



SUSTAINABILITY REPORT COMMUNICATION ON PROGRESS 2019



United Nations
Global Compact



Uniting business for a better world





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LETTER

Declaration of Support to the Global Compact

H.E. António Guterres
Secretary General
United Nations
New York, NY 10017
US

Dear Mr. Secretary General,

BEDSON S.A. would like to express once again its support to the UN Global Compact's Ten Principles in the areas of Human Rights, labour, Environment and anti-corruption.

These principles have been included to our annual Planning and are essential to our business since we joined the UN Global Compact in June 2009.

We provide details of our business activities in our Communication on Progress Report so that our business strategy, culture and daily operations are aligned to the Global Compact and its principles.

Despite the financial and economic difficulties our country faced in 2019, we still seek supervision on our performance and compliance of the 10 Principles and the sustainable goals from our employees, suppliers, consumers and other parties involved or not in our market of operation.



Alicia Romero de Colusi

This information is shared with our stakeholders through all channels of communications so that sustainable development principles are integrated with all our value chain.

We continuously do a precise follow-up to every action, evaluate outcomes and make the necessary changes to obtain better results; aiming to be part of the Local Network Board of Directors again. BEDSON S.A. was part of the Board from 2011 to 2015.

This ninth presentation of our Communication on Progress is an opportunity to exchange information in order to tackle possible weaknesses and at the same time focus on our strengths: in a professional and clear manner.

A handwritten signature in black ink, appearing to read 'A. Romero de Colusi'.

Alicia Romero de Colusi
President BEDSON S.A.



THE COMPANY

BEDSON S.A. is a laboratory which, based on its own research, develops, manufactures and sells products for veterinary use.

From its plant based in Pilar, Buenos Aires Province, it produces a product line including complex antibiotics, hepatoprotectors, immunostimulants, antipyretics and energizing multivitamins.

As a pioneer research company for the veterinary industry, BEDSON S.A. was the first laboratory worldwide to separate and identify agents causing the main diseases affecting animal health such as Newcastle disease, infectious bronchitis and the agent causing Necrotic Enteritis. BEDSON S.A. is also responsible for re-identifying the 9R Strain and for developing and manufacturing the vaccine against the Fowl Typhoid.

With the aim of regulating animal's basic hepatic metabolism and improving production parameters, BEDSON S.A. develops BEDGEN 40™ which is a natural food additive with detoxification capacity and a natural hepatoprotective effect. Designed to help animals restore their liver functions.

It also produces FOSBAC™, a broad-spectrum antibiotic with unique properties. Designed to help animals recover from bacterial infections caused by Gram positive-Gram negative bacteria and Mycoplasma.

Around 85 people work daily in a more than 3104-square-meter model plant built according to the Argentine law and in compliance with all the norms regulating activities within the country and abroad.

INTERNATIONAL MODEL



90% of its production is exported to around 50 countries in America, Europe, Middle East and Asia either directly or through distributors.

Competitive Advantages

- Previous Knowledge of market perspective
- Strategic and planned analysis of the receiving country's culture and idiosyncrasy
- Consumption habits study
- Customer/producer's needs Identification
- Knowledge of the Target market's business practices
- Competition Assessment
- Knowledge of the Distribution Circuit

ASSOCIATED COMPANIES



BEDSON S.A. - ARGENTINA - HEADQUARTERS



Companies

Business operation regarding importation and marketing of our products:

BEDSON LLC from the Caribbean - Dominican Republic

BEDEMEX Ltd (variable capital company) - México

BEDSON PLC from Central America - Guatemala

BEDSON do Brasil Ltda - Brazil

BEDSON Spain Ltd - Spain (With its own production, it exports to different destinations and has a Research & Development Department)

BEDSON Middle East - Lebanon

BEDSON Far East SDN. BHD. - Malaysia



PRODUCTS

HEPATOPROTECTIVE AGENTS

BEDGEN 40™ is a natural food additive with detoxification capacity and a natural hepatoprotective effect. Designed to help animals restore their liver functions.

BEDGEN 40™ AS PLUS

It was designed as a hepatomodulator; it enhances the liver's detoxification capacity, increases production and release of bile and normalizes protein metabolism.

BEDGEN 40™ ST PLUS

It is a synergic formulation combining hepatoprotective and toxic binding properties to reduce mycotoxins impact and enhance the liver's detoxification capacity.

BEDGEN 40™ ST RUMIANTES

Its different components act at different levels, increasing the organism's capacity to use nutrients while protecting it from toxic situations.

BEDGEN 40™ AQUA

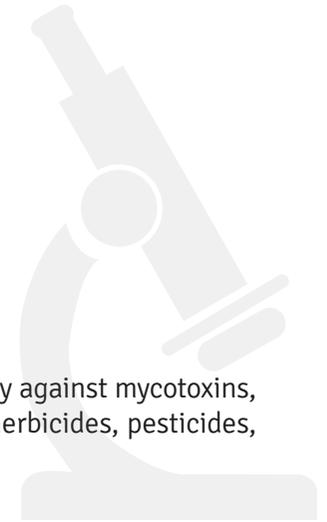
It helps prevent fatty liver system and maintain integrity of the digestive track promoting a better absorption of nutrients.

BEDGEN 40™ SFA

It enhances the detoxifying capacity of the liver, especially against mycotoxins, drug metabolites and other harmful pollutants such as herbicides, pesticides, nitrites, nitrates, or heavy metals.

BEDGEN 40™ PREMIX SFA

It modulates the liver activity, enhancing its detoxification capacity as well as its ability to produce bile and metabolize nutrients.





ANTIBIOTICS

FOSBAC™ is a broad spectrum antibiotic compound. It was designed to help animals recover from bacterial infections caused by Gram positive-Gram negative bacteria and mycoplasma.

FOSBAC™ F 200

It is a broad spectrum antibiotic compound designed to reduce damage caused by mild to severe secondary bacterial infections.

FOSBAC™ PREMIX

Designed to optimize animal's economic performance and reduce the incident of infectious diseases and mycoplasma.

FOSBAC™ PLUS T

It reduces both mycoplasma challenge and the damage caused by mild to severe secondary bacterial infections.

FOSBAC™ PLUS T PREMIX

It optimizes animal's economic performance and reduces the incident of infectious diseases and mycoplasma.

MANAGEMENT SYSTEM



In accordance with the Principles ruling the business, the company has developed a Management System (“SGB SA”) including all aspects regarding Quality, Manufacturing Best practices, Social Responsibility, Environment, Occupational Safety and Health and Energy Management, committing itself to comply with all its requirements and any other the company may consider.



CONTINUOUS IMPROVEMENT:

BEDSON S.A. works on continuously improving its Management System efficiency, evaluating its performance and implementing the necessary changes in order to achieve set goals and establishing improvement goals.



LEGAL REQUIREMENTS:

BEDSON S.A. complies with the law and other requirements applied to its business, industrial operations, regarding drugs and food additives manufacture as well as environmental issues, occupational safety and health and energy management hazards.



VALUES:

BEDSON S.A. is committed to foster Corporate Social Responsibility values among its associated members and the company’s stakeholders and expects them to practice that culture. As a consequence, BEDSON S.A. joined the UN Global Compact Program and aligned its principles to the business.



ENVIRONMENTAL PROTECTION:

BEDSON S.A. is committed to protect the environment and avoid environmental and cross contamination, injuries and diseases within its activities. For this reason, it implements pertinent improvements measures and evaluates possible consequences of activities and processes regarding Quality of drugs and food additives, Environment, Product and People Safety, People Health and energy management. And therefore, preventive measures can be taken regarding acquisition of products and energy efficient services and the design to improve energy and environment performance.



CUSTOMER SATISFACTION:

Customer Satisfaction is our priority. BEDSON S.A. works in order to understand customers current and future needs, know and meet their requirements and go beyond their expectations. In case of a customer complaint, there are two action plans: Immediate assistance and an effective corrective action plan to avoid repeating the same mistake.



PERSONNEL:

BEDSON S.A. applies the Management System requirements to all employees and activities within the company and promotes a corporate culture expecting personnel to be committed to it.



COMMUNICATION:

BEDSON S.A. promotes this policy among employees, suppliers, customers, contractors and the community in order to induce similar behavior.



ENERGETIC OBJECTIVES AND GOALS:

BEDSON S.A. regularly establishes and reviews the energetic system objectives and goals in order to optimize energetic development considering products and service acquisition and design for its improvement.

BEDSON. S.A. Management is committed to assign the necessary physical and human resources to implement and ensure Management System effectiveness.



SALES 2019

LA	Tons.	Thousands of USD
Argentina	94	1.097
Bolivia	9	142
Chile	1	30
Colombia	35	557
Ecuador	34	508
Guatemala	45	726
México	18	293
Paraguay	1	31
Perú	13	250
Dominican Republic	34	497
Uruguay	0	13
LA Total	286	4.146

EMEA	Tons.	Thousands of USD
Saudi Arabia	3	39
United Arab Emirates	3	68
Spain	3	27
Philippines	27	457
Indonesia	60	946
Iraq	4	88
Jordan	15	262
Kuwait	13	239
Lebanon	22	370
Malasya	62	1.049
Omán	2	40
Pakistán	9	169
Palestine	3	39
Qatar	4	86
Romania	1	14
South Africa	41	764
Thailand	42	662
Taiwán	3	47
Vietnam	21	336
EMEA Total	339	5.703
Total General	625	9.849

HUMAN CAPITAL

At BEDSON S.A, we work in order to create a sustainable work environment developing policies aimed at protecting and promoting workers' health, safety and welfare and education from a better physical environment approach.

BEDSON S.A. is an organization whose challenge is to be a more sustainable workplace with the purpose of meeting operational demands and caring for the worker's welfare.

We seek to find balance between personal and family life and well as work and professional life.

Women working at Headquarters and Subsidiaries

- BSA: 16 on the payroll
- BSL: 2 on the payroll
- BME: 1 on the payroll
- BDC: 1 on the payroll
- BFE: 1 on the payroll
- BEDEMEX: 1 on the payroll
- TOTAL: 22**

Men working at Headquarters and Subsidiaries

- BSA: on the payroll, and 3 external
- BSL: 2 on the payroll
- BCA: 3 on the payroll
- BME: 1 on the payroll
- BDC: 2 on the payroll
- BFE: 1 on the payroll
- BEDEMEX: 1 on the payroll
- TOTAL: 63**

BEDSON S.A.

Men
74%



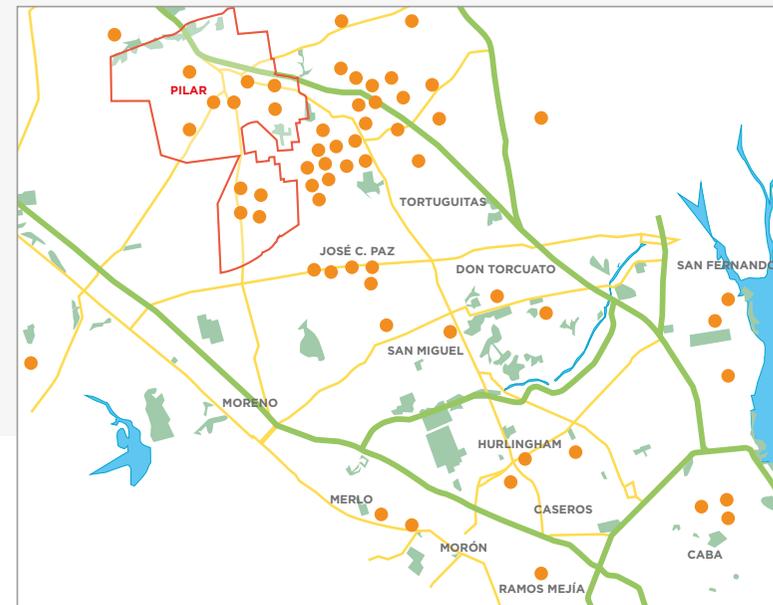
Women
26%

BEDSON S.A. has a workforce of **85 employees** as of December 2019.

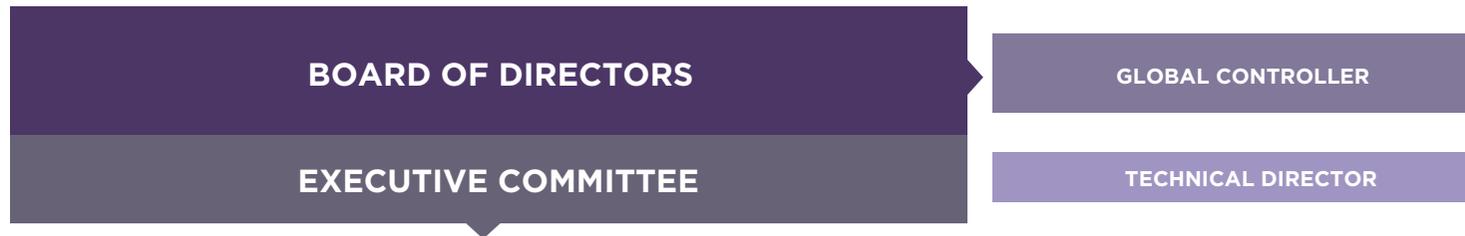


EMPLOYEES GEOLOCATION

Pilar **11**, José C. Paz **5**, La Lonja **11**, Derqui **7**, CABA **3**, Escobar **9**, Palomar, Manuel Alberti, Maquinista Savio, Martínez, Del Viso, San Miguel, Exaltación de la Cruz, Beccar, Benavídez, Los Cardales, Luján, Manzanares, Villa Bosch, Villa de Mayo, Capilla del Señor, Castelar, Ramos Mejía, Ituzaingó, Hurlingan, Robles, Villa Rosa, San Isidro, Lobos **1**.

