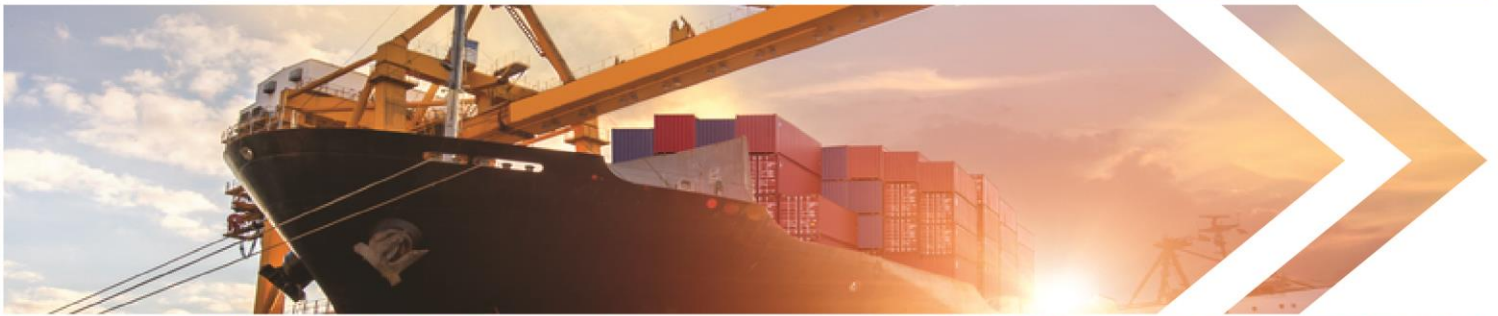


Towards corporate social responsibility  
EGYTRANS 8th UN Global Compact  
Communication on progress report

# JULY 2017



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## CHAIRMAN'S COMMITMENT

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In this 8<sup>th</sup> Annual Communication on Progress, which covers the period from July 2016 till July 2017, we describe our actions to integrate the Global Compact and its principles into our business strategy, culture and daily operations. We are also committed to sharing this information with our stakeholders using our primary channels of communication.



Since 2016, we have embedded sustainability at Egytrans in everything we do, emanating from our corporate core values and our management philosophy based on operating in a responsible, ethical and transparent manner. Therefore, our next COP will witness our 1<sup>st</sup> sustainability report as well.

Our success over the years is due to our proactive approach to adversity, perceiving challenges as opportunity for growth rather than obstacles. As Egypt is currently facing difficult economic conditions, our resilient growth would not be possible without capitalizing on an empowered, skilled and diverse workforce. We are thus keen to provide our employees with a healthy, safe and enabling working environment, where each employee can flourish as an individual and as part of a team.

Going forward, we are committed to achieve and improve even more. In face of these tumultuous times, we have the responsibility and commitment to continue building strong businesses and creating value for all our stakeholders, and society at large. Our aim is to continue growing our businesses in a sustainable manner. Finally yet importantly, we will work to constructively contribute to the sustainable development of our community.

As a company, we understand that it is of paramount importance that the entire EGYTRANS team commit to respecting the ten founding principles related to human rights, working standards, fight against corruption and environmental protection. This approach is also reflected in the values of our company: integrity, innovation, learning and personal growth, and building partnerships with our customers and other stakeholders.

We look forward to moving ahead while promoting the Compact's mandate, and maintaining a positive outlook for the global establishment of a higher standard of responsible corporate citizenship and engagement.

On behalf of EGYTRANS, I wish to express our renewed commitment to respect and promote the principles of the UN Global Compact.

A handwritten signature in black ink that reads "Abir W. Leheta". The signature is fluid and cursive, with a long horizontal stroke at the end.

Eng. Abir Leheta  
Chairman & CEO  
EGYTRANS

## **EGYTRANS BACKGROUND**

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The Egyptian Transport and Commercial Services Company S.A.E. was established in December 1973 under Egypt open door policy with regard to private enterprises. However, its transport activities and experience date back to 1939 as a continuation to GAMAL EL DIN LEHETA & CO. EGYTRANS was nationalized in 1964 when it was one of the biggest companies in EGYPT offering shipping agency, tourism agency and other transport services.

The company was originally established as a limited liability company with a capital of EGP 10,000. It is now a corporation with Issued Capital of EGP 156,062,500 million and annual turnover of EGP 130 million. Since its inception it has grown into a true leader in the transport field in Egypt with three hundred and fifty employees and eight branches in strategic locations close to the country's main ports, airports and transport centers.

### **Services**

The mission of EGYTRANS is to make integrated transport easy, safe and cost-effective. In order to do this, the company offers a wide and varied mix of services in the field of integrated transport, with the ability to handle all the stages of any shipment door-to-door from pick-up and transport to delivery at the final destination.

