

# UN Global Compact

**Company Profile and  
Communication on Progress 2022**

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## CREATED FOR

### **United Nations Global Compact**

United Nations

New York, NY 10017

USA

## CREATED BY

**imc**

**information multimedia communication AG**

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Saarbruecken, 06.12.2022

## Statement, Year: 2022

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### To whom it may concern:

Being a good corporate citizen is an ambition enthusiastically embraced at all levels within our company. It has been enormously important the last years and will be even more the in the upcoming years. As a member of the UN Global Compact, we believe that our business policies incorporate the ten principles.

Our board fully supports our actions in working towards sustainability goals – in particular those contained in the UN Global Compact – and endorses the future priorities and specific targets we set out in our report. Through our support of the United Nations Global Compact, we also aim to move the agenda forward on performance related to human rights, labor rights, the environment and the fight against bribery and corruption. Here we summarize the progress we have made in 2022 against these principles and we are eager to further contribute to global sustainability goals in the future.

Yours sincerely,



Christian Wachter, Chief Executive Officer, imc AG

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# 1 Company Profile

## 1.1 About imc AG

imc AG is one of Europe's largest providers of comprehensive **solutions for technology-enhanced learning, training, education, and staff development**. The company was established in 1997 by Professor August-Wilhelm Scheer, internationally recognized scholar, entrepreneur and expert in business process management. Since then, imc has developed solutions related to the design and production of e-learning courses as well as to the design and implementation of technical and professional infrastructures (e.g. learning management system design and implementation; implementation of integrated e-learning infrastructures etc.) for e-learning, distance education, and staff development.

imc operates from its **headquarters** in Saarbruecken, Germany. Further offices and **subsidiaries** are located in Freiburg, Munich, Essen, Zurich (Switzerland), Graz (Austria), London (UK), Vianen (Netherlands), Sibiu (Romania), Melbourne (Australia), Dover (USA), and Singapore.


	
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Founding year	1997
Associates	Scheer GmbH (60%); Dr. Wolfgang Kraemer, Frank Milius, Dr. Volker Zimmermann (13,33% each)
Executive Board	Christian Wachter, Sven R. Becker, Dr. Wolfram Jost
VAT No.	DE 812 187 208
Commercial Register No.	HRB 13338
UNGM Registration No.	161680

Table 1: Company Details

## 1.2 Products and Services

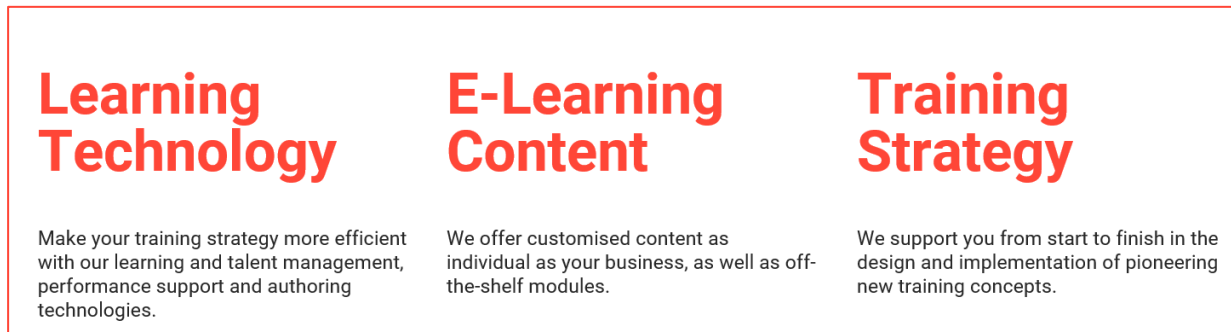


Figure 1: Business Areas

imc's focus is on providing customers with a comprehensive portfolio of innovative products and services:

- **New Media and e-Learning Content Production:** imc provides professional services covering the whole value chain of bespoke e-learning content design and production. imc runs content projects from customized planning to instructional design, storyboard development and realization up to the roll-out, dependent on customers' requirements and timeframe. imc is experienced in working with different learning content formats, i.e. classic e-learning programs (web-based training courses), serious games, smartphone apps, interactive video, e-books, as well as games and training content for mobile websites.
- **Consulting Services:** imc helps organizations to structure their learning processes and to select, implement, adapt and integrate suitable software systems and technologies. imc's consultants perform in-depth needs analyses before proposing the right learning management strategy, always considering customer-specific demands and learning cultures. Consulting services range from the technical implementation of our products to the conceptualization of an organization's complete e-learning offering; they include training and coaching services on the instructional design and technical implementation of interactive training content. Service implementation and project management are based on PRINCE2.
- **E-Learning Authoring tools:** imc Content Studio is a high-end e-learning authoring tool able to meet the highest demands. It is a multiple test winner in usability, productivity, functionality and price-performance ratio. The authoring environment is also the perfect solution for the easy and efficient creation and evaluation of exercises, tests, exams and assessments. **imc express** is a state-of-the-art cloud service and only requires a PC or Mac with a current web browser in order to make the creation of e-learning possible. Creators can learn how to use the tool in only 10 minutes and because of its self-explanatory functions, it has a very high ease-of-use and low entry barriers.

