

## COMMUNICATION ON PROGRESS (COP)

### BASIC TEMPLATE

Period covered by your Communication on Progress (COP)

From: September 2022 to: September 2023

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

[22/8/2022]

To our stakeholders:

I am pleased to confirm that Tenth of Ramadan for Pharmaceutical Industries and Diagnostic Reagents (Rameda) S.A.E. 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,

Dr. Amr Morsy

Chief Executive Officer and Chairman of the Board's Strategy Committee

## 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:

- ☐ **Ensure workers are provided safe, suitable and sanitary work facilities**  
Per national laws for health and safety, both designated authorities' and pharmaceutical industries guidelines control different manufacturing settings to protect employees, products, and the environment. In line with this, Rameda's employee protection efforts include but are not limited to:
  1. Providing suitable personal protection equipment, determined per the nature of the work and the indicators of the requirement on safety data sheet
  2. Conducting risk assessments across its operations, including an environmental risk assessment and impact, to swiftly and appropriately manage any hazardous findings
  3. Adhering closely to guidelines and standards of safety across all manufacturing steps
  4. Using closed systems to avoid dust generation, including different effective filtration systems, and monitoring the manufacturing areas for good ventilation
  5. Applying all available safety measures for dust, noise, heat generation, and proper lighting
  6. Ensuring that periodical medical checkups take place
  7. Implementing effective quality control measures to ensure the efficiency of our active procedures and controls
- ☐ **Protect workers from workplace harassment, including physical, verbal, sexual or psychological harassment, abuse or threats**
  1. Rameda operates in alignment with the United Nations' Declaration of Human Rights
  2. An anti-harassment policy was issued, and two anti-harassment awareness sessions were conducted on Ramada's premises in 2022.
  3. The company encourages its people to raise any concerns to their direct managers, HR Director, or the Compliance Department. If they would rather do so anonymously, a compliance hotline is also available at all times.
- ☐ **Take measures to eliminate ingredients, designs, defects or side-effects that could harm or threaten human life and health during manufacturing, usage or disposal of products**
  1. Rameda's team monitors ingredients' concentrations and measurements using calibrated equipment to ensure they are within the permissible limits
  2. Annual measurements are conducted by a licensed third-party company to confirm compliance
  3. Manufacturing areas are designed in compliance with good manufacturing practices to minimize risks on personnel, products, and the environment, and they include This is GMP good manufacturing practice to avoid cross contamination, so there is clear understood flow for the movement of materials, another one for the movement of personnel, another one for movement and transfer of waste materials from production lines to rejection or destruction areas.
  4. The team ensures that ventilation systems are always working efficiently, and that suitable filters are placed on The air on the production areas contaminated with different materials from all production areas , to avoid transfer contamination to the outside of production areas and outside environmental , High efficiency filters are fixed on all exits of factory to make filtration for all recirculated or all exit air to the outside
  5. The use and disposal of materials is conducted per Rameda's risk assessment framework and the material safety data sheets, which ensure the safety of personnel and environment

## **Labour**

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

- ☐ **Ensure that the company does not participate in any form of forced or bonded labour**
  1. In alignment with the Egyptian labour law, every employee at Rameda must sign an employment contract that details their responsibilities and rights. Rameda keeps the original document, and every employee receives a copy.
  2. Employees' responsibilities and rights are also clearly presented to all the new hires during onboarding and orientation.
- ☐ **Comply with minimum wage standards**

Rameda's minimum wage currently exceeds Egypt's standard minimum wage.
- ☐ **Ensure that employment-related decisions are based on relevant and objective criteria**

Rameda's recruitment policy clearly states that equal opportunity should be given to each candidate regardless of his/her gender, religion, race, and any other differentiating characteristics or qualities. The interview process evaluates technical skill level, and how the candidate's personality fits with the position they are applying to. The job description is used as a guide.

