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COMMUNICATION ON PROGRESS

Annual Report 2021



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To our stakeholders:

The Color Club is a global marketing company with core services spanning Marketing Production, Digital Marketing, Brand Marketing and Business Intelligence. Since 1993, we have been delivering content for Global Clients across all media platforms via our own creative production studio as well as other marketing solutions. Located in Denmark and Vietnam, we ensure consistency in the visual communication across print, interactive and online media platforms to take our clients' marketing to the next level with top efficiency and creativity.

Launching the business in Vietnam - a country where the practice of corporate social responsibility (CSR) in almost all enterprises, especially in small and medium enterprises is still limited; there is not much attention and support from the government and the society. As a small size company joined UN Global in 2016, We aim to improve the quality of our employees' life and try our best to bring benefits to society and our planet.

In this annual Communication on Progress report, The Color Club reaffirms its support of the Ten Principles into Strategies & Operations in the areas of: Human Rights, Labour, Environment and Anti-Corruption. We also have focused on UN goals and issues and corporate Sustainability Governance & Leadership.

We describe our actions to continually improve the integration of the Global Compact and its principles into our daily operations, our culture, and our business strategy. We also commit to sharing this information with our stakeholders through our primary channels of communication. We believe with our nonstop effort together with other organizations around the world, we can make remarkable change to the world.

Ho Chi Minh City, Vietnam

Carsten Conradt-Eberlin
Chairman of the Board

Strategy

Criterion 1: The COP describes mainstreaming into corporate functions and business units

1. Ensure that different corporate functions coordinate closely to maximize performance and avoid unintended negative impacts

Along with planning the business strategy, we set out specific actions in each stage. At the same time, assign the work and responsibilities of each function in the company. Throughout the working process, the management board will meet regularly to monitor and evaluate the effectiveness of the activities. This will enable us to adjust the strategy as needed, maximize performance, and avoid unintended problems.

Criterion 2: The COP describes value chain implementation

1. Communicate policies and expectations to suppliers and other relevant business partners

We always communicate our policies and expectations to clients/suppliers. Along with sharing strategy and business plans, we put human rights and anti-corruption issues at the top of our list.

Regarding human rights, we always respect clients and suppliers, and we expect them to treat each member of our company the same.

Regarding anti-corruption, we specify prices/discount terms clearly in the contract. Other discounts should be negotiated with the company's managers and signed as an appendix to the contract instead of sending envelopes/gifts to any member of the company. We are a team, not an individual.

Human Rights

Criterion 3: The COP describes robust commitments, strategies or policies in the area of human rights

1. Commitment to comply with all applicable laws and respect internationally recognized human rights, wherever the company operates (e.g., the Universal Declaration of Human Rights, Guiding Principles on Human Rights)

To earn trust, respect and commitment amongst our employees, partners, suppliers, and customers in order to construct an environment that allows for freedom of expression amongst all parties, our policy is heavily influenced by the human factor. A critical element for any successful company is building a respectful culture.

We aim to create this culture, and influence our employees, partners, suppliers and customers.

We ensure a flat organizational structure to facilitate the above goals and vision; we uphold an open door policy to generate a work environment that eradicates elements that would deter employees from performing to their highest potential; we follow both international and local regulations in respect to Occupational Health and Safety (this includes temperature, humidity, lighting and table height in accordance with the requirements);

Our aim is to follow the standards of the Universal Declaration of Human Rights. We uphold the Vietnamese Labor Code and its subsequent yearly updates. We adhere to the legal regulations pertaining to HIV/AIDS prevention and control.

We understand that equal career opportunities for all people create a sustainable corporate culture, improve employee satisfaction, performance and attract and retain talent. We commit to comply with all applicable laws and respect internationally recognized human rights and specify them clearly on our Internal Labor Regulations.