- **Learning Management System:** imc Learning Suite (ILS) is one of the leading Learning Management Systems (LMS) on the market. It is a state-of-the-art software solution that enables decentralized implementation of multimedia-enhanced teaching and learning opportunities within a centrally coordinated organizational framework and organization-wide administration structures. The ILS is top-ranked in the Gartner Group's market survey on Corporate Learning Solutions and has received high marks in other market analyses (e.g. Bersin & Associates).
- **On-demand Learning Services** include hosting services for learning environments as well as "Software as a Service" arrangements for our customers. imc implements ITIL guidelines for IT services; a 24/7 ITIL-based service desk for software products is available.
- **Training Strategy Consulting Services:** We provide guidance in the development of innovative and successful training concepts and support in putting them into effect.

## 1.3 Standards

Quality management at imc is organized on the basis of the international ISO 9001 standard. imc holds a recognized **DIN EN ISO 9001:2008 quality management certificate** and applies a regular schedule for external audits. Since 2015, imc has also been **ISO / IEC 27001:2013** certified, proving the implementation and maintenance of a state-of-the-art **Information Security Management System**.

In December 2015, imc underwent an Energy Efficiency Audit according to **DIN EN 16247-1** in order to implement **EU Directives on Energy Efficiency (2012/27/EU)** and **Energy Service Providing (2006/32/EG)**.

To ensure the quality of services we follow the **PRINCE2** project management standard. imc's consultants are PRINCE2 trained and certified. Finally, imc supports the **United Nations Global Compact** and the **Women's Empowerment** principles.

In the context of imc's corporate compliance activities, we have introduced in 2020 a **Compliance Management System**. The imc global Code of Conduct, together with the Compliance Policy, are the core pillars of our Compliance Management System. It summarizes the most important rules for legally compliant and ethically correct behavior and is binding for all employees of the imc Group.

While the Code of Conduct represents an overview of our compliance program addressed to external recipients, the Compliance Policy is the associated internal work instruction.

## 1.4 Reference Projects with United Nations Organizations

Since 1997, imc has conducted a great number of projects related to the design and development of interactive, multimedia e-learning content. The **following figure shows some projects imc has implemented with UN organizations:**

	<p><b>UNICEF</b></p> <p>Design and development of e-learning modules on Results-Based Management. Two Long-Term Agreements on "Rapid e-Learning development of online self-learning modules" and "Video-based Learning Production".</p>		<p><b>WFP</b></p> <p>Three-year Long-Term Agreement on Design and Development, Instructional Design and Localization of interactive E-learning courses and blended learning programmes.</p>
	<p><b>UNHCR</b></p> <p>Long-Term Agreement covering the instructional design and development of e-learning products and courses on behalf of UNHCR's Global Learning Centre (GLC).</p>		<p><b>UN WOMEN</b></p> <p>Design and development of several self-paced e-learning courses, e.g. on Care Economy, Masculinities, The Convention on the Elimination of All Forms of Discrimination against Women (CEDAW).</p>
	<p><b>UNPD</b></p> <p>Long-Term Agreement on the design, delivery, and maintenance of web-based learning solutions.</p>		<p><b>UNFPA</b></p> <p>Analysis, design and development of a game-based e-learning course for fixed assets practitioners at UNFPA. Three-year Long-Term Agreement on maintenance and localization of e-learning modules.</p>
	<p><b>UNODC</b></p> <p>Design, development and localization of interactive multimedia training courses for law enforcement officers. Topics e.g.: Smuggling of migrants, Human Rights, Risk Management. Five-year contract.</p>		<p><b>UNIDO</b></p> <p>Business process and IT support for SAP ERP implementation. Development of digital learning and training material; set-up of a Virtual Learning Resource Catalogue and Library.</p>

Figure 2: Selected Reference Projects with UN Organizations



## 2 Communication on Progress

The following table lists activities and shows progress made towards achieving positive results with regard to the Ten Principles of the Global Compact. To the extent available, performance indicators and quantitative data are provided. Different colors highlight the areas of human rights, labor standards, the environment and anti-corruption, i.e. the core fields of action to which the Ten Principles belong.

Global Compact Principle	Action Taken & Impact Achieved and/or Plans for the upcoming Year
<b>Principle 1:</b> Businesses should support and respect the protection of internationally proclaimed human rights.	<p>imc acts in conformity with human rights legislation and considers its prescriptions especially with regard to the following points:</p> <p><b>Working Conditions</b></p> <p>It is one of our highest values to act as a reliable employer and to create a safe and healthy work environment for all employees in all countries where imc is represented. We are committed to international and binding local standards.</p> <p>In 2018, we have implemented a global Health and Safety Policy to minimize risks and to protect employees at the workplace. As a benefit, we offer various insurance schemes to support employees and their families in case of accidents, invalidity or death.</p> <p>Our people are also protected in the context of global travel.</p> <p>The working environment in imc offices is regularly checked by external auditors who consult in terms of ergonomics.</p> <p>Furthermore, we protect and support women in pregnancy and provide flexible opportunities for returning to work in part time if desired. Fathers also are eligible to take paid parental leave.</p> <p>Generally, we have a high number of employees working in part time to balance work-life better. In various occasions, we have supported employees with sabbatical contracts to take a temporary time out of work for personal development and recovery.</p>

