

COMMUNICATION ON PROGRESS – COP

UN GLOBAL COMPACT

Arinma Holdings (Pvt) Ltd

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ARINMA
HOLDINGS

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- Reports of “Great Place to Work® Trust Index © Survey – JAN 2022-JAN 2023 - <https://greatplacetowork.lk/arinma/>

- Reference- Management Program for reduce GHG emission and electrical energy consumption reduce our contribution towards global environmental issues.
- Reference-Data Analysis summary records
- Single-Use Plastic Policy Statement
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LETTER OF COMMITMENT OF THE TOP MANAGEMENT

United Nations Global Compact,

On behalf of the Management of Arinma Holdings (Pvt) Ltd. I confirm our continued support for the UN Global Compact and we renew the ongoing commitment to the initiative with continual improvement to the implemented systems.

Arinma Holdings incorporated in 2008, has developed a global partnership with stakeholders locally and internationally. This is driven by the ongoing, successful delivery of large infrastructure projects for public and private sector clients over the past ten years.

Our ambition is, for Arinma Holdings to be recognized as Sri Lanka's foremost professional project management, consultancy and infrastructure advisory company specialized in financial planning, engineering designing, EPC construction, contract management and construction supervision by 2025.

To accomplish our vision, we are committed to maintain our corporate values; Integrity, Innovation, Empowerment and Earthly.

As a brand that cares for people, the planet and nature we make a conscious effort to ensure that we never compromise on our core values, in the quest to achieve our goals. We embrace sustainable work practices and invest our energy in a manner that mother nature thrives, on as we commit ourselves to our infrastructure projects. We implement and manage our company under the international certification of ISO14001:2015 and also, and we have partnered with Green Movement, Sri Lanka.

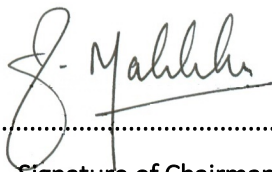
Arinma Holdings is in its collaboration with the UN Global Compact (UNGC) the world's largest corporate citizenship initiative, consisting of operational thousands of business participants and other stakeholders from civil society, labour and governments across 160 countries around the globe. Moreover, we submit a Communication on Progress (CoP) annually as an integrity measure that describes the company's efforts to implement the Ten Principles.

As a part of the Global Compact network, Arinma Holdings gains access to various learning and engagement opportunities. These include 80-plus country and regional networks where issues and activities are driven at the local level: practical tools and guidance documents on the principles and other priority issues: and international and local events where multi-stakeholder participants can exchange experiences, partake in learning and problem-solving exercises, engage in dialogue and identify like-minded organizations for partnering projects.

This document sets out Arinma Holding's specific commitments we made relevant to the CoP and provides highlights on how we are doing. Policies, Procedures and relevant records are being maintained in our shared

cloud folder. Our corporate responsibility report provides the detail of our CoP performance and also describes the targets we set ourselves relevant to Global Compact.

We are a multi-faceted company, with the highest ethical standards in the best interests of the communities we serve, grown in just 10 years to create direct and indirect employment. On a global level, we have partnered with leaders in the global engineering, financing and consulting space. Internationally our subsidiaries have been a part of projects in Oman, UAE, Maldives and Bangladesh. Participation in the Global Compact continues to provide a vital framework to challenge our thinking as we develop and grow.



Signature of Chairman

Ashan Malalasekara

.....11-05-2022.....

Date



ARINMA HIGHLIGHTS

- We were awarded the “Top 100 Asia’s Best Employer Brand 2019” at Asia’s Best Employer Brand Awards 2019 held in Singapore, recognizing organizations across Asia that have demonstrated excellence in building a cooperative brand and an employer of choice.



- “Diversity Impact Award” at Sri Lanka’s Best Employer Brand Awards 2019 by the World HRD Congress. The award recognized Arinma Holdings as a diverse work environment, through the implementation of best practices, policies and strategic human resource management.
- We were certified as a great workplace by “Great Place to Work^(R)” in Sri Lanka. The company owned this credential based on extensive ratings provided by its employees in an anonymous survey conducted by Great Place to Work^(R)



- We obtained the ISO 14001:2015 Internationally valid certification for implementation and maintaining the Environmental Management System.



- We have partnered with “Green Movement Sri Lanka” (GMSL) to implement a series of identified environmentally sustainable and community development projects.



