



Today Top Star Vocational Training Center

United Nations Global Compact

Communications on Progress (COP)

From May 2021 to April 2022

30 April 2022

“ Right Man with Right Place” by TTSVTC

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# 1 ISO Document Control Details

The following tables are included as part of our ISO accreditation of the following standard;

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Please note that this COP can be fully revised and re-issued at the discretion of the Management Team.

## **2. The Statement of continued support for the CEO**

The year of 2021 is one of the most challenges year that we passed ever. The coup effect on most of businesses in Myanmar and it still happening. The effect of political also brought economic turmoil and economy issues as it shrank by nearly 20 percent in 2021. The healthcare system also collapsed and the other social issues effected on businesses as well. This 2021 is worse than previous year as the above matters are effecting on nationwide.

Since 2020 March , we temporarily suspend our company to limit the transmission of COVID viral . As our work nature need to gather the potential candidates from all of the different regions of Myanmar and doing some processes in Yangon including their personal documents and some hardcopy documents according to the procedures. On the other hand , the neighbourhood of our location are no more allow to enter except residents as most are worried for viral transmissions.

In 2021, we opened some language classes to keep practice for our migrant workers on their language requirements and fluency of languages . As some of them are waiting to depart to overseas and they need to practice more . In this year 2021, we only gather and update our database via telephone and social media to keep contact with our workers and their situation. However, we still continue to support our former workers who are already in Thailand and other countries through social media and other platforms. It is very tough year but we are trying our best to support our clients and workers to support the ten principals of the Global compact with the respects of human rights, labour, environment, and anti-corruption. Upon this year of communication on progress (COP) , we will share for what we doing for continuous support with the integration of the Global compact and its ten principals to our strategy and culture with operations of our company employees. TTSVTC will make a statement of this commitment to our stakeholders also.

As our business is related to the human resources and HR solutions , we are still temporarily close our offices and cut the COVID link among the surrounding . However , we still do our monitoring procedure to our company's employees , labour issues, human trafficking,

forced labour and environmental practices and human rights concerns to make sure a holistic and engaging together .

As we were still in pandemic period from the mid of march 2020,our labour markets and most of the services are still off and stop for sending migrants to overseas countries .

Even the government providing the COVID shield injection program , not everyone in country cannot reach with it and it still a big challenges for the rural areas and villages. Therefore , the acceptance countries are also facing difficulties how to accept and screening for the COVID issues.

We are strongly promise to comply with UN Global Compact ten principles when we reopen and run our office again to make a safe migration for people in Myanmar to create better job opportunities with safe work place for better career life.

Your Sincerely,

WAH WAH SEIN

CEO

### **3 HUMAN RIGHTS PRINCIPLES**

#### **Principle 1:**

Businesses should support and respect the protection of internationally proclaimed human rights.

#### **Principle 2:**

Businesses should make sure that they are not complicit in human rights abuses.

#### **3.1 Commitment**

We have adopted all aspects of the principles in our business conduct, both with clients who are signatories and with other clients and entities who face similar challenges.

#### **3.2 Implementation**

During this pandemic , we changed our communication channel directly with the workers through messaging applications and phone conversations . Even we changed bit our communication channel and some procedure as we do not have much physical tasks to do , we still consider the human rights of the workers and also our employees at the centre of this business relationship without any discrimination. Employees still need to apply according to our company handbook with KPI instruction with the company rules, grievance and disciplinary procedures. We do weekly meetings to update and access to support the employees needs and carry out for their needs .

#### **3.3 Whistleblowing**

Internal HR person access the personnel to report management team or an external HR consultant without fear of any bias, If any staff felt uncomfortable with internal HR person or if they feel their issue cannot reach the point through their line manager , the staff can contact directly to the external HR consultant and psychological consultant. According to the ISO guidance , we recognize our collective accountability as a company for our actions and the consequences of our actions, the need for an effective investigations process for third party complaints.

## **4 LABOUR**

### **Principle 3:**

Businesses should uphold the freedom of association and the effective recognition of the right to collective bargaining.

