

ExecuTrain Nusantarajaya, PT

UN GLOBAL COMPACT


**COMMUNICATION ON PROGRESS**

2021 – 2022





# Report Content

- From our Director
  - Company Identity
  - ExecuTrain Nusantarajaya, PT 's Services
  - Implementation of UNGC Principles
    - Human Rights
    - Labor Standard
    - Environment
    - Anti – Corruption
  - Partnership in Support of UN Goals
  - Distribution of this COP
- 



# From our Director

**Maja Dewijani**



ExecuTrain Nusantarajaya as the training institute for professionals since its first existence has been committed to improve the productivities and performance of business professionals & executives. As part of the worldwide learning organization, ExecuTrain Nusantarajaya, since 1995 endures cooperation with various national and multinational partners in Indonesia to improve their performance in finding beneficial Information Technology as well as improving the human resources qualities through sequence of management & business skills training program.

With our mission “Building people’s skills and behavior through sequences of quality training to support the success of their business.” therefore, we are committed to continuously expand our quality and the number of various training programs, and as a member of the 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 that 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. In our annual report, we have summarized the progress we have made against each of these principles, and we will continue to follow them up in future reports. Here we provide an index to our performance with cross-references to the related GC principles.

## COMPANY IDENTITY



**ExecuTrain**

performance is the bottom line

- Company Name : ExecuTrain Nusantaraajaya, PT.
- Address : Setiabudi 2 Building,  
Suite 606. Jl. HR. Rasuna Said.  
Kav. 62. Jakarta Selatan. 12920
- Country : Indonesia
- Contact Name : Mrs. Maja Dewijani
- Contact Position : Director
- Contact Telephone : +62 21 521 0793
- Membership Date : 2008-03-06
- No of Employees : 40
- Sector : Education & Service



## COMPANY IDENTITY

*Brief Description of Nature Business*



# ExecuTrain

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ExecuTrain Nusantaraajaya has been in the business since 1995 and has helped many customers in leveraging both technical competency and productivity of their professionals. And to reach out that goal, we cooperate with some strategic partnership:

- Microsoft
- Person VUE
- Sophos

During years of our service, ExecuTrain Nusantaraajaya has been awarded as:

- The Best Microsoft Authorized Training Center
- The Rising Star as LAEC (Lotus Authorized Education Center) in ASEAN
- The Best Microsoft Certified Technical Education Center (CTEC)
- The Best Microsoft CPLS of the Year



# COMPANY IDENTITY

*Vision, Mission, and Values*



## ExecuTrain

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### ○ Vision

"To increase productivity by providing the best and reliable quality services"