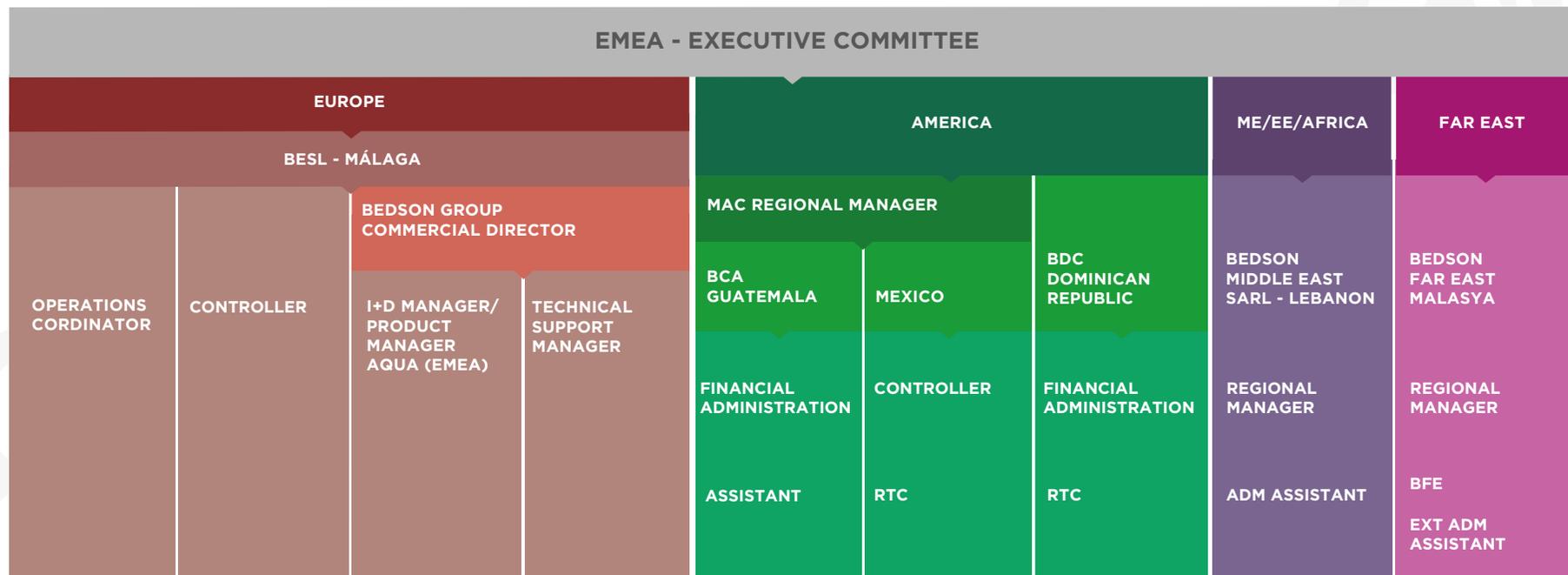


BEDSON GROUP HIERARCHY AND FUNCTIONAL ORGANIZATIONAL CHART



COMMERCIAL DIRECTOR		INDUSTRIAL OPERATIONS DIRECTOR					TECHNICAL MANAGER		FINANCE & ADMINISTRATION DIRECTOR				INDUSTRIAL RELATIONS DIRECTOR				
CONO SUR COMMERCIAL MANAGER		PLANT MANAGER							SUPPLY CHAIN MANAGER		FINANCIAL DEPARTMENT		ADMINISTRATION				SYSTEMS MANAGER
	COMMERCIAL PLANNING CHIEF	MANUFACTURING MANAGER	MAINTENANCE ENGINEER MANAGER	QUALITY ASSURANCE MANAGER	QUALITY CONTROL MANAGER	DEVELOPMENT MANAGER. PRODUCT CONTAINER AND PACKAGING/	AARR	RESEARCH & DEVELOPMENT OFFICER	PURCHASING OFFICER	FOREIGN TRADE OFFICER	TREASURY COORDINATOR	TAX MANAGER	ACCOUNTING AND COSTS MANAGER	HUMAN RELATIONS MANAGER	SUSTAINABILITY SUPERVISOR		
RTC	MANAGER AND SALES ASSISTANT	SUPERVISOR	TECHNICIANS	ANALYST	ANALYST		COORDINATOR	ANALYST	SUPPLY CHAIN ANALYST		ASSISTANT		ACCOUNTING ANALYST	SERVICES	ANALYST	TECHNICAL SUPPORT	
EXTERNAL COMMERCIAL CONSULTANT		PLANT WORKER	PLANT WORKER		ASSISTANT		EXTERNAL CONSULTANT AARR					PAYMENT ASSISTANT	RECEPTIONIST ADMINISTRATIVE ASSISTANT				

STRUCTURE EMEA



ACKNOWLEDGEMENTS

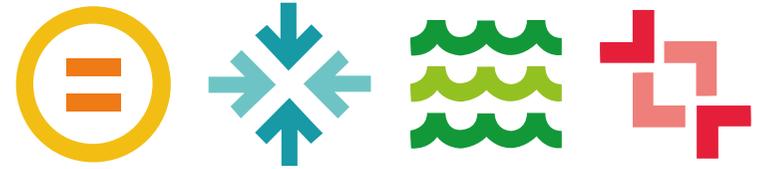
- ★ Regarding its corporate labour union policy, BEDSON S.A. confirmed its position in the executive committee of the “UIPBA” (a labour union civil association) for the period 2019-2021.
- ★ A delegation of the company participated in the International Forum “Foro Transfiere Transferencia y Vinculación Tecnológica” (European Meeting on Science, Technology and Innovation) in Malaga, Spain.

OTHER DISTINCTIONS

- Excellence Award, granted by United Nations Industrial Development Organization (UNIDO) for being one of the most innovative companies in Argentina.
- “Prensa Económica” (a magazine) sponsored by the Ministry of Foreign Affairs and Worship and the Nation Ministry of Productive Development.
- Pilar Municipal City for implementing environment friendly policies.
- Acknowledgement for corporate labour granted by Buenos Aires province Senate
- Best progress in Industrial matters.
- UN Global Compact.
- Great Place to Work, Buenos Aires, Argentina.
- Endeavor Foundation (US) for being one of the most innovative companies in Argentina.
- Golden Europe Award for quality in the Corporate Management. Madrid (Spain).
- Golden Star Award for Commercialization Excellence. Madrid (Spain).
- Arnaldo Colusi was nominated for the Hall of Fame by the Poultry Industry Magazine (US).
- Argentina Export Award.
- International Market Consolidation Award.
- Fundación Exportar, Buenos Aires, Argentina.
- Enterprise merit award in Export Category - Premio al Mérito Exportador.
- Fundación Exportar, Buenos Aires, Argentina.
- Environment Friendly Company.
- Socially Responsible Company.
- Pilar Municipal City for community work.
- Mrs. Alicia Romero de Colusi. Distinguished Woman.
- Business Woman. Buenos Aires Province Senate. “IDEA” award for being an Innovative SME. “IDEA” (Argentina Corporate Development Institution).



BEDSON S.A.



10 Principles of the UN Global Compact Implementation

By means of our Communication on Progress report, we share information on how we work in order to meet our stakeholders' demands. We also describe the commitments we have taken on and the systems and activities BEDSON S.A. has developed during 2019 for its national and international operations with the purpose of implementing the 10 Principles of the UN Global Compact.

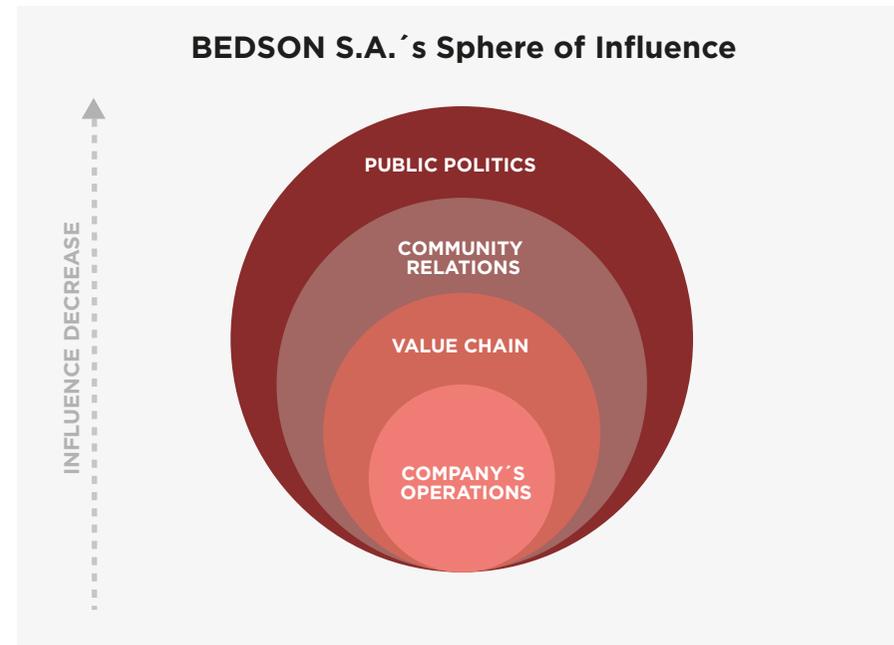
1 The **smallest circle** includes the company's main activities within its operational plant, corporate building and market of operation.

Here is where the company has more control for environmental, social and government performance and for the compliance of the 10 Principles of the UN Global Compact.

2 The **following circle** includes the value chain. Here the control weakens but BEDSON S.A. tries to directly influence suppliers and customers to comply with the Sustainable Development Goals and the 2030 Agenda.

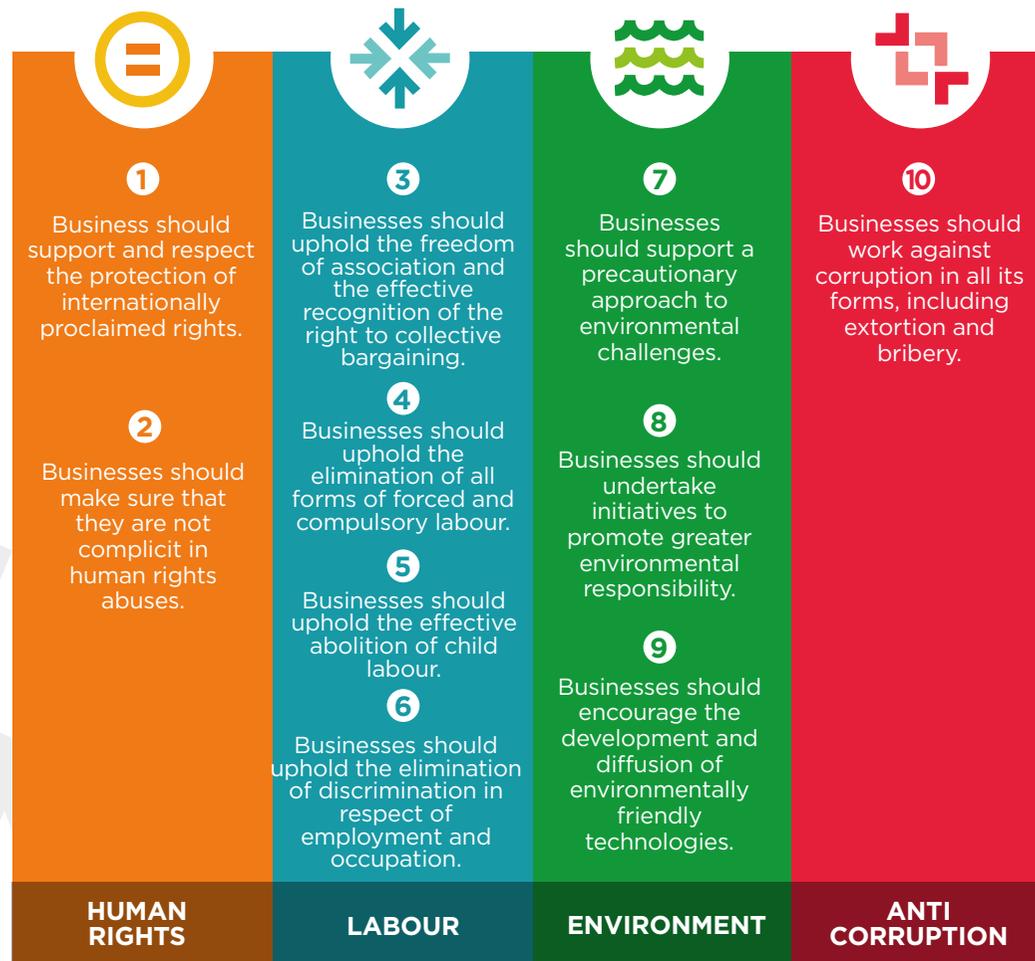
3 The **third circle** includes interaction with nearby communities within Pilar, Shared Value Creation and activities focused on strategic philanthropy.

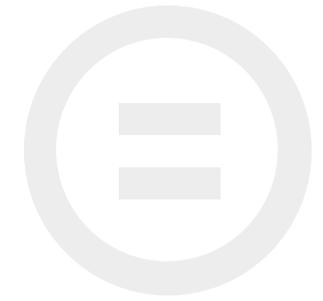
4 The **final circle** of influence represents the company participation in public politics and public matter activities.



GOALS ACHIEVEMENTS

10 PRINCIPLES OF THE UN GLOBAL COMPACT





PRINCIPLE 1

Businesses should support and respect the protection of internationally proclaimed human rights.

The respect for people's rights and dignity is a pillar at BEDSON S.A. And it is associated with our commitment to keep the welfare of the social groups it works with.

This commitment is based on the UN Guiding Principles on Business and Human Rights, their diffusion and positive influence in its value chain.

BEDSON S.A. Board takes the responsibility to undertake the due diligence process:

- Identify and assess risks and negative impacts arising from its own business activities and from other business relationships.
- Keep ongoing dialog and continuously consult experts and stakeholders.
- Seek the horizontal integration of results (responsible areas, budget, goal setting and tracking indicators)
- While prioritizing its own actions, infringements are considered to be more serious and potentially irreversible if they are not attended to.
- Within this context, it always looks for remediation (for ex, public apologies, financial and non-financial compensation, guarantee of non-repetition) and preventive actions.