### **Sea Freight**

EGYTRANS is able to ship all types of cargo including general, break bulk, containerized or Ro/Ro cargo to and from any part of the world at competitive rates in addition to issuing its own Suez Gulf Line NVOCC bills of lading. For very large volumes, EGYTRANS provides a chartering service for cargo vessels.

### **Air Freight**

EGYTRANS provides a quick and easy air freight service at competitive rates. Our services include import, export, consolidation and hanging garment containers.

### **Consolidation (LCL)**

EGYTRANS offers weekly consolidation services from Egypt to over 400 worldwide destinations with receiving stations in Cairo and Alexandria. Consolidation groups many small sea or air freight shipments together into a single large shipment and offers the advantages of competitive freight rates and insurance premiums, reduced risk of damage and reduced packing costs. We continually expand and develop our services by adding direct import services from new origins and direct export services to new destinations in order to provide our customers with the safest, fastest, most regular and most economic service available in the local market.

### **Warehousing**

EGYTRANS owns and operates several warehouses strategically located at or near industrial areas in Cairo, Alexandria and the Port Said Free Zone. EGYTRANS provides distribution services, bonded warehousing, container yard operations and domestic storage. Many years of experience and continuous process improvement have made EGYTRANS's warehousing service one of the central building blocks of the company's success.

## Exhibitions

EGYTRANS provides integrated solutions in the field of fairs and exhibitions, smoothly coordinating the transport of cargo and materials to and from any exhibition. EGYTRANS has a specialized Exhibitions Department comprising a team of professionals in transport, logistics and freight handling and providing efficient and reliable services to both organizers and exhibitors at competitive rates.

## Project Logistics & Specialized Transport

EGYTRANS specializes in logistical solutions for large projects including transport of sensitive equipment and packages of exceptional weight or dimensions. EGYTRANS has a highly trained and specialized team that carries out detailed route surveys and logistical studies to determine the best transport method and route for each piece of project cargo. The team then supervises any work required to reclaim or strengthen any part of the route or remove obstacles along the path before carrying out the actual transport.

Over the years, EGYTRANS has successfully provided integrated transport solutions for power plants, cement mills, steel mills, transformer sub-stations, water and wastewater plants, oil, gas and petrochemical plants, large scale infrastructure projects and others.



## Other Services

EGYTRANS also performs customs clearance, packing, land transport, distribution, transit and insurance services, providing its customers with a one-stop shop for all their cargo transport needs.

## World-wide Network of agents

While based in Egypt, EGYTRANS has established a worldwide network of professional agents, enabling us to serve our customers and handle shipments to or from any location in the world. Our agents are carefully selected based on their track record, expertise and commitment to maintaining the excellent level of service that our customers expect. Through this worldwide network, EGYTRANS is able to offer global capabilities while maintaining the flexibility and personalized service of a local company.

EGYTRANS has agents all around the world in the following geographical areas:

- Far East
- U.S.A. & Canada
- Indian Sub-continent
- Europe & Mediterranean Basin
- Australia
- Africa
- Middle East
- South America

### Participation in Industry Organizations

EGYTRANS is an active member of FIATA, the International Federation of Freight Forwarder's Associations and BIMCO, the Baltic and International Maritime Council and EIFFA, the Egyptian International Freight Forwarders Association and an official agent of IATA, the International Air Transport Association. EGYTRANS is also a member of the Through Transport Club, the leading provider of insurance and risk management services to the international transport and logistics industry.



### Customer Commitment

At EGYTRANS, we believe that our customers' success is our success and we are deeply committed to building lasting win-win relationships with our customers. We make every effort to gain a deep knowledge of our customers and focus on tailoring solutions to their individual needs. Whether we are moving cargo to the other side of town or to the other end of the world, we actively listen and respond to our customers' requirements and proactively seek new ways to help our customers achieve success by ensuring that their cargo arrives safely, in perfect condition, within budget and on time, every time.

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## 1- HUMAN RIGHTS

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## 1. HUMAN RIGHTS

**UN Global Compact Principle 1: Businesses should support and respect the protection of internationally proclaimed human rights.**

**ISO 26000, 2010 Guidance on Social Responsibility Core Subject (Human Rights) Issue 5: Discrimination and Vulnerable Groups, Issue 6: Civil & Political Rights, Issue 7: Economic, Social & Cultural Rights, Issue 8: Fundamental Principles and Rights at Work**

### System

- "We promote employment conditions that protect the rights and welfare of all EGYTRANS employees". - **EGYTRANS Code of Ethics**. For more information, please visit our IR website: <http://ir.EGYTRANS.com/code.htm>
- As an SME active in applying Corporate Governance and CSR practices, we expressly support human rights through all our engagements with our employees and our partners.
- We do not have an advanced company policy or strategy in this regard but the senior management commitment is very clear.