References document:

[The Color Club Human Rights Policy](#)

[The Color Club - Code of Conduct – Humanity & Ethics](#)

[The Color Club – Employee Handbook](#)

2. Integrated or stand-alone statement of policy expressing commitment to respect and support human rights approved at the most senior level of the company

In our labor contract, Collective Labor Agreement as well as Internal Labor Regulations, we specify that:

- We have given equal job opportunities, equal training and promotion opportunities for both male, female, and other genders employees irrespective of their gender, race, ethnic origin, disability, age, nationality, national origin, sexual orientation, religion, marital status, and social class for all positions.
- Everyone, without any discrimination, has the right to equal pay for equal work.
- Everyone has the right to form and to join trade unions for the protection of their interests.
- Everyone has the right to rest and leisure, including reasonable limitation of working hours and periodic holidays with pay.
- The health and safety of the employees are the most important concern of the company.
- We prohibited all behaviors of Human Trafficking, Slavery, Torture, violence, Forced Labor
- Everyone has the right to freedom of conscience and religion, not to be discriminated against.

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- Respect the privacy of all people, not discriminate against their actual genders, marital status and keep personal information confidential.

The Color Club Human Rights Policy is always published internally for employees and externally for all stakeholders and partners.

References document:

[The Color Club Human Rights Policy](#)

[The Color Club - Code of Conduct](#)

[The Color Club | Internal Labor Regulations](#)

[The Color Club – Employee Handbook](#)

Criterion 4: The COP describes effective management systems to integrate the human rights principles

1. Process to ensure that internationally recognized human rights are respected

- We comply with all applicable laws and respect internationally recognized human rights.
- Set up at the workplace,
 - We maintain Health and Safety regulations in our office building:
 - We have 24/7 security, functioning fire alarm systems, and ample fire extinguishers for any emergency situation. Our building further provides firefighting practice yearly to ensure all equipment is functioning and that personnel know the required responses in emergency situations.
 - There are 02 exit routes from both inside and outside of the building.
 - We follow both international and local regulations in respect to Occupational Health and Safety (this includes temperature, humidity, lighting and table height in accordance with the requirements). We also follow regulations regarding HIV/AIDs prevention. Our employees are provided with vital information through newsletters, allowing us to raise awareness about HIV/AIDS, COVID-19 and other infectious diseases
- All employees and personnel are treated with fairness, respect, and courtesy.
 - We ensure employee information is retained as primary private information, guaranteeing privacy for personnel.
 - We promote a multicultural environment, with a workforce consisting of various ethnicities and nationalities, religions and culture, ages and genders by giving job opportunities for all foreigners and give them special benefits such as annual leave, health insurance, flight ticket repatriation.
 - We respect all religions by: celebrating Christmas, preparing both vegetarian and savory foods for the daily menu, employees can decorate objects of their beliefs on their desks.
 - We celebrate the holidays to honor and thank the contributions of women such as: Happy International women day, Happy Vietnamese Women's day.
 - Organization: We ensure a Flat Organizational Structure, allowing for freedom of expression specifically pertaining to, but not limited to, opinions about the working environment and company personnel.

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- o Training and development: All employees and personnel, including handicapped personnel, are given the right to participate in every single company activity and training session. Specifically, everyone
- The company follows regulations of the current labor law about the time of rest, working time, and overtime rules.
- We respect all employees' contribution by providing them compensation
 - o A meal & coffee/tea is provided for those who work at the office without any charge.
 - o The health allowance for those who work on the night shift.
 - o The people who work from home due to Covid impact are provided an electricity allowance per month.
 - o The annual leaves will increase 1 more day every full working year (25 days is the maximum)
 - o Organize annual health checks for employees.
 - o Flexible working policy for women after the 7th of the pregnancy to under 1-year-old children has been adopted as part of the efforts to improve gender equality and work-life balance.

2. Internal awareness-raising and training on human rights for management and employees

- New members of The Color Club are ensured to be introduced to the culture and respectful behaviors at The Color Club. On their first working day, they will be trained about the structures, human rights, workplace policy, code of conduct, collective labor agreement, gender equality, religious equality, national equality, equality to people with disabilities and the equality to other employees who are under your supervisor or even if they are younger.
- Leaders and Managers are required to take special Leadership training courses to be more empathetic, understand their members from the inside out and build up a better team environment, motivate and empower their members.

