

UNITED NATIONS GLOBAL COMPACT

Communication on Progress 2021



TABLE OF CONTENTS

Message from the CEO.....	1
Bizwings at a Glance	2
Our Vision.....	2
Our Mission	2
Our Core Values	5
Our Services	6
Our Professional Network.....	6
Our Commitment to SDGs.....	8
Quality Education (SDG 4)	9
Decent Work and Economic Growth (SDG 8).....	13
Responsible Consumption and Production (SDG12)	16
Human Rights.....	20
Human Rights Policy.....	20
Business Ethics	21
Diversity And Inclusion	22
Non Discrimination	22
Labour.....	24
Education and Training.....	24
Health and Safety	25
Work-Life Balance.....	25
Environment.....	28
Anti-Corruption.....	30
Client Acceptance and Continuance Policy.....	30
Professional Independence Declaration.....	31

MESSAGE FROM THE CEO

November 2021

To all our stakeholders,

I am pleased to confirm that BizWings continues its support to the Ten Principles of the United Nations Global Compact in the areas of Human Rights, Labour, Environment and Anti-Corruption.

At BizWings we believe that 'doing well' and 'doing good' must go hand in hand, that is why we are committed to bring the business impact to our clients and create a positive impact to our society.

In this our first annual Communication on Progress, we describe our actions to integrate the Global Compact and its Ten Principles into our business strategy, culture and daily operations. We are also committed to share this information with our stakeholders using our primary channels of communication.

Sincerely yours,
Junnosuke Kurachi



This is our **Communication on Progress** in implementing the Ten Principles of the **United Nations Global Compact** and supporting broader UN goals.

We welcome feedback on its contents.



BizWings at a glance

Our Vision

Our Mission

Our Core Values

Our Services



BIZWINGS AT A GLANCE

OUR VISION

Enabling our customers large or small to flourish despite boundaries and enabling our people to realize their full potential and be happy.

We want to make our existence counts. We aspire to support our customers to succeed in despite boundaries. We have seen that the world is getting smaller with the advancements in communications, transportation, and technology. We would like to play parts in ensuring that boundaries will not be much of obstacles for any business wishing to flourish worldwide. At the same time, we would like to create the workplace that is more than just an office. We want our company to be the place where people can come in and develop themselves not only as a professional but also as a person and become successful and happy.

OUR MISSION

Our mission consists of three fundamental parts: our employees, our clients and our company.

Our People

BizWings will provide opportunities to our team members to grow professionally and personally as socially responsible citizens and to support them to achieve their own happiness.

We believe it is our people that make a difference in the success of BizWings. We place emphasis on developing our people and ensure that they grow both professionally and personally. We are constantly seeking for new ways to improve their work-life balance. For instance, we provide flex work hours so that our people can blend their work and personal lives successfully.

We work hard to ensure our company is the place where they can learn and grow. We believe that learning occurs when the knowledge and skills are practiced. We also set

generous budget for them to upskill themselves in order to succeed in their role and further in their professional career. Examples include updating their accounting knowledge or acquiring soft skills.

For more than a year, we have been sponsoring from our company's budget English conversation classes to our employees to practice their speaking skills. We acknowledge that communication barriers might represent one of the biggest obstacles people in the region experience at the workplace. Thus, these sessions are aimed at weakening any communication obstacles existing with our foreign clients and foreign employees at the workplace.

We believe having strong English skills is indispensable for our employees in terms of career prospects and having professional opportunities in an international setting in the future. This will support our goal of expanding our business internationally.

Our Clients

BizWings will support our clients to achieve their business goals globally and will continuously improve and add more value to the customers day by day.

We pride ourselves on being a customer-centric business. We always keep our ears open to hear our clients' needs. We do not limit ourselves in the way we serve them, but we are constantly seeking new ways to make our clients' business doing easier by coming up with new services such as the Online Assistant service so that we can truly act as their wingman.

