

UN Global Compact

**Company Profile and Communication on Progress
2021**

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CREATED BY

imc
information multimedia communication AG

United Nations Global Compact
United Nations
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USA

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Statement, Year: 2021

To whom it may concern:

Being a good corporate citizen is an ambition enthusiastically embraced at all levels within our company. It has been enormously important the last years and will be even more the in the upcoming years. As a member of the UN Global Compact, we believe that our business policies incorporate the ten principles.

Our board fully supports our actions in working towards sustainability goals – in particular those contained in the UN Global Compact – and endorses the future priorities and specific targets we set out in our report. Through our support of the United Nations Global Compact, we also aim to move the agenda forward on performance related to human rights, labor rights, the environment and the fight against bribery and corruption. Here we summarize the progress we have made in 2021 against these principles and we are eager to further contribute to global sustainability goals in the future.

Yours sincerely,



Christian Wachter, Chief Executive Officer, imc AG

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1 Company Profile

1.1 About imc AG

imc AG is one of Europe's largest providers of comprehensive **solutions for technology-enhanced learning, training, education, and staff development**. The company was established in 1997 by Professor August-Wilhelm Scheer, internationally recognized scholar, entrepreneur and expert in business process management. Since then, imc has developed solutions related to the design and production of e-learning courses as well as to the design and implementation of technical and professional infrastructures (e.g. learning management system design and implementation; implementation of integrated e-learning infrastructures etc.) for e-learning, distance education, and staff development.

imc operates from its **headquarters** in Saarbrücken, Germany. Further offices and **subsidiaries** are located in Freiburg, Munich, Essen, Zurich (Switzerland), Graz (Austria), London (UK), Sibiu (Romania), Melbourne (Australia), Auckland (New Zealand), Scottsdale (USA), and Singapore.


	
Company	imc information multimedia communication AG
Address	Scheer Tower, Uni-Campus Nord 66123 Saarbrücken Phone: +49 681 9476-0, Fax +49 681 9476-530 E-mail: info@im-c.de www.im-c.com
Founding year	1997
Associates	Scheer GmbH (60%); Dr. Wolfgang Kraemer, Frank Milius, Dr. Volker Zimmermann (13,33% each)
Executive Board	Christian Wachter, Sven R. Becker, Dr. Wolfram Jost
VAT No.	DE 812 187 208
Commercial Register No.	HRB 13338
UNGM Registration No.	161680

Table 1: Company Details

1.2 Products and Services

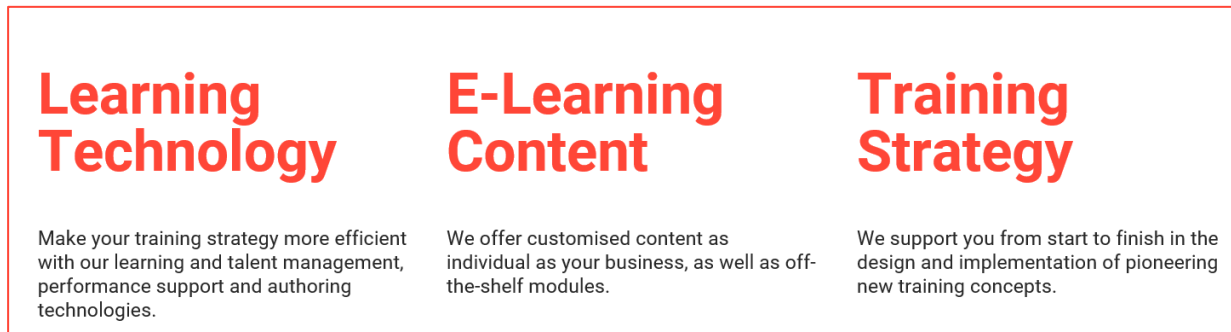


Figure 1: Business Areas

imc's focus is on providing customers with a comprehensive portfolio of innovative products and services:

- **New Media and e-Learning Content Production:** imc provides professional services covering the whole value chain of bespoke e-learning content design and production. imc runs content projects from customized planning to instructional design, storyboard development and realization up to the roll-out, dependent on customers' requirements and timeframe. imc is experienced in working with different learning content formats, i.e. classic e-learning programs (web-based training courses), serious games, smartphone apps, interactive video, e-books, as well as games and training content for mobile websites.
- **Consulting Services:** imc helps organizations to (re)organize their learning processes and to select, implement, adapt and integrate suitable software systems and technologies. imc's consultants perform in-depth needs analyses before proposing the right learning management strategy, always considering client-specific demands and learning cultures. Consulting services range from the technical implementation of our products to the conceptualization of an organization's complete e-learning offering; they include training and coaching services on the instructional design and technical implementation of interactive training content. Service implementation and project management are based on PRINCE2.
- **E-Learning Authoring tools:** imc Content Studio is a high-end e-learning authoring tool able to meet the highest demands. It is a multiple test winner in usability, productivity, functionality and price-performance ratio. The authoring environment is also the perfect solution for the easy and efficient creation and evaluation of exercises, tests, exams and assessments. **imc express** is a state-of-the-art cloud service and only requires a PC or Mac with a current web browser in order to make the creation of e-learning possible. Creators can learn how to use the tool in only 10 minutes and because of its self-explanatory functions, it has a very high ease-of-use and low entry barriers.