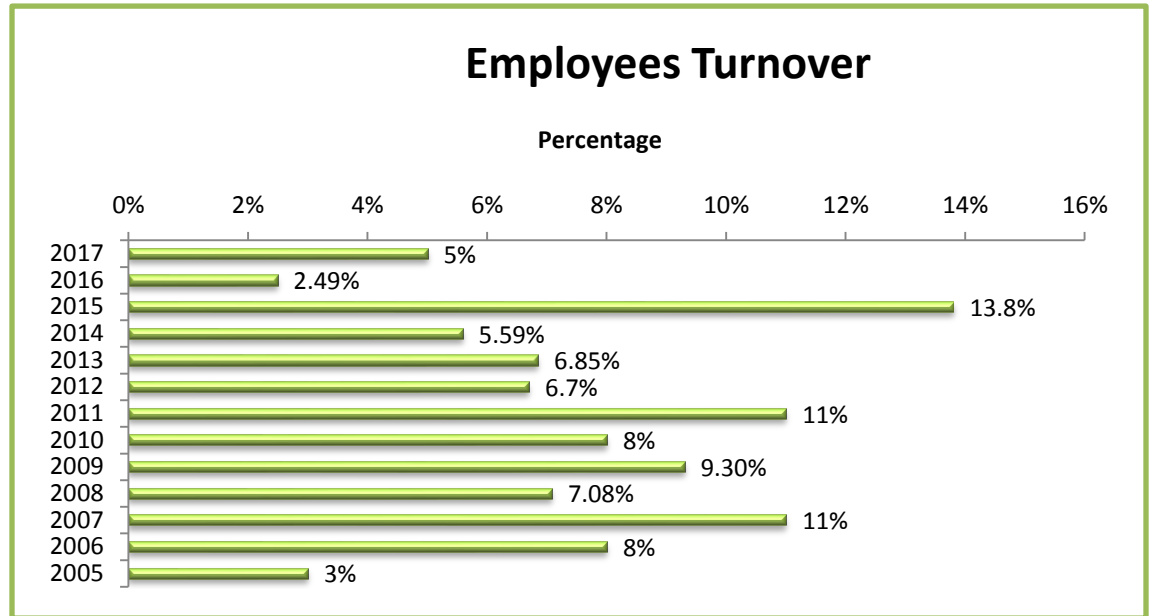
### Actions

- EGYTRANS protects the rights of employees by fully explaining their rights and responsibilities according to the Egyptian Labor Law to them upon employment.
- In EGYTRANS, we take our employees and their interests very seriously by providing them with safe and healthy working conditions, fair salaries and access to private health care through providing all EGYTRANS employees with medical insurance.
- All human rights issues are fully considered and respected at EGYTRANS. Employees are well treated, fairly appraised on an annual basis, and compensated financially and non-financially based on their achievements and work.
- All safety measures are applied at work places and offices and all employees have health insurance.
- The hiring procedure secures equal rights during the entire process. After assessing the applications, various candidates are interviewed by the HR dept. and the direct manager. The final candidate, for certain levels only, is also interviewed or approved by the CEO. The Nomination & Compensation Board Committee approves changes in top management. During the probation period of three months any contract can be cancelled immediately from both sides. After this period, the minimum notice period is two months if the employee has spent less than ten years in the company or three months if he/she has spent more than ten years in the company, as the labor law in Egypt prescribes.
- The total number of hours per week for each employee is 45.50 hours, i.e. 8 hours/day for 5 days and 5.50 hours on Saturday. Any extra hour or any work during a scheduled vacation/holiday is compensated according to the company policy.
- With respect to women with children, they are allowed to take an hour off work at any time of the work day during the first two years of the child's life. New mothers are granted three months paid maternity leave with the option of applying for up to three years of unpaid leave per child for the first three children.



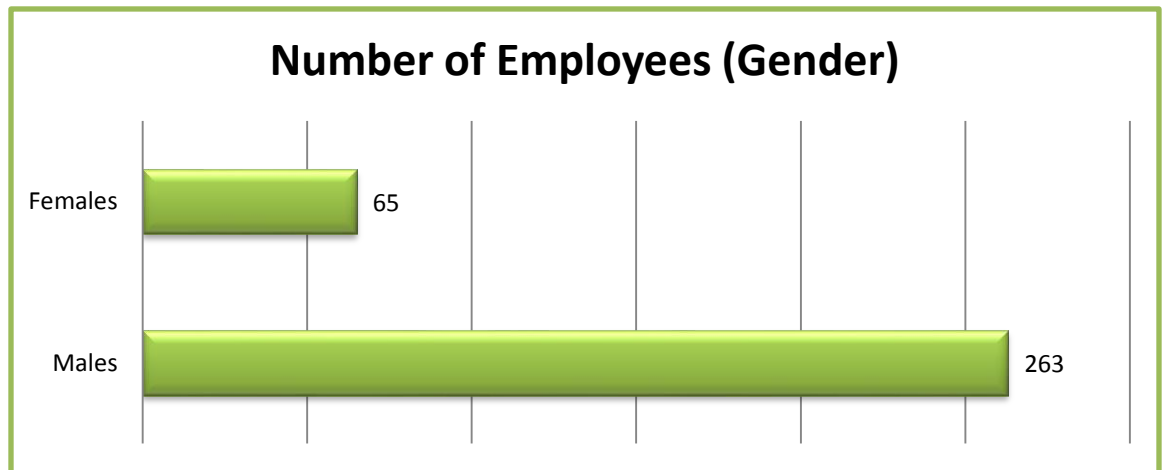
- Employees may be granted unpaid leave for limited periods based on a case by case study.
- EGYTRANS provides life insurance for all its employees.
- We conduct regular employee satisfaction surveys to ensure the satisfaction of our team and prevention of discriminatory actions throughout the organization.

