

**UNITED GLOBAL COMPACT
COMMUNICATION ON PROGRESS**

**PT. ASIATECH MANUFACTURING INDONESIA
2020**

DESCRIPTION OF ACTION

Human Rights

- Ensure a policy statement that expresses a commitment to respect human rights.
- Ensure to have a transparent system in place for confidentially reporting, and dealing with human rights impact.
- Ensure workers are provided safe, suitable and sanitary work facilities.
- Ensure an effective procedure to ensure all worker information is kept confidential.
- Ensure management and workers received training in the standards for discrimination, harassment and abuse.

Labour

- Ensure a policy statement that expresses a standard labour and working conditions.
- Ensure facility does not participate in any form of forced or bonded labour; child labour shall not be used.
- Ensure workers without distinction, have the right to freedom of association and collective bargaining.
- Ensure a safe and hygienic working environment is provided.
- Ensure facility have health and safety procedures that are fit for purpose and communicated to workers.
- Ensure facility have a medical room provided for workers and a first aider on site.
- Ensure wages and benefits paid for a national minimum legal standards or industrial benchmark whichever is higher.
- Ensure that employment related decisions are based on relevant and objective criteria.

Environment

- Ensure a policy statement that facility expresses an environmental commitment.
- Ensure facility recognised environmental, occupational health and safety system certification and conducted a risk assessment.
- Ensure facility recognised forest management system (FSC) to assures that raw material paper (timber) are came from the forest that has been evaluated and certified and promote to use a recycle raw material paper.
- Ensure facility has reduction targets in place for environmental aspects e.g. water consumption and discharge, waste and energy.
- Ensure facility has a system in place for accurately monitoring the volume of waste, pollution.
- Minimize the use and ensure safe handling and storage of chemical and other dangerous substances.
- Ensure emergency procedures to prevent and address accidents affecting the environment and human health.

Anti corruption

- Ensure facility has communicated business ethic policy covering bribery, corruption or any type of fraudulent to all appropriate parties.
- Ensure internal procedures support the company's anti corruption commitment.
- Mention "anti-corruption" and/or "ethical behaviour" in contract with business partners.

MEASUREMENT OF OUTCOMES

Human Rights

- Standard policy in place endorsed at the highest level covering human right and communicated to all appropriate parties.
- Facility has a designated person responsible for implementing standards concerning human right.
- Facility has provision on protective equipment to all impacted employees e.g disposable facemask, safety shoes etc.
- There are first aid room, nursery room, canteen and praying room in place.
- Employee signature acknowledgment of human right policy.
- It was noted that in year 2020 that zero reporting or case for discrimination or harassment issue.
- It was noted that third party on site audit on human rights issues and no non compliance found (SMETA 4 Pillar certification), on May 2019 (report less than 24 months).
- It Was noted that % women in whole organization is about 61% (125 employees out of total 205 employees) and % women in Executive Position is about 69% (16 employees out of total 23 employees)

Labour

- Transparent recruitment process communicated clearly and formally to all candidates
- Health care coverage of all employee in place (100%)
- Mandatory health check-up for employees (In 2020 = 100%)
- Employee signature acknowledgment of working agreement e.g wages and working benefits, standard working hours, social benefit granted to workers and employee handbook. In 2020 we have endorsed all the working agreement both new or contract extension to local manpower dept with total 161 sets.
- Measures implemented to prevent child labour, all employee are > 18 years old when recruitment with legal identity card data recorded in government.
- Regular assessment (at least once a year) of individual performance (in January 2020).
- Regular social dialogue between representative from management and workers every 2 months and recorded in minute of meeting for the outcomes and action and to local manpower dept for endorsed (5 times discussion in year 2020 and endorsed to local manpower dept in June 2020 and Dec 2020).
- Regular provision of skill development training. It was noted that 7 trainings done in-house (Ethical training, Awareness on ISO 9001 quality management system, Awareness on ISO 14001

Environmental management system, Awareness on FSC COC, Awareness on Health and safety management system ISO45001 and emergency procedure, Chemical handling training)

- It was noted that third party on site audit on labour issues and no non compliance found (SMETA 4 Pillar certification), on May 2019 (report less than 24 months).

Environment

- Standard policy in place endorsed at the highest level covering Environment, Health and safety that translated in local language and communicated to all appropriate parties.
- Active preventive measure for Noise, Air Ambient, Waste Water, Emission, Lighting, Vibration in operation twice a year (In June 2020 and Dec 2020), all are within the normal range.
- Active have a hazard risk and assessment annual report covering all of the division in facility.
- Active preventive inspect and audit for safety equipment, machinery, compressor by third party (Total 41 units).
- An ISO 9001, ISO 45001, ISO 14001, FSC COC certified of operational sites.
- External surveillance audit for Occupational health and Safety Management System by Sucofindo International Certification Services (Audit date : 25-26 Jun 2020), No non compliance
- External surveillance audit for Environmental Management System by Socotec Certification International (Audit date : 15 May 2020), No non compliance.
- External surveillance audit for forest management system (FSC) on raw material paper (timber) that has been imported are all came from the legal forest and been evaluated by SCS Global Services (Audit date : September 2020), No non compliance.
- Regular provision training on health and safety.
- Existence of health and safety committee with representative communication in regards of Safety activities, safety audit and accident in operation, submission report to Local Dept for endorsed by Quarter.
- Active Hazardous Waste record and report to Local Dept (Twice a year) on Jan and July.
- It was noted that Zero Working Accident in place.
- Annual company report key performance indicators on energy consumption and saving (Electricity, Water), Hazardous waste and recycle activities. It Was noted that on 2020 we have 13,4% energy saving compare with units output in year 2016, Total Hazardous Waste Collection by third party about 9.078Kgs and Paper Wastage from printing production that we sell to third party for recycle about 288.689 kgs.

Anti corruption

- Standard policy in place endorsed at the highest level covering Ethical Code of Conduct, Anti bribery and Anti Corruption that translated in local language and communicated to all appropriate parties.
- Employee awareness training and signature acknowledgment on ethics issues, bribery and anti corruption.
- Existence of Whistleblower System and it was noted that Zero reporting on 2020.
- It was noted that third party on site audit on ethical issue and no non compliance found (SMETA 4 Pillar certification), on May 2019 (report less than 24 months).