Reference documents for Onboarding training:

[Orientation Training](#)

[The Color Club Human Rights Policy](#)

[The Color Club - Code of Conduct](#)

[The Color Club | Internal Labor Regulations](#)

[Collective Labor Agreement](#)

3. Allocation of responsibilities and accountability for addressing human rights impacts

We established The Trade Union Committee which represents the benefits of the employees. When the benefits of employees and labor collectives are infringed, trade union organizations have the right to propose to competent state organizations for consideration and settlement. A trade union organization has the right to represent the collective of employees in court if necessary.

4. Internal decision-making, budget and oversight for effective responses to human rights impacts

At the end of each year, the director, chief accountant and other departments plan together for the budget of activities related to human rights.

According to the estimated budget, departments will develop specific plans, oversee effective responses to human rights impacts and conduct internal decision-making during the year.

Criterion 5: The COP describes effective monitoring and evaluation mechanisms of human rights integration

1. Grievance mechanisms that are legitimate, accessible, predictable, equitable, transparent, rights-compatible, a source of continuous learning, and based on engagement and dialogue (BRE4 + ARE4)

- Grievance mechanisms
 - We apply this by encouraging direct feedback to the Chairman, Operations Manager, or HR department, through the channels of direct emails, private meetings or company suggestion boxes. The Department's Hub is created for all members to upload personal opinions/questions and knowledge sharing.
 - Company online profile is created for former/current employees to evaluate, sending feedback and a personal point of view regarding the company's culture, policies, compensation, working environment, etc.
- Sources of learning
 - We constantly provide offline training such as weekly/monthly workshops and training sessions. Every member has the right to register for any workshop and training programs. Online training is provided to all members with the LinkedIn Learning and EdX online learning platform. Besides courses members need to take to improve skills and knowledge relevant to daily jobs, all members can freely choose and decide on other courses in any area/industry.
 - A training module on the company system is built to facilitate an easier way of adding new courses and referring to people in the company. Everyone can add courses and add comments, taken by. This is meant to be a place to collect and upload all training material, easy and convenient to access for everyone.

2. Outcomes of integration of the human rights principles

- We have diverse genders/ages/background/nationality/religion/etc. in all positions. We have a majority female workforce (54.3%), with a total of 44 female employees amongst a total of 81 employees.
- With a total of 5 out of 10 Management positions taken by females. This allows equal key inputs from all genders regarding strategy and decision making.
- The Trade Union Committee is established so all employees can speak up for the right to freedom of thought, opinion, and expression to get their reasonable rights and benefits, ensuring fairness to all members.

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- The employees have the time to take a rest in the break time or to relax with the annual leaves and can be flexible to resolve personal issues.
- The employees have more support during the difficult time of Covid.
- A safe and comfortable working environment for employees with all the prevention methods for situations such as fire, explosion, labor accident, etc.
- Work-life balance is prioritized to all employees to keep balance between work and personal life.
- Freedom and equality create the best environment for the employees to learn new skills, improve and develop their capability, from members, they move forward to new higher positions.
- Without discrimination, we have more international members join us. It helps us improve language skills and learn more interesting things from other cultures.

Labor

Criterion 6: The COP describes robust commitments, strategies or policies in the area of labour

1. Reference to principles of relevant international labour standards (ILO Conventions) and other normative international instruments in company policies

To protect all employees, we always follow the United Nation Global Compact principles on Labor standards in addition to following Vietnamese Law on Labor rights:

- We align with the International Labor Organization Declaration on Fundamental Principles and Rights at Work.
- We strictly adhere to the Vietnamese Labor Code 2019 and its subsequent yearly updates
- We follow both international and local regulations in respect to Occupational Health Safety (this includes regulating temperature, humidity, lighting and table height in accordance with the requirements). We also follow regulations regarding HIV/AIDS prevention and the protection of women.
- We uphold the regulations dictated in the Child Labor Protection of Unicef.