Global Compact Principle	Action Taken & Impact Achieved and/or Plans for the upcoming Year
	<p>In case of long-term sickness, we offer support by individual coaching and consulting and flexible work schemes in order to reintegrate safely into the workplace.</p> <p>We also support coaching and external consulting in terms of mental health issues.</p> <p>imc employees always have access to drinkable water. A kitchen is available in every imc building, imc's headquarters also has a snack-bar and a canteen.</p> <p>In the context of the imc corporate health program, we run various initiatives to support the health of our employees. This includes medical advice by our imc company doctor (Germany) and employee's vacations. We also organize regular team sport events and participate in corporate city runs. In addition, we provide, during working hours, space for (social) learning events on topics like mental health, growth mindset and feedback or yoga practice.</p> <p>The health of our employees has been our highest priority since the pandemic began in 2020. We have established COVID related, binding security guidelines to reduce health risks that are regularly updated. We have provided maximum flexibility as an employer to allow our people to master health, personnel challenges and workload during the pandemic.</p> <p>Under the program "imc cares", imc launched various initiatives in 2022. "imc" cares is a program that supports the positive (mental) health and well-being of imc's employees. The following offers were provided in 2022:</p> <ul style="list-style-type: none"> <li>▪ <b>Awareness Month Health &amp; Well-Being</b> In August, various activities were carried out. This involved topics such as resilience or healthy eating. There were expert lectures, as well as interactive sessions.</li> <li>▪ <b>Mental Health Counseling</b> Employees have the opportunity to get online anonymously advice on all kinds of mental health issues. It is a psychological "first aid" for all areas employees struggle with in their private and professional lives, provided by external and well-trained professionals.</li> </ul>

Global Compact Principle	Action Taken & Impact Achieved and/or Plans for the upcoming Year
	<p>The counseling is available in several languages and takes individual values and backgrounds into account.</p> <ul style="list-style-type: none"> <li>▪ <b>Voioo platform</b> The online platform is a benefit for employees to strengthen wellbeing and health in the professional and family context. A variety of formats are available: workshops, webinars, wellbeing and (live) sports courses, events, virtual childcare and learning support, vacation offers and selected consulting and coaching services.</li> </ul> <p>imc provides the company wide program EMPOWER ME in order to closely link performance management and people development, launched in 2019. The program supports an outcome-based management practice through setting and regular review of objectives linked to key results and prioritizes individual development linked to everyday work experience and feedback.</p> <p>At imc, learning happens via</p> <ul style="list-style-type: none"> <li>- formal trainings (e.g. leadership training "Start2Lead", which teaches the basics of personnel management as well as an overview of important methods.)</li> <li>- digital solutions: We use our own LMS "Empower imc"</li> <li>- social learning: various initiatives and events, i.e., global events including learning nuggets on many topics, Ambassador Program launched in 2019</li> </ul> <p>Since 2022, imc has offered a hybrid work model for its employees: "Full flexibility, but not 100% remote". To this end, imc has developed comprehensive standards for IT security to minimize the risk of Cyber Attacks, as well as guidelines for health and safety when working from home.</p> <p>A New Work transformation team supports employees and managers in mastering the challenges of this New Work situation. Since this year, a New Work newsletter has also been published by this team, in which employees regularly receive up-to-date information on all New Work activities and milestones, as well as tips and impulses.</p>

Global Compact Principle	Action Taken & Impact Achieved and/or Plans for the upcoming Year																					
	<p><b>Wages and Salary</b></p> <p>The imc salary policy and practice ensures “equal pay for equal work”. Pay level for starters is based on seniority, skills and professional experience. Promotions and salary development at imc are linked to outcomes achieved (transparency given through our objective/key result-based performance management program) as well as our commitment to company and team goals.</p> <p>In order to create transparent and equal career opportunities, we have established, for the first time in 2016, a imc career development scheme including different professional levels and paths for our various job families. According to individual strengths and aspirations, employees can choose, if interested, between a management or a technical career path. The scheme will be expanded in 2023.</p> <div><table><thead><tr><th>Career Level</th><th>Technical Career Path</th><th>Management Career Path</th></tr></thead><tbody><tr><td>5</td><td></td><td>Q5</td></tr><tr><td>4</td><td>Q4</td><td>Q4</td></tr><tr><td>3</td><td>Q3</td><td>Q3</td></tr><tr><td>2</td><td></td><td>Q2</td></tr><tr><td>1</td><td></td><td>Q1</td></tr><tr><td>E</td><td></td><td>QE</td></tr></tbody></table></div>	Career Level	Technical Career Path	Management Career Path	5		Q5	4	Q4	Q4	3	Q3	Q3	2		Q2	1		Q1	E		QE
Career Level	Technical Career Path	Management Career Path																				
5		Q5																				
4	Q4	Q4																				
3	Q3	Q3																				
2		Q2																				
1		Q1																				
E		QE																				