### ○ Mission

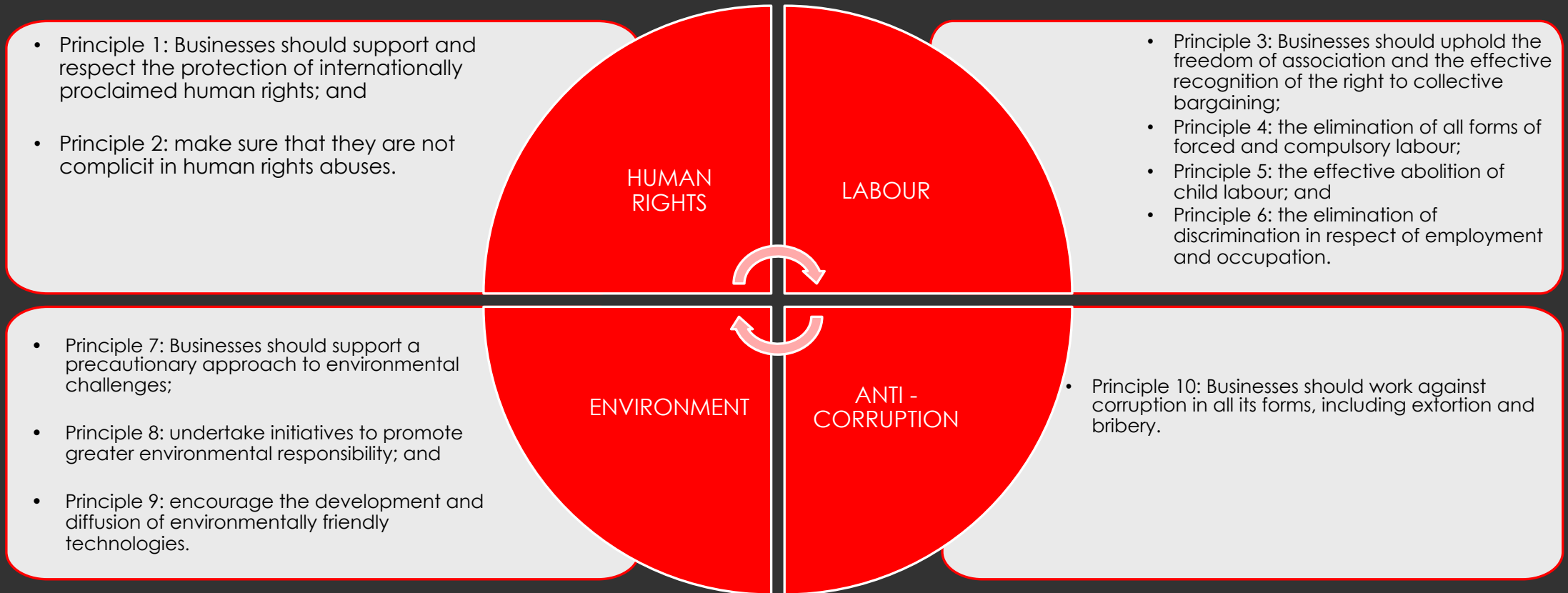
"Developing people skills and behaviours through quality training and providing technology services to empower your business."

### ○ Values

- Excellent Habits, create a new habit by demonstrate excellent services from your heart to bring solution for others.
- Trustworthy, have a consistent and strong ethical principles in doing business. Achieve superior results by leveraging the strengths of our worldwide network of learning centers and the dedication and teamwork of our people.
- Open Minded, open to individual differences and able to accept a constructive criticism that bring improvement.
- Joint Effort, able to work together and synergize different talent to achieve corporate goals.
- Extraordinary, move beyond what is usual and try something new in our approach.
- Respect, being polite and kind in our action and behavior.
- Skillful, ongoing effort to improve your competencies.



# 10 UNGC Principles





# HUMAN RIGHTS

Principle 1: Businesses should support and respect the protection of internationally proclaimed human rights; and

Principle 2: make sure that they are not complicit in human rights abuses.

Our support and respect to the International declaration of Human right has been our commitment since years ago as the implementation of our social responsibility. Internally, we facilitate our employee with, working safety environment, health insurance, and freedom in belief of such religion. Externally, we do provide customer care program to support customer satisfaction and gave quickly feed-backed when arise complaints, both for our products and services.

ExecuTrain have to make sure that everyone in this company has contribution to the success of company target achievement with no any discrimination. We ensure that there is no employee in the work place under intimidation and threaten in expressing their ideas.

## Outcomes:

- ExecuTrain provides prayer room for Muslim employees and customers to represent our commitment on supporting the freedom in belief of such religion
- ExecuTrain has a refreshment corner for customers and employee that provides snack, coffee and tea to refresh their mind after or during training and working.
- ExecuTrain shorten the working times during fasting month.



# HUMAN RIGHTS

ExecuTrain's refreshment area





## WORKING CONDITION



**ExecuTrain**

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- Refer to ExecuTrain Nusantarajaya Company Regulation chapter 10 about Employee's Right, company gives the same right for every employee to develop theirself according to their jobs needs and priority

### Outcomes:

- ExecuTrain renews employee's compensation every year based on yearly evaluation
- Opportunities to get a free seat-in courses for our employee to increase their skill, knowledge and productivity related to their job's needs.
- Instructor Certification Program (ICP) is a special course that designed for our trainers to help them to develop their soft skills and train their hard skills before they ready to teach.

