

COMMUNICATION ON PROGRESS (COP)

BASIC TEMPLATE

Period covered by your Communication on Progress (COP)

From: 19.02.2021 To: 19.02.2022

1. STATEMENT OF CONTINUED SUPPORT BY THE CHIEF EXECUTIVE OFFICER (OWNER OR PRESIDENT IN THE CASE OF SMALL BUSINESSES)

Please use the box below to include the statement of continued support signed by your company's chief executive

19.02.2022

To our stakeholders:

I am pleased to confirm that **INSPARK Intelligent Business Solutions** reaffirms its support of the Ten Principles of the United Nations Global Compact in the areas of Human Rights, Labor, Environment and Anti-Corruption.

In this annual Communication on Progress, we describe our actions to continually improve the integration of the Global Compact and its principles into our business strategy, culture and daily operations. We also commit to sharing this information with our stakeholders using our primary channels of communication.

Sincerely yours,

Serdar Susuz

Chief Executive Officer

2. DESCRIPTION OF ACTIONS

Human Rights

Please use the box below to describe **actions** your company has taken in the area of human rights. Examples include:

This statement reflects the underlying Human Rights & Labour Standards Policy approved and published in August 2018. The principles and guidelines set out in the Policy are derived from the United Nations Universal Declaration of Human Rights, the International Labour Organization's Declaration on Fundamental Principles and Rights at Work and The Ten Principles of the United Nations Global Compact, and reflect our aim of respecting human rights as laid out in the United Nations Guiding Principles on Business and Human Rights.

INSPARK supports and complies with the United Nations' Universal Declaration of Human Rights and seeks to honor the principles of internationally recognized human rights wherever it operates. Each INSPARK employee shall be treated with dignity and shall not suffer harassment, physical or mental punishment or other forms of abuse. INSPARK has effective grievance mechanisms which are transparent, equitable and predictable to enable the remediation of any adverse human rights impacts that may arise in its operations. INSPARK promotes effective employee engagement throughout its operations and welcomes open feedback from employees on all matters of company business.

- To structure business processes adhering to basic principles determined with its subtitles of INSPARK: Humanitarian (Philanthropic, fun, empathy, respect and love), Trust (Family, accountability, fairness, transparency, ethic), Partnership (Communication, synergy, collaboration, sharing, engagement), Value Driven (Personalization, caring, prestige, quality, intelligent, skill, effectiveness, efficiency), Inspiring (Innovation, creativity, perception, aesthetic, self motivation, passion, optimistic, proactivity)
- The contents of the basic principles were created by taking the opinions of the employees with a survey.
- To support and encourage volunteer activities of employees in NGOs such as charity runs and pro bono support.
- To be a member of Pledge 1% which is a global movement that inspires, educates, and empowers every entrepreneur, company, and employee to be a force for good.
- To donate 1% of profits and work hours for a nonprofit in the scope of the Pledge 1% movement. Pledge 1% is a global movement that encourages and empowers companies of all sizes and stages to donate 1% of their staff time, product, profit, and/or equity to any charity of their choosing.
- To apply INSPARK's Anti-Discrimination and Anti-Harassment Policy to all persons involved in the operations of the Company and prohibits harassment by any employee of the Company towards other employees as well as outside vendors and customers.
- To have effective grievance mechanisms that are transparent, equitable and predictable to enable the remediation of any adverse human rights impacts that may arise in its operations.
- To apply reasonable prices for nonprofit fields in order to help them to achieve success in a rapidly changing world.
- To support NGOs and educational institutes with gifts in-kind and cash donations.
- No profit is targeted for INSPARK. Therefore, INSPARK has a pure success and social impact-oriented team.
- A specialized and dedicated team including solution engineer, consultant, and developer in order to create solutions for the nonprofit field.
- Being a member of Business Council for Sustainable Development Turkey (BCSD Turkey) which its purpose is to increase the awareness of businesses about sustainable development and to extend influence. With this purpose in mind, they focus activities on five areas within the framework of the UN's Sustainable Development Goals.

Labor

Please use the box below to describe **actions** your company has taken in the area of labour.

A statement reflects the underlying Human Rights & Labor Standards Policy approved and published in August 2018. The principles and guidelines set out in the Policy are derived from the United Nations Universal Declaration of Human Rights, the International Labor Organization's Declaration on Fundamental Principles and Rights at Work, and The Ten Principles of the United Nations Global Compact, and reflect our aim of respecting human rights as laid out in the United Nations Guiding Principles on Business and Human Rights. The ILO MNE Declaration gives guidance on good practice concerning wage setting. "When multinational enterprises operate in developing countries, where comparable employers may not exist, they should provide the best possible wages, benefits, and conditions of work, within the framework of government policies. These should be related to the economic position of the enterprise, but should be at least adequate to satisfy basic needs of the workers and their families."