Specifically:

- We strictly adhere to Child Protection laws and prohibit any hiring of child labor or exploitative labor.
- We prohibited all behaviors of Forced Labor, Human Trafficking, Slavery, Torture, violence. The elimination of all forms of forced or compulsory labor by giving them the rights to apply for the position they are suitable for. The company always takes the agreement from the employees before moving them to any different positions.
- We consistently augment the workplace in a way that meets employees' standards and more. Our office is located in a modern building, with ample lighting, air conditioning, elevator access, with seating and tables at appropriate heights. Our equipment is updated and clean, ensuring a healthy environment for all employees.
- We adhere to the Vietnamese Labor Code regarding overtime, working time and rest time, sick leave, maternity or other labor policies as:
 - **Salary scale:** Higher than the regulation of the Labor Law
 - **Insurance Benefits:** We apply for full Social Insurance, Health Insurance and Unemployment Insurance for all employees, so they are secured in personal and health matters and in retirement years

Reference documents:

[The Color Club | Internal Labor Regulations](#)

[Collective Labor Agreement](#)

[The Color Club - Code of Conduct](#)

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2. Written company policy to obey national labour law, respect principles of relevant international labour standards in worldwide company operations and engage in dialogue with representative organization of the workers (international, sectoral, national)

- We specify the labor policy in the internal company policies and organize collective bargaining every year to promptly resolve issues of labor rights.
- Internal awareness-raising and training on labor rights before the new employees start to work.

Reference documents:

[The Color Club | Internal Labor Regulations](#)

[Collective Labor Agreement](#)

[The Color Club - Code of Conduct](#)

[The Color Club – Employee Handbook](#)

3. Specific commitments and Human Resources policies, in line with national development priorities or decent work priorities in the country of operation

- We include vulnerable/discriminated groups in the workforce whatever your gender, race, ethnic origin, disability, age, nationality, national origin, sexual orientation, religion, marital status, and social class for all positions. We recruit handicapped people and undertake their training, thus allowing them to gain a skill set that equips them for more skilled industries. We have commenced a community-outreach program since November 2016 that allows us to recruit, train and coach deaf people.
- We have given equal job opportunities, equal training and promotion opportunities, equal pay for work of equal value; no child/forced labour. We safeguard the equal treatment of employees, regardless of gender, origin, appearance, religion and sexual orientation. We ensure no wage gap between men and women.
- We avoid bias and misvaluation from evaluators by using the online system to track and measure performance based on standardized performance metrics.
- We apply flexible working hours to avoid rush hour.
- We are certified members of the European Chamber of Commerce (Eurocham) and Nordic Chamber of Commerce (Nordcham) in order to provide more opportunities to all our personnel. This allows them to participate in events, training courses and workshops.

Criterion 7: The COP describes effective management systems to integrate the labour principles

1. Dialogue mechanism with trade unions to regularly discuss and review company progress in addressing labour standards

We uphold freedom of association & effective recognition of the right to collective bargaining by establishing and holding meetings every year to get suggestions from employees.

[Collective Labor Agreement](#)



2. Allocation of responsibilities and accountability within the organization

- We have the obvious structure of departments. Each department will have the responsible person and members who are assigned jobs and have clear authority
- Although the responsibilities are different, we have the same rights to show our opinions or have the same benefits.
- To minimize language differences, we support the enhancement of internal communication by providing support fees for English courses for employees.

3. Internal awareness-raising and training on the labour principles for management and employees

New employees are required to take training sessions to learn and be informed of all labor principles and labor rights. All updates regarding labor rights and principles are publicly sent to all members.

The purpose of this training is for employees to be aware of their own rights and benefits, avoid confusions and protect themselves, and respect others.

[The Color Club | Internal Labor Regulations](#)

[Collective Labor Agreement](#)

[The Color Club - Code of Conduct](#)

4. Grievance mechanisms, communication channels and other procedures (e.g., whistleblower mechanisms) available for workers to report concerns, make suggestions or seek advice, designed and operated in line with the representative organization of workers

- We ensure a Flat Organizational Structure, allowing for freedom of expression specifically pertaining to, but not limited to, opinions about the working environment and company personnel.
- All employees can report concerns, make suggestions, or seek advice with their manager, human resource department or the representative organization of workers whenever a problem arises. The Department's Hub is created for all members to upload personal opinions/questions and knowledge sharing.
- Company online profiles are created for former/current employees to evaluate, sending feedback and personal points of view regarding the company's culture, policies, compensation, working environment, etc.

Criterion 8: The COP describes effective monitoring and evaluation mechanisms of labour principles integration

1. Dialogues with the representative organization of workers to regularly review progress made and jointly identify priorities for the future

We uphold freedom of association & effective recognition of the right to collective bargaining by establishing and holding meetings every year with the Trade Union Committee and team leaders and Human Resources Department to review and evaluate the progress of labor principles integration and jointly identify priorities for the future.