### Future Target:

In 2022, ExecuTrain maintain this policy to remain the same



## WORKING CONDITION



**ExecuTrain**

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- ExecuTrain Nusantarajaya established a comprehensive compensation and benefit and adequate allowance including medical, health insurance, and pension plan.

### Outcomes:

- ExecuTrain give health protection for every single employee by using BPJS Kesehatan insurance.
- All of ExecuTrain's employees are covered by BPJS Ketenagakerjaan to protect their pension plan.

### Future Target:

In 2022, ExecuTrain maintain this policy to remain the same



## WORKING CONDITION



**ExecuTrain**

performance is the bottom line

- Due to Corona virus pandemic, ExecuTrain Nusantarajaya provides all employees with working health protocol as recommended by Indonesia government:

### Outcomes:

- Applies work from home policies and equips employees with laptop, and internet quota.
- Provides hand sanitizers on several places inside the working areas
- Provides air purifier on several places inside the working area
- Provides vitamins for all employees everyday
- Disinfects all working areas everyday during lunch time and after working hour
- Provides rapid test equipments for all employees for every 2 weeks.



## WORKING CONDITION



**ExecuTrain**

performance is the bottom line

- ExecuTrain Nusantarajaya encourages the employees to bond with any kind of bonding activities to implement equality within workplace.

### Outcomes:

- ExecuTrain's staff got opportunities to elevate their knowledge and refresh their mind by attending several bootcamps at Sentul City, Bogor.
- ExecuTrain makes end year online party to refresh the employees' mind during pandemic
- Our employees' relationships increase, they have a better communication with one another
- No boundaries between employees and the management team



## WORKING CONDITION



**ExecuTrain**

performance is the bottom line

- To encourage employee to have a healthy life, ExecuTrain participating PT. Jakarta Setiabudi International's monthly event, a blood donor program.

Outcome:

- Every employee had the chance to donate and join this blood donor program every month.





# WORKING CONDITION

- 🕒 Online Buka Puasa Bersama
- 🕒 Lunch Bersama (separated team)
- 🕒 Sales bootcamp
- 🕒 Leaders bootcamp
- 🕒 Trainers bootcamp
- 🕒 Donates laptops for employee's children





# WORKING CONDITION

Bootcamps are held by ExecuTrain's management for all ExecuTrain's staff grouped by its departments.



