

COMMUNICATION ON PROGRESS 2021

JANUARY 2021 ~ DECEMBER 2021
OCTAGON INTERNATIONAL SERVICES Co., Ltd.

COP REPORT

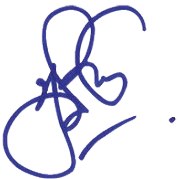
CEO's STATEMENT

To our stakeholders,

It is with great pleasure to share our Ninth Communication on Progress (COP) of Octagon International Services Co., Ltd. (OIS) with our stakeholders. We are pleased to confirm that Octagon International Services Co., Ltd. (OIS) 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. In this year's report, we will emphasize how we managed to sustain in terms of human rights, labour, environment, and anti-corruption during the COVID-19 crisis period. We also commit to sharing this information with our stakeholders using our primary channels of communication.

Yours sincerely,



Chan Mya

Chief Executive Officer

Octagon International Services Co., Ltd

ABOUT THE REPORT

Octagon International Services Company Limited (OIS) is committed to be a good corporate citizen, contributing to society the best position to thrive from the value of our work. To achieve this, we set ourselves ten ambitious goals in all business sectors across the organization.

During the Covid-19 pandemic crisis, it was highly crucial with a high of unprecedented challenges, we stand firm as a team and we struggle and overcome together as a team. We would like to express our sincere thanks to all our stakeholders for their continuous and strong supports, especially in this time of crises and hardships.

This year's report contains more details on our achievements in sustainability practices during this time of COVID-19 crisis. This report aims to reach the Core Global Reporting Initiatives (GRI) context to create and disseminate a global framework for sustainability reports that has helped shape our own efforts. In addition, we provide details about how we manage to set immediate guidelines to overcome the COVID-19 crisis and how we manage to provide help to our employees and their families. Octagon International Services Co., Ltd. will continue to report annually.

Data Collection

The Sustainable working group of Octagon International Services Co., Ltd. works with entire business sectors under the organization to gather relevant data and topics for our stakeholders. Our team ensures that each organization's company has aligned with their respective input in the COP report. Currently, we are restructuring our organization and preparing for a post-pandemic COVID-19 crisis. As we continue to support our employees to emerge from the pandemic.

UNITED NATIONS SUSTAINABLE DEVELOPMENT GOALS

We consider the following SDG's and align with UN Sustainable Development Goals:



1. End poverty in all its forms everywhere
2. End hunger, achieve food security and improved nutrition and promote sustainable agriculture
3. Ensure healthy lives and promote well-being for all at all ages
4. Ensure inclusive and equitable quality education and promote lifelong learning opportunities for all
5. Achieve gender equality and empower all women and girls
6. Ensure availability and sustainable management of water and sanitation for all
7. Ensure access to affordable, reliable, sustainable and modern energy for all
8. Promote sustained, inclusive and sustainable economic growth, full and productive employment and decent work for all
9. Build resilient infrastructure, promote inclusive and sustainable industrialization and foster innovation
10. Reduce inequality within and among countries
11. Make cities and human settlements inclusive, safe, resilient and sustainable
12. Ensure sustainable consumption and production patterns
13. Take urgent action to combat climate change and its impacts
14. Conserve and sustainably use the oceans, seas and marine resources for sustainable development
15. Protect, restore and promote sustainable use of terrestrial ecosystems, sustainably manage forests, combat desertification, and halt and reverse land degradation and halt biodiversity loss
16. Promote peaceful and inclusive societies for sustainable development, provide access to justice for all and build effective, accountable and inclusive institutions at all levels
17. Strengthen the means of implementation and revitalize the global partnership for sustainable development

SUSTAINABILITY CONTEXT

Octagon International Services Co., Ltd. has knowledge about the current business landscape, which is characterized by an unprecedented acceleration and complex mix of risks and opportunities. Since Myanmar is rich in natural resources, particularly forest, land, and water resources, achieving sustainable development of these resources is vital to the country. As a company, we are following the UN Global Compact's sustainable approach. We are committed to taking the responsibility to ensure that the development process is sustainable and equitable for all stakeholders in Myanmar. In view of sustainable business, alternative approaches towards growth and development will be essential to meet basic needs as well as protect the environment.

The mindset, practices, and business models could offer critical insights for emerging market-based businesses, established multinationals, and governments. It could provide multiplier effects and create the basis for replication and extension among companies operating in emerging markets. It could be the starting point for redefining the future of growth: one that is robust and efficiently binds together all elements of sustainability-economic, environmental, and social.

As an organization, having a sustainable mindset, it becomes our responsibility to adopt a set of sustainable business practices to achieve our business goals. We are developing our sustainability strategy beyond CSR and always trying to measure its impact and the needs of its environment to adjust its policies and practices in the scope of sustainability. Through our involvement in innovative business practices and submitting the Communication on Progress report, we will together support the UN Global Compact Ten Principles and the SDGs.

Head Office Address

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G4-5 & G4-57

OIS is restructured. We are now organized as Multi Parts & Sales, Rental Service, Multi Workshop and Logistics.

