## **Communication on progress**

# Implementing UN global compact principles





I am pleased to confirm that TKS International Group (The Key to Success Innovating SL) reaffirms its support of the **Ten Principles of the** 

- United Nations Global Compact in the areas of
  - Human Rights
  - Labour
  - Environment
  - and Anti-Corruption.

In this our first annual Communication on Progress, we describe our actions to integrate the Global Compact and its 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."

Yours sincerely,

Luis J. Beneytez **CEO** 





### **HUMAN RIGHTS PRINCIPLES**

TKS goal is to influence that our employees and all our business partners respect the Universal Declaration of Human rights and environmental protection. Based on our commitment we have set up a code of conduct, to make our position clear for all our suppliers, employees, and partners. Our Code of Conduct complies with the standards and other international conventions.

#### IMPLEMENTATION

TKS has taken the following measures to prevent human rights violations in its work locations:

• A box has been installed in each location for employees to submit their complaints and/or issues with regards to unfair treatment. These complaints are revised by top management and discussed immediately.

• A training session has been conducted for all employees to raise the public awareness on human rights issues.

#### **MEASUREMENT OF OUTCOMES**

Over the last year any issues or problems was reported by employees Las month of march TKS organize a 1 hour training session to explain the best way to proceed in case any employee has any complaint or issues with regards to unfair treatment



## LABOUR PRINCIPLES

TKS policies state the right for collective bargaining. Our internal rules covers policies concerning our employee rights and compensation and responsibilities. We assess labor related risks. We have a dedicated resource that monitors and mandates environmental and safety risks. We will continue to refine our employee rules as needed and incorporate the Global Compact."

#### IMPLEMENTATION

To improve the quality of life of employees and their families All employees are allowed to manage his/her schedule to attend families and relatives needs

We implement remote work for the afternoons from Monday to Friday Also, all employees are encouraged to practice exercise and eat healthy avoiding fast food in case of business travel.

#### **MEASUREMENT OF OUTCOMES**

We have a 100 % compliance on approved working contracts. We haven't a working related injuries.



## **ENVIRONMENTAL PRINCIPLES**

TKS has a Sustainability Policy based on the WWF One Planet Action template

#### IMPLEMENTATION

We reduce the number of printers reducing the consumption of paper and toner We implement electronic invoicing We encourage the employee to use public transport paying the monthly tickets for that purpose

#### **MEASUREMENT OF OUTCOMES**

TKS reduce an 80% the consumption paper and toner and 25% the consumption of energy with the implementation of the remote work





## **ANTI-CORRUPTION PRINCIPLES**

TKS has a zero-tolerance policy for corruption, bribery, and extortion. The following company policy according to bylaws can be evidence of this: "It is the policy of TKS to pursue all of its business transactions in an honest and ethical manner. In doing business anywhere in the world, TKS nor any person associated with the company may offer, pay, promise, authorize or receive any bribe, kickback, or other illicit payment.

#### IMPLEMENTATION

Internally, we have maintained an excellent check and balance system over transactions. The records are maintained with proper proves about where each rupee goes to and what is done with it. This information is checked and controlled by finance, administration and HR department and ultimately reaches to the CEO."

#### **MEASUREMENT OF OUTCOMES**

TKS has not been involved in any legal cases, rulings or other events related to corruption and bribery