We put ethics and integrity at the core of our business. We have corporate policies and best practices in place to ensure that our company and our clients are in full compliance.

We have a multidisciplinary local and international team of highly qualified professionals with proved experience in the field of business, accounting and human resources, who will be ready to support our clients on their flight to business success.

Our Company

BizWings will pursue sustainable growth of our business to ensure we can create positive impact to our clients, our people, and society as a whole.

We pursue sustainable economic growth and profitability to be able to continue making a positive impact on our clients, our people, and society as a whole. We believe that the size of a business should not limit their willingness to become more environmentally and socially responsible.

Sustainability is part of BizWings DNA. Our commitment to Corporate Social Responsibility (CSR) is based on the active participation in local, regional and international initiatives that specifically aim to foster the achievement of the United Nations Sustainable Development Goals (SDGs), as well as promoting awareness about sustainable development among our employees, our clients and our community through the development and communication of CSR policies within our company.

Since November 2020, BizWings joined as a Signatory of the United Nations Global Compact (UNGC), the world's largest corporate sustainability initiative with more than 12,000 participants over 170 countries. We are committed to align our corporate strategy and operations with the Ten Principles in the area of human rights, labor, environment and anti-corruption.

OUR CORE VALUES

At BizWings, our behavior is guided by a set of seven core values: trustworthy, strive for excellence, open communication, proactive, growth mindset, act with goodwill and technology driven. These values shape the DNA of our company and reflect the qualities of every employee of BizWings.



Trustworthy

We are highly responsible individuals that can be trusted; we keep our promises and consistently do what we say we will do.

Strive for Excellence

Excellent work is our strength and key differentiation point. We focus on quality before, during and after delivering our service.



Open Communication

We believe building trust through communication is important with our clients and team members. We prefer over-communication.

Proactive

We approach challenges by being proactive. We are allergic to reactive language as 'I cannot' or 'I am not able'.



Growth Mindset

We believe in a culture of continuous improvement. We aspire to be better personally and professionally every day.

Act with Goodwill

Taking care of our employees, our clients and our community is at the heart of our community. We always choose kind ways of doing things.



Technology-driven

We believe the proper use of technologies can benefit our people, our clients and the environment.



OUR SERVICES

BizWings (Thailand) Co., Ltd. is a consulting firm that offers one-stop service for a wide variety of services such as accounting outsourcing, administrative and tax obligation support, and general consultation on legal matters in addition to any other specific requests.

Our aspiration is to be the “Wingman” for our clients, to be by their sides, and to set them up for success. We aim to think and fight against difficulties together with them. We aim to relieve our clients’ burden and enable them to concentrate more on their core businesses. We strongly back up the success of our clients’ businesses in Thailand and commit to walk alongside our clients on their paths of success.

OUR PROFESSIONAL NETWORK

We are an independent member of TGS, an international business network. TGS is a dynamic global business network of independent firms providing accounting, audit, tax, business advisory and commercial legal services.

Our active involvement in the network allows us to offer our clients the same quality of work anywhere in the world due to its international reach and support the global development of our local and international clients who want to expand overseas. Moreover, our joint commitment to sustainability has also helped us to reinforce our role in society as agents of change for a more sustainable world. To this end, we have been involved in several projects involving Members from Asia-Pacific (APAC), Europe, Middle East and Africa (EMEA) and Americas to raise awareness for CSR within the Network.

In November last year, we became the first TGS Member who became a Signatory of the UN Global Compact. Since then, we have been encouraging our clients and community to join the global initiative and start taking action on sustainability.



Our Commitment to SDGS

Quality Education (SDG 4)

Decent Work and Economic Growth (SDG 8)

Responsible Consumption and Production (SDG 12)

OUR COMMITMENT TO SDGS

BizWings supports the **Sustainable Development Goals (SDGs)**, a collection of 17 Global Goals set by the United Nations in 2016, and aims to contribute to them through our services, operations and business relationships.