- **Learning Management System:** imc Learning Suite (ILS) is one of the leading Learning Management Systems (LMS) on the market. It is a state-of-the-art software solution that enables decentralized implementation of multimedia-enhanced teaching and learning opportunities within a centrally coordinated organizational framework and organization-wide administration structures. The ILS is top-ranked in the Gartner Group's market survey on Corporate Learning Solutions and has received high marks in other market analyses (e.g. Bersin & Associates).
- **On-demand Learning Services** include hosting services for learning environments as well as "Software as a Service" arrangements for our customers. imc implements ITIL guidelines for IT services; a 24/7 ITIL-based service desk for software products is available.
- **Training Strategy Consulting Services:** We provide guidance in the development of innovative and successful training concepts and support in putting them into effect.

1.3 Standards

Quality management at imc is organized on the basis of the international ISO 9001 standard. imc holds a recognized **DIN EN ISO 9001:2008 quality management certificate** and applies a regular schedule for external audits. Since 2015, imc has also been **ISO / IEC 27001:2013** certified, proving the implementation and maintenance of a state-of-the-art **Information Security Management System**.

In December 2015, imc underwent an Energy Efficiency Audit according to **DIN EN 16247-1** in order to implement **EU Directives on Energy Efficiency (2012/27/EU)** and **Energy Service Providing (2006/32/EG)**.

To ensure the quality of services we follow the **PRINCE2** project management standard. imc's consultants are PRINCE2 trained and certified. Finally, imc supports the **United Nations Global Compact** and the **Women's Empowerment** principles.

In the context of imc's corporate compliance activities, we have introduced in 2020 a **Compliance Management System**. The imc global Code of Conduct, together with the Compliance-Policy, are the core pillars of our Compliance-Management-System. It summarises the most important rules for legally compliant and ethically correct behaviour and is binding for all employees of the imc Group.

While the Code of Conduct represents an overview of our compliance programme addressed to external recipients, the Compliance-Policy is the associated internal work instruction.

1.4 Reference Projects with United Nations Organizations

Since 1997, imc has conducted a great number of projects related to the design and development of interactive, multimedia e-learning content. The **following figure shows some projects imc has implemented with UN organizations:**

	<p>UNICEF</p> <p>Design and development of e-learning modules on Results-Based Management. Two Long-Term Agreements on "Rapid e-Learning development of online self-learning modules" and "Video-based Learning Production".</p>		<p>WFP</p> <p>Three-year Long-Term Agreement on Design and Development, Instructional Design and Localization of interactive E-learning courses and blended learning programmes.</p>
	<p>UNHCR</p> <p>Long-Term Agreement covering the instructional design and development of e-learning products and courses on behalf of UNHCR's Global Learning Centre (GLC).</p>		<p>UN WOMEN</p> <p>Design and development of several self-paced e-learning courses, e.g. on Care Economy, Masculinities, The Convention on the Elimination of All Forms of Discrimination against Women (CEDAW).</p>
	<p>UNPD</p> <p>Long-Term Agreement on the design, delivery, and maintenance of web-based learning solutions.</p>		<p>UNFPA</p> <p>Analysis, design and development of a game-based e-learning course for fixed assets practitioners at UNFPA. Three-year Long-Term Agreement on maintenance and localization of e-learning modules.</p>
	<p>UNODC</p> <p>Design, development and localization of interactive multimedia training courses for law enforcement officers. Topics e.g.: Smuggling of migrants, Human Rights, Risk Management. Five-year contract.</p>		<p>UNIDO</p> <p>Business process and IT support for SAP ERP implementation. Development of digital learning and training material; set-up of a Virtual Learning Resource Catalogue and Library.</p>

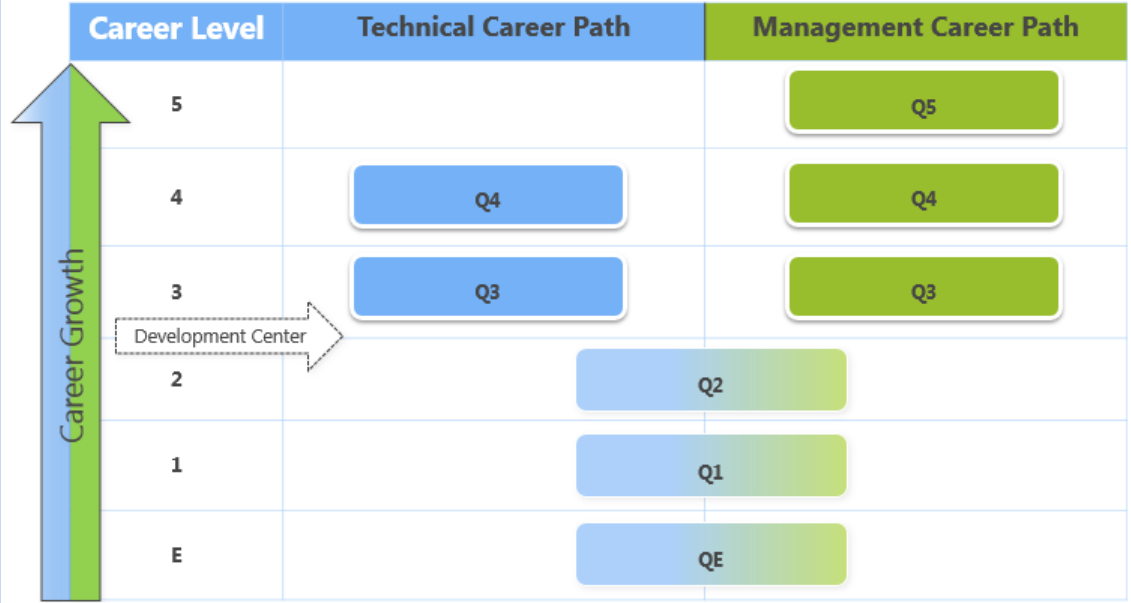
Figure 2: Selected Reference Projects with UN Organizations