Global Compact Principle	Action Taken & Impact Achieved and/or Plans for the upcoming Year
	<p>Salaries meet requirements of legal national standards in the countries, they exceed these to correspond to appropriate market and industry level in order to stay competitive as an organization.</p> <p>In addition to basic salaries, we offer contractual, variable bonus schemes linked to company and individual performance. In most countries, employees benefit from corporate pension and medical schemes.</p> <p>Where collective agreements exist, they are applied as a minimum standard.</p> <p><b>Promoting human rights internationally</b></p> <p>imc cooperates with inter-governmental agencies in developing e-learning modules on nutrition and fighting hunger, refugee rights, as well as gender issues, such as prevention from sexual exploitation and abuse, and children's rights. The modules are designed for a global audience. In particular, they address professionals in the humanitarian sector and provide guidance and support to their work.</p> <p><b>Selected performance indicators:</b></p> <p>The following table shows the current distribution of staff differentiated by gender and age criteria. It also shows imc's performance in achieving a gender and age balanced workforce:</p>

Global Compact Principle	Action Taken & Impact Achieved and/or Plans for the upcoming Year										
			2014	2015	2016	2017	2018	2019	2020	2021	2022
	Gender	Female (in %)	37	37	33	33,5	34,5	37	37,2	42,3	41,7
		Male (in %)	63	63	67	66,5	65,5	63	62,8	57,7	58,3
	Age groups	< 30 years old	25	58	82	71	87	76	74	85	71
		30-50 years old	70	156	134	145	174	185	220	230	235
		>50 years old	5	6	9	17	29	32	29	35	34
	Plans for 2023:										
	imc will continue to provide a safe and motivating work environment to ensure health, commitment and productivity of its workforce.										
	As a global benefit, imc will introduce the option for employees to work remotely abroad for a certain number of days per year in 2023. For this purpose, imc is developing standards with regard to IT Security.										
	imc will continue cooperating with inter-governmental organizations on developing e-learning modules on										

Global Compact Principle	Action Taken & Impact Achieved and/or Plans for the upcoming Year
	nutrition and fighting hunger, gender issues, and children's rights to increase their impact.
<b>Principle 2:</b> Businesses should ensure that they are not complicit in human rights abuses.	imc respects and acts in conformity with the norms of applicable legislation in the regions it operates. imc is committed to the concept of fair dealing. Each director, officer and employee should deal fairly with the company's suppliers, customers, employees, and competitors. No one should take their advantage of another by manipulation, concealing information, misrepresentation, or other similar practice.
<b>Principle 3:</b> Businesses should uphold the freedom of association and the effective recognition of the right to collective bargaining.	imc accepts the right of employees to freedom of association and collective bargaining in accordance with local labor legislation. Employees have the right to join or to form trade unions. Employees' representatives are not discriminated and have an ability to carry out their representative functions at the workplace.
<b>Principle 4:</b> Businesses should support the elimination of all forms of forced and compulsory labor.	All labor is sourced from the open labor market, employment is freely chosen and there is no forced, bonded or involuntary prison labor. All imc employees are provided with labor contracts and may resign at any time they consider appropriate.
<b>Principle 5:</b> Businesses should support the effective abolition of child labor.	It is a matter of course of our values that imc does not source workforce from child labor. imc acts in accordance with the following rules: The course of action taken shall be in the best interests of the child, conform to the provisions of ILO Convention 138 and be consistent with the United Nations Convention on the Rights of the Child. Every employee under 18 should be enabled to attend and remain in quality education until no longer a child. Children and young people under 18 shall not be employed at night or in dangerous conditions. imc cooperated with inter-governmental agencies on developing e-learning modules on

Global Compact Principle	Action Taken & Impact Achieved and/or Plans for the upcoming Year
	<p>children's rights. The modules are designed for a global audience. In particular, they address professionals in the humanitarian sector and provide guidance and support to their work.</p> <p><b>Specific plans for 2023:</b></p> <p>imc will continue cooperating with inter-governmental organizations on developing e-learning modules on children's' rights in order to increase their impact.</p>
<p><b>Principle 6:</b> Businesses should support the elimination of discrimination in respect of employment and occupation.</p>	<p>Since 2018, imc has an officially published "Equality and Diversity Policy", while an Anti-Discrimination Agreement was already part of each employee's working contract for several years. It is the policy of imc to ensure that no job applicant or employee receives less favorable treatment on the grounds of sex, race, marital status, disability, age, part-time or fixed term contract status, sexual orientation, religion or is disadvantaged by conditions or requirements that cannot be shown to be justifiable.</p> <p>Abusive, harassing or offensive conduct whether verbal, physical or visual by anyone at imc is not accepted and has disciplinary consequences. All employees must sign an anti-discrimination statement. Officers and employees should report any potential incident of harassment to the Human Resources Manager when it occurs. imc emphasizes that discrimination is unacceptable conduct which may lead to disciplinary action under the organization's disciplinary procedure.</p> <p>imc recognizes the great benefits in having a diverse workforce with diverse backgrounds, solely employed on ability.</p> <p>imc supports part-time work and flexible working arrangements that are possible also in management positions.</p> <p>In 2016, imc implemented the non-profit project "Cost Effective, Quality, Skills Education for South African Youth", aiming to increase access to and capacity of higher and further education and training, and therefore access to the labor market in South Africa. imc therefore developed diagnostic tests and bridging courses in "numeracy" and "English literacy" to increase the admission rate to technical vocational education and training colleges in South Africa, as well as providing free and online accessible high quality training material to those who lack the opportunity to visit a college. In addition, imc supported</p>