- The turnover rate reached 5% during 2016/2017.



**Performance Indicators**

- We provide a friendly workplace with no discriminatory practices. There is complete gender equality in the workplace.



- The value of EGYTRANS' annual employee life insurance contract reached EGP 616000 in 2016/2017.
- The value of EGYTRANS' annual employee medical insurance contract reached EGP 772809 in 2016/2017.

**UN Global Compact Principle 2: Businesses should ensure that they are not complicit in human rights abuses.**

**ISO 26000, 2010 Guidance on Social Responsibility Core Subject (Human Rights) Issue 2: Human Rights Risk Situations**

<b>System</b>	<ul style="list-style-type: none"><li>- As an SME active in applying Corporate Governance &amp; Corporate Social Responsibility practices, we expressly support human rights through all our engagements with employees and stakeholders.</li><li>- EGYTRANS is committed not to engage in any business activities that lead directly or indirectly to human rights abuses.</li><li>- Our commitment to zero tolerance for human rights violations is expressly provided, adhered to and lived by.</li></ul>
<b>Actions</b>	<ul style="list-style-type: none"><li>- EGYTRANS abides by the laws, regulations and guidelines in the field of eliminating human rights violations and we encourage our employees and stakeholders to implement zero tolerance on such actions.</li><li>- Internally, there have been no abuses in human rights or incidences of complicity. No form of force is ever used.</li></ul>
<b>Performance Indicators</b>	<ul style="list-style-type: none"><li>- We have not received any claims of human right abuses related to our business or operations.</li></ul>

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## 2- LABOR STANDARDS

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## 2. LABOR STANDARDS

**UN Global Compact Principle 3: Businesses should uphold the freedom of association and the effective recognition of the right to collective bargaining.**

**ISO 26000, 2010 Guidance on Social Responsibility Core Subject (Human Rights) Issue 4: Resolving Grievances, Core Subject (Labor Practices) Issue 3: Social Dialogue Core Subject (Labor Practices) Issue 1: Employment and Employment Relationships**

<p><b>System</b></p>	<ul style="list-style-type: none"> <li>- We uphold the freedom of association and the effective recognition of the right to collective bargaining.</li> </ul>
<p><b>Actions</b></p>	<ul style="list-style-type: none"> <li>- We are as supportive towards the freedom of association and the right to collective bargaining as the law permits.</li> <li>- The EGYTRANS Employees' Fellowship Fund was established on April 3<sup>rd</sup> 1999. The Fund includes 240 members. The members of the Fund freely elect its Board of Directors in order to manage and operate the fellowship fund and control its services. The Fund operates according to the instructions of its General Assembly. The Fund's board of directors represents the Fund in all official events.</li> <li>- In May 2014, a new board of directors was selected and they agreed on the future plan and began their work on June 1<sup>st</sup> 2014; and in Feb. 2015, 50% renewal of the Board of Directors took place in accordance with the law.</li> <li>- The new board succeeded in adding the employees of the affiliated companies ETAL &amp; EDS to its membership.</li> <li>- The Board of Directors of the Fund organized the following committees to manage its activities:             <ul style="list-style-type: none"> <li>• Consultancy Committee</li> <li>• Budget and Follow-up Committee</li> <li>• Social Responsibility Committee</li> <li>• Culture and Trips Committee</li> <li>• Sports Committee</li> <li>• Communications and Media Committee</li> </ul> </li> <li>- The Fund provides several services to its members including:             <ul style="list-style-type: none"> <li>• Marriage remuneration; provided once to each member.</li> <li>• A contribution in case of death or sickness of a member or his/her first-degree relative.</li> <li>• Organizing Summer Camps.</li> <li>• Organizing exhibitions and providing collective discounts for some durable and consumer goods.</li> <li>• Organizing Workshops and Lectures.</li> <li>• Organizing Iftar for employees during the holy month of Ramadan.</li> <li>• Organizing trips throughout the year.</li> <li>• Any other services required by employees' family, e.g.                 <ul style="list-style-type: none"> <li>○ Rewarding high ranked school students of final stage certificate with total grades of 90% &amp; up.</li> <li>○ Rewarding the University final certificates for students who ranked Excellent.</li> </ul> </li> </ul> </li> </ul>

