

Navaera Worldwide 2022 Communication on Progress

Our initiatives supporting the
UN Global Compact's mission for
sustainable business practices

COMMUNICATION
ON PROGRESS



This is our **Communication on Progress**
in implementing the Ten Principles of the
United **Nations Global Compact** and
supporting broader UN goals.

We welcome feedback on its contents.

Statement of Continued Support by the Managing Principal

To Our Stakeholders:

I am pleased to confirm that Navaera Worldwide LLC (“Navaera”) reaffirms its support of the Ten Principles of the United Nations Global Compact in the areas of Human Rights, Labor, Environment, and Anti-Corruption.

In this annual Communication on Progress (“COP”), we describe our actions between September 1, 2021, to August 29, 2022, 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.

Throughout the period covered by this COP, we have continued renovations of two office facilities, one in Scottsdale, Arizona, USA, and the other in Vadodara, Gujarat, India. Both of these renovated facilities are designed not only to improve our business operations but also for improved accessibility and to minimize our organization’s environmental impact. We have continued enforcement of adaptive policies for the control of highly contagious diseases and community involvement, and have met or exceeded our goals in diversity hiring for the period in question. We look forward to continuing our participation in the UN Global Compact and advancing these progressive programs that make our organization and our world a better place.

Sincerely yours,

Matthew J. Adler
Managing Principal, Strategy & Policy

Description of Actions in Support of the Global Compact

Navaera joined the UN Global Compact in 2020 to advance our commitment to social responsibility in our business operations, especially in the communities where we operate. This communication on progress provides an overview of our actions as a company in the period between September 1, 2021, to August 29, 2022, concerning Human Rights, Labor, Anti-Corruption, and the Environment.

The Black Bellied Tern is an endangered bird species in Gujarat, India.

I. Human Rights

Navaera has taken additional steps to ensure that our employees are provided with safe, suitable, and sanitary work facilities throughout the world. It is our continued commitment to protecting workers from workplace harassment, including physical, verbal, sexual, or psychological harassment, abuse, or threats of any kind. As an organization, we take measures to eliminate ingredients, designs, defects, or side effects that could harm or threaten human life and health during the manufacturing, usage, or disposal of products produced or consumed by our organization.

1.1. Regardless of local requirements, Navaera ensures that our newly constructed or renovated facilities have been built with universal design principles that facilitate safe ingress, egress, and accessibility for all persons. Our facilities around the world meet or exceed the United States' Americans with Disabilities Act of 1990.

1.2. Our facilities are also constructed to meet or exceed life-safety requirements in the jurisdictions where we operate.

1.3. We have established and enacted policies for our urban office centers that provide opportunities and relief for persons without homes that live near to, or on the grounds of our facilities.

1.4. We have provided separate washrooms for men, women, and non-binary persons. Provisions have been made to support disabled employees and visitors.

1.5. We have implemented and refined systems for anonymous reporting of employee workplace complaints related to workplace harassment and other concerns.

1.6. Navaera has a safety-at-work policy in place for all employees, irrespective of their gender and faith.

1.7. We maintain a special committee for the protection of women's rights and a core committee of four members, which includes fair representation from all genders to monitor the safety of our employees and investigate any unfair practices.

1.8. Navaera updates employee review requirements to assess each employee on their activities related to the advancement of women and minorities in their communities.

1.9. We encourage employees to report any abuse (and also maintain anonymity if so desired by the employee).

1.10. We have CCTV cameras and 24/7 security staff to ensure not only the safety of our employees, their belongings, and company assets, but also to promote safety and accountability outside all our global facilities.

1.11. Our organization adopted and continues executing and adapting a new comprehensive policy to protect our employees and prevent the spread of Highly Contagious Diseases. This policy was informed by leading health care experts. Navaera enacted it to protect not only our employees with weakened immune systems or other health concerns but also their family members and our broader communities.



The Mexican Spotted Owl is an endangered bird species in Arizona.

2. Labor

All Navaera Worldwide employees follow Navaera's Employee Code of Conduct and Business Ethics, upholding these standards in day-to-day activities. Our professional team members comply with all applicable policies and procedures as per the jurisdictions at their location of work.

2.1. It is our commitment to ensure equality in our recruitment and employee benefits practices. Navaera is an equal opportunity employer and our recruitment practices are devoid of any bias towards gender, sexual orientation, race, ethnicity, physical disability, or faith.

2.2. This year Navaera's recruitment included a more than 30% increase in the hiring of minority and women employees, and we do not have a practice of maintaining data on faith and religion.

2.3. Navaera has employee benefit programs like health insurance for self and family as well as retirement benefit plans for all employees. We continue to renew these policies without any gap, including this year.

2.4. Navaera is transparent on payroll management practices and offers competitive compensation packages to recruit and retain suitable talent globally.

2.5. We follow government guidelines in terms of employment salary rates and hours of service. We provide overtime pay on a case basis and follow an employee feedback mechanism to openly communicate any stress-related issues at work.

2.6. We continue to focus on employee welfare and have carried out several programs during the year to ensure honest and transparent employee feedback through anonymity.

2.7. We have encouraged peer review and cross-functional reviews of our staff and have designed and refined a performance-based scoring system called the "Great Performances System" that is based on the functional profiles of our employees.

2.8. Navaera continues to encourage employees to take up volunteer services and work towards social causes. The company provides paid time to employees who wish to volunteer for socially responsible causes.

2.9. Navaera Worldwide follows government guidelines on maintaining employment records and automated recording of service hours per employee. The company has maintained compliance with all regulatory requirements and labor laws in every country in which Navaera operates.

2.10. We have continued mental and physical health-related awareness and training campaigns introduced during the COVID-19 pandemic for our employees and have also advanced community development programs this year to fulfill our previously established commitment towards overall community welfare.