- We discontinue the use of single-use plastics, and lunch sheets and limited the usage of paper.
- We have contributed a not-for-profit NGO registered in both Sri Lanka and the USA named “Foundation of Goodness” to bridge the gap between the urban and the rural sector in Sri Lanka, has established 10 village “Heartbeat Empowerment Centers Island wide” and MCC Centre of Excellence and Sports Academy, which touches 31500 lives annually from 400+ villages Via 30 sectors, free of cost.



- We sponsor significant sporting events and sports personalities to create opportunities for rural unprivileged youth with active sporting careers with the potential to become successful sports and personalities.



- We have pioneered on supporting the establishment of artificial coral reefs as a sustainable measure to enhance reef resilience and habitat conservation on some selected study sites in Sri Lanka in collaboration with the experts of the University of Ruhuna. ([Reference – Project proposal for Establishment of Artificial Coral Reefs as a sustainable measure to enhance reef resilience and habitat conservation on some selected study sites, Sri Lanka 2021.](#))

GLOBAL COMPACT PRINCIPLES

Human Rights

In all facets of our business operations, we are committed to ensuring that we are not complicit in human rights abuses and also continue to monitor them. If we were to find ourselves inadvertently implicated in abuse of human rights, we would take immediate steps to rectify such situations.

Principle 1 - Businesses should support and respect the protection of internationally proclaimed human rights within their sphere of influence

Arinma Holding's approach and progress

- The Top Management of Arinma Holdings has established and maintains a Human Resource (HR) Policy with a commitment to ensure that each employee and potential employee are treated with fairness and dignity. ([Reference - Human Resource Policy Statement / Human Resource Policy Manual](#))
- Our Code of Conduct describes the integrity, objectivity, professional competence, confidentiality, and professional behavioural standards that we set for ourselves. Compliance with the Code of Conduct is reviewed annually and issues are reported to the Top Management by the audit committee consisting of external/internal auditors. ([Reference - Internal Audit Team / Code of Conduct](#))
- Furthermore, the organization has established and maintains a Grievance Handling Policy. This explains how employees can constructively voice their complaints. Senior, middle and frontline management including supervisors are aware of all annoying factors to employees and this facilitates resolving the problems at the earliest opportunity. ([Reference- Grievance Handling Policy Statement / Human Resource Policy Manual](#))
- Top Management has established a Health and Safety Policy Statement. ([Reference- Arinma Health and Safety Policy Statement](#))
- Furthermore, Top Management consistently invests in safe working conditions that prevent employees from potential injuries, and sickness including acute or chronic health disorders.

- In Arinma Holdings, we have provided our employees with the state of the art ergonomically designed workspaces with proper ventilation with air conditioning, an unlimited supply of portable quality drinking water, supply of refreshments tea and snacks, and provision of proper lighting.
- We have provided our employees with spacious, private and shared food safety GMP maintained dining room facilities, as well as timely, cleaned and sanitized washrooms maintained according to local legislation by the condominium service provider.
- All our company vehicles are timely maintained with breakdown, preventive and condition monitoring perspectives to provide the fullest safety to the passengers.
- All vehicles are driven by qualified drivers who have valid driving licenses and maintain physical fitness to drive vehicles safely. All vehicles are fully insured including the driver and passengers.
- The office entry points have been equipped with the state-of-the-art technology adopted body temperature thermal detectors to screen and detect incoming personnel suffering from pro-COVID-19 health conditions.
- Most of the time, the workers have been given remote working facilities during the spikes of the pandemic.
- Employees are provided with relatively high remuneration to maintain personal wellness and health conditions.

[\(Reference- Full report of Safe and Healthy work environment at Arinma and Health and Safety Policy\)](#)



Principle 2 - Make sure that they are not complicit in human rights abuses

In the course of conducting business, we are committed to ensuring that we are not complicit in human rights abuses and also continue to monitor them. If we were to find ourselves inadvertently implicated in abuse of human rights, we would take immediate steps to rectify such a situation.