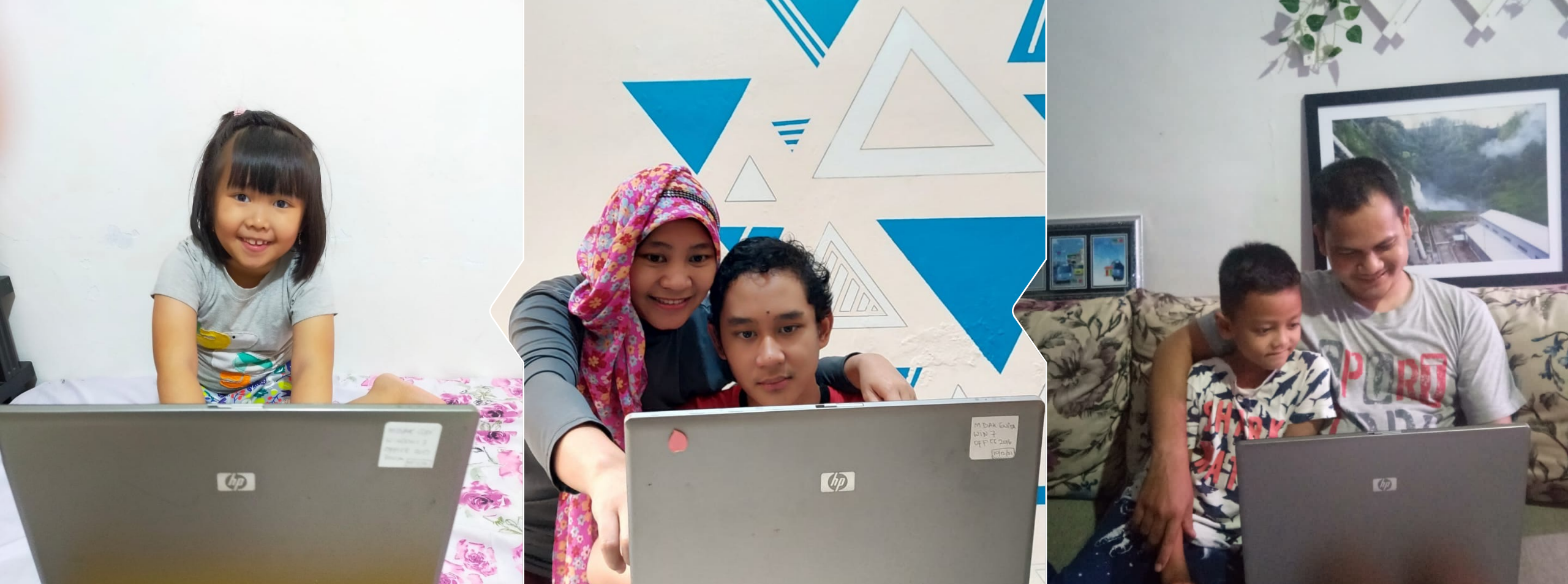




# WORKING CONDITION

Lunch Bersama continuously held to make our employees bonding gets stronger.





# WORKING CONDITION

We give laptops to our employees' children to support their online educations during pandemic era.





# WORKING CONDITION

We give laptops to our employees' children to support their online educations during pandemic era.

## MEDIA PRESENCE



**ExecuTrain**

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- ExecuTrain gives opportunity to employees to develop their hidden skill in writing by joining our blogger team, as a writer
- The articles represent themes that are of our business interest, covering organizational effectiveness, soft skill and technology updates.



## MEDIA PRESENCE



- ExecuTrain hold a free webinar for publics to educate soft skills during pandemic

### Future Target:

In 2022, ExecuTrain maintain this policy to remain the same

**CREATIVITY TO DRIVE INNOVATION**

EXCELEARN  
By ExecuTrain  
performance is the bottom line

**Nara Sumber**

 **Maya D. Tanama**  
ExecuTrain of Jakarta  
Co-Founder & Director

Seberapa pentingnya kreativitas dan inovasi dimasa pandemi ini? Krisis menghadirkan pilihan, apakah diam menunggu atau terus berkreasi dan berinovasi. Ikuti webinar ini dan dapatkan insight untuk terus kreatif.

**FREE WEBINAR + E-SERTIFIKAT >**

DAFTAR SEKARANG MELALUI WHATSAPP:  
**0812 9052 9191 | www.executrain.info**

 **26 Agustus**  
**14:00-16:00**

EXCELEARN  
By ExecuTrain  
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**HAPPY ONLINE LEARNING FOR PARENTS**

Pembelajaran daring di masa pandemi mengubah proses belajar. Orangtua yang sedang berjuang bekerja, disaat yang bersamaan juga memikirkan metode baru sekolah yang perlu diadopsi dengan cepat. Kadang ketidaksabaran orangtua dalam mengajar bisa membuat anak tidak bergairah untuk belajar. Bagaimana membuat belajar daring menjadi menarik dan anak happy?