- EGYTRANS provides all facilities required to make the Fellowship Fund work successful. Following are some of the facilities and support provided by EGYTRANS:
  - Hosting all Funds' board meetings in the meeting rooms.
  - Hosting the general Assembly.
  - Providing headquarters for the Fund in EGYTRANS offices in Alexandria, as required by the Governmental Social Affairs Department.
  - In 2014, the board members of EGYTRANS suggested supporting the Fellowship Fund by transferring employee loans to become one of the Fellowship Fund's services and requested a study from the Board of Directors of the Fellowship fund on how they will manage & operate this project after EGYTRANS discontinues its financial support in three years.
  - The Board of the Fellowship Fund is studying a new suggestion from the EGYTRANS Board to develop a program for End of Service & Retirement Remuneration.

**Regarding other collective feedbacks and communication in Egytrans:**

- Employees are able to send individual or collective feedback or suggestions to their direct managers or to top management directly through various communication channels including e-mail or requesting a meeting. Management is committed to reviewing this feedback and responding promptly, implementing suggestions for improvement where applicable. (EGYTRANS Formal Communication Manual).
- An electronic mail account [suggestions@egytrans.com](mailto:suggestions@egytrans.com) was created through which a specialized committee receives constructive suggestions from employees on how to improve productivity and efficiency and employee satisfaction and performance. The Committee submits its recommendations to the CEO for approval.
- Another electronic mail account [employeefeedback@egytrans.com](mailto:employeefeedback@egytrans.com) was created through which the HR dept. receives requests and complaints from all EGYTRANS employees, reviews them and responds within 15 days.

**Performance Indicators**

**EGYTRANS Employees' Fund**



% of departments and branches that hold annual meetings to discuss employee concerns = 100%.

- No. of suggestions submitted from employees in 2016/2017 = 9.
- No. of accepted suggestions in 2016/2017= 2.
- % of accepted suggestions in 2016/2017= 22.2%.

**UN Global Compact Principle 4: Businesses should support the elimination of all forms of forced and compulsory labor.**

**ISO 26000, 2010 Guidance on Social Responsibility Core Subject (Human Rights) Issue 8: Fundamental Principles and Rights at Work**

<b>System</b>	<ul style="list-style-type: none"> <li>- All employees are above the age of 18 and educated. Therefore, the issue of forced labor is not directly addressed within our management systems and processes.</li> </ul>
<b>Actions</b>	<ul style="list-style-type: none"> <li>- We ensure that all our employees are aware of their rights and entitlements, their conditions of service and their freedom to leave (with consequences of such departure as per the law).</li> <li>- EGYTRANS does not hire anyone by force or keep any employee by force. All employment takes place subject to an employment contract and all employees are free to leave the company at any time subject to fulfilling the notice period in the contract.</li> <li>- All employees earn above the minimum wage.</li> <li>- All our employees are of a mature enough age to identify their needs and concerns and communicate them to the company.</li> </ul>
<b>Performance Indicators</b>	<ul style="list-style-type: none"> <li>- % of employees who have signed legal employment contracts with the company = 100%.</li> </ul>

**UN Global Compact Principle 5: Businesses should support the effective abolition of child labor**

**ISO 26000, 2010 Guidance on Social Responsibility Core Subject (Human Rights) Issue 5: Discrimination and Vulnerable Groups, Issue 6: Civil & Political Rights, Issue 7: Economic, Social & Cultural Rights, Issue 8: Fundamental Principles and Rights at Work**

<b>System</b>	<ul style="list-style-type: none"> <li>- All employees are well above the age of 18 and educated.</li> <li>- All employees receive adequate pay obviating the need for them to force their children to work.</li> <li>- The minimum age of part time employees is 18 years. These are usually summer trainees at university who can perform small jobs in order to learn and earn some money.</li> </ul>
<b>Actions</b>	<ul style="list-style-type: none"> <li>- We ensure that we do not hire children in all our branches and departments.</li> </ul>
<b>Performance Indicators</b>	<ul style="list-style-type: none"> <li>- % of EGYTRANS employees above 18 years = 100</li> </ul>

**UN Global Compact Principle 6: Businesses should support the elimination of discrimination in respect of employment and occupation.**

**ISO 26000, 2010 Guidance on Social Responsibility Core Subject (Human Rights) Issue 3: Avoidance of Complicity, Issue 5: Discrimination and Vulnerable Groups, Core Subject (Labor Practices) Issue 5: Human Development and Training in the Workplace**

**System**

- "We treat all people fairly and respectfully regardless of religion, ethnic origin, race, gender, age or disability" - **EGYTRANS Code of Ethics**. For more information, please visit our IR website: <http://ir.EGYTRANS.com/code.htm>
- We are committed to eliminating all forms of discrimination in respect to employment and occupation.
- The company does not discriminate between its employees based on race, religion, gender or age.
- We support equality in the workplace with equal female to male employment opportunities and compensation.
- There is a system for hiring people, evaluating them, training them and rewarding them on their achievements. The system applies equally to everyone without discrimination. Promotions and rewards are announced.