- Arinma Holdings has published an Employee Handbook which provides guidance and information related to the organization's history, mission, values, policies, procedures and benefits. It is also viewed as a means of protecting the employee against discrimination or unfair treatment claims. The employee handbook can be reviewed by employees of the Arinma Holdings (Pvt) Ltd via MINT HRM System.(Electronic Human Resource Information System) Employees who do not have access to the electronic information system will be given a printed copy and details explanation in the local language about the content the HR IMS employee written acknowledgment will be obtained in such situations. Arinma Holdings Management distributes the Employee Handbook during the orientation program. The Top Management of Arinma Holdings reviews and makes required revisions to the Employee Handbook according to the current company policies. In such a situation Employee Hand Books will be distributed to all the employees. ([Reference - Employee Handbook](#))
- “Great Place to Work” conducts a comprehensive survey on the workforce covering most of the aspects related to human rights and workplace safety. Staff members may participate in their survey openly and anonymously. The outcome of the survey comes as a detailed report allowing taking remedial and corrective actions on the noncomedies and improvable areas based on the poor ratings given on the Likert scale concerning human rights. ([Reference - Reports of “Great Place to Work® Trust Index © Survey – JAN 2022-JAN 2023 - https://greatplacetowork.lk/arinma/](#))
- The organization may review and record its business risks, including social, environmental and ethical risks annually considering the needs and expectations of stakeholders and the changes that occurred in an internal and external context. ([Reference - High-level Risks and Opportunity Assessment Sheet](#))
- The effectiveness of established and implemented human rights policies and procedures are evaluated during an annual internal audit conducted with the support of external experts. ([Reference - Internal Audit Reports](#))



Labour standards

The Management of Arinma Holdings has comprehended the importance of employees' rights encompassing a large array of human rights from the right to decent work and freedom of association to equal opportunity and protection against discrimination. Specific rights related to the workplace include health and safety in the workplace and the right to privacy at work, amongst many others. Arinma Holdings commits to protecting workers' rights as defined by the International Labour Organization (ILO), a United Nations agency that aims to guarantee fair, healthy and equitable work conditions for employees by setting forth international labour standards through conventions and treaties, including the Universal Declaration on Human Rights (Articles 23 and 24, 1948) and the International Covenant on Economic, Social and Cultural Rights (1966).

Principle 3 - Businesses should uphold the freedom of association and the effective recognition of the right to collective bargaining

- The organization always support freedom of association and the Top Management is maintaining an open-door policy for any individual or group of employees. ([Reference- Grievance Handling Policy Statement and Grievance Handling Procedure](#))
- The Management of Arinma Holdings supports employees to form a welfare society. A welfare society is allowed to carry out the following activities without any obstructions by Top Management for the betterment of employees,
 - I. Organizing and participating in the meeting to discuss employee welfare matters and devise strategies for representing the association's interests
 - II. Reading and distributing association literature in non-work areas and during non-work hours
 - III. Talking to other employees about the association and asking them to join of free will for improving their welfare matters.

Apart from this in order to handle employee grievances, the management of Arinma Holdings has, established a clear procedure and also it has been communicated to all employees.

The management follows the following steps to handle grievances of every employee



Step 1 – Informal approach. Wherever possible an employer should make an initial attempt to resolve a grievance informally.

Step 2 – A formal meeting with the employee.

Step 3 – Grievance investigation.

Step 4 – Grievance outcome monitoring and consultation with employee.

Step 5 – Allowing the employee to appeal in the case of dissatisfaction on the solution

Furthermore suggestion box / complaint box is maintained at office which has access to every employee.

Every suggestion / complaint is reviewed at weekly management meetings and the employees are always allowed to communicate grievances to the management.

Principle 4 - The elimination of all forms of forced and compulsory labour.

- The organization does not use compulsory or forced in every area of our business.
- The Top Management of the Arinma Holdings has established and maintains a policy to oppose the use of forced, bonded, indentured and prison labour in our company, subcontractors and all collaborated organizations with us.
- The Top Management of the Arinma Holdings has set the standards by expectations of all our suppliers. We continue to introduce specific clauses relating to these standards into our contracts. These standards include the rejection of the minimum age to work on Arinma Holdings projects in line with ILO Core Conventions. Arinma Holdings suppliers and partners were informed of our commitment to the Global Compact, and our Code of Business Conduct.
- Our process for new supplier selection includes communication with prospective business partners on our commitment to the abolition of all forms of forced and compulsory labour as an integral part of our terms of business. ([Reference - Forced, Bonded and Prison Labour Policy Statement / Human Resource Policy Manual](#))

Principle 5 - The effective abolition of child labour

- The organization does not use child labour in every area of our business.
- The Top Management of the Arinma Holdings has established and maintains a policy to avoid child labour emphasizing young workers of legal age, until the age of 18, have the right to be protected from any type of employment or work; deemed hazardous, can be exposed to the health, safety, or morality of this

worker including night-time work and extended working shifts. Limitations on working hours and overtime are set by local law with special consideration for young workers' ages.