G4-3, SDGs8

Our supply chain consists of principles, supplies, government, and customers, which vary depending on the industry in which we work.

G4-13

Octagon International Services (OIS) employs --- people across all sectors under Trading and After Sales Business.

G4-9

OIS has operated businesses across different locations in Myanmar since its establishment in 2005. Its activities are dedicated to the Myanmar market, continually driving economic growth in the country.

G4-3, SDGs8



OIS has been a member of the UNGC since August 2013. This year's COP report is aligned with the calendar year 2021, and future COP reports will be aligned with future calendar years.

G4-15

ABOUT OIS

Octagon International Services Company Limited (OIS) has been established since 2005 as a distributor of the world's leading brands for machinery and vehicles in lower and upper Myanmar with over 490 employees.

Our business model is currently based on the accomplishment of being able to trade and provide services in Myanmar for all types of brands, specializing in European premium brands. We provide broad experience and comprehensive expertise in premium passenger buses, generators, agricultural machinery, heavy machinery, including construction and mining equipment, cranes, and vehicles, as well as related spare parts for repair and maintenance.

The company places great emphasis on innovation and learning. It is committed to its efforts to constantly develop the necessary competencies in its workforce, benchmarking them against international standards. A substantial number of its talented workforce are trained overseas. We are putting our effort into being responsible and having innovative business practices in order to align with Sustainable Development Goals.

Octagon International Services Co., Ltd. is determined to offer leading brands an efficient and sustainable presence in the Myanmar market, while giving local customers access to the world's best products and services. At present, our main business covers automobile distribution, lifts and escalators, industrial rental, and logistics. We do have investment plans for more innovative businesses to launch, and our business practice will always be aligned with Sustainable Development Goals.

HUMAN RIGHTS

Principle 1

Support and respect the protection of internationally proclaimed human rights; and

Principle 2

Make sure that they are not complicit in human rights abuses.

ASSESSMENT, POLICY AND GOALS

Human rights are basic standards aimed at securing dignity and equality for all. Octagon International Services Co., Ltd. is committed to being a good corporate citizen and contributing to the society of Myanmar within which we operate. We fully support the Universal Declaration of Human Rights, to which every human being is entitled. As a company, we utilize the 30 articles from the Universal Declaration of Human Rights as a common standard of achievement across all facets of our work. We acknowledge that understanding and compliance with these rights are of the utmost importance.

As a company, we provide safe and healthy working conditions for all our employees and ensure non-discrimination in personnel practices. We create a company culture to familiarize them with concepts such as respect, dignity, fairness, and equality, as well as to educate them on specific scenarios that managers and employees may face.

As a good corporate citizen, all our policies and practices comply with the fundamental principles described in the Universal Declaration of Human Rights. This includes equal opportunity, the right to life, freedom of speech and religious expression, and personal security. By maintaining a high standard of human rights protection practices, we aim to support the needs of our employees, stakeholders, and beneficiaries, and also set a good example for other companies in Myanmar to follow suit for the betterment of the community at large.

Description	Initiate	on Progress	Implemented	Under Consideration
safe and healthy working conditions			●	
non-discrimination			●	
employees treat with respect			●	
employees treat with dignity			●	
employees treat with fairness			●	
employees treat with equality			●	
provide training eg. respectful workplace			●	
provide reasonable accommodation for religious observance and practice (for all faith)				●
<u>For all workers and their families:</u>				
provide basic health,			●	
provide basic education,				●
provide basic housing				●

IMPLEMENTATION

Responsibility of the supply chain

Octagon International Services company's entire supply chain believe to set a significant impact in promoting human rights, fair labour practices, environmental progress and anti-corruption policies in accordance with UN Global Compact's Ten Principles. We are determined to engage with those business partners who follow and comply in accordance with supply chain sustainability.



G4-HR12

IMPLEMENTATION

We are expecting our business partners to comply and behave in accordance with the respect of Human Rights. Octagon International Services Co., Ltd. will terminate to any cooperation with a business partner who is found to breach these principles.



Octagon International Services Co., Ltd. has provident fund for all employees. The entitled employee has fully rights to withdraw his/her provident fund according to company's policy.



Octagon International Services Co., Ltd. provide health awareness programs (HIV, Tuberculosis and Hepatitis B) to all employees and provide treatment if they are found to be infected.



Octagon International Services Co., Ltd. establish 'Worker Grievance Mechanism Team' for employees to raise any grievance without fear victimization, demotion, penalty or dismissal.



Reporting

Human Rights Abuses Report

	Yes	No
safe and healthy working condition	√	
non-discrimination in personnel practices	√	
bullying		√
sexual harassment		√
any other forms of human rights abuses		√

All of OIS's suppliers and contractors are expected to maintain the same principles (above table) in relation to human rights protection, and the company is working towards making this contractually binding for future partnerships.