**Actions**

- The hiring and firing policy of EGYTRANS is based on Egyptian labor laws.
- Equal opportunities are given to everyone when hiring for a new position or a vacant one. The only thing that counts is the qualifications and competencies required by the job itself.
- An attempt is always made to recruit internally before looking outside the company when there is a job opening.
- Equal opportunities are also given for training.
- We do not discriminate against any form of handicap and have demonstrated this by employing physically challenged staff in the organization.
- We believe in local recruitment and accordingly, we recruit directly from the areas we work in.
- EGYTRANS respects all religious practices and employees are allowed time for prayer (Christians are allowed one hour delay every Sunday morning and Muslims may pray during the day according to the scheduled prayer times). All Muslim and major Christian holidays are paid holidays for all employees in accordance with Egyptian law. There are five Christian occasions when Christians only are given paid holidays.

## Performance Indicators

- Total number of incidents of discrimination and corrective actions taken= 0.
- Number of Muslim employees inside EGYTRANS = 315.
- Number of Christian employees inside EGYTRANS = 13.
- % of Christian employees in EGYTRANS = 3.9 %.
- Number of female employees in EGYTRANS = 65.
- % of female employees in the company (including the managerial and board level) = 19.8 %.
- Number of male employees in EGYTRANS = 263.
- % of male employees in the company = 80.2 %.
- Number of employees with disabilities in EGYTRANS = 12.
- % of employees with disabilities in the company = 3.6 %.



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## 3- ENVIRONMENT

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### 3. ENVIRONMENT

**UN Global Compact Principle 7: Businesses should support a precautionary approach to environmental challenges**

**UN Global Compact Principle 8: Businesses should undertake initiatives to promote greater environmental responsibility**

**UN Global Compact Principle 9: Businesses should encourage the development and diffusion of environmentally friendly technologies**

**ISO 26000, 2010 Guidance on Social Responsibility Core Subject (The Environment) Issue 1: Prevention of Pollution**

<p><b>System</b></p>	<ul style="list-style-type: none"> <li>- "We have a duty to the society in which we live and work. We are also committed to protecting the environment and natural resources" - <b>EGYTRANS values.</b> For more information, please visit our IR website: <a href="http://ir.EGYTRANS.com/vision.htm">http://ir.EGYTRANS.com/vision.htm</a></li> <li>- EGYTRANS is committed to applying occupational health and safety procedures in order to secure its work environment and was granted the OHSAS 18001 certificate. The company also acts to prevent practices leading to environmental pollution and has attained ISO 14001 certification.</li> <li>- EGYTRANS applies an e-business, data center &amp; ERP system.</li> <li>- EGYTRANS implements a social, community and environmental project in collaboration with "Resala Charitable Society". The project began in November 2013 and is called "<b>Safe disposal and recycling of Company's waste papers in collaboration with Resala Charitable Society</b>"</li> </ul>
<p><b>Actions</b></p>	<ul style="list-style-type: none"> <li>- EGYTRANS is a non-smoking organization; it prevents smoking in all of its locations for all employees, trainees and visitors.</li> <li>- EGYTRANS is committed to gradually reducing the use of paper.</li> <li>- EGYTRANS applied the following actions to reduce <u>energy consumption</u>:             <ul style="list-style-type: none"> <li>• Installation of fluorescent lamps.</li> <li>• Using flat computer screens.</li> </ul> </li> <li>- EGYTRANS applied the following actions to reduced water usage and paper consumption to <u>save costs and preserve the environment</u> :             <ul style="list-style-type: none"> <li>• Preventing printing of unneeded emails.</li> <li>• Using electronic instead of paper filing.</li> </ul> </li> <li>- The company and all of its branches take active steps to secure the work environment against physical risks resulting from:             <ul style="list-style-type: none"> <li>• Severe heat and cold.</li> <li>• Noise and vibrations.</li> <li>• Intense light.</li> <li>• Dangerous and harmful radiation.</li> <li>• Atmospheric pressure changes.</li> <li>• Static and dynamic electricity.</li> </ul> </li> </ul>