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	<p>the colleges in digitizing their learning material and in the development of their own institutional future technology plans. The project was funded by DEG (Deutsche Investitions- und Entwicklungsgesellschaft), a subsidiary of KfW Development Bank.</p> <p>In 2017, imc started as a partner in the implementation of the non-profit project “InKraFT”, which aims to give people with disabilities the right skills to learn and eventually to work as an automobile mechatronic engineer. The project establishes an innovative and virtual learning concept, providing the right tools to get this new work perspective with the help of digital media and technologies. imc supports the project by providing the Learning Management System imc Learning Suite and by integrating the modules of the partners into the platform.</p> <p>In 2018, a new non-profit research project of imc started, which supported the political request to invest more in education and the labor market in Africa. Together with research partners, imc introduced online research laboratories into African schools in the project “Go-Lab Goes Africa”. During the three-year-project, a knowledge portal for schools in Africa was developed, with content available in French and Swahili. The solution was tested in schools in Nigeria, Kenya and Benin. The schools were equipped with the necessary technology, teachers were trained on the use of digital laboratories in their classes and the solution included offline functionalities for use when internet connectivity was poor.</p> <p>In 2019 and 2020 imc continued its cooperation with Arbeit und Leben Berlin e.V. in the project “lernen mit evideo”. The project provided <b>functional illiterates with work-related basic education</b> in the format of interactive, video-based online trainings (<a href="https://www.lernen-mit-evideo.de/">https://www.lernen-mit-evideo.de/</a>).</p> <p>The trainings focused on job-specific and industry-specific qualification (e.g. Industrial Cleaning, Logistics, Hotel and Catering) and enable learners to acquire or refresh basic educational skills. The trainings were developed by imc and hosted via imc's LMS "imc Learning Suite". In 2018 the training series received the Comenius EDU Media Seal.</p> <p>In 2020 imc's Management Board and HR department have <b>signed the official Charter of Diversity</b> – an initiative supported by the German Federal Chancellery and under the patronage of German Chancellor Dr. Angela Merkel. Diversity is a core value of imc.</p>

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	<p>During the Covid-19 pandemic imc provided primary schools, secondary schools as well as higher education institutions with its learning technologies free of charge. Schools and universities had the opportunity to license the Learning Management System imc Learning Suite as well as the authoring tool imc Content Studio at no cost. Universities only had to pay for the hosting costs. In the course of the Covid-10 Pandemic and the widely shut-down of schools, imc also decided to offer its digital teaching platform “Go-Lab” (online laboratories for STEM subjects) free of charge. The web-based Go-Lab platform combines interactive online experiments with conventional classroom teaching. Go-Lab offers a comprehensive variety of tools for research-based lessons, supporting science teaching in particular.</p> <p><a href="https://www.im-c.com/newsroom/news/kostenlose-online-labore-fuer-schulen/">https://www.im-c.com/newsroom/news/kostenlose-online-labore-fuer-schulen/</a></p> <p>Also, during the pandemic, imc strengthened its engagement in the provision of digital learning technologies for school education. In the course of 2020, the company started cooperations with several regional schools for the Saarland state. The primary school Suedschule St. Ingbert as well as the secondary school Bellevue Saarbruecken were provided with consultancy on virtual classrooms and conducting digital teaching. In addition, the schools were provided with the Learning Management System “imc Learning Suite”. Furthermore, imc signed a cooperation agreement with the regional state government on promoting the digitalization of school education and fostering the teaching on media use and media competencies. imc also supports the regional digital learning platform “Lernwelt Saar” with consultancy and its digital learning technologies. Further information on the initiatives is available on imc’s website (articles in German language only).</p> <p><b>imc Corporate Social Responsibility</b></p> <p>imc has entered into three school cooperations with local schools in the region of Saarland. Within the cooperation imc is in close contact to the schools and supports them with presentations at the school or guided tours at imc, as well as with career guidance. These schools are:</p> <ul style="list-style-type: none"> <li>- Gemeinschaftsschule Bellevue Saarbruecken, partner since 2019</li> <li>- Gymnasium am Rothebuehl, Saarbruecken, since December 2021</li> </ul>

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	<ul style="list-style-type: none"> <li>- Wirtschaftswissenschaftliches Gymnasium und Saarlandkolleg Saarbruecken (WWGSK), since November 2021</li> </ul> <p>Furthermore, imc supports the network “SCHULEWIRTSCHAFT” (school and economy). The network stands for partnership-based cooperation between schools and business - regionally anchored, networked nationwide.</p> <p><b>Concrete actions in 2022:</b></p> <p>As part of imc’s diversity and inclusion program, imc organized again a special program for the Diversity Week and the International Women’s Day in 2022. All employees at imc were invited to join different sessions offered via MS Teams between May 16<sup>th</sup> and May 18<sup>th</sup> and in an office team event on May 19<sup>th</sup>. There were the following sessions / activities:</p> <ul style="list-style-type: none"> <li>- Diversity, Equality and Inclusion: How to overcome inequality and create positive change in our lives and beyond (by external speaker Stephen Dorsey)</li> <li>- Diversity of interests + five presentations of volunteering / Personal interests by our colleagues</li> <li>- Cooking together</li> </ul> <p>Under the motto "Celebrating women's achievements. Raise awareness against prejudice. Take action for equality", imc has once again developed a program for International Women's Day in 2022. After a message from the board, the participants were informed in detail about imc's <b>tandem program InspireHER</b>, which was launched in 2021. The tandem program invites women to “buddy up” with other women, having weekly inspiring meetings for a period of eight weeks. The tandem partner is supposed to help the other to connect her to co-workers and learn from each other on topics of interest and faced challenges. This session was followed by an impulse lecture by the external speaker Ilse Henne.</p>

