

In-Progress

# COMMUNICATION ON PROGRESS (COP) 2021

**15 October 2021- 14 October 2022**

Prepared for:



**United Nations** Global Compact

Prepared By:

**GreenA**

**Sustainability**  
*reducing carbon worldwide...*

**Statement of Continued Support**

Date: 15<sup>th</sup> October 2021

To our stakeholders,

As an active participant of the United Nations Global Compact (UNGC) since 2014, GreenA Consultants Pte Ltd would like to confirm with great pleasure that we are continuously seeking to maintain and improve our efforts towards social and environmental activities. It will be as part of our support and commitment to the Ten Principles of UNGC in the areas of Human Rights, Labour, Environment and Anti-Corruption.

GreenA Consultants Pte Ltd has and will continue to integrate the ten principles into our business strategies, culture and operations on a regular basis. All the practices and policies mentioned in this COP are intended to incorporate the ten principles.

GreenA Consultants will remain committed to these policies and practices for the upcoming years. We will also commit to sharing this information with our stakeholders using our primary channels of communication.

Sincerely yours,



Farizan d'Avezac de Moran  
Senior Partner

## United Nations Global Compact COP 2021

### Human Rights Principles

**Principle 1:** Businesses should support and respect the protection of internationally proclaimed human rights; and

**Principle 2:** make sure that they are not complicit in human rights abuses.

### Assessment, Policy and Goals

- GreenA has a Code of Conduct guideline booklet which ensures that employees are aware of the expected behavioural conduct, duties and responsibilities at the workplace regardless of their position in the company. This helps to instill mutual respect and maintain a cohesive work environment.
- The Universal Declaration of Human Rights is also used as a reference tool to make sure both local and foreign employees have equal rights and opportunities. Salaries and bonuses are granted in accordance to individual contributions with no favouritism. Employees are also given equal rights to career development opportunities.
- GreenA also abides by the laws defined by the Ministry of Manpower in Singapore. The company grants optional benefits/leaves such as medical reimbursement benefits, childcare leaves and parent care leave in addition to the mandatory annual and medical leaves.

### Implementation

- In April 2021, GreenA has pledged to be a part of the **Singapore Business Federation (SBF)**'s [Sustainable Employment initiative](#), where we show that our employees are critical to our success. We compensate our employees according to performance, providing benefits for their well-being, training and education.
- GreenA respects the right of all employees to rest and leisure time. As such, the company grants an annual leave of 14 days with an additional 1 day added every year to a maximum of 18 days of annual leave.
- GreenA respects the right of foreign employees to return to their hometown and be with their families.
- GreenA has also pledged to be a "Better Workplace" and is an active participant under this Building and Construction Authority (BCA) initiative. Employees are asked to assess one another's conduct on a semi-annually basis, which trains them to incorporate elements of respect and helpfulness in their words and actions towards

each other

### Measurement of outcomes

- Online surveys are distributed once a year to employees with regards to work load and work satisfaction. Open discussions are conducted during the semi-annual management review to discuss work environment satisfaction with all employees. Review assessment is done with each employee. After reviewing the assessments, management will implement new practices or policies (if required) with relation to human rights issues.
- Internal Audit Programmes among higher management will be done twice a year to evaluate compliance mechanisms and manage risks of human rights violations if they arise.

### Labour Principles

Principle 3: Businesses should uphold the freedom of association and the effective recognition of the right to collective bargaining;

Principle 4: the elimination of all forms of forced and compulsory labour;

Principle 5: the effective abolition of child labour; and

Principle 6: the elimination of discrimination in respect of employment and occupation.

### Assessment, Policy and Goals

- Policies in the Human Resource Handbook that covers recruitment, performance management, training and development of employees complies with the rules and regulations in The Employment Act by the Ministry of Manpower (MOM) in Singapore.
- GreenA recruits its employees based on qualifications, skills and strategic needs, and without prejudice or bias to any race, religion, gender, age, citizenship, etc. This affirms the company's efforts to minimise discrimination in its recruitment process.
- Self-development is encouraged by GreenA, in line with Singapore Government initiatives to increase the employee's quality, productivity and efficiency.