2 Communication on Progress

The following table lists activities and shows progress made towards achieving positive results with regard to the Ten Principles of the Global Compact. To the extent available, performance indicators and quantitative data are provided. Different colors highlight the areas of human rights, labor standards, the environment and anti-corruption, i.e. the core fields of action to which the Ten Principles belong.

Global Compact Principle	Action Taken & Impact Achieved and/or Plans for the upcoming Year
Principle 1: Businesses should support and respect the protection of internationally proclaimed human rights.	<p>imc acts in conformity with human rights legislation and considers its prescriptions especially with regard to the following points:</p> <p>Working Conditions</p> <p>It is one of our highest values to act as a reliable employer and to create a safe and healthy work environment for all employees in all countries where imc is represented. We are committed to international and binding local standards.</p> <p>In 2018, we have implemented a global Health and Safety Policy to minimize risks and to protect employees at the workplace. As a benefit, we offer various insurance schemes to support employees and their families in case of accidents, invalidity, or death.</p> <p>Our people are also protected in the context of global travel.</p> <p>The working environment in imc offices is regularly checked by external auditors who consult in terms of ergonomics.</p> <p>Furthermore, we protect and support woman in pregnancy and provide flexible opportunities for returning to work in part time if desired. Fathers also are eligible to take paid parental leave. Generally, we have a high number of employees working in part time to better balance work-life. In various occasions, we have supported employees with sabbatical contracts to take a temporary time out of work for personal development and recovery.</p> <p>In case of long-term sickness, we offer support by individual coaching and consulting and</p>

Global Compact Principle	Action Taken & Impact Achieved and/or Plans for the upcoming Year
	<p>flexible work schemes in order to reintegrate safely in the workplace.</p> <p>We also support coaching and external consulting in terms of mental health issues. imc employees have always access to drinkable water. A kitchen is available in every imc building, imc's headquarters also has a snack-bar and canteen.</p> <p>In the context of imc Corporate Health program, we run various initiatives to support health of our employees. This includes Medical advice by imc company doctor (Germany) and employee's vacations. We also organize regular team sport events and participate at corporate city runs. In addition, we provide, during working hours, space for (social) learning events on topics like mental health, growth mindset and feedback, yoga practice.</p> <p>The health of our employees has been our highest priority since the pandemic began in 2020. We have established COVID related, binding security guidelines to reduce health risks that a regularly updated. We have provided maximum flexibility as an employer to allow our people to master health, personnel challenges and workload during the pandemic</p> <p>imc provides the company wide program EMPOWER ME in order to closely link performance management and people development, launched in 2019. The program supports an outcome-based management practice through setting and regular review of objectives linked to key results and prioritizes individual development linked to every day work experience and feedback.</p> <p>At imc, learning happens via</p> <ul style="list-style-type: none"> – formal trainings provided by external suppliers (Leadership Training in 2019/2020, provided by Luxembourg School of Business) – Digital solutions: We use our own LMS "Empower imc" – Social learning: Various initiatives and events, I.e. imc learning festival, global events incl. Learning nuggets on many topics, Ambassador Program launched in 2019 <p>Wages and Salary</p> <p>The imc salary policy and practice ensures "equal pay for equal work". Pay level for starters is based on seniority, skills and professional experience. Promotions and salary development at</p>

Global Compact Principle	Action Taken & Impact Achieved and/or Plans for the upcoming Year
	<p>imc are linked to outcomes achieved (transparency given through our objective/key result-based performance management program) as well as our commitment to company and team goals.</p> <p>In order to create transparent and equal career opportunities, we have established, for the first time in 2016, an imc career development scheme including different professional levels and paths for our various job families. According to individual strengths and aspirations, employees can choose, if interested, between a management or a technical career path. The scheme will be reviewed and expanded in 2022.</p>  <p>an</p> <p>Salaries meet requirements of legal national standards in the countries, They exceed these to correspond to appropriate market and industry level in order to stay competitive as an organisation.</p> <p>In addition to basic salaries, we offer contractual, variable bonus schemes linked to company</p>