While using these strategies in its operations and in relations with stakeholders, in 2019 BEDSON S.A. focused on empowering its female workers, increasing local development, strengthening civil society organizations of its nearby community, providing its residents with education and training sessions, increasing the amount of hours devoted to personnel training and health care.





WOMEN'S EMPOWERMENT PRINCIPLES

Keeping the commitment taken on during 208 regarding the interest on diversity and gender equality, Bedson S.A., based on the WEP's (Women's Empowerment Principles) continues taking internal initiatives to honor being part of the program.

It acknowledges the recognition to women potential by UN Women, ILO and the European Union to transform work life and their idea to contribute with the 2030 Agenda and Sustainable Development Goals (SDG) through the "Win-Win" program.

Within this context, BEDSON S.A. performs and stands out in endless activities such as the creation of the Company's Gender Group.



Within this group, self-assessment tools are developed to detect improvement opportunities and promote equality from the Social Responsibility point of view (gender, gender-based division of labour, discrimination, equality and equity; mainstreaming and empowerment); tools and best practices are also developed to implement the Principles for Women's Empowerment (in the Human Resources management, marketing strategy, at work with the value chain and with the community, among other strategic relevant matters)



COP WORKSHOP FOCUSED ON GENDER PERSPECTIVES

BEDSON S.A. representatives were main speakers in the 2019 edition of the Communication on Progress Workshop with a Gender Perspective, developed by Laura Belfiore from Global Compact Network Argentina.

At the workshop, basic tools were provided to prepare the COP, from collecting the company's internal information to finding the way to connect actions with systems, policies and the Global Compact Principles while seeking women empowerment.

RING THE BELL

In celebration of “International Women’s day” in 2019, Alicia Romero, Bedson S.A. President, participated in the fourth edition of “Ring the Bell for Gender Equality” organized by BYMA (Bolsas y Mercados Argentinos)

The event took place under the premise of “ensuring women full participation and equal leadership opportunities to make decision in political, economic and public life”.

During the event, different proposals were submitted such as the Corporate Governance Panel, Sustainability Index and a Social Bond Panel, Green and Sustainable.

BYMA was certified for joining the Women’s Empowerment Principles (WEP’s), an initiative created by UN Women and the UN Global Compact in 2010.

COMMUNITY RELATIONS

In its dialogue with the Nearby Community, Laboratorios BEDSON has committed itself to foster local development while hiring locally-based suppliers.

Maintaining an ongoing dialogue with La Lonja, Municipal Office in Pilar, the company also manages:

- Contribution to the neighbourhood security.
- Collaboration in the cleaning of streets and sidewalks.
- Environmental Impact Monitoring: Gas emission control and water-table analysis to ensure the company does not contaminate the environment.
- Control of annoying noises.
- Mitigation of traffic congestion.

“Business women have the ability to generate a multiplier effect in terms of equity”, said Alicia.

The “Ring the Bell for Gender Equality” event, which takes place in March in 82 Stock Exchanges around the world, is internationally driven by the Sustainable Stock Exchange Initiative, UN Women, World Federation of Exchanges (WFE), International Finance Corporation, Women in ETF’s and UN Global Compact.

During the event, Alicia was with international organizations representatives and the capital market highest authorities such as Florence Raes, UN Women Representative in Argentina and representatives of IADB (Inter-American Development Bank), IFC (International Finance Corporation), the National Commission of Stock, “Chicas en Tecnología” (a non-profit organization) and ElasBank (a digital bank made by women entrepreneurs tailored to them).





INCLUSIVE EDUCATION

BEDSON S.A. promotes educational equity by providing support through public-private programs which improve education quality and help the youth who are living in vulnerable areas of its nearby community find a job position.

In 2013, BEDSON S.A. built and equipped the first laboratory dedicated to applied science development for secondary students of a School in Pilar.

There, the students get to know, explore, learn and apply all variables offered by innovation and scientific development.

This Public-private coordination is a tool so for the youth to aim to move forward on their education level or have better opportunities for qualified employment.

The laboratory is part of the “School Awareness” project, one of the company’s initiatives aiming to invest in strategic educational alliances with Pilar Institutions.

The educational community and the Culture and Education Department have voted to name the school Arlando Colusi, after Laboratorios BEDSON’s founder. Arnaldo Colusi Secondary School N°21, Natural Science-oriented, started operating on June 1st 2015 with 223 students.

BEDSON S.A. promotes work culture among the youth living close to its production plant. It supports the school transfer to the nearby productive community area which provides better education opportunities for areas socioeconomically disadvantaged and provides graduates with better job opportunities.

The laboratory provides permanent updates in an era of technological changes, globalization and complex labour market.

Professionals from BEDSON S.A. participated in the design and execution of that practical training space as part of the company’s Corporate Volunteering work.

Other employees from commercial and financial areas have also done repair work within the building where the school operates.

The company, being in permanent contact with educational authorities and families, also offers its management experience to support a type of education connected with the active exercise of responsible citizenship and student professional work.

Having 360 youth enrolled, families from different neighbourhoods in Pilar, La Lonja, Cruce de Derqui, Los Tilos and La Carbonera participate in the educational life.



COMMUNITY KITCHEN FOR A SMILE

As at the beginning of every school year, in 2019, BEDSON S.A. provided hundreds of children who daily attend the Community Kitchen “For a Smile” from Los Tilos neighbourhood with school supplies.

The Community Kitchen has an infrastructure entirely built by the Laboratory as from 2005 and it receives food aid and budget support on a daily basis.

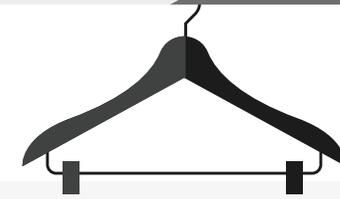
BEDSON S.A. personnel usually performs corporate volunteering activities in the neighbourhood. And Bedson invites other companies to join, such as Banco Itaú with its branch office in Pilar.

These activities include the monthly gathering of children and their families to celebrate birthdays carrying out recreational activities with clowns and jugglers. Parties for Children’s Day, Christmas and the Three Kings Day are also organized.

BEDSON S.A. keeps an organic garden within the Community Kitchen, together with the Responsible Consumption Management and Environmental Education from the Environment Ministry.

Thus “Red de Huertas Comunitarias” program is developed with the purpose of appreciating the natural environment quality and importance for human life. And for that reason, Community Vegetables Gardens are started and advice on the matter is offered in different neighbourhoods.

The Project not only provides the Community Kitchen with fresh food but also invites the neighbours to work the land and produce food.



COMMUNITY CLOTHES RACK

As part of its philanthropy activities, the laboratory participated in the Community Clothes Rack Campaign in Pilar.

The purpose of the community action is to provide vulnerable people from different places in Pilar with coats for cold weather and continue doing it during the whole year if needed.

Volunteers from the Company collected warm clothing, sneakers, t-shirts, socks, sweaters, jackets, underwear, diapers, shirts, towels, blankets, etc. All clothing was donated washed, ironed and folded.



GLOBAL COMPACT CONFERENCE

BEDSON S.A., together with the United Nations Development Programme, Global Compact Network Argentina and Neuquen Professional Council of Economic Sciences, participated in a training course on the UN corporate social responsibility, Diploma in Sustainable Management, approved by the School of Economic Sciences and Administration of the Comahue National University.

Ariel Vázquez, BEDSON S.A. Director, conducted a training course where Rio Declaration on Environment and Development was considered to be the basis for the Environmental principles proposed by the Global Compact (Principles VII, VIII y IX).

The company explained mechanisms that other organizations may use to make their companies “environmentally friendly” through the application of energy saving measures which not only help them to save energy but also be recognized for having a preventive and eco- friendly technologies approach.



XIII GLOBAL COMPACT
CONFERENCE IN NEUQUÉN



TRAINING 2019



With the purpose of organizing and managing the Human Capital to make business goals achievement easier and ensuring an interesting and motivating project for the employees, BEDSON S.A. created an intense training program during 2019.

It also helps personnel to afford a University Careers, a Bachelor's Degrees, Postgraduate courses and Master's Degrees.

Education provides BEDSON S.A. employees with more confidence for their promotions and it also avoids facing issues when their challenges require qualified labour.

TRAINING ANNUAL PLAN 2019						
ACTIVITY	SUBJECT	OBJECTIVES	AIMED AT	NUMBER OF ATTENDEES	DELIVERED BY	DURATION (HOURS)
EVACUATION DRILL	Proceeding to evacuate the plant in case of emergency.	Be aware of the time it takes the personnel to evacuate. Evaluate if the facilities are apt in order to evacuate effectively. Evaluate decision-making when difficulties arise. Prepare and make people conscious to act accordingly in cases of emergency to avoid accidents.	All	21	Supervisor MASyEE	441
CAARDIOVASCULAR DISEASE PREVENTION	Cardiovascular Risk Factors, High Blood Pressure, smoking, overweight, obesity.	Rise awareness of healthy habits to prevent cardiovascular diseases.	All	29	Medical Services Team	841
USE OF FORKLIFTS	Defensive Driving, Controls and Circulation rules.	Be aware of the risks and preventive measures before using forklifts. Consolidate the acquired skills relying on the theory on how to properly use forklifts.	Forklift and Electrive pallet Truck Drivers	14	Supervisor MASyEE	392
ALCOHOL AND DRUG ABUSE	All type of narcotics and drugs of abuse.	Make personnel aware that the abuse of drugs has negative consequences and prejudices for physical and mental health.	All	32	Medical Services Team	1024
INTERNAL AUDITORS	Training for auditors Leaders in Environmental Management Systems.	Consolidate Internal Auditors hands-on training in order to keep them updated and duly trained.	Internal Auditors	13	Quality Assurance	169
USE OF PPE	Eye protection: Types of PPE. Care and Maintenance. Proper Use.	Identify the best PPE for each case. Be aware of the necessary proceedings to keep the PPE in good condition. Protect workers from injuries caused by accidents at the workplace and professional diseases.	Production. Quality Control and Maitenance	21	3M	441

TRAINING ANNUAL PLAN 2019

ACTIVITY	SUBJECT	OBJECTIVES	AIMED AT	NUMBER OF ATTENDEES	DELIVERED BY	DURATION (HOURS)
MANAGEMENT OF HAZARDOUS CHEMICALS. Globally Harmonized System of Classification and Labelling of Chemicals (GHS)	Careful Management of chemicals, PPE use, waste management, Classification and Labelling of Chemicals by GHS.	General rules on handling and Storage of chemicals. Provide tools and explain how the Labelling of Chemicals by GHS webpage work to identify all chemicals. Train personnel whose tasks include hazardous materials with the purpose of avoiding accidents at work and environmental damages.	Labelling. Manufacture. Logistics. Production. Maintenance. Quality Control and Service.	19	Sustainability Supervisor	361
ROOM CLEANING AND EQUIPMENT WASHING	Use of PPE for cleaning, proper cleaning products, working guidance, waste management.	Refresh knowledge on room cleaning based in IT 118.	Manufacture - Production	8	Sustainability Supervisor	64
ACCIDENT PREVENTION AT WORK. PART 1	Guidelines for accident prevention at work (ergonomic injuries, electrical risks, etc) Part 1	Be aware of and strengthening all subjects related to possible risks associated to office tasks.	Administrative personnel	34	Asociat ART	1156
INDUCTION TRAINING	SGB- Occupational Safety, Hygiene and Health. Quality Assurance.	Train new personnel on the mentioned subjects and strengthen those subjects related to their working area.	All new personnel	10	Sustainability Supervisor. Quality Assurance	100
SPILL KIT USE	Spill kit use.	Provide squad personnel with theory and practical training to act in case of emergency to minimize injuries and avoid material losses with the decision-making capacity to take immediate action. Keep emergency control techniques updated.	Maintenance Production Lab	21	Sustainability Supervisor. Quality Assurance	441
WEAR MOTTLED GLOVES FOR PLASTIC CONTAINERS	Wear gloves for plastic containers.	Prevent all type of accident risks causing hand cuts or injuries.	Production	6	Sustainability Supervisor	18
COMUNICACIÓN GENERAL MEETING	General Meeting.	Inform personnel about the company´s situation, productivity, new rules, salary increase, vacations, new employees, etc.	All	55	Board of Directors	3025

TRAINING ANNUAL PLAN 2019

ACTIVITY	SUBJECT	OBJECTIVES	AIMED AT	NUMBER OF ATTENDEES	DELIVERED BY	DURATION (HOURS)
RUN TECHNICAL REPORTS	Run Technical Reports.	Train analyst on running technical reports.	Natalia Troncoso	1	Research & Development	2
USE OF A LAB NOTEBOOK	Rules to record research activity and protocols in lab notebooks.	Train personnel from the area on how to record research activity on lab notebooks.	Carlos Rodriguez, Natalia Troncoso	2	Research & Development	2
INTRODUCTION TO VALIDATION ON ANALYTICAL METHODS	Validation on analytical methods on Development and Quality Control.	Explain analytical method validation principles and concepts.	Natalia Troncoso	1	Research & Development	3
MICROBIOLOGICAL ASSAYS OF ANTIBIOTICS	Description of techniques to assay and quantify antibiotics.	Train personnel from the area on biological assessment of antibiotics.	Carlos Rodriguez, Lorena Ogas	2	Research & Development	4
PRESERVATIVE EFFECTIVENESS	Techniques to test preservative effectiveness.	Understand methods used to test products preservative effectiveness.	Carlos Rodriguez, Lorena Ogas	2	Research & Development	4
MICROBIOLOGICAL INDICATORS FOR HYGIENE CONTROL	Techniques to test microbiological Indicators on products.	Train personnel on techniques used to find microbiological indicators on products.	Carlos Rodriguez, Lorena Ogas	2	Research & Development	4
PHYSIOTHERAPY	Herbal Medicines. Efficacy and toxicity. Preparation of pharmaceutical mixtures. Pharmaceutical Study. Medicinal and Functional Properties of Vegetables. Dosage.	Understand scientific reasons supporting the use of Physiotherapy. Recognize, control quality, set a criteria and prepare methods of herbal medicine.	Carlos Rodriguez, Lorena Ogas	6	Faculty of Pharmacy and Biochemistry. "UBA" (University of Buenos Aires)	35
INTRODUCTION OF BIG DATA AND MACHINE LEARNING IN BIOMEDICAL SCIENCES.	Storage and Processing Big Data. The V's of Big Data: Volume, velocity and variety. Data collection, monitoring, storage, analysis and report. Application of Machine Learning in Biomedical Sciences (images recognition, cardiology, genomics, etc)	Describe Big Data and provide "real world" examples of the problems of big data analysis, including Big Data's three main sources: people, organizations and sensors.	Lorena Ogas	1	Faculty of Pharmacy and Biochemistry. "UBA" (University of Buenos Aires)	20