Reporting

Worker Grievance Committee Report

	Complain	No Complain
disobey company's rules and policies		√
destroy company's assets		√
employees who do touting		√
anti-bribery report		√
anti-corruption report		√
any conflict of interest		√
health and safety issue		√
harassment and bullying		√
gender equality		√

Octagon International Services Co., Ltd. established a "Worker Grievance Mechanism Team". The formation of a team enables all employees to raise any grievance without fear of victimization, demotion, penalty, or dismissal. The team will endeavor to maintain full confidentiality of the complaint and investigation process.



Measurement of Outcomes

- ❖ The OIS Code of Conduct is published and distributed to all management and above levels and it is part of the employee's orientation and training.
- ❖ Any new policies and guidelines are effectively communicated among all sectors under OIS.
- ❖ Set up a system where employees can be able to report to the COC committee, WGC team committee, or another available team or committee across OIS.
- ❖ Equal opportunity regardless of faith, sexual orientation, marital status, age, family commitments, disability, color, language or ethnicity.

RESPECT

DIGNITY

FAIRNESS

EQUALITY

LABOUR

Principle 3

Uphold the freedom of association and the effective recognition of the right to collective bargaining;

Principle 4

And the elimination of all forms of forced and compulsory labour;

Principle 5

The effective abolition of child labour; and

Principle 6

The elimination of discrimination in respect of employment and occupation.

ASSESSMENT, POLICY AND GOALS

Octagon fully understands and supports the International Labor Organization's (ILO) Core Conventions and Principles. We comply with national labor laws and regulations and actively work towards the elimination of all forms of illegal compulsory labor and child labor in Myanmar. We strive to achieve an international standard on labor policies and will continue to develop tools to measure the outcomes of our policies and practices for greater advancement in this area.

We allow participation in and the formation of trade unions by our employees and we recognize their right to collective bargaining as long as it is done in accordance with the law. We do not employ child labor and we strictly condemn forced labor.

We expect our business partners, contractors, suppliers, and other stakeholders to uphold an equal standard of labor rights and principles. We will make sure that each employee does not suffer from any kind of discrimination and feels integrated and happy within the company. As a responsible employer, we are committed to doing our utmost to provide for our employees and their families.

We ensure that all company officials have a full understanding of what forced labor is.

We ensure that the language used inside employment contracts can be easily understood by workers, indicating the scope of and procedures for leaving the job.

We institute company policies and procedures which make qualifications, skills, and experience the basis for the recruitment, placement, training, and advancement of staff at all levels.

We establish programs to promote access to skills development training and to particular occupations.

IMPLEMENTATION

Labour Principal 4 and Principal 5

G4HR5

Universal Standards

Child Labour	None
Forced Labour	None
With holding wages & Non- payment of wages	None
Discrimination	None
Skill development training*	None

* Due to the COVID-19 crisis period, all types of skill training have been postponed during calendar year 2021.

Octagon International Services Co., Ltd. fully support the United Nations' Universal Declaration of Human Rights. We do not employ anyone below the age of 18 ensures that child labour does not occur in any of our operation. We agree with the universal standard of strictly condemning forced labor in all circumstances. We make sure that our subcontractors and business partners respect these principles. The principles of "no child labor" and "no force labor" are mentioned in most of the contracts with our stakeholders.



Equal opportunity employer Labour Principal 6

Octagon International Services Co., Ltd. believes that discrimination in employment and occupation means treating people differently or less favorably because of characteristics that are not related to their merit and the inherent requirements of the job. We are an equal-opportunity employer. And have a policy of non-discrimination across all facets of employment, from the hiring phase to on-going employment right through to termination or retirement. As a company, we operate in a fair manner and do not consider race, religion, gender, disability, parental status, or age in any matter related to employment. We follow an "equal opportunity for evolution within the company" policy.







*Meet 'Edge' certification requirement




Collective Bargaining Labour Principal 3



G4-HR4 & G4-11

We respect our employees' rights to freedom of association and collective bargaining. We do not forbid the creation and the commitment of any trade union and recognize the right to collective bargaining as long as it is done in accordance with the law. We believe that our employees should understand their worth to the company and be fairly compensated.

IMPLEMENTATION

 <p>Work life balance programs</p>	<ul style="list-style-type: none"> ✓ workplace should also be a place for personal development. ✓ The mental and physical well-being of our employees is of the utmost importance to us ✓ We build professional relationships through understanding, trust, and leadership activities such as annual trips, aiming to create a positive work environment in which everyone can evolve harmoniously. ✓ We also encourage the formation of sports teams, birthday celebrations, as well as the expression of group initiatives. ✓ We care about family cohesiveness, so our initiatives also include our staff's relatives.
 <p>Allowance G4-LA2</p>	<ul style="list-style-type: none"> ✓ All our employees are provided with food or a food allowance for meals during working hours. ✓ Our employees are provided with essential uniforms, equipment and safety gears to perform their duties. ✓ We also provide all our staff with the necessary stationery to perform their duties. ✓ Transport facilities are also available according to company policy. ✓ Basic medications are also made available within the office premises or working area for all employees. ✓ We provide all our employees who are on duty in remote areas with cost-of-living allowances by the company.
  <p>Health and Safety Program</p>	<ul style="list-style-type: none"> ✓ We are committed to providing a healthy and safe working environment for our employees. ✓ We regularly conduct health and safety training and awareness seminars by inviting local fire brigade teams and professionals for our employees. (for this year we postponed it due to covid-19 crisis) ✓ Personal Protective Equipment (PPE) is also distributed to employees to ensure their safety during operations. ✓ We believe that safety is everybody's responsibility. Not only are our employees responsible for conducting