We believe that the SDGs provide a universally recognized framework to understand how we can move towards a more sustainable and inclusive future. We recognize our corporate responsibility to reduce our negative impacts while scaling up our contribution to the Agenda 2030.

Based on our industry and activities, and following the *SDG Compass* guidelines, we have decided to strategically prioritize three SDGs where we believe we can have the most significant impact and can maximize our contribution:

4 QUALITY EDUCATION



Quality Education

Ensure inclusive and equitable quality education and promote lifelong opportunities for all.

Our commitment: We will provide internship opportunities to students and keep fostering a culture of continuous learning through our core values 'Proactive' and 'Growth Mindset'.

8 DECENT WORK AND ECONOMIC GROWTH



Decent Work and Economic Growth

Promote sustained, inclusive, and sustainable economic growth, full and productive employment, and decent work for all.

Our commitment: We aim to create new services that foster business innovation and economic growth in Thailand and overseas. We will prioritize employee's development and training opportunities.

12 RESPONSIBLE CONSUMPTION AND PRODUCTION







Responsible Consumption and Production

Ensure sustainable consumption and production patterns.

Our commitment: 'BizWings says no to single use-plastics' will be our motto, our starting point of a long journey involving our stakeholders to becoming a more environmentally friendly organization.

We believe we can contribute the most to the sustainable development agenda by focusing on these three interrelated Goals. The choice of **Quality Education (SDG 4)**, **Decent Work and Economic Growth (SDG 8)**, and **Responsible Consumption and Production (SDG 12)** is aligned with how we approach professional business and how we place our employees, their well-being and professional growth at the hearth of our strategy. Similarly, we believe that we need to protect and preserve our natural planet to ensure we can continue helping our clients achieve success in the future, which will contribute to economic growth and employment in the region and beyond.

QUALITY EDUCATION (SDG 4)

 <p>16 interns have joined our company since 2015</p>	 <p>8 training hours per employee spent during 2021</p>	 <p>Weekly knowledge sharing activities since 2021</p>	 <p>Four local institutions collaborating with during 2021</p>
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Our contribution to **Quality Education (SDG 4)** encompasses the following Targets:



We address **Target 4.4** by providing valuable **internship opportunities** to students and recent graduates to apply their knowledge from the classroom to real-world experience.



We address **Target 4.7** by providing **education** for all employees on the importance of adopting **CSR practices** and the **SDGs**.

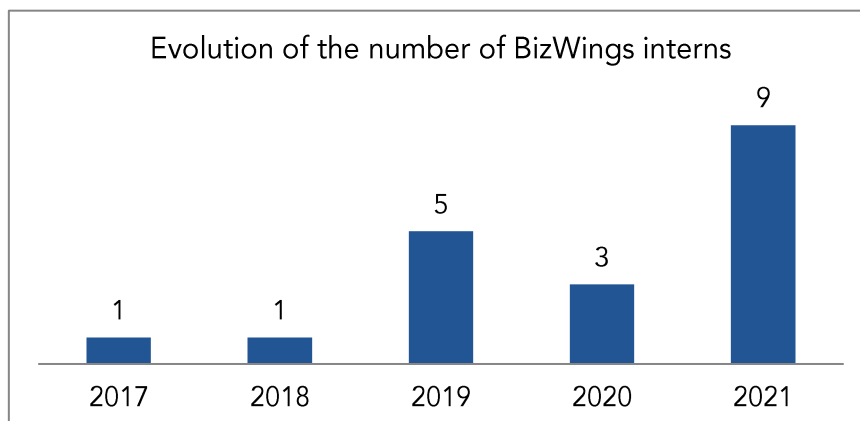


We address **Target 4.b** by investing in **employee training and development programs** that support their professional advancement and personal growth.

Importance of this Goal

Providing internships at BizWings is a win-win initiative that BizWings wants to extend and expand even further in the future. From the perspective of the student, interns have the opportunity to experience and practice what they learned in real work life. From the perspective of the company, they can help us improving the way we do things, as well as observe their high potential and the culture fit during the internship period, which normally newly graduate recruitment process cannot provide.