TRAINING ANNUAL PLAN 2019 - i+D

ACTIVITY	SUBJECT	OBJECTIVES	AIMED AT	NUMBER OF ATTENDEES	DELIVERED BY	DURATION (HOURS)
VALIDATION OF ANALYTICAL METHODS	Matters related to validation of analytical methods.	Understand validation methods which are required according to the international regulation.	Natalia Troncoso	1	Analytical Technologies	16
THIN-LAYER CHROMATOGRAPHY		That trainees know the procedure to perform a Thin-layer chromatography (TLC) considering analytical details.	Sebastian Bodach/ Jonathan Cruz	2	Research & Development	12
HPLC UV DETECTORS		That trainees understand the equipment general functioning to use it with analytical and functional criteria and thus be able to deal with unexpected situations.	Sebastian Bodach/ Jonathan Cruz	2	Research & Development	12

TRAINING 2019 - SUMMARY

	Q.
NUMBER OF TRAININGS DURING THE YEAR	90
NUMBER OF PEOPLE TRAINED	80
TRAINING HOURS PER PERSON	21,97
HOURS PER PERSON	
INTERNAL	529
EXTERNAL	127
TRAINING COURSE	0
TECHINICAL	655
INVESTMENT	\$311.229,50
EDUCATION SUPPORT	\$206.171,90

CONTROL OF FINANCIAL RESOURCE ALLOCATION FOR EDUCATION - 2019

#	TRAINING/POSTGRADUATE COURSE	INSTITUTION	ALLOCATION
1	MBA	UNLU	100% Enrollment and Fees
2	ENVIRONMENTAL ENGINEERING	UTN (Delta)	100% Enrollment and Fees
4	COMPUTER SCIENCE	SIGLO XXI	100% Enrollment and Fees
5	CERTIFIED PUBLIC ACCOUNTANT	USAL	100% Enrollment and Fees

CONTROL DE ASIGNACION DE MONTOS PARA ESTUDIOS - AÑO 2019

#	ENE	FEB	MAR	ABR	MAY	JUN	JUL	AGO	SEP	OCT	NOV	DIC	ACUM.
1		7.400		7.400		3.700		1.870			3.740		24.110
2		3.500	4.400	4.400	4.400	4.400	4.400	4.400	4.400	4.400	4.400	4.400	50.706,40
4	3.206												
5		9.460	10.860	10.860	10.860	10.925	10.700	10.700	11.770	12.940	12.940	12.940	131.355,50
	3.206	20.360	15.260	22.660	15.260	19.025	16.970	15.100	16.170	21.080	17.340	17.340	206.171,90



PRINCIPLE 2

Businesses should make sure that they are not complicit in human rights abuses.

No complaint has been received on human rights abuse. Regarding the workspace, BEDSON S.A. complies with the demands of the Labor Contract Law and regarding the relationship with third parties, it daily complies with its Mission: be a worldwide recognized laboratory because of the quality of its products, innovation capacity, respect for the environment and contribution to the community in which it operates.

Value Chain Audit

Since the first Communication on progress was presented in 2011, BEDSON S.A. audits the most important members of the Chain Value, throwing positive results regarding Human Rights, Union freedom and Occupational Health Provision.



PRINCIPLE 3

Businesses should uphold the freedom of association and the effective recognition of the right to collective bargaining.

We pursue sustainable work policies giving priority to indefinite employment agreements, permanent training and absolute respect for the Collective Labour Agreement 42/89 (“C.C.T 42/89) signed with “FATSA”.

Agreement Benefits

The company provides its employees with financial benefits for production increase: \$1.000 (argentine pesos) (2019/03) every time a record is broken.

It also offers 7-day paternity leave and 21-day vacation for employees not included in the Collective Agreement. Summer Hours are implemented during January and February. This means working hours start half hour earlier and finish half hour later from Monday to Thursday. Friday working hours are reduced so workday ends at noon.

Apart from those benefits included in the Collective Labour Agreement, BEDSON S.A. allows collaborators to leave early once every two weeks. Permanent staff is allowed to leave at 1:30pm while Administrative staff is allowed to leave at 2.30pm. Collaborators use this benefit for personal matters.

Home Office: offered once a week, based on the company’s operational needs, to employees who are not included in the Collective Agreement. On their birth day, employees can take half the day off.

Optional Life Insurance: Collaborators from the Commercial area at BEDSON S.A. who usually travel have an Additional Life Insurance apart from the Law’s which is 100% covered by the company.

Health Care

All employees take a medical test once a year: spirometry, ergonomics, full blood test, nutritionist, clinical examination, neck vessels Doppler, frontal and lateral chest x Ray.

During 2019, a complete gynecological examination was included for female staff.

A thorough monitoring allows to detect obesity and cholesterol cases as well as other diseases and thus being able to provide the pertinent recommendations accordingly.

Together with the Health and Safety staff, people in their working environment are routinely evaluated in order to carry out ergonomic studies.

There is a health prevention and task management training plan in the area which is provided to all workers.

Healthy eating advice is also provided at the company cafeteria.

The area also enforces the compliance of national campaigns such as the annual Flu Vaccination.





PRINCIPLE 4

Businesses should uphold the elimination of all forms of forced and compulsory labour.

BEDSON S.A. has never paid wages under the minimum wage. And for that reason, each of the 2018 Sworn Statements of the Federal Administration of Public Revenue has been examined.



PRINCIPLE 5

Businesses should uphold the effective abolition of child labour.

BEDSON S.A. does not employ underage people. On the contrary, it encourages its employees to send their kids to school and do outdoor and other didactic activities the rest of their time.

PRINCIPLE 6

Businesses should uphold the elimination of discrimination in respect of employment and occupation.

There have been no discrimination cases nor complaints on the ground of race, sex, religious creed, skills or physical conditions regarding the activities performed at Bedson's offices, the operational plant in Pilar or at its partner companies in America, Europe, Middle East and Asia.

BEDSON S.A. currently has 77 employees, out of which 30% are female, which results in an increase of women participation compared to previous years.

BEDSON S.A. establishes contractual relationships with no discrimination whatsoever within its partner companies and representatives

PRINCIPLE 7

Business should support a precautionary approach to environmental challenges.

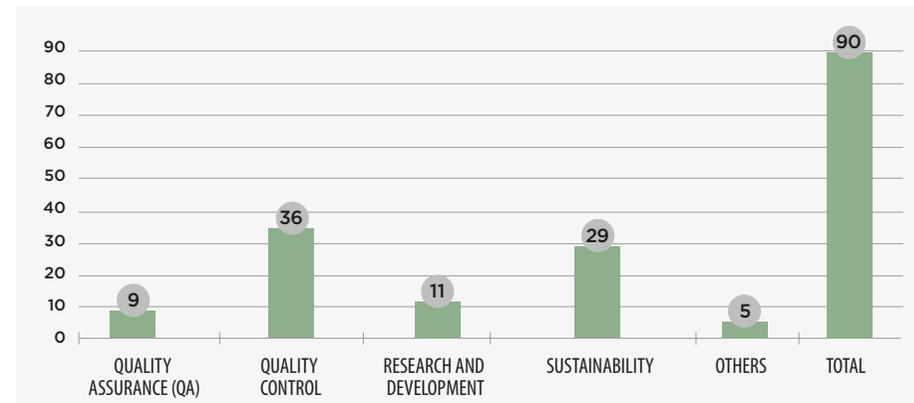
BEDSON's activities are aligned with the balance between the capacity of the environment we live in and the impact we can cause. This is permanently evaluated by planning a methodical environmental management.

29 training sessions were delivered in 2019, which represent 7,4 % more compared to the previous year. Training sessions were added on environmental care, energy efficiency and employees care.

A Training Planning was also added for each area, which makes a total of 90 training in different areas.



GENERAL COURSES	
AREA	NUMBERS
QUALITY ASSURANCE (QA)	9
QUALITY CONTROL	30
RESEARCH AND DEVELOPMENT	11
SUSTAINABILITY	29
OTHERS	5
TOTAL	90



Company personnel monitor the Carbon Footprint generated by operations in Pilar. They analyze our results on CO2 emission and capture. Based on that information, specific issues are addressed and a solution is developed in order to find a new balance.

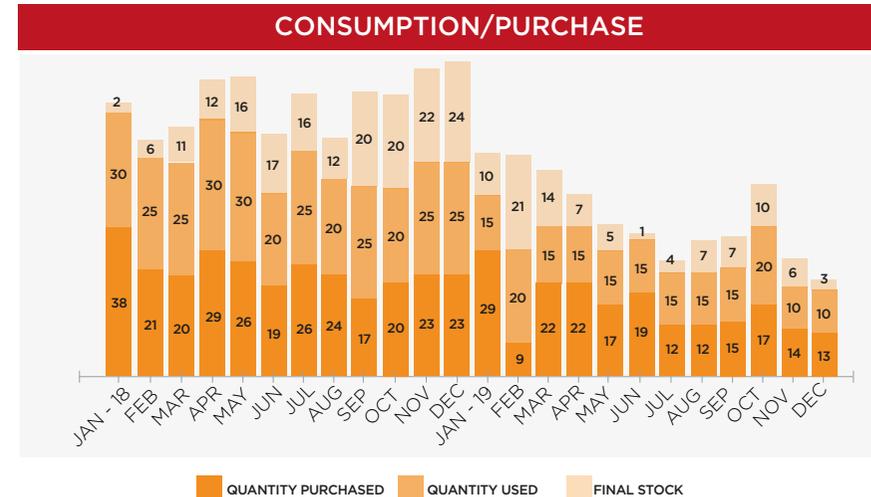
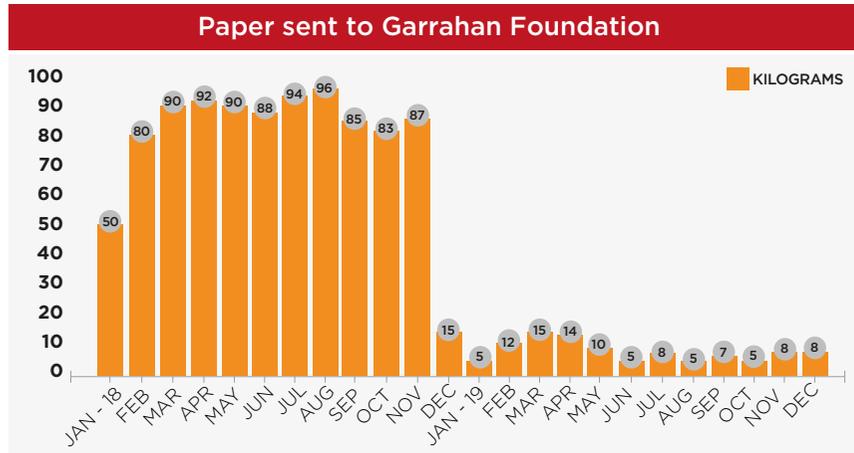


PRINCIPLE 8

Business should undertake initiatives to promote greater environmental responsibility.

BEDSON S.A. has been ISO 14001 certified since 2007, carrying out campaigns with all its personnel. It is also ISO 50001 certified on energy efficiency for the consumption decrease of non-renewable resources.

Regarding waste disposition, recyclable waste, urban solid waste and special waste are separated within the company. Therefore, each of them receives its pertinent treatment and disposal.



Regarding the water supply system consumption, the company has placed a rainwater harvesting systems so water can be used to mop floors as well as an air conditioning harvesting system so water can be used to clean windows.

Therefore, employees received training and recycling stations are implemented to separate waste disposal. We continue implementing the waste segregation system (to separate by waste stream in the case of special waste and study feasibility of recycling in the case of industrial waste).

Reuse is another waste management option which is considered as well as the reuse of electronic waste for low-income youth.

Waste sorting and main waste internal and external recycling: glass, plastics and cardboard.

As we work together with the Municipal Government, plastic containers are recycled and given to different civil associations, schools and school canteens and they are used as bins to sort waste, they are painted in different colours and they are also used as a toy bucket storage.

Sometimes they are used to keep clothes that are given to families who lost everything in floods or fires.

Together with Government agencies, such as the Municipal Government and schools in town, we participate in activities to celebrate Environment Day.

As in previous years, we continue encouraging our personnel to participate in different campaigns:

- Paper Collection for Hospital Garrahan
- Plastic bottle caps collection for Hospital Garrahan
- Hospital Garrahan´s Keys.
- Used vegetable oil collection to deliver and be recycled by “RBA Ambiental”
- Collection of Mobile Phones no longer in use with the Civil Association “Cascos Verdes”

SPECIAL SOLID WASTE

YEAR	WASTE KILOGRAMS / PRODUCT KILOGRAMS	REDUCTION
2014	0,013	20,1
2015	0,0109	12,8
2016	0,013	-19,3
2017	0,010	20,4
2018	0,018	-73,4
2019	0,007	59,0



PRINCIPLE 9

Businesses should encourage the development and diffusion of environmentally friendly technologies

Effluents

Although the company doesn't have a treatment plant, none of our liquid effluents are thrown away.

Effluents are stored in two tanks beneath prepared for that purpose. A company authorized by a regulatory agency empties them once every 20 days and sends the effluents to be treated in another treatment plant.