  <p>Health and Safety Program</p>	<p>safety checks within our department, but we also encourage them to be alerted to potential safety risks and report them to the appropriate department as a precautionary measure.</p> <ul style="list-style-type: none"> ✓ We implement penalty rule and those penalty fees have been collected from employees who do not follow the rules and regulations. The penalty fees are then used to buy first aid kits and medical equipment.
 <p>Leave</p> <p>G4-LA3</p>	<ul style="list-style-type: none"> ✓ All employees are granted annual leave and days in lieu for additional working hours, as well as medical, maternity, paternity, earned, casual and emergency need leave. ✓ Overtime is paid out above the legal minimum in accordance with the national legislation on labor laws. ✓ Percentage of the total parental leave taken for the year; 100% of males returned to work at Octagon International Services Co., Ltd. after their paid paternal leave and 100%of females returned after their paid maternity leave – a total return rate of 100%. ✓ This statistic reflects the welcoming attitude and adaptable environment which company offers for employees with families.
<p>Transport</p>	<ul style="list-style-type: none"> ✓ we provide transport facility to all employees working in all areas to and from work. ✓ Employees working in remote areas are also provide transport facilities to and from work. ✓ OIS bear the transportation fees for all staff who commute company's transport.
<p>A clearly written policy</p>	<ul style="list-style-type: none"> ✓ Our Employee Handbook describes the rights and clearly state the principles that have to be respected at OIS. Our corporate values are all mentioned, including the principles of ethic, mutual respect, team spirit, non-favoritism, etc.

 Training	<ul style="list-style-type: none"> ✓ We welcome all employees with orientation with which we make sure that every employee fully understands the company policies and practices. ✓ we also provide them with further skills training in the area of work they are entering. This helps to develop their skill sets for growth within the company and beyond.
 Men/ Women equality of chances	<ul style="list-style-type: none"> ✓ We fully support the United Nations' Universal Declaration of Human Rights. Our recruitment policies based on merit, skills, experience, education and ability. ✓ A policy of non-discrimination prevails throughout all aspects of the employment. ✓ We make sure that men and women have the same chances of hiring, of evolution, and are paid according to company's policy based on merit, skills, experience, education and ability in accordance with labour law.