Global Compact Principle	Action Taken & Impact Achieved and/or Plans for the upcoming Year									
	and individual performance. In most countries, employees benefit from corporate pension and medical schemes. Where collective agreements exist, they are applied as a minimum standard.									
	Promoting human rights internationally imc cooperates with inter-governmental agencies in developing e-learning modules on nutrition and fighting hunger, refugee rights, as well as gender issues, such as prevention from sexual exploitation and abuse, and children’s rights. The modules are designed for a global audience. In particular, they address professionals in the humanitarian sector and provide guidance and support to their work.									
	Selected performance indicators: The following table shows the current distribution of staff differentiated by gender and age criteria. It also shows imc’s performance in achieving a gender and age balanced workforce:									
			2014	2015	2016	2017	2018	2019	2020	2021
	Gender	Female (in %)	37	37	33	33,5	34,5	37	37,2	42,3
		Male (in %)	63	63	67	66,5	65,5	63	62,8	57,7
	Age groups	< 30 years old	25	58	82	71	87	76	74	85
		30-50 years old	70	156	134	145	174	185	220	230
		>50 years	5	6	9	17	29	32	29	35

Global Compact Principle	Action Taken & Impact Achieved and/or Plans for the upcoming Year										
		old									
	Plans for 2022:										
	<p>imc will continue to provide a safe and motivating work environment to ensure health, commitment, and productivity of its workforce. Challenged by the pandemic, imc will be offering a hybrid work model for its employees: “Full flexibility, but not 100% remote”. We are currently establishing standards with regard to IT Security to minimize risk of being cyber attacked as well as guidelines for Health and Safety when working from home.</p> <p>In that context, we also will continue to provide support for imc managers to be able to meet new leadership challenges with view of a connected and inclusive workforce. A transformation team has been set up in 2021 and will bundle its efforts to continue to implement imc’s New Work concept successfully. It is based on the three pillars “People, Technology, Spaces” including training, coaching sessions, and management briefings.</p> <p>After all, imc as an employer remains committed to further growth in terms of company results, employee numbers and corporate responsibility.</p> <p>imc will continue cooperating with inter-governmental organizations on developing e-learning modules on nutrition and fighting hunger, gender issues, and children’s rights to increase their impact.</p>										
Principle 2: Businesses should ensure that they are not complicit in human rights abuses.	<p>imc respects and acts in conformity with the norms of applicable legislation in the regions it operates.</p> <p>imc is committed to the concept of fair dealing. Each director, officer and employee should deal fairly with the Company’s suppliers, customers, employees, and competitors. No one should take their advantage of another by manipulation, concealing information, misrepresentation, or other similar practice.</p>										

Global Compact Principle	Action Taken & Impact Achieved and/or Plans for the upcoming Year
Principle 3: Businesses should uphold the freedom of association and the effective recognition of the right to collective bargaining.	imc accepts the right of employees to freedom of association and collective bargaining in accordance with local labor legislation. Employees have the right to join or to form trade unions. Employees' representatives are not discriminated and have an ability to carry out their representative functions at the workplace.
Principle 4: Businesses should support the elimination of all forms of forced and compulsory labor.	All labor is sourced from the open labor market, employment is freely chosen and there is no forced, bonded or involuntary prison labor. All imc employees are provided with labor contracts and may resign at any time they consider appropriate. Plans for 2022 As imc as a globally growing organisation is planning further growth of staff both nationally and internationally in 2022. In this context, we continuously review and expand our business and operating model. In 2022, we continue to implement the results of the imc transformation program "imc.next" started in 2021. Imc management is highly involved in working on specific topics related to the improvement of people matters, processes and technology. As a result, we increase the degree of identification and commitment. Our aim is to deliver the best service to our customers by committed employees.
Principle 5: Businesses should support the effective abolition of child labor.	imc doesn't source workforce from child labor. It acts in accordance with the following rules: The course of action taken shall be in the best interests of the child, conform to the provisions of ILO Convention 138 and be consistent with the United Nations Convention on the Rights of the Child. Every employee under 18 should be enabled to attend and remain in quality education until no longer a child. Children and young people under 18 shall not be employed at night or in dangerous conditions. imc cooperated with inter-governmental agencies on developing e-learning modules on children's rights. The modules are designed for a global audience. In particular, they address

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	<p>professionals in the humanitarian sector and provide guidance and support to their work.</p> <p>Specific plans for 2022:</p> <p>imc will continue cooperating with inter-governmental organizations on developing e-learning modules on children's rights in order to increase their impact.</p>
<p>Principle 6: Businesses should support the elimination of discrimination in respect of employment and occupation.</p>	<p>Since 2018, imc has an officially published "Equality and Diversity Policy", while an Anti-Discrimination Agreement was already part of each employee's working contract for several years. It is the policy of imc to ensure that no job applicant or employee receives less favorable treatment on the grounds of sex, race, marital status, disability, age, part-time or fixed term contract status, sexual orientation, or religion, or is disadvantaged by conditions or requirements that cannot be shown to be justifiable.</p> <p>Abusive, harassing or offensive conduct whether verbal, physical or visual by anyone at imc is not accepted and has disciplinary consequences. All employees must sign an anti-discrimination statement.</p> <p>Officers and employees should report any potential incident of harassment to the Human Resources Manager when it occurs. imc emphasizes that discrimination is unacceptable conduct which may lead to disciplinary action under the organization's Disciplinary Procedure.</p> <p>imc recognizes the great benefits in having a diverse workforce with different backgrounds, solely employed on ability.</p> <p>imc supports part-time work and flexible working arrangements that are possible also in management positions.</p> <p>In 2016, imc implemented the non-profit project "Cost Effective, Quality, Skills Education for South African Youth", aiming to increase access to and capacity of higher and further education and training, and therefore access to the labor market in South Africa. imc therefore developed diagnostic tests and bridging courses in "Numeracy" and "English Literacy" to increase the admission rate to Technical Vocational Education and Training colleges in South Africa, as well as providing free and online accessible high quality training material to those who lack the</p>