### Implementation

- GreenA has given opportunities to foreigners from **Egypt, Malaysia, China, Colombia, Brunei, India, Netherlands, the United Kingdom and Africa** to join the company and share their culture with one another. The locals and foreigners are given equal opportunities to contribute, work together and be awarded for their

performance.

- During Covid-19, flexible office-based working hours are granted to employees so that they can manage their time accordingly, balancing work and personal responsibilities.
- Employees are given the freedom to discuss and propose strategies to higher management on how to create a better work environment. Every Tuesday morning and Friday evening, GreenA Consultants conduct project monitoring meetings and sharing sessions, respectively, for employees (both local and remote based) to air any challenges / issues they are facing with their projects, as well as to share knowledge.
- Employees also receive funding from GreenA that matches to the government funding provision through the SkillsFuture Credits by statutory board, Workforce Singapore. This essentially doubles the accessible funding for employees to self-develop. Below is a list of some examples :
  - Fundamentals of Chiller & Cooling Tower Systems for Facility Management
  - Living Future Accreditation (LFA) Program
  - WSQ Digital Marketing Strategy Training Course (with Skillsfuture SG – Workforce SG grant)
  - WSQ Content Marketing Strategy Training Course (with Skillsfuture SG – Workforce SG grant)

### Measurement of outcomes

- Conduct annual peer assessments to identify the achievements and areas of improvement for all employees. The results will then be used as a reference tool for our annual remuneration adjustments.
- HR personnel to monitor employee turnover rate and exercise risk management strategies if turnover rate starts to increase. This will be done by approaching the employees to find out the reason behind it and changing its business practices after taking into consideration employees' feedback.
- HR personnel or supervisors to assist and provide guidance for employees to work on areas that require improvement. Improvements are observed periodically and/or during appraisals.
- Obtained the **JUST** label from the International Living Future Institute(ILFI), creating and maintaining a working environment focused on diversity and inclusion. **Social justice and equity lies at the heart of GreenA Consultants, where we are committed to foster a culture of inclusion, diversity and most importantly a passion for sustainability.**

## Environmental Principles

Principle 7: Businesses should support a precautionary approach to environmental challenges;

Principle 8: undertake initiatives to promote greater environmental responsibility; and

Principle 9: encourage the development and diffusion of environmentally friendly technologies

## Assessment, Policy and Goals

- GreenA has updated its Environmental Management System (EMS) to comply with the ISO14001:2015 standards and has received certification for it as well. We improved some of our policies and practices to reflect compliance of the standards.
- GreenA strives to promote an environment that focuses on energy conservation, waste management and environmental sustainability. For example, our office space was chosen based on its ability to optimize natural daylight usage to reduce reliance on electricity and conserve energy.
- Being a consultancy company for environmental and sustainable development, our services mainly revolve around the assistance and facilitation of Green Building Certifications and helping Clients create sustainability roadmaps customized to their business model in order to achieve environmental sustainability in their assets.
- **GreenA also actively supports and collaborates with small-startups in a bid to push sustainability beyond our industry.** From October 2021 to October 2022, GreenA will support Amplefresh, a Singaporean start-up dedicated to produce fresh vegetables to meet the Singapore Green Plan 2030 through a vertical farming façade in calculating their thermal performance and energy savings derived from their structure.
- True to our mission to serve both developed and developing countries, GreenA aims to collaborate with diverse companies to expand our impact. Some examples are working with Tanzania Green Building Council, Singapore Environment Council, and World Green Building Council.
- From October 2021 – Dec 2022, **GreenA Consultants will be working closely with World Green Building Council in the Asia Pacific Region as a [Net Zero Collaborator](#)** to ramp up efforts, knowledge building and provide strategic feedback to support organisations around the world to achieve Zero Emissions.
- Our company encourages the development and diffusion of environmentally friendly technologies when sourcing out for green materials and suppliers for our projects. Examples include energy efficient lighting, water efficient taps, low VOC paint etc.