No child / forced labour

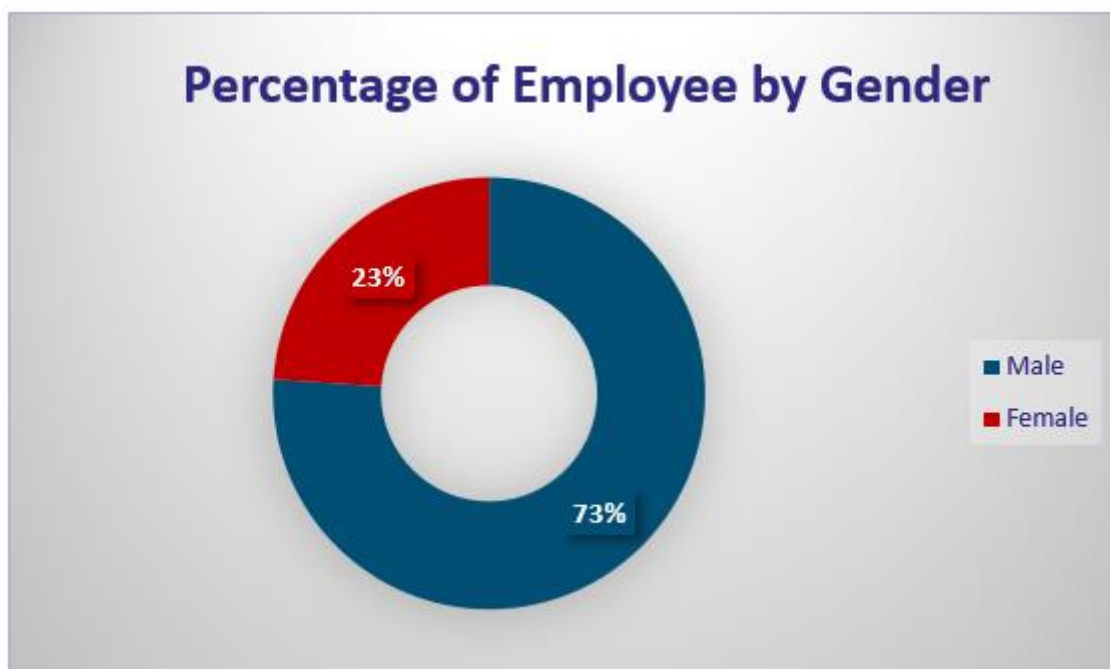
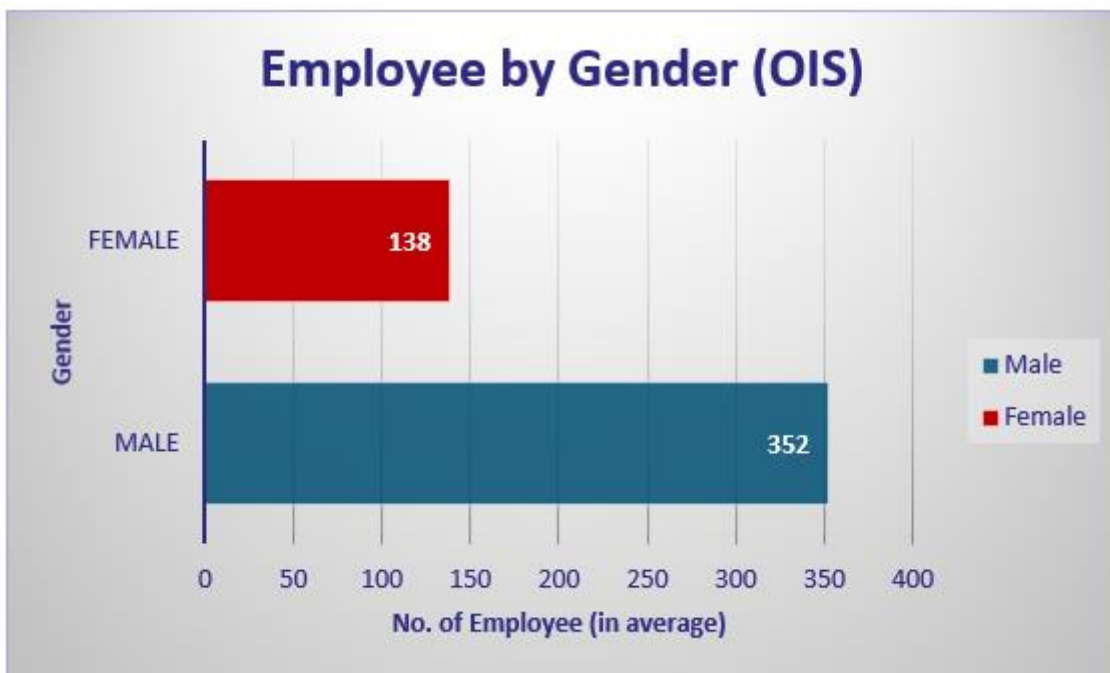
Equal Rights