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	<p>opportunity to visit a college. In addition, imc supported the colleges in digitizing their learning material and in the development of their own institutional future technology plans. The project was funded by DEG (Deutsche Investitions- und Entwicklungsgesellschaft), a subsidiary of KfW Development Bank.</p> <p>In 2017, imc started as a partner in the implementation of the non-profit project “InKraFT”, which aims to give people with disabilities the right skills to learn and eventually to work as an automobile mechatronic engineer. The project establishes an innovative and virtual learning concept, providing the right tools to get this new work perspective with the help of digital media and technologies. imc supports the project by providing the Learning Management System imc Learning Suite and by integrating the modules of the partners into the platform.</p> <p>In 2018, a new non-profit research project of imc started which supports the political request to invest more in education and the labor market in Africa. Together with research partners, imc introduces online research laboratories into African schools in the project „Go-Lab Goes Africa“. During the three-year-project, a knowledge portal for schools in Africa is developed, with content available in French and Swahili. The solution will be tested in schools in Nigeria, Kenya and Benin. The schools will be equipped with the necessary technology, teachers will be trained on the use of digital laboratories in their classes and the solution will include offline functionalities for use when internet connectivity is poor.</p> <p>Actions in 2020/2021</p> <ul style="list-style-type: none"> – Digital Trainings on work-related basic education In 2019 and 2020 imc continued its cooperation with Arbeit und Leben Berlin e.V. in the project “lernen mit evideo“. The project provides functional illiterates with work-related basic education in the format of interactive, video-based online trainings (https://www.lernen-mit-evideo.de/) The trainings focus on job-specific and industry-specific qualification (e.g. Industrial Cleaning, Logistics, Hotel and Catering) and enable learners to acquire basic educational skills or to refresh them. The trainings are being developed by imc and hosted via imc's LMS "imc Learning Suite". In 2018 the training series received the Comenius EDU Media Seal.

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	<ul style="list-style-type: none"> – imc Diversity Weeks / Signature of “Charter of Diversity” Between 21 May and 31 May 2020 imc organized “diversity weeks”. Special activities and events regarding diversity were scheduled within this timeframe. As a special highlight, imc’s Management Board and HR department have signed the official Charter of Diversity – an initiative supported by the German Federal Chancellery and under the patronage of German Chancellor Dr. Angela Merkel. Diversity is a core value of imc. You may follow this link to learn more about imc’s diversity policy in an expert interview with Elke Zastrau, Head of Human Resources: https://www.im-c.com/career/imc-as-an-employer/diversity/ – International Women’s Day 2020 and 2021: Post Card Offering and Social Media Campaign imc supported the International Women’s Day 2020 and raised awareness on establishing equality between men and women by launching two initiatives. <p>Post Card Offering:</p> <p>imc trusts in the power of compliments. Therefore, our employees were given the opportunity to tell their female team members, as well as all the other women out there “You rock!” by leaving a colleague, a female family member or a friend a short note to tell her what makes her so special to you. Employees could request the imc International Women’s Day postcard free of charge by from the company’s Human Resources Department.</p> <p>Social Media Campaigns around Diversity</p> <p>During 2 weeks in May 2020, imc’s corporate Instagram stories offered insights into the daily working life of female imc team members. A summary of the Diversity Week in 2021 was also done via Instagram.</p> <p>Support of School Education and Higher Education Sector In the course of the Covid-19 pandemic imc provided primary schools, secondary schools as well as higher education</p>



















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	<p>institutions with its learning technologies free of charge. Schools and Universities had the opportunity to licence the Learning Management System imc Learning Suite as well as the Authoring tool imc Content Studio at no cost. Universities only had to pay for the hosting costs.</p> <p>Provision of Go-Lab Platform In the course of the Covid-10 Pandemic and the widely shut-down of school, imc decided to offer its digital teaching platform “Go-Lab” (online laboratories for STEM subjects) free of charge. The web-based Go-Lab platform combines interactive online experiments with conventional classroom teaching. Go-Lab offers a comprehensive variety of tools for research-based lessons, supporting science teaching in particular. https://www.im-c.com/newsroom/news/kostenlose-online-labore-fuer-schulen/</p> <p>School Cooperations “Lernwelt Saar” and “Digital Primary School” In 2020 imc was delighted to strengthen its engagement in the provision of digital learning technologies for school education. In the course of 2020 the company started cooperations with several regional schools for the Saarland state. The primary school Südschule St. Ingbert as well as the secondary school Bellevue Saarbrücken were provided with Consultancy on Virtual Classroom and conducting digital teaching. In addition the school were provided with the Learning Management System “imc Learning Suite”. Furthermore imc signed a cooperation agreement with the regional state government on promoting the digitalization of school education and fostering the teaching on media use and media competencies. imc also supports the regional digital learning platform “Lernwelt Saar” with consultancy and its digital learning technologies. Further information on the initiatives are available on imc’s website (articles only in German language)</p> <p>Furthermore, imc continued to cooperate with inter-governmental agencies on developing e-learning modules on gender issues, such as prevention from sexual exploitation and abuse, and ethics and integrity. The modules are designed for a global audience. In particular, they address professionals in the humanitarian sector and provide guidance and support to their work.</p> <p>Concrete actions in 2021:</p>