- The company is committed to providing effective means of risk prevention and mitigation, including means of providing first aid, rescue and cleanliness in workplaces.
- The company and its branches are committed to following the required procedures, precautionary measures and stipulations required to prevent fire risks, which are:
  - All firefighting tools used must conform to Egyptian specifications.
  - Maintaining firefighting and prevention equipment by using the latest tools and providing warning and early warning equipment.
  - Informing the concerned government body of the contingency plan and any amendments therein.
- EGYTRANS applies all of the above-mentioned procedures to ensure:
  - Individual safety.
  - Equipment safety.
  - Building safety.
- The company is committed to applying the laws and regulations required to protect the environment as follows:
  - Preventing smoking.
  - Collecting and disposing of waste.
  - Getting rid of liquid and solid wastes to preserve environmental safety.
  - Applying all laws related to the fifth section of Labor Law 12 for the year 2003.
- EGYTRANS began using the Service Desk Plus application at the beginning of 2012 as part of its e-business initiative, reducing paper usage and printing by automating the recording and follow up of user problems, keeping a database of IT assets and automating the IT purchase cycle.
- In terms of corporate social responsibility and its interest in the safety and preservation of the environment as well as its desire to participate in development of the community where it operates, EGYTRANS began implementing a project in collaboration with Resala Charitable Society beginning in November 2013. Through the project, EGYTRANS collects paper, envelopes, files and other documents to be recycled in Resala bags. Then Resala's representative receives these bags against an in-kind donation receipt. Resala Charitable Society recycles the received papers, helping to preserve the environment. This project serves three main purposes:
  - Maintain the safety and cleanliness of the environment according to the instructions of the Occupational Health and Safety Committee.
  - Support the work of NGOs operating in the community where EGYTRANS works such as "Resala Association"
  - Recycle and make use of disposed paper.

**ISO 9001:2008 (Quality)**

1. The ISO 9001 standard was issued in 1994 and EGYTRANS became the first service company in Egypt to attain the ISO 9001 Quality Management certification in 2009 the certification updated to the version 9001:2008. We are in process to update the system and get certified for the latest version of 9001:2015 by end of 2017 and will receive the updated standard version in 2018.
2. The standard focuses on quality management system in the company to get customer satisfaction and improve the quality of the service provided by Egytrans and improve the company processes.
3. The international standard is audited through internal bodies (Quality Assurance Department) and external bodies (agency granting certificate).
4. ISO certificate is available and accessible to all staff.
5. Availability to the public.

**OHSAS 18001:2007 (Health & Safety)**

1. The OHSAS 18001 standard was issued in 1999 and EGYTRANS became the first service company in Egypt to attain this standard in 2003 and updated to the latest version of OHSAS 18001:2007 in 2009. We will receive the updated certificate in 2017.
2. The standard focus on:
  - Safety of people
  - Safety of equipment
  - Identify and control health and safety risks
  - Reduce the potential for accidents
  - Aid legal compliance
  - Improve overall performance
3. The international standard is audited through internal bodies (Quality Assurance Department) and external bodies (agency granting certificate).
4. OHSAS certificate is available and accessible to all staff.
5. Availability to the public.

**ISO 14001:2004 (Environment)**

1. The ISO 14001 standard was issued on 1/9/1996. EGYTRANS attained the standard in 2004 and is currently certified according ISO 14001:2004. We are in process to update the system and get certified for the latest version of 14001:2015 by end of 2017 and will receive the updated standard version in 2018.
2. The standard focuses on conservation of the internal and external environment and reducing the environmental impact resulting from corporate activities and services. This includes observance of the following:
  - a. Continuous improvement to prevent pollution.
  - b. Compliance with laws and legislations and any other requirements the Company is subject to.
  - c. ISO certificate is available and accessible to all staff.
  - d. Availability to the public.
3. The international standard is audited through internal bodies (Quality Assurance Department) and external bodies (agency granting certificate).



## **II- IMS Integrated Management System Certificate**

EGYTRANS obtained this certificate based on integrating the following standards:

- ISO 9001:2008
- ISO 14001:2004
- OHSAS 18001:2007

These were compiled in one harmonized procedures manual.



## **III- International TUV certificate indicates that EGYTRANS is the first company in its field of work worldwide to obtain integrated ISO 9001, ISO 14001, and OHSAS18001 and the first worldwide to obtain ISO 10002 from TUV Sud.**

For more information please visit our IR Website: <http://ir.egytrans.com/integrated.htm>

- Total Monetary value of significant fines and total number of non-monetary sanctions for noncompliance with environmental laws and regulations = 0.
- The following amounts of paper were recycled through collaboration with Resala Charitable Society in 2016/2017:
  - 5 large paper bags during the month of July 2016.
  - 2 large paper bags during the month of August 2016.
  - 2 large bags during the month of September 2016.
  - 4 large bags during the month of October 2016.
  - 1 large bag during the month of November 2016.
  - 1 large bag during the month of December 2016.
  - 1 large bag during the month of January 2017.
  - 2 large bags during the month of February 2017.
  - 3 large bags during the month of March 2017.
  - 2 large bags during the month of April 2017.
  - 2 large bags during the month of May 2017.
  - 18 large bags during the month of June 2017.
  - 9 large bags during the month of July 2017.



