

Editor	Modification	Validation
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Period covered by your Communication on Progress (COP)

From: 13/04/2022

To: 12/04/2023

## 1. STATEMENT OF CONTINUED SUPPORT BY THE CHIEF EXECUTIVE OFFICER

08 April 2022

To our stakeholders:

I am pleased to confirm that **BELGATECH Engineering Services** reaffirms its support of the Ten Principles of the United Nations Global Compact in the areas of Human Rights, Labour, Environment and Anti-Corruption.

In this 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,

Mr. Frédéric Sigel  
CEO

## 2. DESCRIPTION OF ACTIONS

### Human Rights

Here are the actions that **BELGATECH Engineering Services** has maintained and taken in 2021 in the area of human rights.

1. Ensure workers are provided safe, suitable and sanitary work facilities
  - Maintained the good management during the corona crisis: home working organization, posters on good practices, Masks and hydroalcoholic gel available
  - Adapted integration during welcome meetings
  - Internal emergency plan available in the building
  - First aid training provided for the volunteers within the BELGATECH team
2. Protect workers from workplace harassment, including physical, verbal, sexual or psychological harassment, abuse or threats
  - Satisfaction form for consultant is completed every 4 months and corrective actions are taken when required
  - Trusted person for health, safety and prevention of psychosocial risks is identified
  - Identification of the cause(s) of workplace dissatisfaction to provide support to members of staff
  - Pleasant and ergonomic office to promote a positive working environment
  - Organization of regular events to keep a nice & collaborative working atmosphere between colleagues (Drinks, 20 Km of Brussels etc.)
3. Take measures to eliminate ingredients, designs, defects or side-effects that could harm or threaten human life and health during manufacturing, usage or disposal of products
  - QSE and PSR Committees are quarterly held within the company
  - External service for prevention and protection at work are ensured with providers like Liantis
  - BA4/BA5 trainings are provided when needed
  - Necessary safety equipment is foreseen for all the staff with clear purchasing procedure

### Labour

Here are the actions that **BELGATECH Engineering Services** has maintained and taken in 2021 in the area of labour.

1. Ensure that the company does not participate in any form of forced or bonded labour
  - Thematic days are often organized to raise awareness within the BELGATECH team: webinars, green working workshops, sensibilization, ...
  - Well-being initiatives are promoted
2. Comply with minimum wage standards
  - Work permit's legal minimum wage is well known and respected by the BELGATECH team
3. Ensure that employment-related decisions are based on relevant and objective criteria
  - International and inclusive hiring strategy is implemented (ex: 10 different nationalities within the team)
  - No gender, age, origin, ethnicity nor sexual orientation discrimination is allowed
  - Accessible working environment: elevator and access ramp

## Environment

Here are the actions that **BELGATECH Engineering Services** has maintained and taken in 2021 in the area of environment.

1. Avoid environmental damage via regular maintenance of production processes and environmental protection system (air pollution control, waste, water treatment systems, etc.)
  - ISO 9001 and Ecovadis (Gold medal) certifications
  - Improvement of the waste management system (ordinary and hazardous waste)
  - Introduction of recycled/recyclable materials (paper, cups, ...)
  - Eco responsible actions (separating waste in the office)
  - Ongoing digitalization to avoid paper waste and reduce unnecessary travels
  - Email deletion campaign respecting the GDPR rules
  - Eco-conscious choice of office environment
2. Ensure emergency procedures to prevent and address accidents affecting the environment and human health
  - Emergency fire drills at our offices organized on a regular basis
  - Alarms tested every month
3. Minimize the use and ensure safe handling and storage of chemical and other dangerous substances
  - Risks categories identified for each project of our consultants
  - Two prevention advisors selected and trained within the BELGATECH team
  - Risk analysis at workstations has been carried out and measures to prevent identified risks have been put in place (equipment, training, ...)

## Anti-Corruption

Here are the actions that **BELGATECH Engineering Services** has maintained and taken in 2021 to fight corruption.

1. Assess the risk of corruption when doing business
  - Onboarding process documents raise awareness of our employees including the file named *Communicating the Health & Safety*
  - Code of Conduct is signed by all the employees
2. Mention “anti-corruption” and/or “ethical behavior” in contracts with business partners
  - Ethics Committee take actions regarding those matters
  - The “anti-corruption” and/or “ethical behavior” elements are not only present in our contracts but always validated, respected and never challenged by the customers
3. Ensure that internal procedures support the company’s anti-corruption commitment
  - GDPR Committee with identification of a Privacy Officer and a Responsible purchasing policy

### 3. MEASUREMENT OF OUTCOMES

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

1. Demographics of management and employees broken down by diversity factors (e.g., gender, ethnicity, age, etc.)
  - More than 10 nationalities are represented within the company
  - Satisfaction form result for the first quarter of 2022: the satisfaction rate is 81,9%
2. Rate of occupational diseases, injuries, and absenteeism for 2021
  - Accident rate in 2021: 0
  - Absenteeism rate in 2021: 4.17%
3. Follow-up of the training plan in 2021
  - Number of people trained: 40
  - Hours of training: 482
4. Ensuring the accessibility and promote environmental alternatives
  - Bicycle garage (under renovation for an even better service)
  - E-Mobility: BELGATECH has its first fully electric car in its car fleet
  - Solar panels are used for the building's electricity needs ("*Puissance de 720W, Production totale 119732KWh, CO2 évité 59866,3Kg*")
  - RSE and environmental criteria in purchasing strategy (proximity etc.)
5. Ensuring the well-being of our employees within the office
  - Showers available
  - Teleworking policies adapted to personal needs
  - Belganews is sent every 2-months to our employees with a well-being poll
6. Donation and participation to environmental and social events
  - Every year e-cards are purchased, supporting good causes such as: *Doctors Without Borders, Make-A-Wish, Cliniclowns*
  - Donation of a dozen of computer towers to the day-care center project for women of the *Solidarité Grands Froids organisation*, enabling the reintegration of isolated women and their children.
  - Sponsoring a crossfit competition event and participation in the *World Triathlon Series*
  - Supporting our sportive consultants in remembering crucial values for us: performance and self-improvement
  - September 2021, The BELGATECH team participated to the 20 km of Brussels
  - August 2021, BELGATECH joined *Time For the Planet* to fight climate change
  - August 2021, BELGATECH donated 50 Cisco desk phones to a social economy company in the field of ecological transition
7. Certification and label
  - November 2021, BELGATECH obtained EcoVadis Gold Medal
  - January 2022 BELGATECH has been certified ISO 9001:2015 by LRQA
8. Values of the company have been redefined
  - **Entrepreneurship:** Driven by our passion and a results-oriented vision, we strive to deliver tailor-made solutions in every situation. We shape tomorrow's world thanks to a team of innovative, proactive and flexible professionals.
  - **Passion:** We strongly believe in what we do and take great satisfaction in meeting our partners ambitions. We are passionate about our customers' and consultants' needs and push ourselves beyond our limits to meet all challenges with creativity and optimism.
  - **Solidarity:** At BELGATECH, everybody works together as a team. Solidarity and mutual confidence allows us to focus on long term partnerships with our customers and collaborators.