



COMMUNICATION ON PROGRESS (COP)

Period covered by your Communication on Progress (COP)

From: September 2021

To: September 2022

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

22-08-22

To our stakeholders:

I am pleased to confirm that **Wood Couture LLC** 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,
Filippo Sona
Co-founder



2. DESCRIPTION OF ACTIONS

Human Rights

Implementation of the '**Anti Harrassment Policy**' where it states that the Company prohibits harassment of any kind, including sexual harassment, and will take appropriate and immediate action in response to complaints or knowledge of violations of this policy.

For purposes of this policy, harassment is any verbal or physical conduct designed to threaten, intimidate or coerce an employee, co-worker, or any person working for or on behalf of the Company.

Other forms of harassment include, but are not limited to, verbal or physical abuse, threats, jokes, unwelcome verbal or physical advances and sexually, racially or otherwise derogatory or discriminatory materials, statements, comments or remarks. The Company shall also not tolerate the display of offensive signs or images.

Bullying is harmful to the employees of the Company, resulting in reduced productivity, efficiency and morale, and increased absenteeism and turnover. In providing a productive working environment, the Company believes that its employees should be able to enjoy a workplace free from all forms of bullying conduct.

It is against the Company's policy for any employee, whether a manager, supervisor or co-worker, to bully another employee. This policy applies to all Company's activities and events, as well as publicly accessible off-duty activities including social media. Bullying can take many forms, including jokes, teasing, nicknames, emails, pictures, text messages, social isolation or disregard or unfair work practices.

Cyber-bullying is any behaviour, using digital technologies, that could reasonably be considered humiliating, intimidating, threatening or demeaning to a person, or group of people, and which creates a risk to health and safety. Examples may include harassment via mobile phone, social media or email or setting up an offensive personal website or blog.

Any employee who believes they have been bullied in violation of this policy should report the conduct immediately to their line manager; or, if that person is responsible for the behavior, to the Human Resources Department. The employee always has the option of reporting the conduct directly to the Human Resources Department.

A thorough and impartial investigation of all complaints will be conducted in a timely and confidential manner. Confidentiality will be maintained during the investigation to the extent possible without jeopardising the thoroughness of the investigation. Retaliation against the individual reporting the bullying behavior is expressly prohibited.



Labour

Equal Employment Opportunity (EEO)

Equal Employment Opportunity (EEO) is the right of all employees to be fairly considered for any position within the Company for which they have the necessary skills and qualities, and to be treated fairly within their employment. The Company's employees are its most valuable resource and as such all employees shall treat each other with respect and fairness, and shall foster an atmosphere of open communication and honesty.

Where EEO Applies

EEO principles apply, but are not limited, to the following:

- Recruitment selection;
- Promotion;
- Working hours;
- Discipline;
- Remuneration;
- Training.

Specific Grounds for Discrimination in Employment

The Company treats all employees fairly and equally in all matters such as:

- Race;
- Gender;
- Marital status;
- Pregnancy;
- Family responsibilities;
- Nationality and national origin;
- Disabilities;
- Religion;
- Age;
- Victimisation.

It is the Company's policy to ensure that the most capable person is placed in a capacity for which they have the relevant skills, regardless of any personal circumstances or any other irrelevant issues.



Environment

Environment Management Systems ISO 14001:2015

ISO 14001:2015 specifies the requirements for an environmental management system that an organization can use to enhance its environmental performance. ISO 14001:2015 is intended for use by an organization seeking to manage its environmental responsibilities in a systematic manner that contributes to the environmental pillar of sustainability.

ISO 14001:2015 helps an organization achieve the intended outcomes of its environmental management system, which provide value for the environment, the organization itself and interested parties. Consistent with the organization's environmental policy, the intended outcomes of an environmental management system include:

- enhancement of environmental performance;
- fulfilment of compliance obligations;
- achievement of environmental objectives.

Occupational health and safety management systems

ISO 45001:2018 specifies requirements for an occupational health and safety (OH&S) management system, and gives guidance for its use, to enable organizations to provide safe and healthy workplaces by preventing work-related injury and ill health, as well as by proactively improving its OH&S performance.

ISO 45001:2018 is applicable to any organization that wishes to establish, implement and maintain an OH&S management system to improve occupational health and safety, eliminate hazards and minimize OH&S risks (including system deficiencies), take advantage of OH&S opportunities, and address OH&S management system nonconformities associated with its activities.

ISO 45001:2018 helps an organization to achieve the intended outcomes of its OH&S management system. Consistent with the organization's OH&S policy, the intended outcomes of an OH&S management system include:

- a) continual improvement of OH&S performance;
- b) fulfilment of legal requirements and other requirements;
- c) achievement of OH&S objectives.

Anti-Corruption

We actively mention our initiatives to combat anti-corruption in corporate documents, by performing due diligence on the clients and supply chain process from end-to-end. Followed by highlighting any potential causes for concerns or suspicious activity, and then report to the relevant locale authority as required.



3. MEASUREMENT OF OUTCOMES

Demographics of management and employees:

52.4 % of the company are women, a mix of Asian, African, Latino, and Caucasian between the ages of 24-50 years old.

Percentage of recycled materials:

At least 15% of the materials are recycled in the last year.