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## 4- ANTI-CORRUPTION

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#### 4. ANTI-CORRUPTION

**UN Global Compact Principle 10: Businesses should work against corruption in all its forms, including extortion and bribery.**

**ISO 26000, 2010 Guidance on Social Responsibility Core Subject ( Fair Operating Practices) Issue 1: Anti – Corruption**

<p><b>System</b></p>	<ul style="list-style-type: none"> <li>- As an active company in the field of applying Corporate Governance, EGYTRANS operates in a transparent and accountable manner.</li> <li>- “We will always live up to our promises. We treat everyone with respect, dignity and honesty. We hold ourselves to the highest moral and ethical standards in what we do.” – <b>EGYTRANS values</b>. For more information, please visit our IR website: <a href="http://ir.EGYTRANS.com/vision.htm">http://ir.EGYTRANS.com/vision.htm</a></li> <li>- “We practice fair and honorable competition” - <b>EGYTRANS Code of Ethics</b>. For more information, please visit our IR website: <a href="http://ir.EGYTRANS.com/code.htm">http://ir.EGYTRANS.com/code.htm</a></li> <li>- “We reject the offering or acceptance of bribes, gifts, personal commissions or other inducements leading to unfair or preferential treatment” - <b>EGYTRANS Code of Ethics</b>. For more information, please visit our IR website: <a href="http://ir.EGYTRANS.com/code.htm">http://ir.EGYTRANS.com/code.htm</a></li> <li>- EGYTRANS complies with all related laws and regulations.</li> </ul>
<p><b>Actions</b></p>	<ul style="list-style-type: none"> <li>- Internally, EGYTRANS has set up an auditing system where all departments and expenditures are audited on an ad-hoc basis to ensure that all budgets are spent properly according to the company’s policies.</li> <li>- EGYTRANS has an Audit &amp; Corporate Governance Board Committee which consists of 1 non-executive board member and 2 independent members. The committee’s role is to supervise the internal and external auditors, review, revise &amp; comment on company financial statements, approve related party transactions, examine the impact of various risks on the Company’s activities and review Corporate Governance practices in EGYTRANS.</li> <li>- The Audit &amp; Corporate Governance Board Committee held 9 meetings between July 2015 and July 2016.</li> <li>- After the board election and changes in board composition this year, a new member has been added to the committee replacing a previous board member.</li> <li>- The Committee issued quarterly disclosure reports for its activities that included the key recommendations on observance of disclosure to the Egyptian Stock Market according to the set dates for this purpose.</li> <li>- Audit &amp; Corporate Governance Committee had a positive role in leading Internal Auditing Manager in cooperation with top management by setting objective and following the practicing of them.</li> </ul>



	<ul style="list-style-type: none"> <li>- The Audit &amp; Corporate Governance Committee discussed and approved the Internal Auditing Manager’s annual plan.</li> <li>- The Committee prepared a report that enumerated the key recommendations the Committee issued during its meetings in 2015/2016 in addition to an examination of the decisions issued by the Board and the procedures taken to implement these decisions.</li> <li>- The following actions were taken to implement anti-corruption policies and practices: <ul style="list-style-type: none"> <li>• Anti-corruption sections in EGYTRANS Code of Ethics &amp; Values are publicly accessible.</li> <li>• Immediate termination of supplier/contractors contracts if corruption occurs.</li> <li>• Specialized units inside the company to deal with corruption incidents (Audit &amp; CG Committee, Internal Audit Dept. &amp; Legal Dept.).</li> <li>• Collective action: EGYTRANS joined forces with industry peers and with other stakeholders in fighting corruption.</li> </ul> </li> <li>- Externally, EGYTRANS does not allow any form of bribery. We believe that transparency is the only way forward for a better economy.</li> <li>- Prepared an advanced whistle-blowing policy that will be accessible by all our employees.</li> <li>- Dealing with incidents as they occur to minimize miscommunication and inappropriate behavior.</li> <li>- Participation in collective action and stakeholder engagement through focus groups discussing the problem of corruption and identifying means to fight such corruption.</li> <li>- Additionally, EGYTRANS has put the 10th principle on its website for advocacy. For more information, please visit our IR website: <a href="http://ir.EGYTRANS.com/corporate_social_responsibility.htm">http://ir.EGYTRANS.com/corporate social responsibility.htm</a></li> </ul>
<p><b>Performance Indicators</b></p>	<ul style="list-style-type: none"> <li>- Monetary value of significant fines and total number of non-monetary sanctions for noncompliance with laws and regulations = 0.</li> </ul>

## CONTACTS

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**Source: Global Reporting Initiative  
Sustainability Reporting Guidelines, Version 3.1.**  
[www.globalreporting.org](http://www.globalreporting.org)

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