We strongly believe in our corporate culture that emphasize on treating others with dignity. We hope to set good standards for the interns to acknowledge their rights to be valued and treated with honesty and respect regardless of whether they join our company or not.



Measurement of Outcomes



BizWings internship opportunities are designed for those students or recent graduates majoring in accounting or business administration who want to put their knowledge gained into practice in a young and dynamic consulting firm. These passionate individuals are eager and willing to learn new skills and take a proactive approach.

My internship at BizWings was challenging but fulfilling, it was my first full-time internship experience, and it was in a foreign country. I oversaw introducing a new system in the company to improve business efficiency.

During my internship, I learned the importance of work responsibility, a supportive work environment and keeping open-minded communication at the workplace. Since then, I have been practicing open-mindedness because it has allowed me to look at problems with different perspectives and coming up with new and innovative solutions.

Nobuho Hashimoto, Business Development Intern



On March 2021, BizWings hosted the first edition of the **SDGs Awards** at the workplace. The purpose of this initiative was to educate our employees on the importance of the Agenda 2030 and the SDGs, with specific questions aimed at raising awareness of Quality Education (SDG 4), Decent Work and Economic Growth (SDG 8) and Responsible Consumption and Production (SDG 12).

One of the activities that I enjoyed the most during my internship at BizWings was the SDGs Awards. It was a lot of fun and it helped me understand the concept of sustainability more.

Anapat Phetrakual, Business Process Intern



Figure 1: Kunjira Dumkaew, our Associate who won the 2021 SDGs Awards



English communication is one of the main difficulties faced by employees in Thailand. In order to overcome this challenge, we provide our team members with the necessary tools, such as languages courses, to overcome existing language barriers when communicating effectively with our clients or other employees.

For more than a year, our employees have the possibility to attend weekly 25-minutes English conversation classes with native English teachers. These online sessions are intended to improve their speaking skills and build conversational confidence that we believe is indispensable to provide a high-quality service.



Statistics regarding English course from employee's survey:

- All of our employees (7) who were taking this course reported their satisfaction with the lessons and their willingness to continue their English training.
- Improved listening skills and expanded English vocabulary were reported as positive aspects of the course.

DECENT WORK AND ECONOMIC GROWTH (SDG 8)

 <p>6 newly graduates have been accepted in our office since 2015</p>	 <p>3 accounting interns were promoted to full-time this year</p>	 <p>Collaborative, high-trust, and inclusive organizational culture</p>	 <p>Work-from-home policy since the first outbreak of COVID-19</p>
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Our contribution to **Decent Work and Economic Growth (SDG 8)** encompasses the following Targets:

 <p>TARGET 8-2 DIVERSIFY, INNOVATE AND UPGRADE FOR ECONOMIC PRODUCTIVITY</p>	<p>We address Target 8.2 by creating new services for our clients that foster business innovation, productivity, and economic growth in Thailand and overseas.</p>
 <p>TARGET 8-6 PROMOTE YOUTH EMPLOYMENT, EDUCATION AND TRAINING</p>	<p>We address Target 8.6 by providing internship and full-time opportunities for students and recent grads. Additionally, we offer training and professional development programs to all our</p>

Importance of this Goal

We strive to foster a positive work environment by building a strong company's culture that emphasizes our *seven* core values. This is one of the main reasons behind our decision to prioritize Decent Work and Economic Growth (SDG 8).

We put our greatest effort into creating a better workplace where our employees feel safe, respected, treated with dignity and fully valued at work. This has helped us to achieve a very low employee turnover ratio considering the industry average.

BizWings experienced the highest turnover ratio in 2020, which accounted for 7%. According to the exit interview, the reasons for leaving the company are family matters and health-related matters.

When it comes to employee's remuneration, our salary offered is highly competitive. For instance, company's salaries for newly graduates are, on average, 7-20% higher than the minimum, depending on the interview and negotiations.

