee and any problems associated with the work.

The company annually arranges internal trainings of employees and prepares annual assessments of their development and competences. Gender, ethnic, religious or other discrimination is not allowed within the enterprise and all employees have equal rights to work and equal opportunities for development.

Commitment of Arexim Engineering and compliance with the principles:

The **Code of Ethics** of the company clearly and categorically outlines the rules and strictly adheres to the legal provisions, so it is periodically updated in accordance with the applicable national and other laws and regulations. No child labour is used. All forms of forced labour are prohibited. The use of corporal punishment, mental and physical coercion, as well as verbal abuse is prohibited.

The applicable national labour-related legal provisions are complied with. Remuneration and other monetary benefits are negotiated in accordance with the legal framework and/or in accordance with the standards of the local manufacturing economy. They are clearly defined and regularly paid. Additional overtime work is permissible if it is required due to short-term production needs and its duration is within the statutory limits in compliance with the Labour Code. Safe and healthy working conditions are guaranteed at the workplace. No circumstances in the workplace, the rest or recreation area that violate the fundamental human rights or violate the company's Internal Rules of Procedure are allowed. All employees are required to regularly take part in occupational health and safety training.

The **Human Resources Recruitment and Management Procedure** specifies the activities of the Human Resources Department in the search for, selection and recruitment of the employees at Arexim Engineering.

The selection of human resources is subject to clear rules and criteria for evaluating the candidates according to the specific requirements of each job.

Any candidate for a vacancy at Arexim Engineering can submit their CV on the Internet or leave it at the company's portal, describing their competencies, experience and expectations.

Those willing to work for the company may freely declare their willingness, to get acquainted with the vacancies and the working conditions. The job interviews are conducted in full transparency and awareness. The basic competencies and the specific knowledge, skills and experience required for each position are evaluated.

All employees have entered into legal employment relations with the company, guaranteeing their:

1. Right to work.
2. Right to remuneration.
3. Right to intraday and intraday break.
4. Right to paid annual leave.
5. Right to working clothes.
6. Right to speak and share their personal opinion on various issues concerning their work.
7. Right to social benefits.

Training Procedure.

The induction training of each newly appointed employee is carried out according to a prepared Training Plan. Each new employee is attached to a specialist from the relevant unit or Training Specialist and gets acquainted with the basic documents, operating instructions, details, machines, process organization, clients, etc. This process of adaptation additionally continues at the workplace through further training thus ensuring an equal start to all newcomers to the company. The employees have individual training files.

The training of the employees at expert positions may also be carried out based on an individual plan prepared by the head of the relevant department and approved by the Executive Director.

Arexim Engineering provides a continuous access to new knowledge and development of the skills and competences of the employees by organizing and conducting planned trainings.

An Annual Training and Development Plan is prepared at the beginning of each year and is announced through the internal information system ARQUS (Arexim Quality System) and enables anyone willing to upgrade their skills. Over the past year, all employees have participated in company-organized internal and external trainings to update their knowledge and improve their skills in various fields. The continuous professional development of the employees is also ensured through the exchange of experience, participation in projects, forums, scientific conferences, mentored work experience, etc.

The number of trainings planned and conducted over the past year is more than 120, in which more than 150 employees have been awarded at least one certificate for acquired new knowledge and skills.

Our cooperation with the technical universities throughout the country and their affiliates continues, enabling young and promising staff to continue their education supported by Arexim Engineering.

After completing their training, they are given the opportunity to work in their respective specialty, to develop and to build up their careers.

For the period 2012-2020, there are more than 20 students successfully graduated with the financial support of the company and they all work for us.

In 2019, one of our employees, employed by the company as a student, managed to graduate one of the rarest specialties in the country, namely: Polymer Engineering.

Arexim Engineering provides an opportunity for school and university students to gain practical experience by working at suitable for them jobs by arranging summer internships on an annual basis. Arexim Engineering has arranged internships for more than 60 school and university students in recent years.

We believe that one of our most important roles is to ensure that young people see us as a source of support and opportunity to develop their skills and knowledge, a future opportunity for realization and a successful career. At our company, they can gain experience that will be of great benefit to their future professional development. For the last 5 years we have been offering two-month temporary employment for school and university students and we are glad to mention that every year there are more applicants than the options we provide.

This year, Arexim will participate for the 9th time in the Internship forum organized by TU Sofia, as the rapid pace of development of high technology highlight the need for highly qualified engineering staff. The close cooperation of the company with the higher education institutions contributes to the

strengthening of the connection between the future specialists and the business, which is of great importance for us.

