

# Communication on Progress (COP)

Annual report addressing the organization's commitment  
towards the 10 principles of United Nations Global Compact  
(UNGC)  
2020

**Mabroc Teas (Pvt) Ltd**

**Sri Lanka**



# Message from the Managing Director

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To our stakeholders

I am pleased to confirm that Mabroc Teas (Pvt) Ltd reaffirms its support of the 10 principles of United Nations Global Compact (UNGC) 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 UNGC 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

A handwritten signature in black ink, appearing to read 'Niran Ranatunge', is written over a horizontal dotted line.

Niran Ranatunge

**Managing Director,**

**Mabroc Teas (Pvt) Ltd.**

# Mabroc Teas acting responsibly in four important issues Human Rights, Labour, Environment and Anti-corruption

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## HUMAN RIGHTS

- Our workers are provided with safe, suitable and sanitary work facilities. This includes following upgraded facilities:
  - Modern toilet facilities with clean urinals and commodes (Separate toilets for male and female workers)
  - Separate shower rooms for male and female workers.
  - Separate rest rooms for male and female workers.
  - Clean and upgraded lunch room with hand washing facilities.
  - Provision of clean personnel protective equipment (PPE) such as uniforms, overalls, shoes, gloves, arm guards, hair caps and shoe covers on a daily basis.
  - Daily sanitary checkups of each worker by the supervisors
  - Medical checkup of workers by company's doctor on a weekly basis. Keep separate medical record file for each worker. Annual medical check-up and updating of medical files.
- In addition to the above, we have implemented additional sanitary steps against the COVID pandemic to ensure the health and wellbeing of our workers.
  - Provision of disposable masks, vitamin C tablets and herbal remedies for steam inhalation and consumption daily.
  - Daily worker temperature monitoring at 4 hours intervals.
  - Provision of clean and healthy meals for workers during the COVID pandemic.
  - Provision of transportation to workers, to avoid public transport during the pandemic.
- Going one step forward, we are doing following CSR work annually, to ensure the wellbeing of our workers as well as their families.
  - Washroom facilities for selected employees
  - Providing electricity facilities for the house of selected employee
  - Dry rations to manual grade employees- yearly
  - Donation of books to Mabroc staff – Yearly
  - Providing dry ration to manual grade employees during the curfew in Covid pandemic season
- Further we take every opportunity to ensure the human rights of the community we serve.

- Right for education: Donation of school supplies to a rural school in Katarampura
- Right for health facilities: Renovation of a ward in Kiribathgoda base hospital
  
- We have taken measures to protect workers from physical, verbal, sexual and physiological harassment, abuse or threats.
  - We have set values in the organizational culture to ensure that all the workers follow an ethical behavior to avoid any type of physical, verbal, sexual and physiological harassment, abuse or threats. These values are communicated to new workers during the orientation process and to existing workers through periodical training sessions.
  - We have set up suggestion boxes in two convenient places, where any worker can put notes with their complaints/issues/new suggestions anonymously. This box is opened on a monthly basis in the presence of management, and necessary actions/solutions/adjustments taken.
  
- We have taken measures to eliminate ingredients, designs, defects or side effects that could harm or threaten human life and health during manufacturing.
  - Our products does not include any harmful ingredient/ chemicals
  - Our process does not include any harmful ingredients/ allergens/chemicals etc
  - Workers are properly trained to operate machines such as tea bag machines and tea blending machines.
  - Notices and alarm notices/ sign boards are placed where necessary.
  - Fully implemented fire evacuation system in place and frequent fire drills in place.
  - Health and safety team including workers of all categories, first aid training to workers.

