

# Communication on Progress

Our initiatives towards supporting  
the UN Global Compacts' mission for  
sustainable business practices

# Statement of Continued Support by the Managing Principal

## To Our Stakeholders:

I am pleased to confirm that Navaera Worldwide LLC (“Navaera”) 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 annual Communication on Progress (“COP”), we describe our actions between September 1st, 2020 to August 26th, 2021 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.

Throughout the period covered by this COP we have renovated two office facilities, one in Scottsdale and the other in Vadodara. Both of these renovated facilities are designed not only to improve our business operations, but also for improved accessibility and to minimize our organization’s environmental impact. We have enacted new policies for the control of highly contagious diseases and community involvement, and have met or exceeded our goals in diversity hiring. We look forward to continuing our participation in the UN Global Compact and continuing these great programs that make our organization and our world a better place.

Sincerely yours,

**Matthew J. Adler**  
Managing Principal, Strategy & Policy



## Description of Actions in Support of the Global Compact

Navaera joined the UN Global Compact in 2020 to further our commitment to social responsibility in our business operations, and in the communities where we operate. This communication on progress (“COP”) provides an overview of our actions in the period between September 1st, 2020 to August 26th, 2021 with respect to Human Rights, Labor, Environment, Anti-Corruption, and Environment.

*A photo taken near Vadhwana Bird Sanctuary near Vadodara, in Gujarat India, near to Navaera's office in Vadodara.*

### I. Human Rights

*Navaera ensures that our employees are provided safe, suitable and sanitary work facilities throughout the world. It is our continued commitment to protect workers from workplace harassment, including physical, verbal, sexual or psychological harassment, abuse or threats. We take measures to eliminate ingredients, designs, defects or side-effects that could harm or threaten human life and health during the manufacturing, usage or disposal of products produced or consumed by our organization.*

**1.1.** Regardless of local requirements, Navaera ensures that our newly constructed or renovated facilities have been constructed with universal design principals that facilitate ingress, egress, and accessibility for all persons. Our facilities around the world meet or exceed the United States' Americans with Disabilities Act of 1990.

**1.2.** Our facilities are also constructed to meet or exceed life-safety requirements in the jurisdictions where we operate.

**1.3.** We have established policies for our urban office centers that provide opportunities and relief for persons without homes that live near to, or on the grounds of our facilities.

**1.4.** We have provided for separate washrooms for men, women, non-binary persons and provisions have been made to support the disabled.

**1.5.** We have implemented systems for anonymous reporting of employee workplace complaints related to workplace harassment and other concerns.

**1.6.** Navaera has a safety at work policy in place for all of our employees, irrespective of their gender and faith.

**1.7.** We have a special committee for protection of women's right and a core committee of four members, which includes fair representation from all genders to monitor safety of our employees and investigate any unfair practices.

**1.8.** Navaera established employee review requirements to assess each employee on their activities related to the advancement of women and minorities in their communities.

**1.9.** We encourage employees to report any abuse (and also maintain anonymity if so desired by the employee).

**1.10.** We have CCTV cameras and 24/7 security staff to ensure not only the safety of belongings of our employees and company assets, but also to promote safety and accountability outside all of our global facilities.

**1.11.** Our organization adopted a new policy to protect our employees and prevent the spread of Highly Contagious Diseases. This policy was enacted to protect not only our employees with weakened immune systems or other health concerns, but also their family members and our broader communities.



A scene from a hiking trail near Hackensack New Jersey, near to Navaera's office in Middlesex.

## 2. Labor

*All Navaera employees follow Navaera's Employee Code of Conduct and Business Ethics and uphold these standards in day to day activities. They comply with all applicable policies and procedures as per the jurisdictions at their location of work.*

**2.1.** It is our commitment to ensure equality in our recruitment and employee benefit practices. Navaera is an equal opportunity employer and our recruitment practices are devoid of any bias towards gender or faith.

**2.2.** This year Navaera's recruitment included a more than 30% increase in hiring of minority and women employees, and we do not have a practice of maintaining data on faith and religion.

**2.3.** Navaera has employee benefit programs like health insurance for self and family as well as retirement benefit plans for all employees. We continue to renew these policies without any gap, including this year.

**2.4.** Navaera follows transparency in terms of payroll management practices and offers competitive compensation packages to recruit and retain suitable talent globally.

**2.5.** We follow government guidelines in terms of employment salary rates and hours of service. We provide for overtime on a case basis and follow an employee feedback mechanism to openly communicate any stress-related issues at work.


**2.6.** We continue to focus on employee welfare and have carried out several programs during the year to ensure honest and transparent employee feedback through anonymity.

**2.7.** We have encouraged peer review and cross-functional reviews of our staff and have designed a performance-based scoring system called the "Great Performances System" that is based on functional profiles of our employees.

**2.8.** Navaera continues to encourage employee to take up volunteer services and work towards social causes, and provides paid time to employees who wish to volunteer for socially responsible causes.

**2.9.** Navaera follows government guidelines in terms of maintaining employment records, automated recording of service hours per employee and has been compliant with all regulatory requirements with respect to labor laws in every country in which Navaera operates.

**2.10.** We have introduced regular mental and physical health related awareness and training campaign during the pandemic for our employees and have also introduced community development programs this year to ensure our commitment towards overall community welfare.



The setting sun creates a stunning lightshow on Red Mountain and the Sonoran Desert near Phoenix, Arizona, near to Navaera's office in Scottsdale.