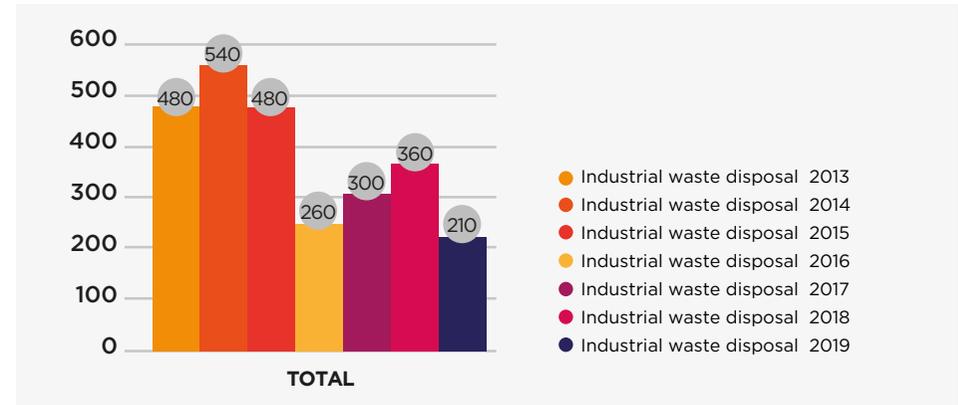
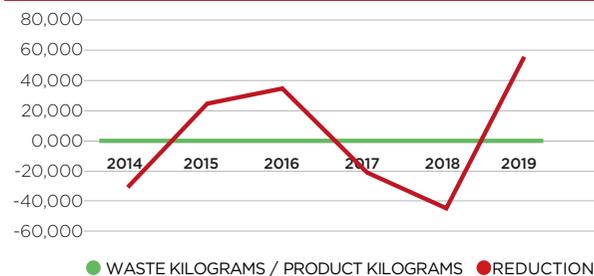
The company studying the waste provides the pertinent manifesto and final disposition certificates.

By means of an audit, it is certified that the service-providing company is not causing environmental damage.

INDUSTRIAL LIQUID WASTE (KG/L)

YEAR	WASTE KILOGRAMS/PRODUCT KILOGRAMS	REDUCTION
2014	0,73	-26
2015	0,57	21,9
2016	0,37	35,1
2017	0,41	-10,8
2018	0,59	-43,9
2019	0,26	55,9

HISTORICAL INDUSTRIAL LIQUID WASTE (KG/L)



Chemicals

The company has a smart chemical management based on training personnel, calibrating equipment and deciding what the most effective time to apply them is.

BEDSON S.A. has a responsible management program for all steps in their production process.

- Process Security
- Distribution and Transportation
- Personnel Security and Healthcare
- Product responsible use
- People and facilities protection
- Information to the Community

One of the company's policies is to promote continuous improvement in occupational health and safety areas and environment for a responsible management of chemicals during the phases of use.

During 2019, courses were taught on developing personnel self-assessments on risks and performance indicators.

Equipment

With the purpose of keeping the ISO 50001 certification on Energy Efficiency, BEDSON S.A. adds new equipment every year and makes changes in order to improve energy efficiency and look after non-renewable resources.

PRINCIPLE 10

Businesses should work against corruption in all its forms, including extortion and bribery.

Based on one of the main values (honesty and simplicity to handle its own resources and the community's) in order to comply with its mission, BEDSON S.A. keeps consolidating clear relationships with its suppliers, based on information regarding open costs and estimates based on the best cost-benefit analysis creating then long-term relationships

The company's employees implement these principles since the beginning of their contractual relationship. On Item 15 of the Company's Welcome Manual (Ethic Rules and Conflict of Interest), the employee promises NOT to accept any gift or reward that may affect or be considered harmful for the employee's clear judgement or commercial objectivity regarding purchasing of goods or hiring services.



SUSTAINABLE DEVELOPMENT GOALS



In light of the world challenges such as global population growth rate and the increase of the animal protein demand, environmental degradation and natural resources decrease or Zoonosis Emergency situation, BEDSON S.A. works on the development of a sustainable, responsible and effective production system.

Based on research and development within its Lab and the territory, it collaborates in a way so that producers from different parts of the world are able to prevent and control a disease outbreak and make sure the world population receives enough, innocuous and high quality food.

Professionals from BEDSON S.A. continuously contribute towards production system improvements to have respect for animal welfare and be environmentally friendly.

Based on its commitment with the 2030 Global Agenda and to continue moving forward, it studied the Sustainable Development Goals and its targets in the light of its Sustainability Strategy in order to identify its main contribution in this matter.

Therefore, it aligned its strategies with the SGD Compass guidelines, developed by the Global Reporting Initiative (GRI), the World Business Council for Sustainable Development (WBCSD) and the Global Compact.

By doing this, BEDSON S.A. contributes to the UN SDG'S compliance: No poverty, zero hunger, improved nutrition, sustainable agriculture; population's good health, economic growth and decent work.

As a result of its internal analysis and its connections with stakeholders, BEDSON S.A. is also in compliance with other targets:

- SDG4** Ensure inclusive and equitable quality education and promote lifelong learning opportunities for all.
- SDG5** Empower all women and girls within its organizational chart and value chain.
- SDG6** Ensure availability and sustainable management of water and sanitation.
- SDG9** Promote inclusive and sustainable industrialization and foster innovation.
- SDG12** Ensure sustainable consumption and production patterns.
- SDG13** Take action to combat climate change and its impacts.
- SDG17** Revitalize global partnership for sustainable development.



United Nations
Global Compact



Uniendo empresas por un mundo mejor

SELF-ASSESSMENT

Our stakeholders can check on our progresses and pending challenges by using the UN Global Compact Self-Assessment Tool.

We share our results by evaluating how the UN Global Compact principles are implemented in our processes: continuous improvement in economic, social and environmental impacts.

The UN Global Compact Self Assessment Tool consists of 45 questions with a set of indicators for each question.

What do the response categories mean?

	MANAGEMENT	9 QUESTIONS
	HUMAN RIGHTS	14 QUESTIONS
	LABOUR	5 QUESTIONS
	ENVIRONMENT	11 QUESTIONS
	ANTI-CORRUPTION	6 QUESTIONS

Yes/No

Refers to the Follow-up actions.

F/A

Future Action. Further Attention.

N/A

Not applicable.

The list of questions is in the summary. Indicators are in separate columns for human rights, labour, environment and anti-corruption. For more information regarding questions and indicators please visit: www.globalcompactselfassessment.org



SELF-ASSESSMENT

COMPLETE RESULTS

MANAGEMENT (MA)						
ASSESS	MA.1	Does the company comply with all relevant regulation on issues covered by the Global Compact principles?			✓	
	MA.2	Does the company identify and assess the risk, opportunity and impact of its operations on issues covered by the Global Compact principles?	✓			
DEFINE	MA.3	Does the company have a policy statement in line with the Global Compact principles?		✓		
IMPLEMENT	MA.4	Do the company's decision-making processes and management systems include issues covered by the Global Compact Principles?	✓			
	MA.5	Does the company involve workers when addressing issues covered by the Global Compact principles?		✓		
	MA.6	Does the company promote issues covered by the Global Compact principles in its interactions with suppliers and business partners?	✓			
	MA.7	Does the company positively contribute to community development?	✓			
	MA.8	Does the company have a trusted procedure for hearing, processing and settling internal and external concerns/complaints?	✓			
COMMUNICATE	MA.9	Does the company communicate progress on the Global Compact principles with stakeholders?	✓			
			YES	NO	F/A	N/A
HEALTH AND SAFETY	HU.1	Does the company ensure that its workers are provided safe, suitable and sanitary work facilities?	✓			
	HU.2	Does the company ensure that workers are provided with the protective equipment and training necessary to perform their tasks safely?	✓			
	HU.3	Does the company actively involve workers in health and safety work?	✓			
HOURS, WAGES AND LEAVE	HU.4	Does the company ensure that the workweek is limited to 48 hours; that overtime is infrequent and limited; and that workers are given reasonable breaks and rest periods?	✓			
	HU.5	Does the company provide a living wage that enables workers to meet the basic needs of themselves and their dependents?	✓			
	HU.6	Does the company ensure that workers are paid holiday leave, sick leave, and parental leave in accordance with international minimum standards?	✓			
	HU.7	Does the company ensure that all workers have an official employment status?	✓			

CONTINUATION

HUMAN RESOURCES (HU)			YES	NO	F/A	N/A
FAIR TREATMENT	HU.8	Does the company comply with all relevant regulation on issues covered by the Global Compact principles?	✓			
	HU.9	Does the company respect the privacy of its workers whenever it gathers private information or monitors the workplace?	✓			
COMMUNITY IMPACTS	HU.10	Before buying, renting, acquiring or otherwise accessing land or property, does the company ensure that all affected owners and users of the land or property, have been adequately consulted and compensated?				✓
	HU.11	Does the company take steps to ensure that company security arrangements are in accordance with international principles for law enforcement and the use of force?	✓			
	HU.12	Does the company engage with local communities on the actual or potential human rights impacts of its operations?			✓	
PRODUCT STEWARDSHIP	HU.13	Does the company take steps to prevent risks to human rights arising from product defects or improper use or misuse of company products?	✓			
COUNTRY RISK	HU.14	Does the company seek to avoid involvement in human rights abuses owing to government or societal practices?	✓			
LABOUR (LA)			YES	NO	F/A	N/A
FREEDOM OF ASSOCIATION	LA.1	Does the company recognise the rights of its workers to freedom of association and to bargain collectively?	✓			
	LA.2	If independent trade unions are either discouraged or restricted, does the company enable workers to gather independently to discuss work-related problems?				✓
FORCED LABOUR	LA.3	Does the company take all necessary measures to ensure that it does not participate in any form of forced or bonded labour?	✓			
CHILD LABOUR	LA.4	Does the company comply with minimum age standards?	✓			
DISCRIMINATION	LA.5	Does the company ensure that employment-related decisions are based on relevant and objective criteria?	✓			
ENVIRONMENT (EN)			YES	NO	F/A	N/A
PRECAUTION	EN.1	Does the company support a precautionary approach to environmental issues?	✓			
	EN.2	Does the company have emergency procedures in place to prevent and address accidents affecting the environment and human health?	✓			

CONTINUATION

ENVIRONMENT (EN)			YES	NO	F/A	N/A	
RESPONSIBILITY AND PERFORMANCE	EN.3	Does the company take measures to prevent and reduce energy consumption and emissions of greenhouse gases?	✓				
	EN.4	Does the company take measures to reduce water consumption and treat waste water?	✓				
	EN.5	Does the company take measures to prevent and reduce the production of waste and ensure responsible waste management?	✓				
	EN.6	Does the company prevent, reduce and treat air emissions?	✓				
	EN.7	Does the company prevent and reduce impacts on the surrounding environment from noise, odour, light and vibrations?	✓				
	EN.8	Does the company minimise the use and ensure safe handling and storage of chemicals and other dangerous substances?	✓				
	EN.9	Does the company prevent, minimise and remedy significant impacts on biodiversity?			✓		
	EN.10	Does the company ensure that natural resources are used in a sustainable manner?	✓				
	TECHNOLOGY	EN.11	Does the company encourage the development and use of environmentally friendly technologies?	✓			
	ANTI-CORRUPTION (AC)			YES	NO	F/A	N/A
COMPANY CULTURE AND PROCEDURES	AC.1	Does the company take a clear stand against corruption?	✓				
	AC.2	Does the company assess the risk of corruption when doing business?	✓				
	AC.3	Does the company ensure that relevant workers are properly trained?	✓				
	AC.4	Do the company's internal procedures support its anti-corruption commitment?			✓		
	AC.5	Does the company's anti-corruption initiative cover agents, intermediaries and consultants?	✓				
JOINT ACTIONS	AC.6	Does the company take joint actions with others to engage in and promote anti-corruption initiatives?		✓			
TOTAL			0	0	0	0	

MANAGEMENT

MANAGEMENT: ASSESS					
Questions	Regulatory Compliance	YES	NO	F/A	N/A
MA.1	Does the company comply with all relevant regulation on issues covered by the Global Compact principles?			✓	
Indicators		YES	NO	F/A	N/A
a	The company complies with all relevant local and national legislation related to issues covered by the Global Compact principles in the country in which it operates. This includes legislation relating to human rights, occupational health and safety, labour rights, environmental and anti-corruption.	✓			
b	The company has obtained the necessary permits and authorisations to operate from the relevant authorities.	✓			
c	The company has an ongoing dialogue with the relevant local/national authorities about any unsettled issues raised by the authorities e.g. following a site visit.	✓			
d	The company complies with international conventions and agreements relevant for the company operations and activities.	✓			
e	The company has a systematic approach in place to ensure it keeps informed of new regulations, e.g. using compliance monitoring processes and gap analysis.	✓			
Questions	Assessment of risk, opportunity and impact	YES	NO	F/A	N/A
MA.2	Does the company identify and assess the risk, opportunity and impact of its operations on issues covered by the Global Compact principles?			✓	
Indicators		YES	NO	F/A	N/A
a	The company takes an integrated approach to identifying and assessing risk, opportunity and impact, taking into account: human rights; occupational health and safety; labour rights; environmental and anti-corruption issues.	✓			
b	The company has processes in place to ensure periodic identification and assessment of the risk, opportunity and impact of its business operations and activities, based on a review of sound data and a deep understanding of emerging trends.	✓			
c	The company has a method for prioritizing the most significant risks, opportunities and impacts, including the individuals who are most likely to be affected.	✓			
d	When designing new operations or activities, the assessment of risk, opportunity and impact is included.	✓			
e	The company ensures that all information on the potential risks, opportunities and impacts of its business operations are shared and accessible to potentially affected individuals or communities.	✓			
MANAGEMENT: DEFINE					
Questions	Policy	YES	NO	F/A	N/A
MA.3	Does the company have a policy statement in line with the Global Compact principles?			✓	
Indicators		YES	NO	F/A	N/A
a	The company has a written policy covering respect for human rights, occupational health and safety, labour rights, environmental and anti-corruption issues.	✓			
b	The company's policy has been approved by top management.	✓			
c	The company's policy includes a commitment to meeting local legal requirements and international standards.	✓			
d	The company's policy includes a commitment to making continuous improvements in performance.	✓			