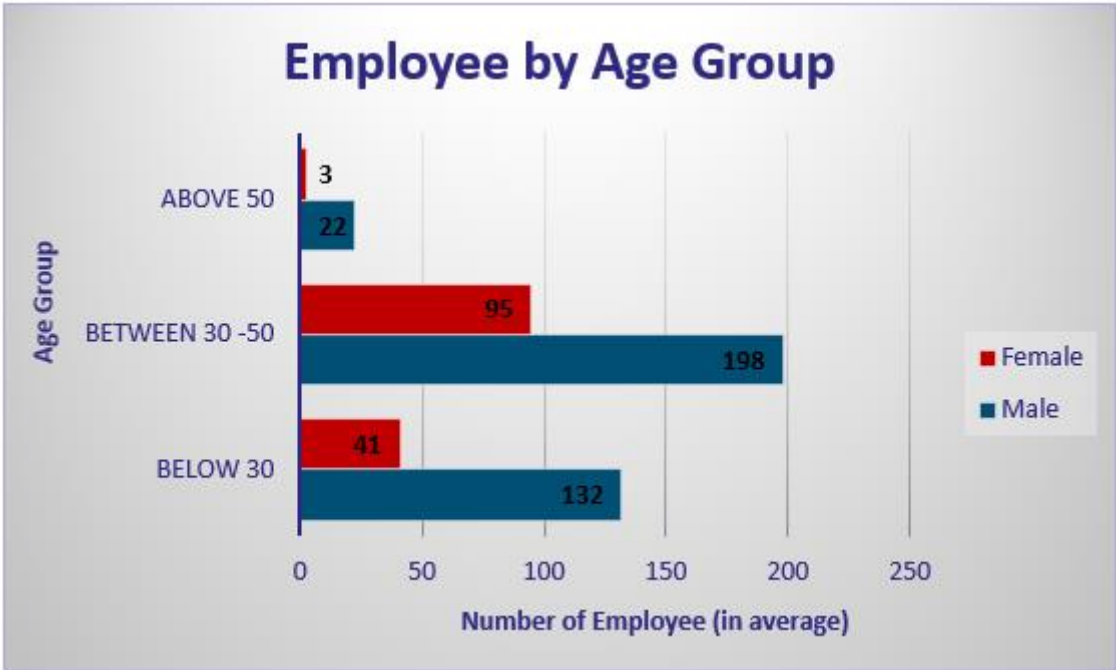
No holding of wages

Measurement of Outcomes

NUMBER OF EMPLOYEES

We count more than 490 co-workers across the country. According to the Human Resource data records, 352 male and 138 female employees from January to December 2021. Among all employees, there were total sum of (28484) of unpaid leave, (471) of casual leave, (2088) earned leave, (1028) of medical leave, (254) of maternity leave, (249) of paternity leave, (3) of marriage leave, (12) of compassionate leave respectively. Octagon is an equal opportunity employer and do not discriminate between the genders for employment, promotion, leave and skills development. Most of our employees were allowed to use available leave according to leave policy while operations were temporarily halted due to the COVID-19 crisis. We do have a plan to call back our employees once we complete the preparation of our workplace and offices with the COVID-19 guidelines provided by the Ministry of Health.





Covid-19 Crisis Period

Octagon International Services Co., Ltd. initiated caring facilities within our company premises by setting up separate rooms, toilets, and emergency care units for our employees and immediate family members. We provide day and night care by experienced doctors and nurses. For our employees and their immediate families, as well as our volunteers, we provide free treatment with all the necessary medical facilities, such as medicine, oxygen concentrators, and all other medical needs. Our volunteers among employees take part in supporting the care unit. We distribute food and also deliver food to our employees' residents in person and provide them with medicine and all other necessities available by the company for them and their immediate families.

During the 3rd wave of the COVID-19 crisis in Myanmar, it was the most transmitted period among all other waves. Octagon International Services Co., Ltd. continues to pay basic wages for our employees to have basic necessities during the lockdown. We do not terminate any of our employees during a crisis period. We created a "Work from Home" policy and a "Stay at Home" policy in order to take care of our employees. We have set up a "Business Continuity Plan" since the first wave of the COVID-19 crisis. Together with our employees, we were able to overcome the most critical situation that the world has ever encountered in decades.



EDGE Certification

Octagon International Services Co., Ltd. has started the Gender Equality Initiation for the Workplace to assess our current practices, policies, and outcomes related to gender equality within our organization. We further deepen our commitment to gender equality by starting the process to achieve the EDGE Certificate, the global assessment methodology and business certificate standard for gender equality.

EDGE, which stands for Economic Dividends for Gender Equality, is designed to help companies not only create an optimal workplace for both men and women, but also benefit from it. By measuring ourselves against a global business standard for gender equality, we hope to reinforce the gender equality mindset in our workplace and work towards a better workplace for all. due to the COVID crisis across the globe as well as in Myanmar. We are planning to initiate the preparation of the renewal of the EDGE certification by next year.

TRAINING AND DEVELOPMENT COURSES

Octagon International Services Co., Ltd. believes that our people are our most important resource and that continuous training is the best resource for the enhancement of employees. We also provide an extensive range of training programmes in areas that would develop our employees' skill sets for growth within the company and beyond.

We provide Orientation Training, set targets with minimum number of internal training hours per annum for all employees and allowing external training during office hours, if approved by the respective superior and by the Human resource department according to business needs. We train our employees in order to perform their job effectively with confident.

Due to the COVID-19 crisis, most of the classroom or workshop training was postponed until further notice by the management. We do have online training for individuals to perform their duties with updated information and awareness.



ENVIRONMENT

Principle 7

Support a precautionary approach to environmental challenges;

Principle 8

undertake initiatives to promote greater environmental responsibility; and

Principle 9

encourage the development and diffusion of environmentally friendly technologies

ASSESSMENT, POLICY AND GOALS

At Octagon International Services Co., Ltd., we recognize the need to respect the environment and be cautious when conducting projects that may adversely harm the eco-system and bio-diversity of Myanmar.

We are fully committed to tackling the challenges brought about by climate change and are actively working towards reducing our carbon footprint across all our operations. We will continue to develop tools to measure the outcomes of our progress in the direction of being more carbon neutral and environmentally sustainable. We support the implementation of the 2012 Environmental Law in Myanmar.

We strive to achieve greater environmental management and will continue to refer to the UNGC principles and the GRI indices as we continue to develop our environmental policies. We set targets to align with the international standards such as ISO 14001:2004 for environmental management systems and to refer notably to the UN Global Compact assessment principles and the Global Reporting Initiative to set up our environmental policy.

The key benefits of environmentally friendly technologies include:

- Implementing environmentally friendly technologies helps a company reduce the use of raw materials, leading to increased efficiency.
- Technology innovation creates new business opportunities and helps increase the overall competitiveness of the company, and
- Technologies that use materials more efficiently and cleanly can be applied to most companies with long-term economic and environmental benefits.

IMPLEMENTATION

Octagon International Services Co., Ltd. had already set Twelve ways for sustainable practices across our projects and operations.