- Our process for new supplier selection includes communication with prospective business partners on our commitment to the abolition of child labour and compulsory labour as an integral part of our terms of business. ([Reference - Child Labor Policy Statement / Human Resource Policy Manual](#))

Principle 6 - Eliminate discrimination in respect of employment and occupation.

- The Top Management of the Arinma Holdings is committed to ensuring that each employee and potential employee is treated with fairness and dignity without discriminating against someone (applicant or employee) because of that person's race, colour, religion, caste, sex (including male / female gender identity, sexual orientation, and pregnancy), national origin, age (40 or older), disability or genetic information. ([Reference - Discrimination, Harassment and Abuse Policy Statement / Human Resource Policy Manual](#))
- The Top Management of the Arinma Holdings prohibits sex-based wage discrimination between men and women who perform equal work in the same workplace.
- We always embrace a diverse workforce and inclusive culture to develop into one of the most dynamic teams focused on continuous improvement.
- As an organization, we never tolerate any nature of harassment or abuse. The HR system of the organization has been designed to react to protect all employees from such abuses.

Improvement targets, performance reviews and achievements are reported to the management during management review meetings. ([Reference - Management review meeting minutes and HRIS](#))



Environment

Environmental sustainability is a key focus of our company, not only to mitigate the impact of our business activities on the environment but also to initiate projects to contribute toward environmental sustainability. Arinma Holdings Environmental sustainability strategy is concerned with the prevention of pollution, reduction of waste, careful consumption of depleting natural resources, conservation of natural eco-systems and life cycle environmental protection. We are an environmentally friendly and nature sensitive organization, that operates several key environmental initiatives within the company, under the theme of “Arinma Goes Green”.

We are awarded ISO 14001:2015 the international Standard by SGS Lanka global certification body for Environmental Management systems. This certification was awarded to Arinma Holdings for meeting the requirements for an environmental management system consisting of the improvement of environmental performance through more efficient use of resources and reduction of waste, gaining a competitive advantage and the trust of stakeholders.

Arinma Holdings has initiated a project on replanting a total of 3000 mangrove plants in the area of Anaiwasala in the Kalpitiya divisional secretariate and the Anaiwasala grama niladari area as a part of Arinma’s commitment and support to upscale livelihoods and biodiversity through community mobilization and lagoon restoration in Kalpitiya, Sri Lanka. We will provide funding to implement the project and by extension, play a part in rehabilitating the ecosystem in this area. This project will support the local community, the initiative facilitating long term opportunities for their employment/livelihood.

Furthermore, the company is planning to run a coral reef rehabilitation project too. ([Reference – Project proposal for Establishment of Artificial Coral Reefs as a sustainable measure to enhance reef resilience and habitat conservation on some selected study sites, Sri Lanka 2021.](#))



Principle 7 - Businesses should support a precautionary approach to environmental challenges

- A sustainability team consists of environmentally conscious employees who were appointed and delegated the responsibilities and authority to focus on helping the company conceptualize, create, and implement company-wide green initiatives.
- Arinma Holdings has partnered with Green Movement Sri Lanka (GMSL) to implement a series of identified environmentally sustainable and community development projects.
- The organization continuously assess the risks and opportunities in achieving organizational goals and addresses them timely. (Refer to the High-level risks and opportunities assessment sheet)
- All operational and enabling processes facilities and any upcoming projects are screened for their potential environmental aspects and their impacts on the environment are assessed promptly with the actions to address significant environmental aspects. (Refer to Environmental Aspect and Impact Register)
- Arinma Holdings has established Management Programmes on:
 - i. Reduction of energy consumption while reducing the emission of greenhouse gases by timely maintenance of a fleet of vehicles and many other means
 - ii. Reduction of Paper Consumption
 - iii. Managing hazardous waste
 - iv. Reduction of non-biodegradable solid waste generation