## 3. Environment

*Navaera is committed to social environmental affairs leadership in all of its business activities and has had long-standing corporate policies of providing a safe and healthy workplace, protecting the environment, and conserving energy and natural resources. The following are principal goals of our environmental and social policies:*

**3.1.** Provide a safe and healthy workplace and ensure that personnel are properly trained and have appropriate safety and emergency equipment.

**3.2.** Be an environmentally responsible neighbor in the communities where we operate, and act promptly and responsibly to correct incidents or conditions that endanger health, safety, or the environment. Report them to authorities promptly and inform affected parties as appropriate.

**3.3.** Conserve natural resources by reusing and recycling materials, purchasing recycled materials, and using recyclable packaging and other materials.

**3.4.** Develop, manufacture, and market products that are safe for their intended use, efficient in their use of energy, protective of the environment, and can be reused, recycled or disposed of safely.

**3.5.** Use development and manufacturing processes that do not adversely affect the environment, including developing and improving operations and technologies to minimize waste, prevent air, water, and other pollution, minimize health and safety risks, and dispose of waste safely and responsibly.

**3.6.** Ensure the responsible use of energy throughout our business, including conserving energy, improving energy efficiency, and giving preference to renewable over non-renewable energy sources when feasible.

**3.7.** Participate in efforts to improve environmental protection and understanding around the world and share appropriate pollution prevention technology, knowledge and methods.

**3.8.** Utilize Navaera products, services and expertise around the world to assist in the development of solutions to environmental problems.

**3.9.** Meet or exceed all applicable government requirements and voluntary requirements to which Navaera subscribes. Set and adhere to stringent requirements of our own no matter where in the world the company does business.

**3.10.** Strive to continually improve Navaera's environmental management system and performance, and periodically issue progress reports to the general public.

**3.11.** Conduct rigorous audits and self-assessments of Navaera's compliance with this policy, measure progress of Navaera's environmental affairs performance, and report periodically to our executives.

**3.12.** Every employee and every contractor on Navaera's premises is expected to follow this policy and to report any environmental, health, or safety concern to management. Managers are expected to take prompt action.



The Rasulpur River is near to Navaera's office in Vadodara.

## 4. Anti-Corruption

*Navaera is committed to follow, as a part of our core business principles, the policy of industry best practices with respect to our operations that ensure complete transparency and mitigate any risk associated with corruption. We ensure that our policies are structured to maximum transparency with respect to the following:*

- 4.1.** Navaera actively manufactures software products that are in use around the world that detect and prevent corruption, fraud, waste, and abuse.
- 4.2.** For procurement practices, we have set policies where we invite bids from multiple vendors for procuring capital goods as well as revenue expenditure goods. Our finance and audit team reviews such bids and approves for procurement through an internal online approval system.
- 4.3.** Payments are made through banking channels to avoid use of cash, and invoices are accounted for.
- 4.4.** Our revenues and expenditures are through banking channels and acceptances of any kind cash is prohibited across all operations of Navaera offices. Every expense or receipt is invoiced and accounted for.
- 4.5.** Internal remittances between cross-border branches are also through legitimate banking channels and accounted for as per prevalent accounting standards globally.
- 4.6.** Payments made to government authorities are also done through legitimate banking channels and every such payment is accounted for with documentary evidence.
- 4.7.** Each of these practices eliminates the possibility of existence of any cash payments, thereby mitigating risks of corruption.
- 4.8.** Payments in kind is completely prohibited, and every procurement of asset for the company is recorded per accounting standards.
- 4.9.** Procurements of high value assets—whether capital goods, hardware or software—are pre-budgeted and an approval mechanism, as per policy, is followed on a continuous basis for every asset, thus ensuring complete transparency.
- 4.10.** Hiring of contractors is carried out through a management committee that includes heads from every department, thus eliminating bias and ensuring assessment of requirements of contractors / resources is done at every level through an approval mechanism. These approvals are then announced company-wide, thereby eliminating factors resulting in any unfair practice or corrupt behavior.
- 4.11.** Navaera follows a continuous training program for our employees to keep them up to date with the best practices to eliminate any corruption in their day-to-day conduct, be it in the office or outside the office.



A lightning strike during the Arizona monsoon near to Navaera's office in Scottsdale.

## 5. Measurement of Outcomes

*Diversity is all about understanding the unique skills and perspectives of all employees and facilitating an environment that encourages them, thereby benefiting the organization. An effective approach to diversity and inclusion is to integrate this view into all processes of the organization, so that diversity becomes a way of life.*

**5.1.** We at Navaera have a talent pool of more than 150 employees—and more than 34% of them are female employees. We have people from all sections of society following different faiths and with varied ethnic backgrounds. We have created a culture where we do not categorize our staff based on ethnicity, but rather on talent.

**5.2.** We have carried out 12 community welfare social program this year, which include activities towards addressing social causes and helping the needy in our society. We have set a policy to continue the same exercise in the coming year.

**5.3.** We have constructed new facilities that apply our high standards for accessibility and environmental consciousness.

**5.4.** Our community engagement initiatives help and promote local business by rewarding those organizations within our communities that promote and sustain local, environmentally-friendly production. In 2021, Navaera has engaged nearly two dozen new vendors that meet our criteria to provide meal service, health and fitness solutions, building security, and other contracted opportunities with our organization.

**5.5.** We have set aside certain budgets from our revenues this year towards Corporate Social Responsibility programs, the details of which shall be available to all internal stakeholders.

**5.6.** We continue to enact policies and procedures throughout our organization that further our views on social responsibility and cement our organization's commitment to being progressive within our communities on the principals of social responsibility.