Annual Individual Staff Assessment Procedure

Introduced in 2012, the individual staff assessment evaluates the individual contribution of each employee of the company. It is held annually and its results support the Career Development Program and the setting of Individual Annual Goals for each employee of Arexim Engineering.

The **care for the health of our employees** is extremely valuable, expressed in the creation of favourable working conditions, good and safe working environment. Based on the workplace risk assessment, our specialists prepare prescriptions for risk reduction at work and monitor their implementation. The employees are provided with working clothing and personal protective equipment. Mandatory preventive examinations are periodically arranged to monitor the health of the employees. If necessary, the employees are provided with examinations by medical professionals and their treatment is properly monitored.

The established Working Conditions Committee is actively involved in the efforts in ensuring occupational health and safety and the employees of the company have their authorized representatives in its composition.

The **corporate social responsibility** is one of the pillars of the modern and prosperous society. Arexim Engineering works continuously to improve its corporate social program, expanding its scope annually. In 2019 the company continues to provide all its employees with:

- Free transportation;
- Hot food at work;
- Single allowance for childbirth;
- Vouchers;
- Financial support for sick employees and their relatives;
- Assistance to employees in obtaining banking, insurance and social security services on favourable terms;
- Office accommodation or rentals;
- Organization of cultural events;
- Office mobile phone with SIM card;
- Working clothes and personal protective equipment.

The policy of Arexim Engineering EAD clearly and categorically demonstrates an active attitude of concern and responsibility to its employees and their families, the environment and the society, aiming to build a more stable socially responsible business environment not only in the region but in Bulgaria, as well. We believe that every business can find its cause and contribute to different spheres of public life. We strive to create a lasting link between the needs and the resources of the society and the business, working actively to deliver benefits for both parties.

Our motto is: Loyalty, honesty, trust!

Results achieved:

At the end of 2020, Arexim Engineering employs more than 700 employees. The number of jobs created in the pandemic situation has not only not decreased, but also increased, and there are currently about 100 vacancies.

ENVIRONMENT

Principle 7. Supporting the precautionary approaches to environmental protection.

Principle 8. Undertaking initiatives to promote greater environmental responsibility.

Principle 9. Encouraging the development and diffusion of environmentally friendly technologies.

Practical actions to comply with the principles:

Arexim Engineering EAD designs and manufactures plastic products, moulds and punches. We strive to meet the increasing demands of both our clients and the good manufacturing practices worldwide at every stage of our projects. The quality performance and control at all stages of the working process, as well as the responsible attitude to each stage of the operations, established Arexim Engineering EAD as the leader in the Bulgarian and world market of engineering plastics and tooling equipment.

The main goal of the company's management policy is to strive to improve the quality of the products offered, to meet the requirements and expectations of our customers, as well as to achieve compliance with local, national and international environmental protection requirements.

Arexim Engineering provides high quality services through contemporary and modern technological practices that guarantee safe and healthy working conditions for our employees and minimize the adverse impact on the environment.

The **Environmental Policy** is updated annually in line with the current requirements and published on the company's website. It is available both to our employees, and to our current and future clients and partners. In order to work in environmentally friendly conditions, we set the following principles in the **Environmental Policy**:

- Compliance with the regulatory requirements for the protection and preservation of the environment, health and safety of the personnel and the users of our products.
- Employees' motivation, training and qualification, improvement of work environment.
- Efficient use of the natural resources, improvement of the used materials recycling system.
- More efficient use of plastic waste by reintroducing it in the manufacturing process through the newly implemented line for the production of flakes using waste material.
- Reduction of packaging waste by introducing the use of multi-use packaging for finished products.
- Monitoring and reduction of waste, emissions and pollution through the use of recyclable and reusable raw materials.
- Use of production techniques and methods that reduce environmental impact.
- Monitoring and management of production and commercial activities in order to optimize the resources used.
- Setting environmental requirements for suppliers, customers and other stakeholders.
- Establishment of systems and programs for the implementation, review and update of this Environmental Policy, as well as its communication to employees, clients and the public.
- The environmental protection is a duty of each of us. Each manager, each staff member should actively engage and embrace the principles and spirit of this Policy.
- Each team member should understand and implement the 5S practice, systematic steps to achieve and maintain a clean, tidy and efficient workplace.
- The company applies the approach of standardized technological colour clothing for all staff, depending on the position of each employee, as well as standardized separate waste collection.