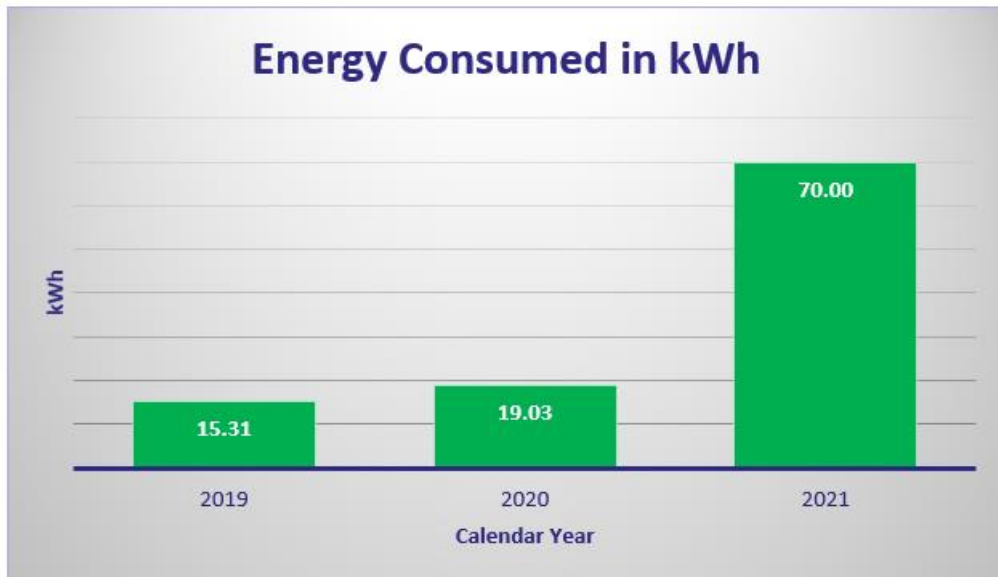
- Energy efficient LED light bulbs are a company standard
- Our office only uses energy efficient electrical hand dryers
- Cutting down paper usage through the digitization of internal and external documents and communications.
- Company policy is to switch off all devices when they are not to use
- Energy efficient air conditioners installed in all buildings
- When paper is needed we only purchase eco-friendly products such as FSC, SFI and PEFC
- When greener technologies are produced, we upgrade our appliances where possible
- Octagon International Services Co., Ltd. discharges water from maintenance workshop is well treated before being discharged into public drain.
- Octagon International Services Co., Ltd. designs washing bays capture all contaminates from vehicles after cleaning and therefore help to reduce environmental damages. OIS uses Water-Based Paints instead of Oil-Based Paints for car body and paint to be environment friendly.
- Our role also involves maximizing the positive contributions that our products and services bring to society and environment. We are proud to distribute energy efficient and low carbon emitted buses, coaches, luxury passenger cars, and other machineries that will help deliver sustainable transport, logistics and building solutions.
- Octagon International Services Co., Ltd. management is formed and aware of our business partner guidelines for corporate social responsibility and business ethic.
- Octagon International Services Co., Ltd. aims to align according to the international standards such as ISO 14001:2004 for environmental management systems and to refer notably to the UN Global Compact assessment principles and the Global Reporting Initiative policy.

REPORTING

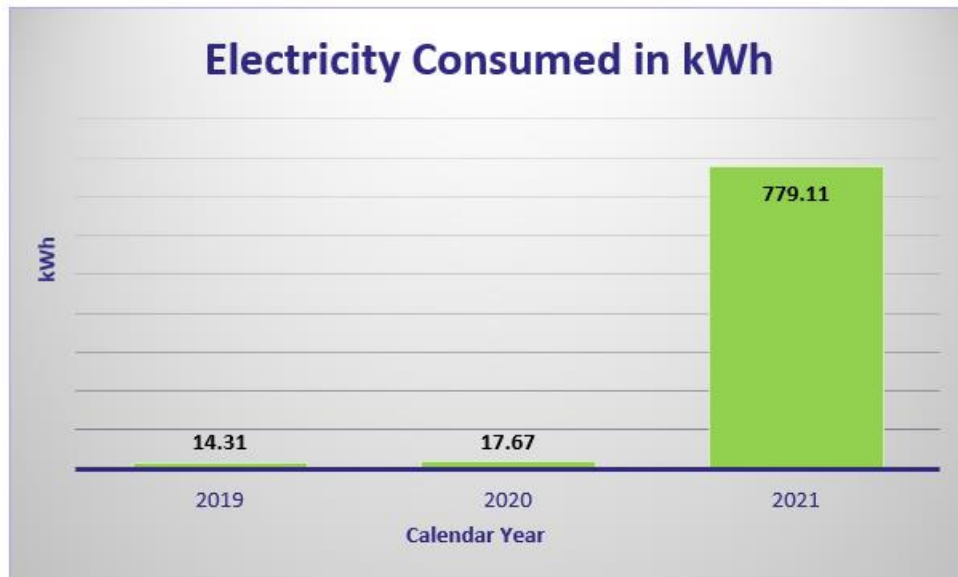
Quantity of waste produced across Octagon International Services Co., Ltd.



Energy consumed in kWh by Octagon International Services Co., Ltd.



