

Tabadlab Private Limited,
Mezzanine Floor, Beverly Center, Islamabad,
Pakistan

2021 - 2022 United Nations Global Compact Communication on Progress

To our stakeholders:

Tabadlab Private Limited, reaffirms its support of the Ten Principles of the United Nations Global Compact in the areas of Human Rights, Labor, Environment, and Anti-Corruption.

In this 2021 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,



Mosharraf Zaidi,
CEO and Founder,
Tabadlab Private Limited

I. Human Rights

Assessment, Policy, and Goals

Tabadlab Private Limited is committed to respect for human dignity and treating all employees, contractors, and clients with fairness and equality.

Implementation

As a company with employees, vendors and contractors located across the country and clients located internationally, Tabadlab has implemented multiple policies to ensuring employee safety and satisfaction. We follow international best practices for health and safety regulations, diversity and inclusion in the workplace, and gender and child protection policies which are made known to all employees. Any updates are shared with all employees.

Measurement of outcomes

We have a standard operation procedure for the reporting of workplace violations, which all employees are made aware of upon onboarding. Our workplace policies reflect our commitment to human rights, and our dedicated HR department resource is available to mediate any discrepancies in the workplace in a civil manner. As Tabadlab has an international client base, we also help non-Pakistani clients navigate cultural and religious sensitivities in their Pakistan projects or communications.

II. Labor Principles

Assessment, Policy, and Goals

Tabadlab adheres to the labor standards and employee rights established by the Pakistani government. We have a streamlined process for hiring, progression/ promotion and termination. All employees and subcontractors/ vendors are treated equitably and salary disbursements/ external payments are made in a timely manner. Tabadlab also provides full-time employees a sizable health insurance coverage.

Implementation

Tabadlab informs employees of all updates to government labor regulations that will impact them directly (e.g. minimum wage changes, social-distancing or work-from-home requirements, etc.). Tabadlab carries out a background check on all its workers, and treats confidential data (both digital and physical) with caution and privacy.

Measurement of outcomes

Tabadlab employees are encouraged to take an active role in their professional development. Opportunities to attend conferences, courses, and other similar educational outings are presented to employees several times a year. We encourage our employees to think about how they can further the company's goals, whilst also furthering their careers, making the world a better place and encourage further educational pursuits. Our CEO works in tandem with human resources as well as the executive team to ensure that all employees are being treated fairly in the workplace.

III. Environment

Assessment, Policy, and Goals

Tabadlab is committed to ensuring that its daily practices support its respect for the environment. Our clientele includes corporate businesses, state, federal, and foreign governments. Our project managers work to ensure that the manner in which projects are completed and delivered minimizes waste to the environment. Tabadlab's health, safety, and environmental policies are reviewed on an annual basis, with any updates in policies being published for review by all employees.

Implementation

We have taken precautionary measures to decrease our environmental footprint such as:

- Consolidating office space
- Encouraging work from home policy
- Allowing clients to pay invoices online
- Utilizing internet resources such as Skype, Microsoft Teams, WebEx, and GoToMeeting for meetings internally and with clients, as well as online resources for document-sharing to cut down on printing
- Discouraging unnecessary printing in the office by keeping only one printer for administrative usage
- Providing flatware and crockery at the office to discourage single use plastics.

Measurement of outcomes

We encourage all employees to self-manage their amount of environmental waste. The environment discussion is a top priority for Tabadlab as Climate Change and Mitigation is also a company focus.

IV. Anti-corruption

Assessment, Policy, and Goals

Tabadlab has a strict anti-bribery and corruption policy. Tabadlab does not engage in bribery or corruption in any form and has a zero tolerance approach to any breach of this policy whether it involves private individuals or public officials. Tabadlab or its employees will never accept, solicit, and agree to receive, promise, offer or give a bribe, facilitation payments, kick back or other improper payment. Tabadlab maintains a zero-tolerance policy regarding corruption, the mishandling of funds, or the mishandling of project data. Tabadlab is committed to the security and safety of all client and company data. Offenders to our anti-corruption policy are liable to be terminated immediately and prosecuted to the fullest extent of the law.

Implementation

Project managers regularly meet with the executive team to discuss relevant client and project updates, including any problems that may have arisen. Most digital data items are password protected and monitored by the executive team. Any suspected anti-corruption policy violations are investigated immediately. All of Tabadlab's activities are managed in full compliance with the Anti-Bribery and Corruption policy and all applicable legal and regulatory anti-bribery and corruption obligations.

Measurement of outcomes

All incidents and personnel suspected of potential violations are placed under immediate review. The Board of Tabadlab, reviews all reports regarding the company's results, placing close scrutiny on anything related to this matter. These reviews are conducted annually, or as needed should a suspected violation arise. Tabadlab also has a yearly audit conducted by a third party to ensure compliance.