### **Principle 4:**

Businesses should eliminate all forms of forced and compulsory labour.

### **Principle 5:**

Businesses should abolish child labour.

### **Principle 6:**

Businesses should eliminate discrimination in respect of employment and occupation.

## **4.1 Commitment**

We strongly promise to run again as follows when we reopen our physical offices when times come. The implementation of the effective management of equality , ethical code and code of conduct.

TTSVTC throughout its ISO Accreditation has produced minimum expected standards for contractors, suppliers and all staff; this is monitored by the internal auditor and the external HR consultant.

While TTSVTC prepare for the employment contract for the overseas employment such as Thailand , Malaysia and Japan , TTSVTC commits to comply with local and national legislations with regards to employment laws. TTSVTC strictly prohibited that condones forced and child labour issue and the clients who want TTS HR resource need to adhere all the legislation and if some of their own legislation does not meet our own standards, we will apply our own ethical standards. All of our clients must pass through the official process ways of concern embassies procedure and they must accept to reach the embassies's regulations.

We have a very strict process while we recruit new HR resources from villages for our clients , all those processes procedures are already trained to our recruitment departments and all concern departments. TTS recognizes the value of well trained and motivated employees, indeed this is paramount to a success factor and the result quality to satisfied our clients. TTS fully endorse appropriate internal and external training and motivation talks to develop the opportunities for all staff including part time , trainers to assist them achieving their full potential.

TTS promote gender equality throughout any recruitment process, there will be no discrimination regarding on the race, age, religion, sex or disability making sure no unconscious bias is evident in the recruitment and decision process. Additionally , we focus

for reducing risk of child labour by accepting only 18 years and above age range for every overseas employment registration .

## **5 Environmental**

### **Principle 7:**

Businesses should support a precautionary approach to environmental challenges.

### **Principle 8:**

Businesses should undertake initiatives to promote greater environmental responsibility.

### **Principle 9:**

Businesses should encourage the development and diffusion of environmentally friendly technologies.

## **5.1 Commitment**

TTS is a small company engaging with international corporation while our organizational footprint has a minimal impact on the environment. TTS recognizes its responsibility to do everything possible to make a positive contribution to the environment, and takes steps whatever it is small . TTS gives the environmental awareness to the employees and motivate with some gifts to engage with green practices , such as to switch off the electricity after used ,to use effectively on water consumption , to understand the recycle process and it's great consequences, etc. Most of green practices are made aware of our environmental aspirations thorough the above initiatives training, we actively encourage all staff to pursue . Current performance monitoring is carried out by the company's internal auditor and reported back to the Management Team monthly.

This year , we only need to use our gadgets and computers to run our services and communicate . Therefore, this is the another year that is a total paper free year since we run the business.



## **6. Corruption**

### **Principle 10:**

Businesses should work against corruption in all its forms, including extortion and bribery.

### **6.1 Commitment code of conduct**

We make sure that all of our employees get the awareness of our ethical conduct and code of conduct during their dealing with our workers with the equality and dignity of workplace policy . As we are doing work from home with everyone in company, we carefully to safeguard our reputation and the interest of our clients through the communication with care. All employees are reminded of their responsibilities and the company's expectations regarding on ethical business conduct through the company's orientation program for new and it's annual performance appraisal management process. If anyone in centre engaged in any kind of corruption , we do serious actions with counselling and interviews .

### **Corporate Social Responsibility activities**

These moment of pandemic , TTSVTC contributed to the health industry with hundred of PPE suits to the associate hospitals in Myanmar.

We provide free consultation to our migrant workers with caring service through phones and messaging conversation . All of our employees also get free masks to prevent from COVID-19 . We also contributed the needed water bottles during the COVID shield injection program at North Oakkalapa hospital .

We do free charges services to our clients and factories if they are proceeding on COVID process . We still wishing the best to finish this pandemic as soon as possible and hoping that both of the governments can find a solution to reopen the borders to accept the migrant workers again to the associate countries. Wishing all people around the world also be healthy and safe together with their families.