e	The company's policy includes contributing to local community development.	✓			
f	The results of the assessment of risk, opportunity, and impact are reviewed by senior management and inform the development of company sustainability goals, strategies, and policies.				
MANAGEMENT: IMPLEMENT					
Questions	Decision-making and management	YES	NO	F/A	N/A
MA.4	Do the company's decision-making processes and management systems include issues covered by the Global Compact Principles?			✓	
Indicators		YES	NO	F/A	N/A
a	The company has appointed a senior person(s) responsible for policies and plans related to issues covered by the Global Compact principles.	✓			
b	The company has defined and communicated roles and responsibilities with regard to issues covered by the Global Compact principles.	✓			
c	The company has documented procedures to enable decisions to be made regarding issues covered by the Global Compact principles	✓			
d	The company prepares action plans describing the activities, time frames, responsibilities and means to address impacts and/or reach targeted improvements.	✓			
e	The company monitors its procedures and instructions to ensure they are applied correctly e.g via internal audits.	✓			
f	The company can document continuous improvement of its performance e.g. via key performance indicators (KPIs).	✓			
g	The company promptly records, investigates and remediates any serious accidents or extraordinary impacts/events that occur.	✓			
h	The company has a company-wide management system that is certified by a third party and/or operates in accordance with sector specific codes and standards.	✓			
Questions	Worker involvement	YES	NO	F/A	N/A
MA.5	Does the company involve workers when addressing issues covered by the Global Compact principles?		✓		
Indicators		YES	NO	F/A	N/A
a	The company's workers are familiar with the company policy covering the Global Compact principles.			✓	
b	Company workers are aware of the issues that are most significant for the company operations and activities, and know what is expected of them.	✓			
c	The company regularly trains workers involved in activities that have, or could have, adverse impacts to ensure they are aware of risks, requirements and agreed procedures.	✓			
d	Company workers are informed of progress towards objectives for issues relevant for the company operations and activities. Workers are encouraged to suggest ways in which the company can improve its performance relating to issues covered by the Global Compact principles.	✓			
e	Workers are encouraged to suggest ways in which the company can improve its performance relating to issues covered by the Global Compact principles.		✓		
f	The company stimulates responsible behaviour using incentive schemes that include objectives on issues covered by the Global Compact principles.	✓			
Questions	Suppliers and business partners	YES	NO	F/A	N/A
MA.6	Does the company promote issues covered by the Global Compact principles in its interactions with suppliers and business partners?	✓			
Indicators		YES	NO	F/A	N/A
a	The company has defined minimum requirements and communicates these in writing to new and existing suppliers and business partners.	✓			
b	The company has policies and procedures for managing and monitoring the performance of suppliers and business partners.	✓			

c	The company has conducted an assessment to identify which of its suppliers and business partners have the greatest risk of negative impacts.	✓			
d	The company provides training on procedures and standards for relevant management and procurement staff.	✓			
e	The company's procurement practices, such as prices, delivery times and internal incentive structures, encourage improved standards at suppliers and business partners.	✓			
f	Where necessary, the company collaborates with individual suppliers and business partners to implement continuous improvements.	✓			
g	The company collaborates with other companies to promote improved standards amongst its suppliers and business partners.				
Questions	Community development	YES	NO	F/A	N/A
MA.7	Does the company positively contribute to community development?	✓			
Indicators		YES	NO	F/A	N/A
a	The company donates time, in-kind or financial contributions to the local community e.g. education and training, cultural and infrastructure development.	✓			
b	The company takes action to realize local and/or national development goals following consultations with the local community.			✓	
c	The company can demonstrate the impacts of its contribution and how these are aligned to the company's core and strategic issues.	✓			
d	The company take action in support of broader UN goals and issues, such as the UN Millennium Development Goals (MDGs) on combatting HIV, promoting education and women's rights.	✓			
e	The company seeks to contribute to community development by entering partnerships with a range of stakeholders, including UN agencies, governments, civil society, labour, and other non-business interests.	✓			
Questions	Grievance mechanisms	YES	NO	F/A	N/A
MA.8	Does the company have a trusted procedure for hearing, processing and settling internal and external concerns/complaints?	✓			
Indicators		YES	NO	F/A	N/A
a	The company has a written procedure for how concerns and complaints are received, processed and settled.	✓			
b	Information about how to use the procedure; what concerns/complaints can be reported; and how concerns/complaints are processed and resolved, is clear and easily accessible.	✓			
c	Workers, including temporary and contract workers, can submit concerns/complaints regarding the company's activities and impact without threat of retaliation by management or other workers.	✓			
d	Customers and external stakeholders can submit concerns/complaints regarding the company's activities and impact without threat of retaliation by company management.	✓			
e	Individuals or representatives of the local community can submit concerns/complaints regarding the company's activities and impact without threat of retaliation by the company.	✓			
f	There is a committee responsible for hearing, processing, and settling concerns/complaints, and includes representatives of the concerned/complaining party in the committee. This could be workers, community or consumer representatives.	✓			
g	A worker lodging a concern or complaint is allowed to participate in hearings held with respect to that concern/complaint and is informed of the outcome of the resolution process.	✓			
MANAGEMENT: COMMUNICATE					
Questions	Stakeholders	YES	NO	F/A	N/A
MA.9	Does the company communicate progress on the Global Compact principles with stakeholders?	✓			

Indicators		YES	NO	F/A	N/A
a	The company identifies stakeholders who affect or can be affected by the company's activities, products and services e.g. a person, group, organization, authority.	✓			
b	The company communicates progress openly about how issues covered by the Global Compact principles are managed, including performance results as well as forward-looking information on strategy and management approach, challenges, and dilemmas.	✓			
c	The company regularly engages in dialogue with stakeholders to keep up-to-date with stakeholder expectations.			✓	
d	The company communicates openly about how issues covered by the Global Compact principles are managed including challenges, dilemmas, success and failures.			✓	
e	The company's communication on progress and other performance reporting on issues covered by the Global Compact principles is publically available and communicated to external stakeholders e.g. via the company's and Global Compact website.	✓			



HUMAN RESOURCES

HUMAN RESOURCES: HEALTH AND SAFETY

Questions	Health and safety	YES	NO	F/A	N/A
HU.1	Does the company ensure that its workers are provided safe, suitable and sanitary work facilities?	✓			
Indicators		YES	NO	F/A	N/A
a	The company has effective health and safety procedures in place, which comply with industry, national and international standards.	✓			
b	Responsibilities for health and safety tasks are clearly defined.	✓			
c	The company routinely monitors its production processes, machinery and equipment to ensure that they are safe and in good working order.	✓			
d	Workers and managers are trained to respond to workplace emergencies; first aid kits and fire extinguishers are readily available; and escape exits are clearly marked and free from obstruction.	✓			
e	The workplace is maintained to ensure clean and comfortable conditions including a suitable temperature, ventilation and lighting; suitable washing and sanitation areas appropriate for both genders.	✓			
f	Residential or overnight facilities are safe and sanitary and meet the basic needs of workers including with regard to safety, space, temperature, lighting, ventilation, food, water, sanitary facilities, privacy, and affordability.	✓			
g	The company provides safe drinking water for workers and facilities for clean and sanitary food storage and eating.	✓			
h	Where relevant the company has put in place special health and safety precautions for pregnant women, employees with disabilities, night workers, young workers and other vulnerable groups.	✓			
Questions	Protective equipment and training	YES	NO	F/A	N/A
HU.2	Does the company ensure that workers are provided with the protective equipment and training necessary to perform their tasks safely?	✓			

Indicators		YES	NO	F/A	N/A
a	The company has a procedure to ensure that all workers are provided, free of charge or deposits, with the protective equipment necessary to safely perform their job functions.	✓			
b	The company is committed to ensuring that workers use the protective equipment provided and understand why it is necessary to use the equipment.	✓			
c	The company ensures that all workers have the necessary training to safely perform their job functions and keeps workers fully informed, in a language and form understandable to them, of the health and safety procedures.	✓			
d	An accurate record is kept of who has been trained and for what tasks.	✓			
e	On a regular basis and when assigned to new tasks, workers receive training in the safe use of equipment and processes.	✓			
f	A company function or member of staff is responsible for keeping informed of scientific and technological developments regarding health and safety risks and protective equipment.	✓			
Questions		YES	NO	F/A	N/A
Employee involvement					
HU.3	Does the company actively involve workers in health and safety work?	✓			
Indicators		YES	NO	F/A	N/A
a	The company consults employees on health and safety issues either directly or through a freely elected safety representative(s) for relevant groups of employees	✓			
b	A health and safety committee has been established including employee safety representatives and representatives from management.	✓			
c	Health and safety accidents are reported and investigated including involving the relevant worker(s), and actions are taken to prevent recurrences.	✓			
d	Health and safety near-misses (accidents not resulting in injury) are reported and investigated to help improve safety.	✓			
e	Health and safety accidents are monitored including hours lost as a result of injury or illness and e.g. compared to total hours worked (lost time injury frequency).	✓			
HUMAN RESOURCES: HOURS, WAGES AND LEAVE					
Questions		YES	NO	F/A	N/A
Working hours					
HU.4	Does the company ensure that the workweek is limited to 48 hours; that overtime is infrequent and limited; and that workers are given reasonable breaks and rest periods?	✓			
Indicators		YES	NO	F/A	N/A
a.1.	Normal company working hours are limited to 48 per week by both company policy and practice, or fewer if provided by national law, collective agreement or industry standards.	✓			
a.2.	Overtime is infrequent, remunerated at premium rate, and does not exceed 12 hours in any one week, or 36 hours per month.	✓			
a.3.	The company has a system to plan, record and monitor hours worked by each employee, and regularly evaluates whether the number of workers is sufficient to meet production targets without resorting to overtime.	✓			
a.4.	Where overtime per worker systematically exceeds 12 hours per week, the company increases its workforce to correspond to production targets, or puts in place measures to increase worker productivity and reduce overtime.				✓
a.5.	Workers are allowed at least 24 consecutive hours of rest (or more if provided by national law or industry standards) in every seven day period.	✓			

a.6.	The company ensures that workers have no less than a 30-minute break for every 4 hours of work (or more if provided by national law or industry standards) and that workers are allowed to use toilet facilities whenever necessary and not just during designated breaks.	✓				
Questions	Wages	YES	NO	F/A	N/A	
HU.5	Does the company provide a living wage that enables workers to meet the basic needs of themselves and their dependents?	✓				
Indicators		YES	NO	F/A	N/A	
a	It is company policy to provide workers with a living wage sufficient to meet basic food, clothing and housing needs and provide some discretionary income for themselves and their dependents.	✓				
b	The company is aware of whether the legal minimum wage in the country of operation meets the requirement for a living wage.	✓				
c	If no national minimum wage is established, or if national minimum wage standards are insufficient to meet the basic needs of workers and their dependents, the company calculates a living wage based on the cost of living in its area of operation.	✓				
d	Part-time workers receive wages and benefits that are proportionate to those of full-time workers, and receive overtime compensation at a minimum of 1.25 times their hourly salary.					✓
e	The company pays wages at regular intervals and does not take deductions from wages for disciplinary measures or other deductions not authorized by national law.	✓				
f	Bonus and piece-rate payment systems are monitored to ensure that the total salary paid meets living wage requirements without resort to overtime.	✓				
Questions	Leave	YES	NO	F/A	N/A	
HU.6	Does the company ensure that workers are paid holiday leave, sick leave, and parental leave in accordance with international minimum standards?	✓				
Indicators		YES	NO	F/A	N/A	
a	Part-time and short-term workers are provided with paid holiday leave proportionate to the number of hours worked, at a rate equal to that of permanent full time employees.	✓				
b	Workers are entitled to paid sick leave in accordance with the applicable national law. If sick leave is not provided for in national law, the company consults with union or worker representatives to establish alternative means of protection in case of illness or injury.	✓				
c	The company ensures that sick leave is not deducted from workers' vacation time.	✓				
d	Female workers are entitled to no less than fourteen weeks of paid maternity leave per child.	✓				
e	The company grants compassionate or parental leave to workers who have recently adopted a child or children, or have taken on the responsibility to care for foster children or other dependent children.	✓				
Questions	Employment status	YES	NO	F/A	N/A	
HU.7	Does the company ensure that all workers have an official employment status?	✓				
Indicators		YES	NO	F/A	N/A	
a	The company ensures that all employees receive employment contracts prior to starting work for the company, and that contracts are understood by each employee.	✓				
b	Contracts detail each employee's rights and obligations of employment, including clear job description, bonus and salary systems, and reasonable notice periods.	✓				
c	Reference to company handbooks or other relevant documents on employment terms are integrated into the contract.	✓				
d	The company ensures that contractors provide workers operating within company premises with an official employment status in line with company standards.	✓				