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	<p>The activities surrounding International Women's Day were part of the <b>EmpowHER</b> initiative at imc. EmpowHER's mission is to improve women's employee experience at imc in a sustainable way and make it measurable by</p> <ul style="list-style-type: none"> <li>- increasing respect and appreciation for women</li> <li>- to offer women the opportunity to contribute added value and to develop personal strength</li> <li>- to actively contribute to the success of imc and also to communicate it transparently</li> </ul> <p>The goals of this program are:</p> <ul style="list-style-type: none"> <li>- communication &amp; transparency</li> <li>- equal opportunities</li> <li>- increase quota of women</li> <li>- reduce gender pay gap</li> </ul> <p>In the context of the EmpowHER program, a social event (movie night) was also organized in 2022.</p> <p>In addition, two online Diversity Roundtables were held in 2022. On the occasion of the respective National Day, the topic in each case was a country, where imc offices are located. The goal was developing understanding for the cultures of colleagues and therefore a better co-operation. For this purpose there were lectures on topics like history of the country and exchange about the respective culture.</p>

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	<p>The following Diversity Roundtables took place:</p> <ul style="list-style-type: none"><li>- May 9<sup>th</sup>: Australia</li><li>- October 4<sup>th</sup>: Germany</li></ul> <p>Two internal newsletters were launched in 2022 to raise awareness of diversity issues and draw attention to the imc events that deal with this topic.</p> <p><b>Selected performance indicators</b></p> <p>In 2022, imc has maintained its high number of nationality diversity among its staff, with a total of <b>50 different nationalities</b> working in the company:</p> <table><tr><td></td><td>2014</td><td>2015</td><td>2016</td><td>2017</td><td>2018</td><td>2019</td><td>2020</td><td>2021</td><td>2022</td></tr><tr><td>Nationalities of full-time staff</td><td>31</td><td>31</td><td>30</td><td>29</td><td>39</td><td>45</td><td>49</td><td>50</td><td>50</td></tr><tr><td>Gender equality (% of female full-time staff)</td><td>37</td><td>37</td><td>33</td><td>33,5</td><td>34,5</td><td>31</td><td>32</td><td>36</td><td>29</td></tr></table> <p><b>Plan for 2023</b></p> <p>imc is a proud diverse and inclusive employer focusing on empowering its employees. We celebrate multiple approaches and points of view. We believe Cultural Diversity &amp; Inclusion drives innovation. Therefore, imc is constantly supporting a culture where difference is valued. Our Diversity &amp; Inclusion team will continue to pursue the following set goals:</p> <ul style="list-style-type: none"><li>- create an environment so that every employee feel they are heard</li><li>- continue respecting all our cultures and nationalities and to celebrate cultural differences and</li></ul>		2014	2015	2016	2017	2018	2019	2020	2021	2022	Nationalities of full-time staff	31	31	30	29	39	45	49	50	50	Gender equality (% of female full-time staff)	37	37	33	33,5	34,5	31	32	36	29
	2014	2015	2016	2017	2018	2019	2020	2021	2022																						
Nationalities of full-time staff	31	31	30	29	39	45	49	50	50																						
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	<p>different points of view</p> <ul style="list-style-type: none"> <li>- to be inspired by our colleagues and learn from each other</li> <li>- recruit, develop and retain talented employees with diverse backgrounds and experiences</li> </ul> <p>With these goals in mind, imc is again planning various events in the area of diversity and inclusion in 2023.</p>
<p><b>Principle 7:</b> Businesses should support a precautionary approach to environmental challenges.</p>	<p>Since 2018, imc has an officially published “Environmental Policy” and “Environmental Policy Statement (for imc APAC)”. imc promotes perceived attitudes to resource management and resource expenditure in relation to environmental background. All operations have to be completed undue any negative impacts on human beings or environmental pollution.</p> <p>imc cooperates with inter-governmental agencies on developing e-learning modules on various environmental issues. The modules are designed for a global audience. They address professionals in the humanitarian sector and provide guidance and support to their work.</p>
<p><b>Principle 8:</b> Businesses should undertake initiatives to promote greater environmental responsibility.</p>	<p>By serving our company purpose - empowering people through digital learning - imc promotes environmental protection, first through saving of resources and energy for unnecessary travel and secondly through our training products that create awareness and aim to change behavior.</p> <p>In that context, imc cooperates with inter-governmental agencies (such as the Green Climate Fund and UNFPA) to develop e-learning modules on various environmental issues. The modules are designed for a global audience. They address professionals in the humanitarian sector and provide guidance and support for their work.</p> <p>As an organization, imc established in 2018 a “Environmental Policy” and “Environmental Policy Statement (for imc APAC)”. Wherever it is possible, we invite our employees to work digitally and to avoid printing. As a digital company, we also remind everyone we communicate with to avoid using paper, color and energy while printing. This is also reflected in our standard email signature. imc practices waste separation according to the German law. In addition, in December 2015, imc underwent for the first time an Energy Efficiency Audit according to DIN EN 16247-1, as required by the new amendment to the German Law on Energy ServiceProviding (EDL-G) in order to implement the EU Directives on Energy Efficiency</p>