[\(Reference - Management Programmes on EMS\)](#)

- To provide preference to the vendors with lifecycle environmental friendliness in their product/service delivery. [\(Reference - Supplier / External Service Provider Selection and Re-evaluation Records\)](#)
- Organization strives to comply with local and applicable global legislations including UN resolutions such as the Kyoto Protocol and Montreal protocols. Compliance to monitoring shall be assessed timely, as appropriate by the Company Lawyers [\(Reference - Legal Requirements Register\)](#)

- Organization has carried out EMS Competency Evaluation bi-annually under a Competency Framework, to prepare an Annual Training Plan 2022 and provide necessary knowledge and skills. ([Reference - EMS Competency Evaluation carried out during annual employee appraisals](#))
- The Top Management has derived cascaded environmental objectives for the functional heads to set and monitor the level of conformity to corporate environmental goals. ([Reference - EMS Objectives Plan](#))
- The Top Management make arrangements to carry out Environmental Management System Internal and external surveillance audits annually with the corporation of external experts and as well as the SGS Lanka certification body.
- The outcome of environmental management system performance will be reviewed at the Management Review Meetings and necessary actions will be taken to address the audit findings and eliminate their root cause/s. ([Reference - Internal Audit Report and Meeting Minutes of the Management Review Meetings](#))
- Arinma Holdings Management annually invites external auditors from a globally recognized certification body (Currently with SGS -Sri Lanka) for external environmental audits and to continue/renew the ISO 14001:2015 Environmental Management System certificate with the accreditation of U K A S Management Systems.

Principle 8 - Undertake initiatives to promote greater environmental responsibility.

- The organization has initiated of replanting of 3000 mangroves for the conservation of diminishing mangrove and mangrove based eco-systems and Kalpitiya lagoon.
- Furthermore, the organization is in the process of conservation of coral reef ecosystems as well.
- The office operations have limited the use of paper by converting many systems into electronic media. ([Reference- Management Program for Paper Reduction](#))
- The management and all employees are committed to making efficient use of energy during all its activities to control the emission of GHG – Green House Gases. ([Reference- Management Program for reducing GHG emission and electrical energy consumption reduce our contribution towards global environmental issues.](#))
- The organization has adopted a segregated waste management system and those waste items are only handed over to Central Environmental Authority Registered garbage collection service vendors only. ([Reference- Management program for reducing non-biodegradable solid waste / Management Program for Managing hazardous waste](#))



Principle 9 - Encourage the development and diffusion of environmentally friendly technologies

- Arinma Holdings has discontinued the use of single-use plastics such as disposable plastic bottles and switched to reusable glass bottles. Free of charge company employees were given re-usable lunch boxes to avoid polyethene, plastic and paper for wrappers. ([Reference- Single-Use Plastic Policy Statement](#))
- The organization always use the best energy-saving office automation equipment to meet its energy-saving objectives. ([Reference-Data Analysis summary records](#))
- All the vehicles are regularly serviced by the competent technicians of recognized organizations only for the best performance.

Principle 10 - Businesses should work against all forms of corruption, including extortion and bribery

Arinma Holdings Commitments to anti-corruption

The Top Management of Arinma Holdings has established and maintained a policy to conduct all of its business honestly and ethics. The company takes a “zero-tolerance approach” to bribery and corruption and is committed to act professionally, justly and with integrity in all its business dealings and relationships. It is the goal of the company to avoid acts that might reflect adversely upon the integrity and reputation of the company. ([Reference-Anti-Corruption Policy Statement](#))

As per Auditors, they have obtained reasonable assurance about the financial statements as a whole are free from material misstatement, due to fraud or error.

As per auditors Nihal Hettiarachchi & Companies (Chartered Accountants) they have obtained all the information and explanations that were required for the audit and, further to their examination, proper accounting records have been kept by the Company complying to section 163 (2) of the companies Act No. 07 of 2007.

Arinma Holding’s approach and progress

The management and the staff of Arinma Holdings are thoroughly aware of the types of corruption that could happen in an organization and, we strictly comprise activities that oppose or inhibit any forms of corruption. Corruption always involves three elements: abuse, entrusted power and private gain. Furthermore, Arinma Holdings has defined corruption under the following themes and we, ourselves have set standards to stop any means of them. Bribery, kickback, facilitation payments, fraud, extortion, embezzlement, trading in influence, nepotism, clientelism, patronage, conflict of interest, state capture, kleptocracy, petty corruption, administrative corruption, grand corruption, political corruption, systemic corruption, sporadic corruption, active bribery, passive bribery, demand-side corruption and supply-side corruption

The organization has provided the following stated facilities against corruption.