2. Outcomes of integration of the Labour principles

- With the online performance tracking system, we provided training to improve members' weaknesses or develop their strength. The annual Leadership review of monitoring and improvement results, productivity increases every year and bias evaluation from supervisors/managers/colleagues is avoided.
- With the equality of labor rights, we have a total of 05 handicapped personnel in our employment, with an employment period of 10 years. 100% of handicapped personnel command an important position requiring advanced skill levels while 60% of handicapped personnel are shift monitors.
- We have been successful in recruiting and training a nonverbal and hearing impaired employees.
- Together with the Technical and Vocational Education and Training Project, we built the new program for the new courses.
- 0% of employees have health issues such as backache, eyes diseases or other illnesses, relating to the conditions and air at the workplace
- 0% of employees have problems with food quality and safety such as food poisoning, allergies, etc.
- There is no case of forced labor, human trafficking, slavery, torture, violence in the company
- We have 05 employees moved forward to higher positions, 02 employees had the desire to move to new positions after working time and the companies gave them a chance.
- We have a total of 6 migrant staff here as official employees and around an international intern.
- All members of our company are aware and understand clearly their rights, benefits and we have maintained a respectful culture for more than 10 years.

Environment

Criterion 9: The COP describes robust commitments, strategies or policies in the area of environmental stewardship

1. Written company policy on environmental stewardship

Protecting the environment is a top priority for The Color Club. Responsible environmental activity is good for both our business and the communities we serve. We are committed to complying with all applicable environmental laws and regulations wherever we do business. We have specified company policies on environmental stewardship at the link: [The Color Club - Code of Conduct – Commitment to Environment.](#)

2. Specific commitments and goals for specified years

In 2022, we would like to continue to reach our target on environmental stewardship as follows:

- Contribute to realizing a sustainable society. Organize and participate in Tree Planting & Beach Cleaning volunteer programs for The Color Club's members.
- Commit to the laws, regulations, and other legal requirements relevant to environmental issues.
- Environment protection behaviors are considered a core business plan and management practice
- Continue to minimize waste and the Waste Classification program.
- Encourage the development and diffusion of environmentally friendly technologies.
- Monthly newsletters regarding environment protection continue to be sent out to all members for awareness-raising purposes.
- Support a precautionary approach to environmental challenges.
- Undertake initiatives to promote greater environmental responsibility. Plastic materials are encouraged to not be used. Plastic straws/bags are replaced with paper/bamboo bags/straws.

Criterion 10: The COP describes effective management systems to integrate the environmental principles

1. Internal awareness-raising and training on environmental stewardship for management and employees

- Newsletter in the company information board to raise the awareness of environment protection, water saving and paper saving.
- We always do actions to help the environment clean, reduce greenhouse gas emissions or minimize the climate change affect such as:
 - o Saving the Energy: Reduce electricity use by switching off lights when not in use, unplug electronics from the wall socket when they're not in use.
 - o Eat less meat because red meat production requires substantially more water. We try to cut down on meat by adding more vegetarian food into the meal menu.
 - o Ensure water sustainability by using water only when absolute necessary
- We also have biodiversity, Green Industry and Environmental Stewardship policy such as:
 - o Plant trees in the office and small plants on employees' desks to absorb excess carbon dioxide and generate a healthy atmosphere.

- o Implement metal straws at the office and paper bag provisions to reduce plastic waste.
- o Sorting daily waste
- o Investment in a new printer from Fuji Xerox in order to reduce noise and dirt emissions at the workplace – safe and eco friendly.
- o An agreement has been signed with Fuji Xerox regarding the recycling of used toner cartridges in place since June 2016.

Criterion 11: The COP describes effective monitoring and evaluation mechanisms for environmental stewardship

1. Outcomes of integration of the environmental principles

- Employees have higher awareness about protecting the environment and saving energy (lights and air-conditioners are off after working hours).
- No litter activities found within or around the office
- More vegetarian foods have been ordered.
- All The Color Club employees are aware that littering shall not happen not only inside the building but also outside.