## Implementation

- GreenA strives to become a thought leader in environmental sustainability in the built environment industry, raising awareness and sharing knowledge. Our company provides [public talks](#) on sustainability and supports community groups and non-profit organisations, through pro-bono education, training support and sustainability tours. At GreenA, we actively encourage our employees to upgrade themselves in terms of knowledge and sharing knowledge with others.
  - One of the upcoming event which will be presented by a group of colleagues will be the Global Green Growth Week 2021 (GGGIWeek2021) on Green Recovery, Green Jobs and NetZero2050, where GreenA will share about [Decarbonising Buildings, Attaining Wellness and Managing Waste in our Environment](#).
  - In August 2021, Farizan was also recognized by the Energy Market Authority (EMA) of Singapore in her contribution towards the success of the **Singapore-IEA Regional [Training Program on Low Carbon Buildings](#)** from 27-28 July 2021.
  
- GreenA's Senior Partner, Farizan is a **Taskforce 1 Member under Singapore's Building and Construction Authority (BCA)**, contributing her time and effort to the development of [Green Mark 2021](#). This updated scheme has a greater emphasis on sustainability, including maintainability and reduction of whole life carbon across a building's entire lifecycle.
  
- Currently, GreenA is looking to attain ILFI's **Zero Carbon** certification. In order to offset unavoidable energy, **GreenA is currently installing solar panels at a battery charging and storage station for motor vehicles in Rwanda, Africa. The renewable solar energy is then stored in the batteries of the motor vehicles, providing a clean form of energy for transport while providing jobs for the locals in this developing country.**
  
- Employees attend various webinars, events and conferences as speakers and panel discussion members, sharing knowledge on sustainability of the built environment, related certifications and relevant topics.
  
- Employees practice turning off the light switches and air-conditioners during lunch periods and when not in use. During the day when daylight is sufficient, lights are also turned off to save electricity.
  
- Reuse boxes for rough papers are segregated for reuse. With Covid-19, there has been an increase in food take-aways. As such, GreenA Consultants has also set up a Reusable Container area where employees encourage one another to use reusables to buy food instead of the disposables given by store-owners.

## Measurement of outcomes

- Our company's internal environmental management auditor will conduct internal EMS audits yearly to review the policies and procedures and correct any non-compliance of the ISO14001 standards.
- Our company monitors and records the number of buildings being certified Green in the fiscal year to gauge our contribution in promoting environmental responsibility.
- Our company reviews the number of people who have benefitted from our workshops and training, as well as discuss relevant topics for new educational materials and sharing.
- Track electricity and water bills to make sure they are generally consistent and no sudden spikes to ensure water and energy conservation. Monitor and record the amount of paper reams used and amount of paper recycled on a monthly basis and try to use the current month's record as a benchmark to reduce the usage of paper reams and increase recycling of paper.

### Anti-corruption Principles

Principle 10: Businesses should work against corruption in all its forms, including extortion and bribery.

#### Assessment, Policy and Goals

- The "Code of Conduct" booklet outlines the ethical behaviour expected of all employees and unacceptable behaviours that will not be tolerated such as accepting bribes, breaching disclosure policies, fraud, etc. All employees shall in all respect, diligently, and faithfully comply with the codes in the booklet (amended from time to time).
- The employee shall not be directly or indirectly engaged or show interest in any other business or undertaking where there is a conflict of interest for as long as the
- The "whistle blowing" policy is implemented as the company has a "zero-tolerance" to any form of corruption and encourages employees to report any corruption they see happening within the company.

#### Implementation

- The company appoints external accountants and auditors to prepare yearly financial audit reports to eliminate risk of financial fraud and extortion among all employees and management teams.
- Organise talks to raise awareness on corruption-related factors such as bribery, fraud,



extortion, “whistle blower” policy so that employees can understand the information in the “Code of Conduct” booklet better and handle corruption with intelligence. Whistle blowers will also be rewarded if information provided is verified as true after investigation.

### **Measurement of outcomes**

- Management will be informed by the external accountants and auditors if any signs of fraud have been identified within the organization so that they can investigate and take the necessary disciplinary action to resolve it.
- If a corruption incident arises, the higher management will take necessary disciplinary actions ranging from salary cut for financial loss/fraud to dismissal of employee(s) at fault depending on severity of incident to prevent the issue from recurring.