Electricity Consumed in kWh by Octagon International Services Co., Ltd.



Reporting data: From Jan'2021 to Dec'2021

Priority	Metric ton	M ³	kWh	Litre
Waste Produced	18.5			
Energy Consumed			20.98	
Electricity Consumed			215.47	
Water Consumed		174.16		
Water Withdrawal		24.05		
Diesel Consumed				64586.8

MEASUREMENT OF OUTCOMES

The internal controller of Octagon International Services Co., Ltd. monitors and records data consumption rate monthly basis on some KPLs such as power consumption, paper usage, water and wastes have to be proper consumed in work place in order to minimize the ecological footprints to our environment. Our business partners design international standard technologies to reduce CO2 emissions in order to minimize air pollution to environment. We seek to identify that we consider environmental correlations in our business strategy by importing and distribution latest technologies to our customers.

Octagon International Services Co., Ltd. follows the guidelines and standard way with a high level of quality, SHE Legislation, safety and fire protection, health and environment, work related to the business ethics. Our auditors have experienced in practice and what they believe should facilitate the announcement.

Environmental Challenges

Environmental Responsibilities

Environmentally Friendly

ANTI - CORRUPTION

Principle 10

Work against corruption in all its forms, including extortion and bribery

ASSESSMENT, POLICY AND GOALS

Corporate governance is fundamental to maintaining a successful business. At OIS, we believe that transparency and accountability are necessary to ensure our company maintains a high standard of corporate governance and in turn remains a sustainable business model.

We publicly state our commitment to fight corruption at all levels, and in order to manage this commitment, we have implemented an effective system to identify the signs of corruption and eliminate them at their core. In actively working to fight corruption, OIS sends a strong message to our stakeholders that the private sector shares in the responsibility of removing corruption from Myanmar.

As a successful Myanmar business, we aim to positively contribute to policy development at the national level in this area. OIS ensures business partnerships are built on trust and that both parties operate with equal respect for ethics, transparency and accountability.

IMPLEMENTATION

Anti-corruption is fully embedded into our governance policy, involving transparency and ethic. Our initiative scheme is to ensure the respect of these values for the sustainable success of our company, clients and stakeholders

The values of integrity and ethic are central in our policy. They are mentioned under Employees' Handbook and presented in the Bribery and Corruption Prevention induction training attended by all new staffs. We provide necessary training, advice, information as may be necessary to personnel at all levels.

Employees who are working within the group as well as their relatives, do not accept any gift, cash, and benefits from third parties (incl. contractors, subcontractors, customers, partner and clients). This includes:

- (a) Cash, discounts (when directed to the individual employee, not to the company), financial commission, coupons, gift cards and the like
- (b) Expensive gifts such as jewelry, phones, tablets, entertainment tickets, vacation trip package, flight, etc.

Employees are encouraged to report any form of corruption to management team. A continuous control from the senior management team is set up to ensure that no form of corruption is observed. If even these precautions, a present is accepted, it has to be given to the administration team that will organize a lucky draw with the complete team.

OIS makes appropriate financial and staff resources available to progressing sustainable procurement throughout the company. We integrated ethical consideration into our design and business decision and make sure to practice fair competition, via open tenders when choosing our business partners. We have transparent reporting procedures and try to continuously improve our practices. We attach a very high importance to contracts and ensure we always honor contractual commitments.

OIS management sets stringent policies and procedures which do not allow any corruption and bribery regardless of any level of management position. Every employee has to strictly follow the company's policies. Any gift or present shall not be accepted in favor of the performance of work either.

MEASUREMENT OF OUTCOMES

Octagon International Services Co., Ltd. uses internal audits and controllers to identify any payments that could be related to bribery or corrupt behavior. Our permanent employees have received a training and Employee Handbook mentioning our zero-tolerance policy towards corruption. All of our new employees received the key speeches, setting out our guiding values and principles. Octagon International Services Co., Ltd has not been involved in any legal cases related to corruption and bribery.

We officially introduced a formal reporting channel in our Code of Conduct for complaints on breaching the Code. Employees are able to report breaches via s channels:

1. Report to their respective department head or human resources
2. Report by email to Worker Grievance Mechanism Team
3. Report by email to Code of Conduct Compliance Committee
4. Report by directly approaching members of the committee
5. Report by calling the members of the committee

Octagon International Services Co.; Ltd. implemented this robust reporting channel as we believe that every employee has a role to play in making sure that we all comply with the Code of Conduct. We also offer the option of making an anonymous report so that employees will feel comfortable and empowered to reach out when they witness incidents of non-compliance.

Reporting Data: From Jan'2021 to Dec'2021

Priority	Number of Cases
Number of grievances received (external)	0
Number of grievances solved	0
Number of grievances still pending	0
Number of actions to answer to the communities' concerns	0
Number of actions to answer to the employees' concerns	0
Number of reports receive by Code of Conduct Compliance Committee	0
Number of reports receive by the Board Members	0



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

We welcome feedback on its contents.