- I. **Reporting:** any such situations are reported to the senior management and the audit committee.
- II. **Independence:** Group Legal Counsel and Group Internal Audit have responsibility for the management of the Policies and the code of conduct. A confidential whistleblowing process is in place for employees to raise issues. All incidents are investigated by the head of internal audit and reported to the relevant senior management.
- III. **Awareness:** All the employees are given The Employee Handbook and also the relevant policies made by the Top Management are published to all the employees in three languages.
- IV. **Training:** We have developed a specific training module relating to raising awareness of our standards about working against all forms of corruption. This is mandatory for all the employees of Arinma Holdings.

Arinma Holdings puts its fullest cooperation to comply with the UN 2030 Agenda for Sustainable Development where the target for Goal 16 calls on states to 'substantially reduce corruption and bribery in all their forms.

IMPLEMENTATION

IMPLEMENTATION of UN global compact requirements - FISCAL YEAR TO DECEMBER 2022

Based on the following key elements Arinma Holdings implement our projects and programs to comply with UN global compact requirements.

Ashan Malalasekera, Chairman of Arinma Holdings and Harsha ,Mapagunaratne Head of Sustainability have made accountable for the implementation for the UN Global Compact requirements.

Head of Finance Sisira Wickramasinghe is an Associate member of the Institute of Chartered Accounts of Sri Lanka. Sisira Wickramasinghe leads the organization towards financial growth with transparency with the support of external financial auditors.

The top management is committed to carrying out a systematic identification, analysis, planning and implementation of actions designed to influence stakeholders to comply with UN Global Compact Requirements. Product and service venders are evaluated periodically to improve their conformance to company established policies and procedures.

Independent external consultancy firms are hired with specialist expertise in relevant fields when assessing our commitments. Our financial data, workplace-related data and environmental data are separately verified.

When setting our objectives and planning, we practice identifying, evaluating, preventing or mitigating risks to our business, employees, the environment and to the desired outcomes of this programme.

How does Arinma Holdings intend to build on its commitment?

We believe that independence, openness and transparency are the most important categories for improving our commitment. Our objective is to meet the criteria for the Global Compact Advanced Level. Arinma Holdings uses prevailing communication networks and organizational procedures to appraise, advance and validate our growth. We will remain to use the Arinma Holdings' website and the Annual Report as our principal means to engage our stakeholders. We also report on corporate responsibility issues in a dedicated section of our corporate website.

Measurement of Outcome

Principles	Method of measurement of outcome	Measurement of outcome
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Principle 1 – Businesses should support and respect the protection of internationally proclaimed human rights,	Great place to work survey report and the levels of ratings achieved / HR Audit	Satisfactory. Please study the “Reports of “Great Place to Work® Trust Index © Survey – JAN 2022-JAN 2023 (https://greatplacetowork.lk/arinma/)
Principle 2 – Make sure that they are not complicit in human rights abuses		
Principle 3 – Business should uphold the freedom of association and the effective recognition of the right to the collection of bargaining		
Principle 4 – The elimination of all forms of forced and compulsory labour		
Principle 5 – The effective abolition of child labour		
Principle 6 – The elimination of discrimination in respect of employment and occupation		
Principle 7 – Businesses should support a precautionary approach to environmental challenges	Environmental Audit Reports – Internal / Environmental Audit Reports – External /Environmental Objective measurement results at management reviews	Environmental objective measurement records / Management review meeting minutes Environmental Management System Certification -Audit Summary Report (SGS)– Date of Audit - 2021/11/10
Principle 8 – Undertake initiatives to promote greater environmental responsibility		
Principle 9 – Encourage the development and diffusion of environmentally friendly technologies		
Principle 10 – Businesses should work against corruption in all forms, including extortion and bribery	Comprehensive external financial auditing by independent party/ The paper articles and media briefings on false allegations and impartial statements	Financial audit reports / Response letter given by V. W. Karunaratne Associates attorneys at law

	made by company lawyers to address them	
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