**NARASUMBER**

 **MAYA D. TANAMA**  
COFOUNDER DAN DIRECTOR  
EXECUTRAIN OF JAKARTA

 **FREE WEBINAR (TERMASUK E-SERTIFIKAT)!**  
**Live hari Sabtu, 27 Mar 2021, 10.00-12.00**

DAFTAR SEKARANG MELALUI WHATSAPP:  
**0812 9052 9191**  
**www.executrain.info**

# Internal Communication



## ExecuTrain

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ExecuTrain opens the communication between employee/internal through some communication programs to address their aspirations to management and vice versa. Some of the programs are:

- Kick off meeting  
An annual meeting at the beginning of the business year, attended by all employees to recognize the achievers and communicate company's business direction and strategy.
- Internal session training  
The Training is a quarterly class for employee to sharpen their knowledge or help their productivity in using Microsoft Office application for daily duties.
- **Outcomes:**
  - Kick off meetings:
    1. Effective to communicate business new direction
    2. Inspire all employees to improve the business
  - By submitting the articles in the newsletter, ExecuTrain is not only unleash their staff talent but also recognize their talent by providing a media to express their knowledge and concern
- **Future Target:**  
We will release the weekly skill updates through Instagram to educate more people.



## LABOR



**ExecuTrain**

performance is the bottom line

### ○ Instructor Certification Program (ICP)

Every new trainer and sales/marketing is eligible to get training in order to develop their interpersonal and communication skill to support their daily jobs on handling customer or students.

This code of conduct has been applied since 1995 at the starting of the company and is certified by ExecuTrain principal.

## LABOR



**ExecuTrain**

performance is the bottom line

- **Businesses Should Uphold The Freedom Of Association And The Effective Recognition Of The Right To Collective Bargaining**

Company gives opportunity to all employees to enhance their skills and knowledge to have its members express their ideas and communicate among them freely in the work place and let their representatives who are not subject to any discrimination, deliver to management. We do also give facility opportunity to all employees whatever the level and qualification to have time and place for their religious activities based on their own beliefs.

- **The Elimination Of All Forms Of Forced And Compulsory Labor**

We have committed to recruit employee based on the legal rules by conducting conversation to set up agreement including job description and payment. We also committed not to resort to any forms of force and compulsory labor.

- **The Effective Abolition Of Child Labor**

We do strongly committed against child labor and we apply such standard of employment based on legal rules.



## LABOR



**ExecuTrain**

performance is the bottom line

### ○ The Elimination Of Discrimination In Respect Of Employment And Occupation

Since the very beginning, we strongly avoid any forms of discriminations in recruitment, promotion, training and career development. We provide fair opportunity to all employees to get higher salary improvement based on individual achievement and performance appraisal. Personal evaluation is done independently by other employees at the same level who close relate in the workplace. Promotion procedures are based on personal performance which evaluated by immediate superior, head of department and human capital department. It is, therefore, different person get different amount or percentage of salary improvement annually.

## ENVIRONMENT



**ExecuTrain**

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- Start from 2015, all the IT Technical courses were using the digital book (DMOC) to reduce papers.
- Start from 2020, all manual courses were using the digital book to reduce papers.
- In electricity and water usage we are targeting to reduce 10% in compared to last year
  - Starts from January 2019 we make a policy to turn off lights everyday before 7AM and during lunch time.
- Encourage the use of recycled paper and print any documentation wisely.





## ANTI CORRUPTION



**ExecuTrain**

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- We have committed and agreed with this principle and will not tolerate any kind of corruption in our personal life as well as business activity. We do not practice the bribery as well as corruption which do not allow in our business and personal life activities.



**ACTIVITIES IN INDONESIA  
GLOBAL COMPACT  
NETWORK**



**ExecuTrain**

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Participating IGCN's Online Event:  
Woman Empowerment

**Pelatihan Kewirausahaan "Perencanaan Keberlangsungan Bisnis"**

9, 11, 16, 18 Februari 2021

Membangun Model Bisnis Baru

Implementasi Model Bisnis Baru

Mengembangkan wadah promosi online dan  
membangun kemitraan untuk keberlangsungan bisnis

Pendanaan, Permodalan, Perpajakan, dan Restrukturisasi Kredit



# Thank You