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	<p>(2012/27/EU) and Energy Service Providing (2006/32/EG). The audit report was made available in 2016, containing recommendation for measures of improvement which are successively implemented during its 5-years validity. The Audit was renewed in 2021.</p> <p><b>Work-related travel</b></p> <p>imc's travel policy underlines that employees must respect environmental standards when organizing work-related travels. Traveling by train is the preferred way of transport, flying and rental cars being only permitted when necessary. Due to a more diversified employment strategy with regard to the choice of locations and offices (e.g., more New Media and Sales employees in Munich, Essen, Melbourne or Singapore Offices), travel efforts can be significantly reduced for visiting local clients. The same principles are applied with regard to subcontractors wherever possible. These measures contribute to a reduction in CO2 emissions, travel costs and strain on employees, thus improving their work-life balance.</p> <ul style="list-style-type: none"> <li>▪ <b>Job Ticket for Public Transport</b> At several offices in Germany (Freiburg, Essen, Munich) the company cooperates with the local public transport companies in order to offer monthly public transport tickets at reduced rates and in addition subsidizes the purchase of each monthly ticket with 10€.</li> <li>▪ <b>BahnCard with 100% power from renewable energies</b> For frequent travelers, imc subscribes a "Business BahnCard" from the German National Railway company, which powers its long-distance trains with 100% renewable energies.</li> <li>▪ <b>Procurement of sustainable Office Supplies (sustainable products) and energy efficient IT-hardware</b> imc procures its office supplies from vendors with ecologically, fair-trade and sustainable products such as memo AG (that provide transparency of their supply chains). Furthermore, imc preferably procures energy efficient office devices and IT-hardware is being leased and selected according to Green-IT principles.</li> </ul>

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	<p>Since 2020 imc undertook the following initiatives to promote greater environmental responsibility among its employees and to improve its corporate environmental responsibility.</p> <ul style="list-style-type: none"> <li>▪ <b>Job Bike Offering</b>            Since August 2020 imc offers each employee the possibility to lease a Job Bike at special conditions. imc Germany offers <b>JobRad®</b> as a benefit to its employees. JobRad turns new bicycles and e-bikes into company bikes and allows for tax saving. imc leases the bicycles or e-bikes for an employee and the individual can ride it whenever and wherever they want - to work, in everyday life, on holiday or for sports. This is not only beneficial for the environment, but also helps employees to stay fit and healthy.</li> <li>▪ <b>Pool Bikes</b>            The imc office in Freiburg established a bicycle pool in April 2020. Employees have the possibility to rent a bike to get to work, to get to local appointments during working hours or to use it for private purposes. The bikes are stored in the underground garage of the office and available through a booking system.</li> <li>▪ <b>Participation in the “Stadtrad“-Challenge</b>            imc participated in the nation-wide initiative “Stadtradeln” which was hosted by the Climate Alliance (<a href="https://www.climatealliance.org/about-us.html">https://www.climatealliance.org/about-us.html</a>). The goal was to cover as many everyday trips as possible by bike in a climate-friendly way for 21 days. imc employees at various locations - from Munich to Saarbruecken – joined the challenge and pedaled together from 6<sup>th</sup> to 26<sup>th</sup> September 2020. Across Germany the initiative had over 500.000 participants and helped to avoid the emission of 17 tons of Carbon dioxide.</li> </ul> <p>The press release about the “Stadtradeln” can be found here (German only): <a href="https://www.imc.com/de/newsroom/pressemeldungen/imc-mitarbeiterinnen-treten-fuer-klima-schutz-und-gesundheit-in-die-pedale/">https://www.imc.com/de/newsroom/pressemeldungen/imc-mitarbeiterinnen-treten-fuer-klima-schutz-und-gesundheit-in-die-pedale/</a></p>



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	<p><b>Actions in 2022</b></p> <p>The hybrid working policy introduced in 2022 allows employees to work predominantly from home. Therefore, a lot of daily travel to the workplace is avoided. Internal meetings are mostly organized via MS Teams. In sum, a considerable quantity of resources has been saved through imc's flexible New Work approach.</p> <p><b>Plans for 2023</b></p> <p>imc will intensify its efforts for environmental protection and sustainability through creating awareness and shift in behavior of our customers and employees.</p> <p>We will be continuing to implement proposals as identified by the Energy Efficiency Audit in order to improve our energy management and environmental responsibility.</p>
<p><b>Principle 9:</b></p> <p>Businesses should encourage the development and diffusion of environmentally friendly technologies.</p>	<p>The "Green IT" concept is widely advocated for imc. Challenges, which result from complexity of environmental protection, have large influence on IT-development and usage spectrum:</p> <p>New media channels for educational programs are offering chances to promote environmental protection.</p> <ul style="list-style-type: none"> <li>– Learning Solutions become a core competence of Green IT because they can substitute business trips and face-to-face meetings, and hence they reduce CO2 emissions, the travel cost budget and the strain on employees, thus improving their work-life balance.</li> <li>– The term "Green IT" marks information technologies which make significant ecologic contribution. Reducing a travel route by 1 km reduces the CO2 emission by an average of approximate 204 gram – in comparison to this, the energy use produced by the IT is negligible. A virtually conducted meeting or an e-learning course with 12 students would reduce the CO2 emission by 244 kg, given an average travel route of 1,200 km.</li> <li>– imc has increased the use of Web Meetings and Virtual Classroom Sessions for internal communication and cooperation as well as for project coordination meetings with customers. This action reduces the need for traveling and contributes to the reduction of CO2 emissions. imc intends to further expand its activities in this area in the coming years.</li> <li>– In the imc Learning Suite, the Learning Management System developed by imc, the options for using one of a variety of virtual classroom tools, among them open-source solutions, have been</li> </ul>