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	<p>Also in 2021 imc organized a special program for the Diversity Week and the International Women's Day. All employees at imc were invited on 3 days, between May 17, to May 21 to join different sessions which were offered via MS Teams. Within this sessions, different spokespersons presented topics such as:</p> <ul style="list-style-type: none"> – Diversity as a challenge: A conversation with Elke and Sam – Working in multicultural teams: The impact of cultural diversity on teamwork. – Unconscious bias: A short introduction <p>The last presentation was done by an external speaker, M.Sc. Vanessa Aurore Reck who shared scientific research results but also personal experiences. An interview with Ms Reck can be found here: https://www.im-c.com/blog/article/unconscious-bias-tips-for-dealing-with-unconscious-bias/</p> <p>All presentations were recorded and are available on-demand for all imc employees at any time. During that week, imc posted every day on their Social Media Channels about the topic of Diversity and linked to different interviews and articles as to Ms Reck's interview, but also statements of the Board and an Interview with Kerstin Steffen, Head of Global Marketing and Communications.</p> <p>Interview with the Board can be found here: https://www.im-c.com/blog/article/why-diversity-and-inclusion-are-more-than-nice-add-ons/</p> <p>The Interview with Ms Steffen can be found here: https://www.im-c.com/blog/article/diversity-and-inclusion-at-imc/</p> <p>1. imc Corporate Social Responsibility</p> <p>imc has now three school corporations with local schools in the region of Saarland. Within the cooperation imc is in close contact to the schools and supports with presentations at the school or guided tours at imc, as well as with career guidance. These schools are:</p> <ul style="list-style-type: none"> – Gemeinschaftsschule Bellevue Saarbrücken (partner since 2019)

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Global Compact Principle	Action Taken & Impact Achieved and/or Plans for the upcoming Year
	<p>imc cooperates with inter-governmental agencies on developing e-learning modules on various environmental issues. The modules are designed for a global audience. They address professionals in the humanitarian sector and provide guidance and support to their work.</p>
<p>Principle 8: Businesses should undertake initiatives to promote greater environmental responsibility.</p>	<p>By serving our company purpose- empowering people through digital learning- imc promotes environmental protection, first through saving of resources and energy for unnecessary travel and secondly through our training products that create awareness and aim to change behavior.</p> <p>In that context, imc cooperates with inter-governmental agencies (such as the Green Climate Fund and UNFPA) to develop e-learning modules on various environmental issues. The modules are designed for a global audience. They address i.e., professionals in the humanitarian sector and provide guidance and support for their work.</p> <p>As an organisation, imc has, in 2018 established a “Environmental Policy” and “Environmental Policy Statement (for imc APAC) Wherever it is possible, we invite our employees to work digitally and to avoid printing. As a digital company, we also remind everyone we communicate with to avoid using paper, color and energy while printing. This is also reflected in our standard email signature.</p> <p>imc practices waste separation according to the German law.</p> <p>In addition, in December 2015, imc underwent for the first time an Energy Efficiency Audit according to DIN EN 16247-1, as required by the new amendment to the German Law on Energy ServiceProviding (EDL-G) in order to implement the EU Directives on Energy Efficiency (2012/27/EU) and Energy Service Providing (2006/32/EG). The audit report was made available in 2016, containing recommendation for measures of improvement which are successively implemented during its 5-years validity. The Audit was renewed in 2021.</p> <p>Work related travel</p> <p>imc’s travel policy underlines that employee must respect environmental standards when organizing work related travels. Travelling by train is the preferred way of transport, flying and rental cars being only permitted when necessary. Due to a more diversified employment strategy with</p>

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	<p>regard to the choice of locations and offices, (e.g. more New Media and Sales employees in Munich, Essen, Melbourne or Singapore Offices), travel efforts can be significantly reduced for visiting local clients. The same principles are applied with regard to subcontractors wherever possible. These measures contribute to a reduction in CO2 emissions, travel costs and strain on employees, thus improving their work-life balance.</p> <ul style="list-style-type: none"> – Job Ticket for Public Transport At several offices in Germany (Freiburg, Essen, Munich) the company cooperates with the local public transport companies in order to offer monthly public transport tickets at reduced rates and in addition subsidises the purchase of each monthly ticket with 10€. – BahnCard with 100% power from renewable energies For frequent travelers, imc subscribes a “Business BahnCard” from the German National Railway company, which powers its long-distance trains with 100% renewable energies. – Procurement of sustainable Office Supplies (sustainable products) and energy efficient IT-hardware imc procures its office supplies from vendors with ecologically, fair-trade and sustainable products such as memo AG (that provide transparency of their supply chains. Furthermore, imc preferably procures energy-efficient office devices and IT-hardware is being leased and selected after Green-IT principles. <p>Concrete actions since 2020: imc undertook the following initiatives since 2020 to promote greater environmental responsibility among its employees and to improve its corporate environmental responsibility.</p> <ul style="list-style-type: none"> ▪ JobBike Offering Since August 2020 imc offeres its employees the possibility to lease a JobBike at special conditions. imc Germany offers JobRad® as a benefit to its employees. JobRad turns new