Anti-Corruption

Criterion 12: The COP describes robust commitments, strategies or policies in the area of anti-corruption

1. Commitment to be in compliance with all relevant anti-corruption laws, including the implementation of procedures to know the law and monitor changes

The Color Club commits to follow and adapt the national laws regarding Anti-corruption and international best practices to work against all forms of corruption, including extortion and bribery. Any Anti-corruption action will be punished in accordance with Internal Labor Regulations and the law.

2. Policy on anti-corruption regarding business partners

All anti-corruption regarding business partners is specified in the labor contract which are committed by employees and in our Internal Labor Regulations.

[The Color Club Human Rights Policy](#)

[The Color Club - Code of Conduct](#)

[The Color Club | Internal Labor Regulations](#)

Criterion 13: The COP describes effective management systems to integrate the anti-corruption principle

1. Human Resources procedures supporting the anti-corruption commitment or policy, including communication to and training for all employees

- A code of conduct policy has been set to make our position clear to all our suppliers, employees, clients, and partners.
- The Color Club employees and their families are not allowed to give or receive business gifts, favors from any customers or suppliers of The Color Club, except as approved by the company.
- Encourage the employees to speak out and speak up when someone sees something that just does not look or feel right.
- Open communication methods and systems are used for transparent information. As stated in the official workflow, all emails and communication which do not affect personal privacy and personal confidential information, shall be included in the team's email to ensure publicity and avoid corrupt actions and behaviors.

2. Management responsibility and accountability for implementation of the anti-corruption commitment or policy

Monthly, quarterly, annually or anytime BOD requests, the accounting department must explain expenses to ensure transparency.

3. Internal accounting and auditing procedures related to anti corruption

- A yearly financial audit by an external auditor has taken place every year since the company was established.

- We use the invoice system to manage financial/accounting and bill the invoice to clients to avoid anti-corruption.

Criterion 14: The COP describes effective monitoring and evaluation mechanisms for the integration of anti-corruption

1. Outcomes of integration of the anti-corruption principle

- All the procedures in the company are stated clearly and step by step the required processes are followed.
- No report about corruption in the workplace, and corrupt activities have been prohibited.
- All invoices have the same figures with clients’.

UN Goals

Criterion 15: The COP describes core business contributions to UN goals and issues

1. Adopt and modify operating procedures to maximize contribution to UN goals/issues

Based on the most acute or chronic global challenges, we have actively worked towards contributing to some of these.

Human rights & Gender equality

While we are aware of difficulties such as the double burden, we actively hire women. We aspire to have the same number of women and men in leading positions. Furthermore, we encourage every member to actively be aware of the prejudices that follow with women leadership. During onboarding new staff, we always include a 2-month trial period. This is, among other things, in order to see how the individual acts in a position with multiple females in managing positions. This has resulted in an incredibly positive atmosphere where we see women are being heard and respected. It is important to us, to not only empower females but also having an atmosphere where all genders are considered equal.

We also give equal job opportunities, equal training, promotion opportunities and benefits for both male, female, and other genders.

Migration

We promote a multicultural environment, with a workforce consisting no matter how different they are, they are given the equal of various ethnicities and nationalities, religions and culture, ages and genders by giving the job opportunities and additional benefits for all foreigners and special benefits such as annual leave, health insurance, flight ticket repatriation based on their position.

Employment and Decent Working Conditions, Health & Food Security

We consistently augment the workplace in a way that meets employees standards and more, ensuring a healthy environment and nutritious foods are provided for all employees. We have secured a contract with a food supplier to assess and ensure the quality of food and adhere to food safety regulations that provide our employees with required nutrients.

The office is cleaned up daily with antibacterial liquid, chairs are washed monthly, and other cleaning methods and solutions are applied daily to keep the working environment clean and healthy.

We have provided health support for the employees who work the night shift.

We support those who have children or those who are living with the elderly, people of all ages who have serious underlying health conditions can continue working from home to avoid risks of Covid disease.

Education

One of the many reasons why we are a part of the Vocational Training and Development in Vietnam (VDV), is because we recognize the inequality across education. The skill-gap between school knowledge and industry

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knowledge is something we would actively like to aid in closing. The VDV project was established in Vietnam with the support from the Danish Embassy, Danish Ministry of Education and Ministry of Labor Vietnam. This is our way of aiding students in closing this gap and helping to create a more skillful workforce in Vietnam.

