

**COMMUNICATION ON PROGRESS (COP)**

**BASIC TEMPLATE**

Period covered by your Communication on Progress (COP)

From: July 2021 To: July 2022

***1. STATEMENT OF CONTINUED SUPPORT BY THE CHIEF EXECUTIVE OFFICER (OWNER OR PRESIDENT IN THE CASE OF SMALL BUSINESSES)***

Please use the box below to include the statement of continued support signed by your company's chief executive

July 27.2022

To our stakeholders,

Lebanon is now in its third year of financial crisis, and unfortunately we are continuing to face unprecedented challenges - economically, financially, politically and socially. Despite this, Tamayyaz has continued to commit itself to its team, its clients and to the United Nations Global Compact's (UNGC) goals and principles.

This commitment has been demonstrated in various forms: Throughout the pandemic and the ongoing financial crisis, we have continued to provide a safe working environment for our staff – including technological support for working from home and flexible shifts, covid vaccines, as well as ensuring that we are able to retain all of our team members. We have also made significant progress in reducing our carbon footprint by moving to a smaller office. We have also further expanded our geographical scope of activities in the GCC, including a new collaboration agreement with Soroptimist in Kuwait specifically designed to promote good governance and women on boards.

As Tamayyaz continues to adapt to these challenging times, we remain committed to these principles and to continue to innovate in their implementation wherever we can.

Badri El Meouchi CEO

## 2. DESCRIPTION OF ACTIONS

### Human Rights

Please use the box below to describe **actions** your company has taken in the area of human rights. Examples include:

- We have continued to maintain safety through the ability to work from home while reducing the number of employees at the office based on shifts
- With the pandemic still ongoing, we have made sure to take all necessary precautionary measures to protect the well-being of our employees and clients; providing a multitude of our services through online platforms such as zoom and teams

### Labour

Please use the box below to describe **actions** your company has taken in the area of labour. Examples include:

- This year, we have initiated the process of updating our HR policy and our employee handbook. Our primary goal here is to focus on inclusion and fairness for all our team members, such as a clear policy on working from home as well as increased number of days for maternity and paternity leave (in both cases a higher number of days than the minimum required by law).
- We have continued to make sure that all team members have access to any tools or equipment they might need so as to effectively work from home (for example: Lebanon started from repeated daily power cuts lasting several hours each time – as a consequence, our employees have been provided with heavy duty batteries and independent routers so as to be able to operate effectively)
- We have continued to ensure that the company does not participate in any form of illegal labour practices
- We have continued to ensure that our employees are well rewarded for their performance, based on well-defined KPIs

### Environment

Please use the box below to describe **actions** your company has taken in the area of environment. Examples include:

- We continue to use an eco-friendly printing system by only now printing when necessary and only double sided and black and white when possible
- We have stopped the use of plastic cups in the office
- All our operations are currently online, thus decreasing our consumption of paper for printing of all relevant curriculums and implemented the e-certificates
- As a consequence of our new working from home policy, we have moved to a smaller office thus further reducing our use of electricity and also significantly reducing our team's reliance on fuel

## **Anti-Corruption**

Please use the box below to describe **actions** your company has taken to fight corruption. Examples include:

- During the past 12 months, we have provided intensive training workshops to more than 33 senior decision makers in various Banks and Companies about Good Governance and Business Ethics
- In this time of crisis, we have continued to provide free good governance trainings and advisory services to the boards of leading NGOs in Lebanon (currently we are supporting St Vincent de Paul and Beirut Marathon Association)
- We have continued to ensure complete compliance of Tamayyaz's operations with national legal requirements

## **3. MEASUREMENT OF OUTCOMES**

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

- Number of harassment related complaints to HR department: None
- Number of stakeholders reached through trainings, workshops and conferences: 131 people
- Number of times recycling bins are filled and appropriately disposed: once every six weeks
- Percentage of Women among the total number of Certified Directors: 43%