HUMAN RIGHTS: FAIR TREATMENT					
Questions	Non-harassment	YES	NO	F/A	N/A
HU.8	Does the company protect workers from workplace harassment including physical, verbal, sexual or psychological harassment, abuse, or threats?	✓			
Indicators		YES	NO	F/A	N/A
a	The company has a commitment to prevent workplace harassment.	✓			
b	The company actively informs workers of their obligations to refrain from violent, threatening or abusive conduct.	✓			
c	Managers receive training on how to identify and deal with instances of harassment in the workplace.		✓		
d	The company investigates all complaints of workplace harassment and takes appropriate preventative and disciplinary action including reporting of criminal actions to the appropriate authorities.	✓			
Questions	Employee privacy				
HU.9	Does the company respect the privacy of its workers whenever it gathers private information or monitors the workplace?	✓			
Indicators		YES	NO	F/A	N/A
a	Does the company respect the privacy of its workers whenever it gathers private information or monitors the workplace?.	✓			
b	Workers are made aware of all workplace monitoring, including cameras and Internet or e-mail monitoring, and the specific purpose of the monitoring.				
c	The company obtains the worker's prior written consent before gaining information from an individual with whom the worker has a privileged relationship, including a former employer, doctor or lawyer.				✓
d	Workers have access to all personal data collected about them, including data concerning disciplinary decisions and data obtained through monitoring, but excluding confidential management specific information related to performance evaluations, salary negotiations, promotions, rotation and similar employment decisions.		✓		
HUMAN RIGHTS: COMMUNITY IMPACTS					
Questions	Land and property				
HU.10	Before buying, renting, acquiring or otherwise accessing land or property, does the company ensure that all affected owners and users of the land or property, have been adequately consulted and compensated?				✓
Indicators		YES	NO	F/A	N/A
a	Prior to buying, renting, acquiring or otherwise accessing land or property, whether directly or through a third party, the company identifies all existing owners and users of the land or property, including information land users and customary owners.				✓
b	The company investigates the past usage and ownership of the land or property to ensure that past users and owners have not been wrongfully removed, and that any expropriations by the authorities have been conducted in accordance with international law.				✓
c	The company consults with affected users and owners of the land or property (including women, tenants, settlers, minorities and other vulnerable groups including indigenous peoples) and seeks their free, prior and informed consent before continuing to acquire or access the land or property.				✓
d	The company ensures that its lease or purchase of residential property and sourcing of food commodities does not considerably make housing and food scarce or too expensive for the local people.				✓
e	The company ensures that affected owners and users of the land or property are adequately compensated to help them restore their standards of living or livelihoods to the same or higher than before, and that the compensation standards are transparent and applied consistently to all communities and persons affected.				✓

Questions	Security arrangements	YES	NO	F/A	N/A
HU.11	Does the company take steps to ensure that company security arrangements are in accordance with international principles for law enforcement and the use of force?	✓			
Indicators		YES	NO	F/A	N/A
a	The company regularly conducts security risk assessments, and ensures that company security arrangements, including the deployment of private guards or public security personnel, are proportionate to the security risk.	✓			
b	Company security risk assessments include the risk of human rights abuses by private and public security personnel.				✓
c	The company selects private security firms based on information about professional ability, level of staff training, quality of equipment, past involvement in human rights abuses, links with political factions or organizations and other relevant criteria.	✓			
d	Contracts with private security firms include requirements related to international human rights standards for law enforcement and use of force; require the investigation and discipline of any unlawful or abusive conduct by security guards; and allow for termination of the contract in case of such conduct.		✓		
e	There is a manual defining the duties of security personnel, and all security personnel receive training on rules of conduct based on international human rights standards for law enforcement and the use of force.	✓			
f	Where public security personnel are assigned to company facilities, the company seeks to ensure transparency concerning its interactions with public security agencies, and the company communicates to the relevant public security agencies its desire that security functions be conducted in accordance with international human rights standards for law enforcement and the use of force.		✓		
g	The company has a procedure for recording security-related incidents, including a mechanism for handling complaints from staff or local communities related to the conduct of security personnel, and forwards credible allegations of human rights abuses to the relevant authorities.	✓			
h	The company has a procedure for monitoring and evaluating its security arrangements, including the proportionality of the security arrangement; impact on local communities; impact on existing local tensions or conflicts; security incidents recorded; and credible allegations of human rights abuses by company security personnel. Representatives from the local community are consulted as part of the monitoring.		✓		
Questions	Community engagement	YES	NO	F/A	N/A
HU.12	Does the company engage with local communities on the actual or potential human rights impacts of its operations?		✓		
Indicators		YES	NO	F/A	N/A
a	The company has a commitment to engage openly with communities in and around its area of operations, prior to, during and after commencing activities that may negatively impact their access to resources (e.g. water, food, land) or livelihoods (e.g. fishing or hunting grounds).				✓
b	The company communicates and consults with local communities prior to, during and after commencing activities to prevent, reduce and mitigate impacts.				✓
c	The company takes steps to remedy the legitimate concerns of local communities regarding any negative impacts of the company's operations on the access to resources or livelihoods.	✓			
HUMAN RIGHTS: PRODUCT STEWARDSHIP					
Questions	Product stewardship	YES	NO	F/A	N/A
HU.13	Does the company take steps to prevent risks to human rights arising from product defects or improper use or misuse of company products?	✓			

Indicators		YES	NO	F/A	N/A
a	The company is aware of and complies with relevant national laws, international guidelines and industry standards regarding product manufacturing, design and marketing.	✓			
b	The company takes measures to eliminate ingredients, designs, defects or side-effects that could harm or threaten human life and health during manufacturing, usage or disposal of the products.	✓			
c	The company provides written and visual warnings on all packaging or products about known health hazards associated with the product, including instructions for proper use in a language and form understandable to the users.	✓			
d	If training, protective equipment or other measures are required for safe use of the product, the company takes steps to ensure that end-users are aware of such requirements.	✓			
e	The company continuously monitors and protects against adverse human rights effects (including but not limited to effects on health, life, privacy, and security of person) arising from proper as well as improper usage or disposal of its products.				
f	The company has a procedure to establish whether its products have dual-use application, including for weapons manufacturing, surveillance or other military usage, and complies with all relevant export control regulations for such products.		✓		
HUMAN RIGHTS: COUNTRY RISK					
Questions	Human rights in country of operation	YES	NO	F/A	N/A
HU.14	Does the company seek to avoid involvement in human rights abuses owing to government or societal practices?	✓			
Indicators		YES	NO	F/A	N/A
a.1.	The company actively seeks information about the general human rights situation in the areas where it operates.		✓		
a.2.	If operating in a country or region with systematic human rights abuses, the company seeks to become aware of and avoid the risk of contributing to, endorsing or benefiting from such abuses.				✓
a.3.	Where the company risks involvement in systematic human rights abuses owing to government or societal practices, the company seeks to identify solutions through dialogue with other businesses, civil society organizations, experts and other relevant stakeholders, including where possible with the authorities.				✓
a.4.	The company ensures that it does not endorse any state imposed discriminatory limitations on the right to vote, and does not pass along information concerning religious, racial, political affiliations or other characteristics of employees which could be used by the government as a reason to restrict the right to vote.	✓			



LABOUR

LABOUR: FREEDOM OF ASSOCIATION					
Questions	Association and bargaining	YES	NO	F/A	N/A
LA.1	Does the company recognize the rights of its workers to freedom of association and to bargain collectively?	✓			
Indicators		YES	NO	F/A	N/A
a	The company has a commitment to recognize the rights of its workers to freedom of association and collective bargaining, including the right to freely form and/or join independent trade unions, and this commitment is clearly communicated to all employees.	✓			
b	The company recognizes workers' organizations for collective bargaining purposes and has procedures in place to ensure regular collective bargaining with authorized worker representatives concerning all workplace related issues.	✓			
c	The company allows worker representatives access to collective bargaining agreements, company premises, employees and other relevant documentation needed to fulfill their duties.	✓			
d	The company prohibits discrimination or adverse actions against worker representatives or employees for participating or refraining to participate in lawful trade union activities.	✓			
e	The company has agreed with workers' representatives about the requirements of a fair hearing to be followed in relation to all disciplinary cases and employee grievances.		✓		
f	The company has a committee, with participation of employee-elected representatives, which is responsible for hearing, processing, and settling disciplinary cases and employee grievances.	✓			
Questions	Company-level representation	YES	NO	F/A	N/A
LA.2	If independent trade unions are either discouraged or restricted, does the company enable workers to gather independently to discuss work-related problems?				✓
Indicators		YES	NO	F/A	N/A
a	The company allows employees to engage in regular employee-only meetings within normal working hours, where employees can discuss concerns regarding working conditions.		✓		
b	Where allowed by local legislation, and if independent trade unions are not present, the company informs employees of their right to form independent collective representation at the workplace.				✓
c	Where allowed by local legislation, the company informs workers of their right to engage in regular collective bargaining concerning all workplace issues.	✓			
d	Company management meets regularly with worker representatives to discuss work-related problems and any concerns/complaints employees may wish to raise.	✓			
LABOUR: FORCED LABOUR					
Questions	Forced and compulsory labour	YES	NO	F/A	N/A
LA.3	Does the company take all necessary measures to ensure that it does not participate in any form of forced or bonded labour?	✓			
Indicators		YES	NO	F/A	N/A
a	Workers can give notice and leave employment within a reasonable length of time. This is clearly communicated to workers prior to starting employment.	✓			
b	The company (or its recruitment agencies) ensures that it does not withhold wages or bonuses and that it pays them in a timely and regular manner.	✓			

c	The company ensures it does not make deductions from wages for disciplinary measures or other deductions not authorized by national law.	✓			
d	Within normal working hours workers are able to earn a living wage sufficient to meet the basic needs of themselves and their closest dependents.	✓			
e	Overtime work is paid, voluntary and not compelled through threat of pay deductions, termination or other sanctions.	✓			
f	The company (or its recruitment agencies) ensures that it does not retain identity cards, passports, travel documents or other personal items without which workers cannot leave employment. If letters of release or other documents are needed for the worker to leave employment, such letters are issued without delay.				
g	All workers are allowed to leave company premises during breaks and at the end of their shifts, and workers in company housing may freely enter and exit their accommodation at any time.				
h	The company (or its recruiting agencies) ensures that it does not require workers to pay recruitment fees or lodge money deposits.	✓			
i	Loans or salary advancements to workers are based on fair terms that are clearly explained to the worker, are not granted to cover basic living expenses, are limited in size, and do not require the worker to remain with the company until repayment is completed.	✓			
j	If the company uses prison labour it ensures that all prison workers have been convicted by a court of law, and that the work is voluntary and supervised by a public authority.				✓
k	The company ensures that it does not use labour from agencies or firms involved in human trafficking or other forms of bonded labour.	✓			

LABOUR: CHILD LABOUR

Questions	Child labour and young workers	YES	NO	F/A	N/A
LA.4	Does the company comply with minimum age standards?	✓			
Indicators		YES	NO	F/A	N/A
a	The company does not employ workers under 15 years of age for full-time work, 13 years of age for light work and 18 years of age for hazardous work (please see the question description for exceptions).	✓			
b	If the company employs minors below the age of 18, the company has a list of job functions that can safely be performed by minors.				✓
c	The company is aware of local age-levels for completion of compulsory education and does not employ workers under that age for work that may interfere with such education.	✓			
d	The company has a reliable procedure to check the age of young job candidates by birth certificate, other official forms of identification, or by alternative means such as physical appearance or knowledge of historic events.	✓			
e	Company apprenticeship programmes do not constitute the main portion of the workforce, are limited in duration, are performed in conjunction with a school programme (or supervised by Labour Ministers or Labour Organisations), and do not interfere with the child's compulsory education.				✓
f	If the company becomes aware that it is employing young workers below minimum age, it ensures that they are enrolled in education programme, and that their dependents are compensated for the resulting loss of income.				✓

LABOUR: DISCRIMINATION

Question	Non-discrimination	YES	NO	F/A	N/A
LA.5	Does the company ensure that employment-related decisions are based on relevant and objective criteria?	✓			

Indicators		YES	NO	F/A	N/A
a	The company identifies different types of discrimination, including those rooted in formal structures and cultural traditions.	✓			
b	It is company policy to ensure that decisions concerning hiring, wages, promotion, training, discipline, retirement and termination are based only on unbiased criteria, and are not linked to any of the discriminatory characteristics listed in the description for this question.	✓			
c	Each job category in the company has a written description stating the salary level and the qualifications required for that job category.	✓			
d	The company ensures that employment advertisements do not reference discriminatory criteria, such as race, gender or age (unless listed as part of a legal equal opportunities promotion).	✓			
e	The company ensures that job applicants are not asked to give information about their marital status, pregnancy, intent to have children, number of dependents, or similar information that may lead to discriminatory hiring decisions.				✓
f	All hiring managers receive training regarding the company's non-discrimination policies.	✓			
g	The company has established a procedure, accessible and known to all workers, where workers can safely report incidents of workplace discrimination.	✓			
h	The company takes reasonable steps to enable qualified persons with disabilities or health conditions to gain employment opportunities with the company, for example by providing wheel chair access, flexible working hours, longer breaks etc.	✓			



ENVIRONMENT

ENVIRONMENT: PRECAUTION

Questions	Precautionary approach	YES	NO	F/A	N/A
EN.1	Does the company support a precautionary approach to environmental issues?	✓			
Indicators		YES	NO	F/A	N/A
a	The company provides information to stakeholders about uncertainties and potential risks to workers, consumers, the public and the environment of the company's products and processes.	✓			
b	The company identifies any soil and water contamination at its site or sites, assesses the environmental impacts and remedies any significant contamination.	✓			
c	The company tries to avoid environmental damage by regular maintenance of production processes and environmental protection systems (air pollution control, waste water treatment systems etc.).	✓			
d	The company conducts systematic risk assessments of materials used, products and processes to apply the precautionary approach.	✓			
e	The company ensures transparency and engages in regular stakeholder dialogue with neighbours, civil society organisations and others with an interest in the company on critical environmental issues.	✓			
f	If relevant, the company supports scientific research on environmental issues relating to the company's products and processes.	✓			