Regarding opportunities for growth at work, the average length of time our employees spend on their role is 3-5 years. At the end of each year, every employee is eligible for promotion with no minimum length of time in the required role.

We believe that contributing to Decent Work and Economic Growth (SDG 8) will reinforce our commitment to creating the best possible work environment for our employees.

Measurement of Outcomes



The COVID-19 pandemic has forced many migrant workers to return to their home countries. The inadequate communication between Thai-speakers and non-Thai speakers, which represents one of the greatest challenges foreign companies face in Thailand, has also been accentuated.

BizWings Online Assistant service emerges from the need of supporting these companies to put an end to local management problems due to the miscommunication factor aggravated by the coronavirus crisis.

Our remote assistants consist of a group of experts and professionals specialized in Business in Thailand. Our clients can request them to handle any tasks whenever they want using emails or text messages. They will perform them with professionalism and expertise.



Figure 2: Junnosuke Kurachi (left), CEO of BizWings, and Naoko Higashimaki (right) Relationship Manager of BizWings Online Assistant. Photo credits to ArayZ magazine.



BizWings provides young women and men access to **decent, productive and inclusive work opportunities**. We aim to substantially contribute to the reduction in the proportion of youth not in employment in Thailand and worldwide.

Our workforce is hired based on their culture fit and demonstration of company's core values. We believe that the extent to which a person is capable of performing a high-quality professional work is not correlated to the University they graduated from; thus, University reputation is not a criterion for hiring our young employees.

I joined BizWings as an intern during the final year of my bachelor's degree in Accounting and several months after I got promoted to full-time staff. From the first day I felt welcomed and supported by all my colleagues, which made me feel confident and connect with the culture of the company easily. Not only the possibility of growing within the company, but also being able to grow professionally thanks to its training programs in a culture of continuous learning were decisive factors when it came to stay at BizWings.




BizWings never closes the door of opportunities for those who are truly passionate about what they do. The company is ready to give you as many opportunities as possible as long as you are committed and work hard without forgetting to have fun.

Sudarat Triwittayangkoon, Accounting Associate (previous Accounting intern)

RESPONSIBLE CONSUMPTION AND PRODUCTION (SDG 12)

 <p>No single-use plastics campaign implemented</p>	 <p>Joined one charity challenge to raise funds for WWF</p>	 <p>Work from Home has reduced our company's carbon footprint</p>	 <p>Garbage bins tracking spreadsheet for waste reporting</p>
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Our contribution to Responsible Consumption and Production (SDG 12) encompasses the following Targets:

<div>TARGET 12-2</div>  <div>SUSTAINABLE MANAGEMENT AND USE OF NATURAL RESOURCES</div>	<p>We address Target 12.2 by adopting a “going paperless” mentality: we avoid printing documents whenever it’s possible.</p>
<div>TARGET 12-5</div>  <div>SUBSTANTIALLY REDUCE WASTE GENERATION</div>	<p>We address Target 12.5 by providing our employees with reusable fabric bags and food containers to stop the use of single-used plastics in our office.</p>
<div>TARGET 12-6</div>  <div>ENCOURAGE COMPANIES TO ADOPT SUSTAINABLE PRACTICES AND SUSTAINABILITY REPORTING</div>	<p>We address Target 12.6 by encouraging our stakeholders to become more sustainable and develop CSR initiatives through our social media campaign: #SDGswings.</p>

Importance of this Goal

Since we are in the service business, we may not be able to directly influence the environmental dimension of development, such as climate change, water-related issues or biodiversity and ecosystem. However, we put ourselves in the position of consumers

of such products, and we choose to act on the environment from a consumer point of view. This is one of the main reasons behind our decision to prioritize Responsible Consumption and Production (SDG 8).

We strive to contribute to environmental sustainability by creating a more sustainable workplace where employees are encouraged to adopt more environmentally friendly practices at the office, such as recycling or reducing their single-used plastic consumption.