The Bell's Vireo is an endangered bird species in Arizona.

3. Environment

Navaera is more committed than ever to social-environmental affairs leadership in all of its business activities. We are strengthening long-standing corporate policies of providing a safe and healthy workplace, protecting the environment, and conserving energy and other natural resources. The following are the principal goals of our environmental and social policies:

3.1. Provide a safe and healthy workplace and ensure that all personnel are properly trained and have appropriate safety and emergency equipment.

3.2. Be an environmentally responsible neighbor in the communities where we operate and act promptly and responsibly to correct incidents or conditions that may endanger health, safety, or the environment. Report them to authorities promptly and inform affected parties as appropriate.

3.3. Conserve natural resources by reusing and recycling materials, purchasing recycled materials, and using recyclable packaging and other materials.

3.4. Develop, manufacture, and market products that are safe for their intended use, efficient in their use of energy, protective of the environment, and can be reused, recycled, or disposed of safely.

3.5. Use development and manufacturing processes that do not adversely impact the environment, including developing and improving operations and technologies to minimize waste, prevent air, water, and other pollution, minimize health and safety risks, and dispose of waste safely and responsibly.

3.6. Ensure the responsible use of energy throughout our business, including conserving energy, improving energy efficiency, and giving preference to renewable over non-renewable energy sources when feasible.

3.7. Participate in efforts to improve environmental protection and understanding around the world and share appropriate pollution prevention technology, knowledge, and methods.

3.8. Utilize Navaera products, services, and expertise around the world to assist in the development of solutions to environmental problems.

3.9. Meet or exceed all applicable government requirements and voluntary requirements to which Navaera subscribes. Set and adhere to stringent requirements of our own, no matter where in the world the company does business.

3.10. Strive to continually improve Navaera's environmental management system and performance, and periodically issue progress reports to the general public.

3.11. Conduct rigorous audits and self-assessments of Navaera's compliance with this policy, measure the progress of Navaera's environmental affairs performance and report periodically to our executives.

3.12. Every employee and every contractor on Navaera's premises are expected to follow this policy and to report any environmental, health, or safety concerns to management promptly. Managers are expected to take and document prompt action.



The Piping Plover is an endangered bird species in New Jersey.

4. Anti-Corruption

As part of our core business principles, Navaera is committed to following industry best practices for our operations that ensure complete transparency and mitigate any risk associated with corruption. We ensure that our policies are structured to maximum transparency with respect to the following:

4.1. Navaera actively manufactures software products that are in use around the world detecting and preventing corruption, fraud, waste, and abuse.

4.2. For procurement practices, we maintain policies for inviting bids from multiple vendors when procuring capital goods as well as revenue expenditure goods. Our Finance and Audit Team of professionals reviews such bids and approves successful bids for procurement through an internal online approval system.

4.3. Payments are made through banking channels to avoid using cash, and invoices are accounted for.

4.4. Our revenues and expenditures are through banking channels and acceptance of any cash is prohibited across all operations of Navaera offices. Every expense or receipt is invoiced and accounted for.

4.5. Internal remittances between cross-border branches are also through legitimate banking channels and accounted for as per prevalent accounting standards globally.

4.6. Payments made to government authorities are also done through legitimate banking channels and every such payment is accounted for with documentary evidence.

4.7. Each of these practices eliminates the possibility of the existence of any cash payments, thereby mitigating risks of corruption.

4.8. Payments in kind are completely prohibited, and every procurement of assets for the company is recorded per accounting standards.

4.9. Procurements of high-value assets – whether capital goods, hardware, or software – are pre-budgeted, and an approval mechanism, as per policy, is followed continuously for every asset, ensuring complete transparency.

4.10. Hiring of contractors is carried out through a management committee that includes heads from every department, thereby effectively eliminating bias and ensuring assessment of requirements of contractors and resources is done at every level through an approval mechanism. These approvals are then announced company-wide, resulting in transparency that prevents unfair hiring practices and corrupt contracting behavior.

4.11. Navaera follows a continuous training program for our employees to keep them up to date with the best practices for preventing or stopping any corruption in their day-to-day conduct, be it in the office or outside.



The Lest Tern is an endangered bird species in New Jersey

5. Measurement of Outcomes

Diversity is all about understanding the unique skills and perspectives of all employees and facilitating an environment that encourages them, thereby benefiting the organization. At Navaera, we have found that an effective approach to diversity, equity, and inclusion (DEI) is to integrate our global, inclusive mindset and fair hiring practices into all processes of the organization, so that diversity becomes a way of life, ingrained in all we do together.

5.1. We at Navaera have a talent pool of more than 150 employees – and more than 34% of them are female employees. We have people from all sections of society following different faiths and with varied racial, ethnic, and socioeconomic backgrounds. We have created a culture where we do not reward our staff based on categories, but rather on talent.

5.2. We have carried out 12 community welfare social programs this year, including activities that address social causes and help those in need throughout our society and communities. We have set a policy to continue the same exercise over the next year.

5.3. We have constructed or renovated new facilities that apply our high standards for accessibility, inclusivity, and environmental consciousness.

5.4. Our community engagement initiatives help and promote local businesses by rewarding those organizations within our communities that promote and sustain local, environmentally friendly production. In this latest COP reporting period, Navaera has engaged nearly two dozen new vendors that meet our criteria to provide meal service, health and fitness solutions, building security, and other contracted opportunities with our organization.

5.5. We have set aside certain budgets from our revenues this year towards Corporate Social Responsibility programs, the details of which shall be available to all internal stakeholders.

5.6. We continue to enact policies and procedures throughout our organization that further our views on social responsibility and cement our organization's commitment to being progressive within our communities on the principles of social responsibility.