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	<p>expanded. Thus, imc impacts and facilitates its customers' practice to hold meetings and trainings virtually instead of face-to-face, reducing CO2 emissions.</p> <ul style="list-style-type: none"> <li>– imc supports the DHL GoGreen climate protection projects by combining its shipments with DHL GoGreen services whenever possible. DHL calculates CO2 emissions generated by transport using a method based on the ISO 14064 standard. In accordance with the specifications of the Kyoto Protocol, these emissions are offset by climate protection projects.</li> <li>– imc has also increased and intensified its business operations in the area of "cloud computing", providing professional services to its customers via hosted IT environments. This allows for synergies in the use of IT systems via shared IT infrastructures. In 2013, imc received the "Cloud for Society Award" for its business operations in this area. The award also covers "green IT" aspects of IT operations. imc's software products, the Learning Management System imc Learning Suite and the authoring tool imc Express, are all available as cloud-based solutions (Software as a service).</li> <li>– imc has reduced the number of company cars with high CO2 emissions. With regard to reducing CO2 emissions, SUVs have been banned completely from imc's carpool.</li> </ul> <p>In addition, imc cooperates with inter-governmental agencies in developing e-learning modules on various environmental issues. The modules are designed for a global audience. In particular, they address professionals in the humanitarian sector and provide guidance and support to their work.</p> <p><b>Plans for 2022</b></p> <p>imc plans to strengthen further awareness and actions with regard to sustainable and environmental friendly technologies.</p>
<p><b>Principle 10:</b></p> <p>Businesses should work against all forms of corruption, including extortion and bribery.</p>	<p>In the context of imc's corporate compliance activities, in 2020 we have introduced a <b>Compliance Management System</b>. The imc global Code of Conduct that has been globally communicated and intensively trained, together with the Compliance-Policy, are the core pillars of our Compliance Management System. It summarizes the most important rules for legally compliant and ethically correct behavior and is binding for all employees of the imc Group.</p>

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	<p>While the Code of Conduct represents an overview of our compliance program addressed to external recipients, the Compliance Policy is the associated internal work instruction. Both take clear position against all forms of corruption including extortion and bribery.</p> <p>In 2018, the position of a compliance officer was created and staffed at imc Germany. All directors, officers and employees shall comply fully with all laws affecting the business of imc, including all laws prohibiting insider trading, money laundering, bribery, improper payments and anti-competitive activities without limitation.</p> <p>The consequences to the company and its directors, officers and employees of any departure from this policy can be very serious. If a criminal violation has occurred, the company will take appropriate steps to stop the criminal conduct and to prevent such conduct from re-occurring.</p> <p>imc is certified according to ISO / IEC 27001: 2013, proving imc's Information Security Management System, and holds a recognized DIN EN ISO 9001:2008 Quality Management Certificate, applying a regular schedule for external audits. State-of-the-art data protection and digital processes, combined with staff trainings, contribute to a transparent working environment. The following processes are already being monitored by the ISO standard: People Review (staff appraisal), Induction of new staff, Onboarding of new staff (administratively), Exit of staff, Career Growth/Staff Development, and Internal Change of Department of Staff.</p> <p>In order to foster compliance with anti-corruption rules in a broad range of business operations, imc has developed an interactive training curriculum available for use in organizations of all kinds. In addition, imc has broadened its product portfolio with an online compliance management system which is used by imc customers in order to effectively provide compliance relevant training to their workforce.</p> <p>Since 2017, imc has been holding regular sessions to improve internal transparency and communication between the board and staff and also between different departments. The meetings are held at the respective office, which represents events or updates shared by a live web stream with all staff at other offices and subsidiaries. The sessions are recorded and stored internally so all imc employees are able to watch them afterwards again.</p> <p>In 2019, imc has introduced a professional contract management system for customer contracts, in order</p>

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	<p>to further professionalize internal processes. The newly introduced system also leads to greater transparency with regard to contract negotiations.</p> <p>Furthermore, imc is cooperating with inter-governmental organizations on developing e-learning modules on corruption prevention, internal controls and raising fraud awareness. They are targeted at a global audience of professionals in the humanitarian sector.</p> <p><b>Specific plans for 2023:</b></p> <p>imc will strive to further improve internal communication and transparency. As imc expects a further growth of staff both nationally and internationally in 2023, the company aims at improving the international internal information policy on the company-wide web-based collaboration tool (Atlassian Confluence).</p> <p>In addition, imc will continue cooperating with inter-governmental organizations on developing e-learning modules on corruption prevention in order to increase their impact.</p>

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