Measurement of Outcomes



Paper constitutes 70 percent of the total waste produced at the workplaces. As part of our commitment to reducing paper consumption in our office, we have developed several initiatives and good practices that promote the concept of a paperless office. Additionally, the digital transformation process is aligned with our core value *Technology Driven*.

Develop an efficient internal system to minimize paper printing (for vouchers)

During the early years of BizWings, the Accounting department used to print vouchers (e.g. payment voucher, received voucher and journal voucher) for every transaction, which involved a large amount of printed paper. These vouchers had an average of 50 pages, which were sent to every client on a monthly basis.

From the management of the company, the development of an internal system was proposed that would efficiently reduce the number of pages and thus minimize the impact on the environment. As of today, this system has reduced the average number of pages from 50 to 1-2. In addition, it has improved the management and quality of accounting documents, as well as generated positive feedback among our clients.

Use of digital signature to authorize documents (for document authorization)

In addition to this paper-saving system, we have been continuously using the digital signature for those documents where signature is not required to take impact.

The use of digital signature has provided significant benefits for all users, such as greater autonomy in the operation process, increased efficiency and higher level of security.



BizWings say no to single-used plastics is our latest CSR initiative to avoid the use of single-used plastics (i.e. 'work without plastics') in our office. We encourage our employees to gradually reduce their plastic consumption and thus minimize their negative impact on the environment.

Given that the vast majority of plastic waste generated in our office comes from the food that our staff buys (e.g., Styrofoam containers, straws and coffee cups...), we decided to provide them with our tote bags and lunch boxes.



#SDGswings is our social media campaign to raise awareness about the concept of sustainable development and the SDGs within our stakeholders, such as existing and potential clients, governmental agencies or business network.



The purpose of #SDGswings campaign is to:

- Publicly communicate to our network our current CSR initiatives and report our positive impacts.
- Encourage our stakeholders to advance their progress on corporate social responsibility through sharing our best practices.



Human Rights

Human Rights Policy

Business Ethics

Diversity and Inclusion

Non Discrimination

HUMAN RIGHTS

As a professional firm, we believe it is our responsibility to create an environment where international human rights are respected and protected. We acknowledge our responsibility to encourage universal respect for human rights by developing company's policies focused on human rights protection.

Principle 1: Business should support and respect the protection of internationally proclaimed human rights.

Principle 2: Business should make sure that they are not complicit in human right

HUMAN RIGHTS POLICY

BizWings' approach to human rights is based on our commitment to promote and protect universally recognized human rights, as it is stated in the *Universal Declaration of Human Rights (UDHR)*. We also commit to respect the *United Nations Guiding Principles on Business and Human Rights (UNGPs)* and to avoid complicity in human right abuses.

As responsible corporate citizens, **respecting human rights in our operations and business relationships** is one of our priorities. Our commitment to operate responsibly with respect for human rights is reflected in all our business operations and it is integrated in all our policies and procedures.

BizWings has identified the following human right focus areas as priorities for our company:

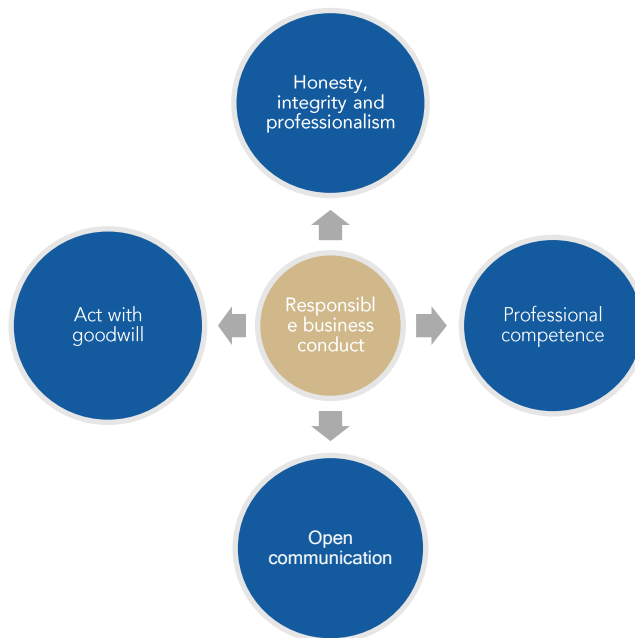
- **Right to non-discrimination and non-harassment**, which is also covered in our *Anti-Discrimination and Anti-Harassment policy* and *Code of Ethics*.
- **Right to equal opportunities**, which is also covered in policies such as *Anti-Discrimination and Anti-Harassment policy*, *Employee Recruitment and Selection policy* and *Performance Review and Evaluation Policy*.