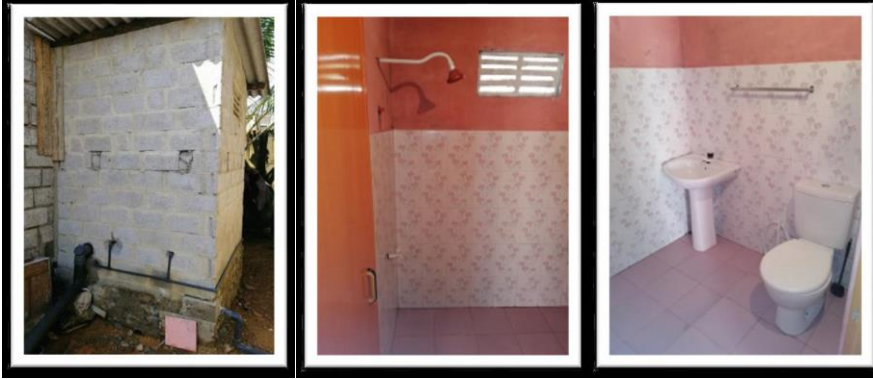
**Mabroc Teas supports and respects the protection of human rights within our sphere of influence and wish to promote it continuously. We ensure that our Corporation is not complicit in human rights abuses.**

**Human rights at our workplace has been evaluated by independent third party auditors and we have been offered the Work Place Condition Assessment (WCA ) certification in 2021, with a score of 100%.**

**Our premises and procedures has been evaluated by third party auditors and we have been offered the "Covesafe" certification with a Platinum grade score, ensuring that we have provided safe working environment against the COVID pandemic.**

### **Washrooms for selected employees**

Employee 1:



Employee 2:



Prior to renovation



After the renovation

### Providing electricity facilities for the house of selected employee



### Dry rations to manual grade employees



**Donation of books to Mabroc manual grade staff**



**Providing dry ration to manual grade employees during the curfew in Covid pandemic**





## Donation of school supplies at Katarampura village



## Renovation of a ward in Kiribathgoda base hospital



## LABOR

- Our organization does not participate in any form of forced or bonded labor.
  - Worker conditions, agreements are secured by letters of appointments.
  - All aspects done according to the regulations from labor department.
- We comply with minimum wage standards.
  - Payment records, EPF, ETF records are properly maintained.
- The employment related decisions are based on relevant and objective criteria.
  - The performance of workers evaluated by set KPIs and the employment based decisions are made based on that.

Labor aspects at our workplace has been evaluated by independent third party auditors and we have been offered the Work Place Condition Assessment (WCA ) certification in 2021, with a score of 100%.

## ENVIRONMENT

- We have taken measures to avoid environmental damage via regular maintenance of processes and environment protection systems
  - Frequent audits by the Central Environmental Authority and annual Environmental protection License.
  - Proper waste disposal procedures in place.
  - We have contributed to the environmental sustainability by switching into renewable energy sources 100%, by installing solar panels in the factory and office.
  - Annual plant donation campaign to workers, annually.
  - CSR initiative for installing solar lamps in the garden premises of St. Annes Church, Thalawila.
- Ensure emergency procedures to prevent and address accidents affecting the environment and human health
  - Emergency procedures assessed, documented and displayed on the premises. Workers given training regarding the emergency procedures.
- Minimize the use and ensure safe handling and storage of chemicals and other dangerous substances.
  - Organization does not handle dangerous chemicals/ substances.
  - Production process does not involve chemicals.

**Our premises is inspected by the Central Environmental Authority and annual Environmental protection License is given. By switching into 100% of renewable energy, the carbon foot print of our organization is reduced drastically.**

**Establish solar lamps in the garden premises of St. Annes Church, Thalawila**





## Plant donation



## ANTI CORRUPTION

- Asses the risk of corruption when doing business. Mention anti-corruption or ethical behavior in contracts with business partners. internal procedures support the companies anti-corruption commitment
  - We have assessed the corruption at different levels, when selecting suppliers. We sign contracts with the suppliers who comply with the 10 ethical principles. The agreements between our organization and suppliers contain the necessary clauses to ensure the ethical behaviors.
  - We consider the corruption in terms of unethical labor practices, child labor, violation of human rights, environmental pollution, and food adulteration.