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	<p>bicycles and e-bikes into company bikes and allows for tax saving. imc leases the bicycles or e-bikes for the employee and the individual can ride it whenever and wherever she or he wants - to work, in everyday life, on holiday or for sports. This is not only beneficial for the environment, but also helps employees to stay fit and healthy.</p> <ul style="list-style-type: none">Pool Bikes The imc office in Freiburg established in April 2020 a bicycle pool. Employees have the possibility to rent a bike to get to work, to get to local appointments during working hours or to use it for private purposes. The bikes are stored in the underground garage of the office and the office established a booking system.Praticipation in the „Stadtrad“ Challenge imc participated in the nation-wide initiative “Stadtradeln” which was hosted by the Climate Alliance (https://www.climatealliance.org/about-us.html). The goal was to cover as many everyday trips as possible by bike in a climate-friendly way for 21 days. imc employees at various locations - from Munich to Saarbruecken – joined the challenge and pedaled together from 6th to 26th September. Across Germany the initiative had over 500.000 participants and helped to avoide the emission of 17 tons of Carbon dioxide. <div><p>Auswertung 2020</p><table><tr><td>1.482</td><td>545.988</td><td>10.360</td><td>311</td><td>115.343.683</td><td>16.956</td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>Teilnehmerkommunen</td><td>Radelnde</td><td>Parlamentarier*innen</td><td>STADTRADELN-Stars</td><td>geradelte Kilometer</td><td>t CO₂ Vermeidung</td></tr></table></div>	1.482	545.988	10.360	311	115.343.683	16.956							Teilnehmerkommunen	Radelnde	Parlamentarier*innen	STADTRADELN-Stars	geradelte Kilometer	t CO ₂ Vermeidung
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	<p>The press release about the “Stadtradeln” can be found here (German only): https://www.imc.com/de/newsroom/pressemeldungen/imc-mitarbeiterinnen-treten-fuer-klima-schutz-und-gesundheit-in-die-pedale/</p> <p>Actions 2021</p> <p>During pandemic, imc allowed all employees to work from home. Therefore, a lot of daily travel to the workplace has been avoided. Internal meetings were organised via MS Teams. Also, for safety reasons and to show responsibility as an organisation, imc organised most of its customer meetings remotely. In sum, a considerable quantity of resources has been saved through imc’s flexibility and sense of responsibility for health and environment.</p> <p>Plans for 2022</p> <p>imc will intensify its efforts for environmental protection and sustainability through creating awareness and shift in behavior of our customers and employees.</p> <p>We will be continuing to implement proposals as identified by the Energy Efficiency Audit in order to improve its energy management and enhance its environmental responsibility.</p> <p>A general overview about Corporate Social Responsibility and the three pillars at imc which are:</p> <ul style="list-style-type: none"> – Ecological sustainability – Social sustainability – Economic sustainability
<p>Principle 9:</p> <p>Businesses should encourage the development and diffusion of environmentally friendly technologies.</p>	<p>The “Green IT” concept is widely advocated for imc. Challenges, which result from complexity of environmental protection, have large influence on IT-development and usage spectrum:</p> <p>New media channels for educational programs are offering chances to promote environmental protection.</p> <ul style="list-style-type: none"> – Learning Solutions become a core competence of Green IT because they can substitute business trips and face-to-face meetings, and hence they reduce CO2 emissions, the travel cost budget and the strain on employees, thus improving their work-life balance.

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	<ul style="list-style-type: none"> – The term “Green IT” marks information technologies which make significant ecologic contribution. Reducing a travel route by 1 km reduces the CO2 emission by an average of approximate 204 gram – in comparison to this, the energy use produced by the IT is negligible. A virtually conducted meeting or an e-learning course with 12 students would reduce the CO2 emission by 244 kg, given an average travel route of 1,200 km. – imc has increased the use of Web Meetings and Virtual Classroom Sessions for internal communication and cooperation as well as for project coordination meetings with customers. This action reduces the need for travelling and contributes to the reduction of CO2 emissions. imc intends to further expand its activities in this area in the coming years. – In the imc Learning Suite, the Learning Management System developed by imc, the options for using one of a variety of virtual classroom tools, among them open source solutions, have been expanded. Thus, imc impacts and facilitates its customers’ practice to hold meetings and trainings virtually instead of face-to-face, reducing CO2 emissions. – imc supports the DHL GoGreen climate protection projects by combining its shipments with DHL GoGreen services whenever possible. DHL calculates CO2 emissions generated by transport using a method based on the ISO 14064 standard. In accordance with the specifications of the Kyoto Protocol, these emissions are offset by climate protection projects. – imc also has increased and intensified its business operations in the area of “cloud computing”, providing professional services to its customers via hosted IT environments. This allows for synergies in the use of IT systems via shared IT infrastructures. In 2013, imc received the “Cloud for Society Award” for its business operations in this area. The award also covers “green IT” aspects of IT operations. imc’s software products, the Learning Management System imc Learning Suite and the authoring tool imc Express , are all available as cloud-based solutions (software as a service). – imc has reduced the number of company cars with high CO2 emissions. With regard to reducing CO2 emissions, SUVs have been banned completely from imc’s car pool.