Furthermore, our staff is encouraged to take part in different training courses by many methods (offline, online, on-job training, lecturing). We ensure to arrange workload and set at least 5% of time for all staff members to seek new knowledge everyday.

As mentioned in the above criteria of this report, a training system is built for easy access to get training materials and make sure every staff member has the same opportunity to reach all training sessions.

We are certified members of the European Chamber of Commerce (Eurocham) and Nordic Chamber of Commerce (Nordcham) in order to provide more opportunities to all our personnel. This allows them to participate in events, training courses and workshops.

Water Security and Sanitation

As a part of a safe and healthy working environment, the water supply is sure to be safe and clean, following Government standards and provided by the official Government supplier in Vietnam.

Drinking water is provided by a trustworthy international brand – I-on Life to ensure sanitation for all members.

Humanitarian Assistance

Together with our employees, we supported Oxygen Station in order to provide assistance to those in need of help due to the overload of Covid cases in HCMC.

We will continue to participate in community activities to further help disadvantaged people.

For those who are unlucky to be infected with covid, the company union also provides a small amount as health support.

In connection to working towards gender equality, we also actively work towards reducing inequality for disabled people. We believe that every individual has a strength, and that person should be able to practice that. We have, therefore, not only implemented a disabled friendly office, but we also actively recruit people we find fit in regardless of their physical abilities. This ideology has resulted in us having a dynamic and positive working environment where everyone is included. It is important to us that people are not only evaluated based on their current abilities and knowledge. This is also one of the reasons why we are a part of the VDV (Vocational Training and Development in Vietnam) which we are elaborating on in criterion 18.

We are a member of the Local Organization Skill Commute of Technical and Vocational Education and Training Project, organized and supported by the Danish Ministry of Education to help build up the Digital Imaging and Graphic Design program for HCMC Vocational College since 2017. We would like to give a hand to Vietnam to have more talented human resources.

Millennium Development Goals

The Color Club continuously learns and updates new technologies in areas of our industry.

Besides, a new system of enterprise resources planning and workflow is built and enhanced constantly by ourselves



for data driven and effective workflow purposes. Not only applied in house, we have succeeded in convincing our clients to apply the same new system to be more productive, transparent in managing production and working performance and process.

Criterion 16: The COP describes strategic social investments and philanthropy

1. Pursue social investments and philanthropic contributions that tie in with the core competencies or operating context of the company as an integrated part of its sustainability strategy Despite our company size being small, we still invest time and resources in enhancing the skill set of workforces and contributing to society.

Vietnamese workforces usually have a big skill gap between learning and practicing. In 2009 when we established the company in Vietnam, we realized the struggles of corporations in hiring and training employees to use new software and systems which were not familiar for Vietnamese people.

In 2012, we decided to invest in a Brand Management System (BMS), and apply to our organization. BMS has been officially used in our company since 2014, and it took us a year to get all staff trained and use the system correctly.

In 2018, a new investment was put into the system to enhance the performance and be more data driven. We have customized the system and created a new Enterprise Resources Planning (ERP) system. In the beginning of 2020, the new ERP was trained and applied to our daily work.

Our employees are kept up to date with all new technologies and knowledge. After more than 10 years, we have created a more skillful workforce with more knowledge of using systems and more confidence in technologies.

Continuing to contribute to the society, we at the same time opened free Photoshop training courses for handicapped and poor personnel of Saigon Children Charity and Shelter for Persons with Disabilities and recruited them to be official members.

Since 2017, we have continued to participate in the Vocational Training Development in Vietnam program which will be described with more details at Criterion 18.

Criterion 17. The COP describes advocacy and public policy engagement

1. Publicly advocate the importance of action in relation to one or more UN goals/issues

On social networks, we publish and acknowledge the contribution of our employees without discrimination regarding gender, race, ethnicity, disability, age, nationality, national origin, sexual orientation, religion, marital status, or social classitions. We always want to send the message that, whoever you are, you are worth your own and we appreciate your values.