Inspark adjusts the wage and labor policies according to ILO MNE declaration :

Adequacy of wage: Inspark considers the general level of wages in the country, the cost of living, social security benefits, and the relative living standards of other social groups, economic factors, including the requirements of economic development, levels of productivity and the desirability.

Transparency of payment calculation: Inspark is transparent about showing clearly the gross wages, any deductions taken and for what purpose, and net wages due. Deductions from wages occur only if prescribed by national laws or regulations or fixed by collective agreement or arbitration award. No deductions made for the purpose of obtaining or retaining employment paid either to the employer or an intermediary.

The regularity of payment: Wages should be paid regularly. According to, contract of employment, Inspark paid the wages at the end of every month.

Equal pay for work of equal value: Inspark provides equal remuneration for men and women workers for work of equal value.

INSPARK aims to provide happiness and high motivation for all employees by investing in humans. Our company offers flexible working hours to all employees. Employees can choose the hours they want to work. None of the employees don't have a financial target.

For the INSPARK its confidential information is a valuable asset. As employees, we have access to significant amounts of company information that may not be available to the public, and we should preserve the confidentiality of information obtained in the Company's service. Confidential or proprietary information about clients, our organization, or other parties, which has been gained through employment or affiliation with INSPARK, may not be used for personal advantage or for the benefit of third parties.

Environment

Please use the box below to describe **actions** your company has taken in the area of environment.

INSPARK recognizes the importance of environmental protection and will comply with all environmental legislation, regulations, and appropriate codes of practice relating to the processes and activities of the company.

- Integrate the consideration of environmental concerns and impacts into our decision-making and activities.
- Minimize our waste and then reuse or recycle as much of it as is possible.
- Minimize energy and water use within our buildings and processes in order to conserve supplies and minimize the consumption of natural resources.
- As far as is possible, purchase products and services that do the least damage to the environment.
- Train, educate, and inform our employees about environmental issues that may affect their work.
- Promote environmental awareness among our employees and encourage them to work in an environmentally responsible manner.
- Communicate our environmental commitment to clients, customers and the public and encourage them to support it.
- Where required by legislation or where significant health, safety or environmental hazards exist, develop and maintain appropriate emergency and spill response programs.
- To be a member of WWF Green Office Programme.

Anti-Corruption

Please use the box below to describe **actions** your company has taken to fight corruption.

Inspark is committed to conducting business by legal and fair means. Accordingly, there is no tolerance for bribery and corruption in its business. Working honestly and with integrity is our core value so employees cannot offer bribes, accept bribes or let others bribe for you. A bribe can be something other than cash. A gift, a favor, even an offer of a loan or a job could be considered a bribe if it's considered in exchange for a decision. Kickbacks are a form of bribes. Giving or receiving bribes/kickbacks can severely damage our reputation and is not allowed. Bribery of government officials is also a criminal offense. Special vigilance is required with respect to international corruption and bribes and you should report any suspicious circumstances.

- Corruption and bribery are strictly prohibited in both employee and business contracts.
- We have declared a policy about bribery, kickbacks, and corruption and shared it with our business partners, clients and employees.
- All of our employees are getting training on Salesforce Trailhead which is about ethics and integrity.
- Setting up internal and external accounting control system
- Reporting all working items with the timesheets to the clients transparently

3. MEASUREMENT OF OUTCOMES

In the box below, please include the most relevant indicators to **measure outcomes**.

HUMAN RIGHTS

- Gender balance among employees:
Management Team Gender :
Female: 4
Male: 3
- Employees Gender:
Female: 30
Male: 17
- Volunteer activities:
 - To participate in a charity run, İstanbul Marathon, with employees for children with autism. Six volunteers run for children and raised donations - 4.225 TRY
- Youth activities:
 - To help to create a career roadmap for students with the training in Yeditepe University and Çanakkale 18 Mart University.
 - To work on one of the five focus areas of BCSD Turkey under the Women Employment and Gender Equality working group.
- Donations:
 - 32.500 TRY cash donation to 4 NGOs which are active in the fields: equal education, labour, underprivileged people, and environment.
 - 214.420 USD donation by applying 50% discounted rates for implementing cloud solutions of nonprofit fields.
 - 653 work hours donation in the scope of Pledge %1

LABOR

- INSPARK is awarded as :
The Best Employer of 2021 by Great Places to Work® Turkey.
The 2021 Europe's 8th Best Workplace award from Great Place to Work with The Economist Partnership
2021 Best workplace for Women by Great Places to Work® Turkey.
47 employees have got training on Salesforce Trailhead which is about ethics and integrity.

ENVIRONMENT

- To be a member of WWF Green Office
- Using cloud solutions and reducing paper works
- Providing thermos and water bottles to all employees
- Choosing the gifts from recyclable products for all employees