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	<p>In addition, imc cooperates with inter-governmental agencies in developing e-learning modules on various environmental issues. The modules are designed for a global audience. In particular, they address professionals in the humanitarian sector and provide guidance and support to their work.</p> <p>Plans for 2022</p> <p>Sustainability will be a focus topic at imc in 2021. imc plans to strengthen further awareness and actions.</p>
<p>Principle 10:</p> <p>Businesses should work against all forms of corruption, including extortion and bribery.</p>	<p>In the context of imc's corporate compliance activities, we have introduced in 2020 a Compliance Management System. The imc global Code of Conduct that has been globally communicated and intensively trained, together with the Compliance-Policy, are the core pillars of our Compliance-Management-System. It summarises the most important rules for legally compliant and ethically correct behaviour and is binding for all employees of the imc Group.</p> <p>While the Code of Conduct represents an overview of our compliance program addressed to external recipients, the Compliance-Policy is the associated internal work instruction. Both take clear position against all forms of corruption including extortion and bribery.</p> <p>In 2018, the position of a compliance officer was created and staffed at imc Germany. All directors, officers and employees shall comply fully with all laws affecting the business of imc, including, without limitation, all laws prohibiting insider trading, money laundering, bribery, improper payments and anti-competitive activities.</p> <p>The consequences to the company and its directors, officers and employees of any departure from this policy can be very serious. If a criminal violation has occurred, the company will take appropriate steps to stop the criminal conduct and to prevent such conduct from re-occurring.</p> <p>imc is certified according to ISO / IEC 27001: 2013, proving imc's Information Security Management System, and holds a recognized DIN EN ISO 9001:2008 Quality Management Certificate,</p>

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	<p>applying a regular schedule for external audits. State-of-the-art data protection and digital processes, combined with staff trainings, contribute to a transparent working environment. The following processes are already being monitored by the ISO standard: People Review (staff appraisal), Induction of new staff, Onboarding of new staff (administratively), Exit of staff, Career Growth/Staff Development, and Internal Change of Department of Staff.</p> <p>In order to foster compliance with anti-corruption rules in a broad range of business operations, imc has developed an interactive training curriculum available for use in organizations of all kinds. In addition, imc has broadened its product portfolio with an online compliance management system which is used by imc customers in order to effectively provide compliance relevant training to their workforce.</p> <p>In 2017, imc has introduced, and continued since then, a bi-monthly “Impulse Session” to improve internal transparency and communication between the board and staff. The meeting is held at the respective office, which represents events or updates shared by a live web stream with all staff at other offices and subsidiaries. These sessions were recorded and stored internally so all imc employees could watch them afterwards again.</p> <p>In 2021 the internal information events have been restructured. All needs and target groups have been clearly defined. All events are live but recorded and stored so they can be re-watched. The formats are as follows:</p> <ul style="list-style-type: none"> - imc360: Streamed 3 times live from the Headquarter, Annual Kick-Off Mid-Term Winter/closing session. Speakers: Board and First-Level reports. Aim: Informing about strategic goals, numbers and successes. Duration: Between 90 and 120 minutes - imcWORLDCAFE: 4 times a year, duration 20-30 minutes, short Updates from the Board - imcSPOTLIGHT: 4 times a year, different speakers who present a special topic such as a new product. Duration: 1 hour - imcKNOWLEDGETRANSFER: Depending on new releases of imc Learning Suite, presented by Product Marketing and Product Management - imcINSPIRE: 4 times a year, 15 minutes session from different speakers. Target: Short introduction in a topic with practical tips and tricks, such as ideas for virtual teambuilding

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	<p>events.</p> <p>In 2019, imc has introduced a professional contract management system for customer contracts, in order to further professionalize internal processes. The newly introduced system also leads to greater transparency with regard to contract negotiations.</p> <p>imc also released a Privacy Policy in 2019. The purpose of this corporate policy is to safeguard and protect the fundamental rights and freedoms of data subjects, in particular their right of the protection of personal data.</p> <p>Furthermore, imc is cooperating with inter-governmental organizations on developing e-learning modules on corruption prevention, internal controls and raising fraud awareness. They are targeted to a global audience of professionals in the humanitarian sector.</p> <p>Specific plans for 2022:</p> <p>imc will strive to further improve internal communication and transparency. As imc expects a further growth of staff both nationally and internationally in 2022, the company aims at improving the international internal information policy on the company-wide web-based collaboration tool (atlassian confluence).</p> <p>In addition, imc will continue cooperating with inter-governmental organizations on developing e-learning modules on corruption prevention in order to increase their impact.</p>

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