The management of Arexim Engineering strives for continuous improvement of the company's environmental management system and environmental status through continuous exchange of information with its employees, clients and partners in order to raise the awareness of the impact of their operations, competence and responsibility towards environmental protection. We are honoured to be among the companies that have supported the principles of the UN Global Compact aimed at implementing responsible business practices in the field of human rights, labour standards and environmental protection.

Results achieved:

The company invests annually in research and purchase of up-to-date state-of-the-art equipment aimed at minimizing the adverse impact on nature during the manufacturing process.

In recent years, Arexim Engineering EAD has marked a significant upswing. In line with the rapid growth rate, in recent years the company has been successfully developing and managing the overall process from the creation of the mould to the production of the finished product and its distribution to the end client.

Arexim Engineering EAD meets the high requirements of both its clients and the good manufacturing practices worldwide at every stage of the implementation of its projects.

The quality performance and control at all stages of the process, as well as the responsible attitude to each stage of the operations, established Arexim Engineering EAD as the leader in the Bulgarian and world market of engineering plastics and tooling equipment.

The company's plant processes and manufactures a diverse product range including over a thousand different plastic parts for a wide scope of activities. The company generates both production scrap and technological waste which can reach up to about 6% of the total amount of plastic processed. With the expansion of production, this waste will increase over the years. Arexim Engineering has, therefore, implemented a technology for waste recycling and processing and its re-use.

The whole waste from the plastics production is realized as a suitable material for subsequent use by contractors both in Bulgaria and in Europe. Thus Arexim Engineering meets the highest environmental protection criteria worldwide. We annually produce information brochures to raise the awareness of our employees, partners and clients. The aim of these efforts is to ensure clarity to all participants in the production chain about the important activities carried out in the company, in

compliance with the requirements of the quality and environmental protection policy and in accordance with the high standards under which we are certified.

Arexim Engineering participates in a collective system under Art. 14(2) of the Waste Management Act and holds an ECOPACK Certificate valid until 2022. The company is certified under the integrated quality management and environmental management system.

ANTI-CORRUPTION

Principle 10. Support to anti-corruption initiatives and transparency policy.

Assessment, policy and objectives

In accordance with the UN Convention against Corruption, we, at Arexim Engineering EAD, clearly and firmly warrant and represent that we shall not tolerate any corruption practices in the company and in the society in general.

Each employee of the company is responsible to counteract the corruption practice and we call on our current and future clients and partners to do so. We make this statement with the clear awareness that corruption in itself has a significant negative impact on business growth and development, leads to significant reputational risks, places obstacles to the creation of a fair and honest competitive business environment, and a number of restrictions on planning long-term investments for business development, and especially transparency in accountability. Countering corruption practices in any form is the responsibility of every employee in our company.

The main priority areas for preventing and combating corruption at Arexim Engineering are:

- ensuring transparent management and accountability in the company's activities;
- regulating clear and effective rules in the Code of Ethics for the interactions between employees;
- increasing transparency in decision-making at management level;
- promoting values such as honesty and morality in public relations;
- preventing corruption practices;
- increasing public confidence and strengthening civil control.

Practical implementation actions:

In order to reduce and prevent corruption risks, Arexim Engineering EAD takes the following specific actions:

- Providing mechanisms for submitting alerts, complaints, proposals, etc.;
- Increasing employees' awareness through the internal ARQUS system;
- Conducting trainings and briefings for company's employees;
- Clearly separating the responsibilities at all levels of the company;
- Participating in initiatives and collective activities - discussions, conferences, forums that discuss bad practices;
- Identifying and eliminating any situations of conflicts of interest by the company's employees;
- Implementing a strict financial and accounting policy.

Measurable outcomes:

The management of Arexim Engineering EAD manages its business in an ethical and transparent manner, taking efforts and creating conditions for a suitable working environment, in strict rules and monitoring of their observance. The following measures are established as a result of the efforts to detect, prevent, or disrupt any activity that is incompatible with the regulatory requirements or directed against the interests of the company:

- The special Record Keeping and Archive software enables the timely registration of incoming, outgoing and internal correspondence, incl. complaints, alerts, and claims.
- An anonymous reporting mechanism has been introduced and is still being enhanced.
- The awareness of the company's employees has also been increased.
- Strict accounting and reporting is kept.
- Cash payments are as limited as possible.

During the past year, there were no alerts or information received regarding corruption proposals among our employees, clients or partners.

Our company has been subjected to rigorous monitoring, but so far it has not been accused of bad corrupt practices.