Questions	Emergency response	YES	NO	F/A	N/A
EN.2	Does the company have emergency procedures in place to prevent and address accidents affecting the environment and human health?	✓			
Indicators		YES	NO	F/A	N/A
a	The company has identified the hazardous operations and the potential consequences on human health and the environment if an accident occurs.	✓			
b	The company has detailed procedures, plans, equipment and training programmes to prevent accidents and emergencies.	✓			
c	The company has detailed procedures, plans and equipment to effectively respond to accidents and emergencies if they occur.	✓			
d	The company trains workers to respond to accidents and emergencies, including carrying out emergency drills at least once a year involving all workers.	✓			
e	Where there is significant risk of impacts on local communities, the company has a procedure that enables it to immediately notify affected local communities about industrial emergencies, and informs about emergency response, evacuation plans and medical response.	✓			
ENVIRONMENT: RESPONSIBILITY AND PERFORMANCE					
Questions		YES	NO	F/A	N/A
EN.3	Does the company take measures to prevent and reduce energy consumption and emissions of greenhouse gases?	✓			
Indicators		YES	NO	F/A	N/A
a	The company complies with regulation regarding use of energy resources and emissions of greenhouse gases.	✓			
b	The company has a climate strategy that identifies opportunities to reduce the company's energy consumption and/or emissions of greenhouse gases.	✓			
c	The company has initiated practical activities to reduce energy consumption and/or greenhouse gas emissions.	✓			
d	The company provides information and trains employees to implement energy reduction measures.	✓			
e	The company monitors its energy consumption and/or emissions of greenhouse gases.	✓			
f	The company has defined a baseline for its greenhouse gas emissions, which includes a definition of the business operations and activities, and the greenhouse gases that are accounted for e.g. as described in the Greenhouse Gas Protocol.	✓			
g	The company has targets for reducing its energy consumption and/or emissions of greenhouse gases.	✓			
h	The company engages with the government and civil society organisations to develop policies and measures that provide a framework for the business sector to contribute to building a low carbon economy.			✓	
Questions	Water and waste water	YES	NO	F/A	N/A
EN.4	Does the company take measures to reduce water consumption and treat waste water?	✓			
Indicators		YES	NO	F/A	N/A
a	The company has the necessary permits to extract water or obtain water from the public water supply and for any waste water discharges.	✓			
b	The company treats waste water before discharge to reduce adverse environmental impacts. If waste water treatment takes place outside the company's premises, the company is aware of the effectiveness of the treatment.	✓			
c	The company monitors waste water discharges, including types, limit values and quantities of pollutants in the waste water.	✓			

d	The company has targets for reducing water consumption and/or increasing the amount of water reused or recycled in different business operations and activities.	✓			
e	The company provides information and trains workers to implement measures to reduce water consumption and reduce the need for waste water treatment.	✓			
f	The company's use of water and its waste water discharges do not negatively affect the sustainability of water resources, the natural environment or the availability of water for drinking and sanitation purposes.	✓			
g	The company engages with national, regional and local public authorities, and civil society organisations to address water sustainability issues related to affected water resources.	✓			
Questions	Waste management	YES	NO	F/A	N/A
EN.5	Does the company take measures to prevent and reduce the production of waste and ensure responsible waste management?	✓			
Indicators		YES	NO	F/A	N/A
a	The company has the necessary permits for the handling, storage, recycling and disposal of waste, and, if relevant, complies with requirements for transporting hazardous waste across borders.	✓			
b	The company has a strategy to manage waste responsibly and continuously attempts to prevent and reduce the production of waste.	✓			
c	The company ensures that waste relevant for recycling is sorted and handed over to a recycling company.	✓			
d	The company monitors the types and quantities of waste produced, including where and how waste is recycled, treated or disposed of.	✓			
e	The company has targets for reducing waste production and/or increasing waste reused/recycled and measures its progress against these targets.	✓			
f	The company provides information and trains workers on the safe handling, storage, transport and disposal of hazardous and special waste types.	✓			
g	The company marks areas used for storage of waste, and properly labels all containers for storing waste, including a relevant symbol of danger for hazardous waste.	✓			
h	The company requests recycling/treatment/disposal receipts from transport contractors.	✓			
i	The company uses licensed contractors for the transport, recycling, treatment and disposal of hazardous waste.	✓			
Questions	Air emissions	YES	NO	F/A	N/A
EN.6	Does the company prevent, reduce and treat air emissions?	✓			
Indicators		YES	NO	F/A	N/A
a	The company has the necessary permits for emissions to air, and complies with legal requirements (e.g. air pollution standards and limit values).	✓			
b	The company provides information and trains workers on how to manage air emissions.	✓			
c	The company monitors the types and quantities of relevant emissions to air.	✓			
d	The company treats relevant pollutants before they are emitted to the atmosphere (e.g. by using filters).	✓			
e	The company continuously attempts to prevent and reduce air emissions.	✓			
Questions	Noise, odour, light and vibrations	YES	NO	F/A	N/A
EN.7	Does the company prevent and reduce impacts on the surrounding environment from noise, odour, light and vibrations?	✓			
Indicators		YES	NO	F/A	N/A

a	The company has the necessary permits for levels of noise, odour, light and vibrations, and complies with legal requirements (e.g. standards or procedures).	✓			
b	The company provides information and trains workers to manage noise, odour, light and vibrations.	✓			
c	The company monitors levels of noise, odour, light and vibrations on the surrounding environment.	✓			
d	The company treats/minimises impacts to ensure that there are no significant levels of noise, odour, light and vibrations.	✓			
e	The company continuously attempts to prevent and minimise the levels of noise, odour and light (e.g. enclosed production, shielding, etc).	✓			
Questions	Chemicals and other dangerous substances	YES	NO	F/A	N/A
EN.8	Does the company minimise the use and ensure safe handling and storage of chemicals and other dangerous substances?	✓			
Indicators		YES	NO	F/A	N/A
a	The company has the necessary permits and complies with legal requirements for the handling, use and storage of chemicals and other dangerous substances.	✓			
b	The company does not manufacture, trade and/or use chemicals and other dangerous substances subject to national or international bans or phase-outs.	✓			
c	The company provides information and trains workers on the safe handling and use of chemicals and other dangerous substances.	✓			
d	The company monitors the quantities of all chemicals and other dangerous substances used in production and maintenance.	✓			
e	The company marks areas used for storage of chemical substances and products.	✓			
f	The company properly labels all chemical substances and products including name of the chemical and a relevant symbol of danger.	✓			
g	The company considers substitution important and continuously tries to use less harmful chemicals and substances.	✓			
Questions	Biodiversity	YES	NO	F/A	N/A
EN.9	Does the company prevent, minimise and remedy significant impacts on biodiversity?	✓			
Indicators		YES	NO	F/A	N/A
a	The company has the necessary permits to operate in or alter the natural environment, and complies with legal requirements.	✓			
b	The company is committed to operating within the framework of international conventions addressing biodiversity (e.g. the Convention on Biological Diversity, Cartagena Protocol on Bio-safety and the CITES Convention).	✓			
c	The company has assessed important positive and negative impacts of its operations and activities on the natural environment and biodiversity (e.g. IUCN's Red List of Threatened Species and no alien invasive species).	✓			
d	The company has previously and/or is currently taking measures to prevent and reduce the impacts of its operations and activities on biodiversity.	✓			
e	The company clearly labels products containing GMOs and indicates if GMOs have been used in the production process.				✓
f	The company ensures that it has not had any unintended releases of GMOs.				✓
g	The company documents that workers have been adequately trained to handle GMOs				✓
Questions	Natural resources	YES	NO	F/A	N/A
EN.10	Does the company ensure that natural resources are used in a sustainable manner?	✓			

Indicators		YES	NO	F/A	N/A
a	The company has the necessary permits and complies with legal requirements regarding the cultivation, harvest, extraction and/or use of natural resources (e.g. wood, fish, metals, oil, coal etc).				✓
b	The company complies with legal requirements regarding the cultivation, harvest, extraction and/or use of natural resources (e.g. wood, fish, metals, oil, coal etc).				✓
c	The company ensures that workers are trained in the sustainable cultivation, harvesting, extraction and/or use of natural resources.				✓
d	The company continuously attempts to prevent, minimise and remedy significant impacts on natural resources through environmentally friendly methods and alternative resource use.				✓
e	The company ensures that its use of renewable resources does not negatively affect the sustainability of the resource (i.e. the resource's ability to regenerate).				✓
f	The company demonstrates efforts to substitute non-renewable resources used in production with renewable resources.				✓
g	The company works with local and national public authorities as well as with international institutions to address sustainability issues related to natural resources (e.g. wood, water, fish, metals, oil etc).				✓

ENVIRONMENT: TECHNOLOGY

Questions	Environmentally friendly technologies	YES	NO	F/A	N/A
EN.11	Does the company encourage the development and use of environmentally friendly technologies?	✓			
Indicators		YES	NO	F/A	N/A
a	The company uses environmentally friendly technology.	✓			
b	The company regularly evaluates its processes and technologies to see if there are more environmentally friendly alternatives.	✓			
c	When developing new technologies and products, the company focuses on developing environmentally friendly technology e.g. by using life cycle assessments (LCA), design for sustainability or a cradle-to-cradle approach.	✓			
d	When planning new investments in technology, the company considers the best available technology and stipulates minimum environmental criteria.	✓			
e	When investing in new buildings, the company implements environmentally responsible and resource-efficient materials and/or technologies.	✓			
f	The company makes information describing the environmental performance and benefits of using environmentally friendly technologies available to stakeholders.	✓			



ANTI-CORRUPTION

ANTI-CORRUPTION: COMPANY CULTURE AND PROCEDURES

Questions	Signalling a non-corrupt environment	YES	NO	F/A	N/A
AC.1	Does the company take a clear stand against corruption?	✓			
Indicators		YES	NO	F/A	N/A
a	The company's CEO, director or president has declared that the company will not engage in corruption at any time or in any form.	✓			
b	The company has a policy rejecting corruption and requiring all directors, managers and workers worldwide to behave ethically and in conformity with the law.			✓	

c	The company anti-corruption policy includes how to handle requests for facilitation payments, giving and receiving gifts, engaging in sponsorships, giving political contributions, and how to conduct responsible lobbying.			✓	
d	The company has defined benchmarks and indicators regarding its anti-corruption initiatives and reports these to the public (e.g. in its annual CSR report)			✓	
Questions	Anti-corruption risk assessment	YES	NO	F/A	N/A
AC.2	Does the company assess the risk of corruption when doing business?	✓			
Indicators		YES	NO	F/A	N/A
a	The company evaluates the potential areas of corruption including factors such as type of transaction, countries of operation, industries, and customers or business partners involved.	✓			
b	The company evaluates the risk of corruption when workers, agents, intermediaries or consultants deal with public officials (including workers of state owned companies).	✓			
c	The company evaluates the risk of internal and external conflicts of interest in relation to business partners.	✓			
d	The company has developed an action plan to address the risk of corruption, and has defined responsibilities for each task, as a minimum for high-risk areas.			✓	
e	The company has identified internal functions with the highest risk of corruption within the company and seeks to address these weaknesses.			✓	
Questions	Awareness raising	YES	NO	F/A	N/A
AC.3	Does the company ensure that relevant workers are properly trained?	✓			
Indicators		YES	NO	F/A	N/A
a	The company informs all workers about its anti-corruption commitment.			✓	
b	The company provides regular anti-corruption training for all relevant workers within the organisation e.g. procurement and sales staff.			✓	
c	Information on disciplinary procedures for violations of company anti-corruption policies is available to workers.			✓	
d	The company actively seeks worker feedback and dialogue on its anti-corruption initiatives.			✓	
e	The company has and promotes a function by which workers can safely report suspicion of corruption related cases (e.g. hotline or mailbox) and allocates resources to systematically address the issues that are identified.	✓			
Questions	Anti-corruption procedures	YES	NO	F/A	N/A
AC.4	Do the company's internal procedures support its anti-corruption commitment?	✓			
Indicators		YES	NO	F/A	N/A
a	The company has assigned different individuals or departments to be responsible for handling contracts, placing orders, receiving goods, processing invoices and making payments.	✓			
b	The company mentions "anti-corruption" and/or "ethical behaviour" in its contracts with business partners.		✓		
c	The company prohibits informal employment and any 'off the books' record-keeping.	✓			
d	The company performs internal audits and has checks in place in connection with all anti-corruption commitments.	✓			
e	The company's procurement, financial and internal audit personnel have clear instructions to look for and to identify alarms, report them to management, and follow-up counter measures.	✓			
f	The company requests external auditors to maintain a critical eye and follow all alarms and irregularities.	✓			
g	Any alarm or irregularity reported by external auditors is systematically addressed by management.	✓			

h	The company monitors compliance and continuously identifies strengths and weaknesses in the anti-corruption initiatives to remain effective and up-to-date in addressing changing risks.	✓			
Questions	Agents and other associates	YES	NO	F/A	N/A
AC.5	Does the company's anti-corruption initiative cover agents, intermediaries and consultants?			✓	
Indicators		YES	NO	F/A	N/A
a	The company conducts an inquiry and/or attentiveness (e.g. financial, legal, labour, tax, IT, environment, market/commercial) on all agents, intermediaries and consultants.	✓			
b	All agreements with agents, intermediaries and consultants are fully documented in written, signed contracts.		✓		
c	The selection and terms of reference of agents, intermediaries or consultants are approved at the senior management level or at a level above that of the management involved in the operations for which the intermediary is hired.		✓		
d	Contracts with agents, intermediaries and consultants include a section on anti-corruption and that the contract-holder must comply with all applicable laws and regulations.		✓		
e	Agents, intermediaries and consultants are provided with information on the company's anti-corruption commitment, anti-corruption policies, training material on anti-corrupt behaviour and information on disciplinary procedures for violations of company anti-corruption policies.		✓		
f	The company ensures that payment to agents, intermediaries and consultants are in line with standard payments for other service providers of similar ranking.	✓			
g	The company only makes payments by bank transfer or check - never in cash - in the country of the agent, intermediary and consultant and never to a third party without prior examination.	✓			
ANTI-CORRUPTION: JOINT ACTIONS					
Questions	Joint actions	YES	NO	F/A	N/A
AC.6	Does the company take joint actions with others to engage in and promote anti-corruption initiatives?	✓			
Indicators		YES	NO	F/A	N/A
a	The company shares experience, procedures and challenges of corruption with other organizations i.e. the local business community, sector initiatives, networks etc.	✓			
b	The company has initiated or joined initiatives with other companies in the same sector for the purpose of promoting a fair business environment.	✓			
c	The company stimulates multi-stakeholder dialogue on challenges of corruption.	✓			
d	The company encourages the local business community and business partners to initiate cooperation to fight corruption.	✓			



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