In addition, we also share with employees the difficulties of the community so that they can join hands to support. As of 2021, we supported Oxygen Station in order to provide assistance to those in need of help due to the overload of Covid cases in HCMC. Oxygen has the right to share our support on social media to spread nice action and get more donors.

Criterion 18: The COP describes partnerships and collective action

1. Develop and implement partnership projects with public or private organizations (UN entities, government, NGOs, or other groups) on core business, social investments and/or advocacy

The Color Club is an active member of the dual education project by the Vietnamese Ministry of Labor - Invalids and Social Affairs (MOLISA) and the Danish Ministry of Education called Vocational Education Development in Vietnam (VDV). The project aims to support the vocational education system in Vietnam to match school-based knowledge with industry-based skill requirements in order to solve the skill gap challenge. In this project, vocational schools and enterprises collaborate to educate and train students on a work-based learning basis.

From 2016 to 2019, the project successfully completed pilot Phase I, and is currently undergoing pilot Phase II From 2019 to 2022. The Color Club has fulfilled their responsibilities and taken our own initiatives in both phases.

In Phase I of the project, The Color Club welcomed 12 interns from various local vocational schools, most notably Ho Chi Minh City Vocational College. Out of the 12 interns, four became full-time employees at our company.

- 2017: 03 Digital Imaging interns
- 2018: 02 Digital Imaging interns, 02 Graphic Design interns
- 2019: 02 Digital Imaging interns, 03 Graphic Design interns

In Phase II of the project:

- from 2020 to 2021, we welcomed 08 interns from various local vocational schools, 05 Digital Imaging interns, 03 Graphic Design interns, most notably Ho Chi Minh City Vocational College. Out of the 08 interns, four became full-time employees at our company.
- Under agreement with MOLISA and the Danish Embassy in Vietnam, The Color Club took on more responsibilities:
 - o We became the co-organizers of VDV's logo design contest, for which we are also trainers, judges, and advisors. Over a period of 2 months from November to December 2020, the logo design contest was successfully completed.
 - o We held a 2-day training workshop at the company for Graphic Design teachers from Ho Chi Minh City Vocational College and the Television College in Hanoi via real-life and Zoom meetings. Our specialists shared our process of creating a high standard logo.
 - o We hosted a company visit for teachers from six different national vocational colleges. During the company visit, our team leaders and senior employees introduced them to our company, teams, services, clientele, and how we perform onboarding for new employees.

Criterion 19: The COP describes CEO commitment and leadership

1. CEO promotes initiatives to enhance sustainability of the company's sector and leads development of industry standards

We always learn and update new technologies in areas of our industry.

We arrange employees' workloads and make sure to spend at least 5% of time seeking and enhancing new knowledge in the design industry everyday. They are encouraged to raise new ideas and initiative to develop their team as well as the company.

We usually organize training courses to provide our employees the basis of knowledge. Based on the basis, they can study and get more ideas.

Criterion 20: The COP describes Board adoption and oversight

1. Board of Directors (or equivalent) assumes responsibility and oversight for long-term corporate sustainability strategy and performance

Reviewing and orienting the company's strategy, basic operational plans, risk policy, budget and annual business plan; set operational goals, regularly monitor and supervise the implementation of goals and company activities on a weekly/quarterly/monthly basis to change when necessary.

Choose, supervise, and replace key managers when necessary, and supervise the selection of the next manager.

Ensuring the truthfulness of the accounting and financial reporting system of the company, including an independent audit report. In addition, it is critical to ensure that appropriate systems of control are in place, in particular those of risk management, financial and operating controls, in compliance with.

Monitor the process of information disclosure and communication.

Criterion 21: The COP describes stakeholder engagement

1. Establish channels to engage with employees and other stakeholders to hear their ideas and address their concerns

- We apply this by encouraging direct feedback to the Chairman, Operations Manager, or HR department, through the channels of direct emails, private meetings or company suggestion boxes. The Department's Hub is created for all members to upload personal opinions/questions and knowledge sharing.
- Company online profile is created for former/current employees to evaluate, sending feedback and a personal point of view regarding the company's culture, policies, compensation, working environment, etc.
- We also have weekly/monthly meetings with our clients to hear their comments/ideas and to address their concerns to improve the quality of work and to give them the high-end service beyond their expectations.