- **Right to safe and healthy work environment**, which is also discussed in our *Anti-Discrimination and Anti-Harassment policy* and *Work Rules*.
- **Right to decent work and working conditions**, this is also covered in our *Work Rules*.
- **Right to data protection and privacy**, which is also discussed in our *Privacy policy*.

BUSINESS ETHICS

We are committed to conduct our business with transparency, integrity and in full compliance with regulatory requirements and to foster good corporate governance that we believe will lead to sustainable growth of our business.

Our **Code of Ethics** aims to give our employee guidelines on our business conduct in order to maintain and uphold high integrity and professionalism of our company. This Code outlines our expectations from all our employees; thus, this policy should be followed by everyone in our company.



DIVERSITY AND INCLUSION

At BizWings, we value diversity, equity and inclusion. We believe that promoting inclusiveness and diversity within our workplace encourages employees to thrive and exceed expectations in their roles by empowering them to reach their full potential.

We have policies in place to ensure that diversity, equity, and inclusion is promoted and respected at every stage of the employment life time, from our *Employee Recruitment and Selection policy* to our *Performance Review and Evaluation Policy*,

Having a diverse team and fostering an inclusive culture will allow us to reinforce our commitment as responsible corporate citizens, as well as promote a positive and open mindset within our team and clients.

NON DISCRIMINATION

We are committed to providing a workplace that is safe and free from discrimination and harassment and seek to ensure that every employee feel safe, respected, treated with dignity and fully valued at work.

Our *Anti-Discrimination and Anti-Harassment policy* addresses incidents of discrimination and harassment between and against our employees. Any form of discrimination or harassment that violates this policy will not be tolerated and will be followed by immediate penalty.



Labour

Education and Training

Health and Safety

Work-life balance

LABOUR

We are committed to create an environment in which **international labour standards** are respected and protected. We acknowledge our responsibility to create decent work opportunities that deliver a fair wage, ensure safe working conditions and equal opportunities and treatment for all, and promote continuous personal and professional development.

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

Principle 4: Business should uphold the elimination of forced or compulsory labour.

Principle 5: Business should uphold the effective abolition of child labour.

Principle 6: Business should uphold the elimination of discrimination in respect to employment and occupation.

EDUCATION AND TRAINING

We put strong emphasis on continuous learning and development for our people. We believe that employees need to actively enrich their knowledge and acquire new skills to be better at their jobs and to grow professionally, which will benefit both the employee and the company.

To ensure the development of our employees, every year BizWings allocates an individual training budget for each employee, who will be responsible to ensure the full utilization of this budget. Regarding training request, we approve and encourage the following employee trainings:

- Formal training sessions offline and online (individual or corporate).
- Participating in conferences.
- On-the-job training.
- Job rotation.
- Job-related subscriptions or educational material (excluding software licenses or other tools).

HEALTH AND SAFETY

The health and safety of our employees, clients and community is our top priority. Since the first outbreak of COVID-19 in Thailand, we have been working to reduce risks associated with the transmission of the virus.

