

COMMUNICATION ON PROGRESS

(COP)

Period covered by your Communication on Progress (COP)

From: 1st September 2020 To: 5th June 2022

1. STATEMENT BY THE REGIONAL DIRECTOR FOR THE MENA REGION

[5th of June 2022]

To our stakeholders:

I am pleased to confirm that IARS-London 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. Ahmed Abd El Aziz
General Manager

2. DESCRIPTION OF ACTIONS

2.1: Human Rights

2.1.1: Right to Equality

IARS Equal opportunity policy revised and updated on December 2021, prohibit discrimination on the basis of what is known as a 'protected characteristic.' This includes gender, sex, sexual orientation, race, and religious belief.

Discrimination against those with disabilities is also forbidden. The Policy places obligations upon our employers to make 'reasonable adjustments to accommodate employees with disabilities, whether these are of a physical, psycho-social or intellectual nature.

Also protecting against age discrimination. However, there are some exceptions. Age discrimination can be allowed where it is justified by a legitimate aim. For example, it is permissible for IARS Management to set a compulsory age for retirement. This can be justified by, for example, the need to conserve the labor market.

2.1.2: Right to Equality in the Recruitment Process

IARS Recruitment policy revised and updated on December 2021, State that IARS HR department and any hiring organisations working on behalf of IARS are not allowed to unfairly discriminate against potential employees on the basis of a protected characteristic (except in some circumstances, age).

Eg: Our organization is tackling this by introducing anonymous applications, where the candidate's name is excluded from their application, this helps applicants enjoys fair CV screen process.

2.1.3: Equal Pay for Equal Work

IARS Recruitment policy revised and updated on December 2021, stating that payment schemes should always reserve the right to equality which means that two people who are performing the same, or equivalent job function should be paid the same amount.

2.2: Labor

(Our employees are advised of their rights and obligations to employment law)

2.2.1: Minimum Wage

As per IARS Human Recourses policy revised and updated on December 2021, IARS is Committed to the Egyptian labor law updated in respect to Min. Wage of 2400 LE per month The minimum obligatory annual increase is set at no less than 7% by law, however IARS annual increase applied 10% of the basic salary which is the basis for calculation of social insurance.

Also, per law the minimum premiums are set at 35% of the normal pay for overtime work during daylight and 70% for work at nighttime; 100% for work performed on days off and holidays. However, IARS decided to increase the 35% of the normal pay for overtime work during daylight to be 70%.

2.2.2: Working Hours

As per IARS Human Recourses policy revised and updated on December 2021, IARS Following the Labor Law maximum working hours per day are 8 hours, or 48 hours per week in case of a six-day work week. However, an employee, occasionally may be required to work additional hours based upon need.

2.3: Environment

2.3.1: Reducing Energy Consumption

- IARS decided to change all the office light to Led light and also lowering the air to conditioning to 24 C and instructing the closing team to take devices off the plugs when it's not needed are some good actions, we implemented that all lead to reducing our energy consumptions.
- Moreover, by paying more attention to other daily routine actions, our business can slightly reduce our energy consumption and, thus, our impact on the climate change.
- Our Procurement Policy has been changed to put preference criteria to any new electronic equipment. To be green product.

2.3.2: Optimize Employees' Transportation

As we know, transportation is one of the largest sectors of greenhouse gas emissions. IARS decided to run internal awareness campaign to encourage our employees to take public transit, to carpool with other colleagues living close by, that can significantly reduce our indirect CO2 emissions and therefore our impact on climate change.

2.3.3: Promote Environmentally Friendly Ways of Working:

IARS started to implement Some ways of working ecological with 2021 and 2022 by relying more on technology and telecommuting more, for example, IARS made application for all staff to commit to conduct 50% of their meetings through video conferences which avoid employees traveling by car for meetings with clients every week.

Also, as IARS working in the education sector we used to use lost of printed books and handouts during our operation. However, in 2021 and 2022 IARS transferred 50% of its operation to use digital eBooks and online education platforms to share all educational materials.

2.4: Anti-Corruption

2.4.1: Translation of the anti-corruption commitment into actions

Making a formal commitment to zero toleration of corruption is an important step for our organization. Concrete actions to prevent, detect corruption and apply sanctions begin by implementing the following:

- (1) Developing Anti- Corruption section in IARS Compliance policy: IARS developed detailed procedures that support anti-corruption commitment and cover forms of corruption such as bribes, gifts, entertainment and expenses, donations and sponsorships, political contributions, facilitation payments, and conflicts of interest;
- (2) Responsibility: IARS made the implementation of the Anti- Corruption section in IARS Compliance policy the responsibility of each manager in the organisations to implement, monitor, and improve implementation under the oversight of The Regional Director for Middle East.
- (3) Awareness campaign for employees: IARS arranged and provided communication and training to ensure that our employees understand the organization's policies and procedures as well as the leadership's commitment to zero tolerance of corruption.

2.5 Partnerships:

IARS was keen to be one of the founders of the UNGC network Egypt, and to be represented on the Egypt network board. And As IARS core business is the people capacity building, so IARS preparing to engage the local network employees with regular training, awareness campaigns and capacity building activities. Through heading the capacity building committee for UNGC Egypt network.

3. MEASUREMENT OF OUTCOMES

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

- Ratio of Men to Women within IARS team in Egypt. (60 % Men, 40 % Women)
- Ratio of the E-education resources to the Printed education Materials. (50 % E. Education – 50 % printed)
- Number of Corruption incidents reported after implementing the new compliance policy (net zero)