## **Environment**

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

- ☐ **Avoid environmental damage via regular maintenance of production processes and environmental protection system (air pollution control, waste, water treatment systems, etc.)**
  1. Rameda monitors its environmental measurements every quarter to ensure alignment with legal limits for light intensity, noise, heat stress, and dust set by the Egyptian government
  2. The company has a preventive maintenance plan set for machines, and equipment, as well as the buildings piping system, HVAC system, and water system. Per the plan, the responsible parties are communicated with to maintain the above and ensure their suitability for good manufacturing practices
- ☐ **Ensure emergency procedures to prevent and address accidents affecting the environment and human health**
  1. Rameda conducts environmental and impact assessments across all areas of its factory
  2. The company conducts trials for different emergency situations annually. This includes but is not limited to fires, spillages, earthquakes, and more
  3. A communication network has been set where in case of emergency, the persons trained for firefighting are called, followed by the section head of security, the production manager, the EHS manager, the site manager, and other concerned departments
- ☐ **Minimize the use and ensure safe handling and storage of chemical and other dangerous substances**

1. Rameda uses the material safety data sheets, which detail the data of 16 sections and their concerned specifications of it, as well as a risk assessment framework, to store and handle all chemicals
2. All flammable chemicals are stored in a special warehouse and a special case in the laboratory store.
3. Per the company's code of conduct, all affected Rameda employees are instructed to use, store, and dispose of hazardous materials properly and in line with the company's internal guidelines and relevant laws. They are also asked to maintain knowledge of the environmental rules and regulations that apply to their operations and make recommendations for improvement if they have any.

### **Anti-Corruption**

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

☐ Assess the risk of corruption when doing business

1. Any reported corruption, bribery, or similar illicit activities by an employee or an entity that represents Rameda is immediately investigated and handled per the company's Disciplinary Policy
2. Due diligence is applied over all third-party suppliers across Rameda's value chain to ensure they meet the quality and ethical standards set by the company
3. Rameda prohibits involvement in any insider trading or the illegal use of insider information to conduct business
4. Rameda does not provide or accept gifts or facilitation payments that may improperly influence business decisions and registers and reports any other gifts received by the company
5. Rameda expects its third-party connections to abide by its Code of Conduct for Third Party Service Providers

☐ Mention "anti-corruption" and/or "ethical behavior" in contracts with business partners

Our strategy for dealing with third parties are based on mutual trust in which we do our business fairly and honestly with Third Parties. Our due diligence policy ensure dealing with third parties, partners, sub-contractors, and agents that share our own standards and acting in respect to our Code of Conduct for Third Party Service Providers. - Applying the highest standards of supply chain and contracting practices

☐ Ensure that internal procedures support the company's anti-corruption commitment

1. All employees should ensure that the company's confidential information is protected at all times during and beyond their employment tenure
2. Effective quality standards are implemented through a set of principles that maximize Rameda's compliance with international standards affecting its entire value chain
3. Research and development at Rameda closely complies with legal and regulatory standards for ethical conduct in scientific and medical research
4. All sales and marketing practices are fair, transparent, and comply with Good Medical Practices, as well as legal regulatory releases.
5. Strict procedures are in place to handle and eliminate conflicts of interests across Rameda, and the company encourages employees to only engage in communication that does not create actual or potential conflicts of interest

6. The company takes a stern position against fraud, and ensures the accuracy and transparency of all its records and reports

### 3. MEASUREMENT OF OUTCOMES

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

☐ **Demographics of management and employees broken down by diversity factors (e.g., gender, ethnicity, age, etc.)**

	Female	Male	Grand Total
<b>SO</b>	<b>253</b>	<b>392</b>	<b>645</b>
Less Than 30	181	178	359
30 to 49	63	176	239
40 to 49	6	26	32
Above 50	3	12	15
<b>Factory</b>	<b>296</b>	<b>832</b>	<b>1128</b>
Less Than 30	104	332	436
30 to 49	105	270	375
40 to 49	64	131	195
Above 50	23	99	122
<b>Grand Total</b>	<b>549</b>	<b>1224</b>	<b>1773</b>

☐ **Rate of occupational diseases, injuries, and absenteeism**

Year	Employees Count	Natural death	Accidental Death	Total Disability (due to a disease)	Total disability (due to an accident)	Partial disability
<b>2022</b>	<b>1753</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>2021</b>	<b>1813</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

☐ **Percentage of recycled materials**

65% of Rameda's total quantity of annual waste is recycled.