Following the World Health Organization (WHO) recommendations, measures that we have been implemented at the workplace to prevent the spread of the COVID-19 include promoting regular hand-washing or disinfection with alcohol-based hand sanitizer, encouraging employees to maintain at least one-meter physical distance, performing frequent office cleaning and disinfection, and minimizing the number of unnecessary visits to the office.

WORK-LIFE BALANCE

We are committed to ensure the right balance between professional and personal life for all our employees. More than ever, we believe that maintaining a healthy work-life balance has become harder than ever due to the irruption of the COVID-19 pandemic.

We actively encourage our employees not to work overtime, and to follow the scheduled working time specified in their employment contract and, generally, in the Work Rules. Additionally, we communicate openly about the workload and work plan to prepare our people to do the work efficiently and be more productive.

We have implemented several measures aiming to support a better work-life balance that promote the well-being of our employees:



Promote **flexible working arrangements**, such as flexible and/or reduced working hours.



Encourage **teleworking** during the COVID-19 pandemic and beyond.

We believe promoting the conciliation of family and professional life can be translated into greater employee satisfaction, increased motivation and productivity, and stronger employee's commitment to the company.

Our Response to COVID-19 pandemic

As a response to COVID-19, BizWings has implemented a **mandatory WFH policy** to ensure the health and safety of our employees. We have conducted an internal survey to assess our employee's response to the WFH policy. The results were relatively favorable in terms of efficiency, performance and motivation.

Statistics regarding WFH policy from employee's survey:

- **75%** of our employees (12) feel equally productive working at the office than working from home.
- **81%** of our employees (13) reported adequate communication from home.
- **100%** of our employees (16) consider that BizWings provided the necessary equipment and technologies to perform their tasks properly from home.



Environment

BizWings say no to single-used plastics

Becoming a paperless office

#SDGswings campaign

ENVIRONMENT

As responsible corporate citizens, we have a responsibility to take care and protect our planet. We aim to establish an environmentally friendly workplace where our company's carbon footprint is minimized, and employees are encouraged to act in a sustainable manner.

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.

Through our social media campaign #SDGswings, we are communicating to our stakeholders our environmental initiatives implemented to preserve our natural environment.





Anti-corruption

Client Acceptance and Continuance Policy

Professional Independence Declaration

ANTI-CORRUPTION

BizWings takes a **zero-tolerance approach** to **bribery and corruption** and it is committed to acting professionally, with honesty and integrity in all its business transactions and relationships with relevant stakeholders including, but not limited to employees, clients, governments and local organizations.

We also acknowledge our responsibility to develop specific policies, in addition to our *Code of Ethics*, that addresses anti-corruption in all its forms, including extortion and bribery.

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

CLIENT ACCEPTANCE AND CONTINUANCE POLICY

Our client acceptance and continuance procedures allow us to assess any potential risks and ethical issues prior to accepting or continuing a client relationship. Strong compliance with this policy and processes are essential for us to provide professional services with quality and integrity following our *Act with Goodwill* core value.

Ethics is one of our key decisive factors for client acceptance and continuance. Thus, we carefully considerate ethics risk assessment in our decision-making.

Risk-assessment clause Any concerns about management's integrity that are not identified

Risk-assessment clauses addressing **potential ethics issues**:

- Any concerns about management's integrity that are not identified based on contacts or discussions with clients.
- There are not data, information, evidences or incidents that lead to the conclusion that the client's integrity seems lacking.

PROFESSIONAL INDEPENDENCE DECLARATION

To ensure that the professional relationships we establish with our clients don't lead to any form of bribery and anticorruption, we request all directors and employees need to complete a Conflict of Interest and Professional Independence declaration form when assigned to any client or project and annually thereafter.

Should any conflict of interest or threat to professional independence arise, it must be reported immediately via email to the CEO, who will then take the appropriate action to manage such conflicts. Reporting conflicts of interest and threats to professional independence may involve disclosing personal or highly sensitive information. The information will be used for the purpose set out in this policy and Procedure. The information will be held confidentially.