



# UNITED NATIONS GLOBAL COMPACT

Communication on Progress

From : May 2013

To : May 2014

31<sup>st</sup> January, 2014

H.E.Ban Ki-moon  
Secretary-General  
United Nations  
New York, NY 10017  
USA

Dear Mr. Secretary-General,

I am honored to confirm that Information Matrix Co., Ltd. has underscored the importance of sustainable and responsible business practices. We committed to support the ten principles of the Global Compact with respect to human rights, labour, environment and anti-corruption. With this commitment, we incorporate these principles into our company's strategy, culture and daily work.

In this annual Communication on Progress, we describe our actions to integrate the Global Compact and its principles into our business strategy, culture and daily operations. We are also committed to share this information with our stakeholders and the general public.

Sincerely yours,



Thaug Su Nyein  
Managing Director  
Information Matrix Co., Ltd.

## Human Rights Principles

Principle 1: Businesses should support and respect the protection of internationally proclaimed human rights; and

Principle 2: make sure that they are not complicit in human rights abuses.

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### Assessment, Policy and Goals

- We emphasize to support the Universal Declaration of Human Rights. The protection of Human Rights is embedded in our numerous operating processes and control mechanisms.
- Written company policy on respecting and supporting Human Rights
- No discrimination of gender, age, race and religion in employment

### Implementation

- To create a working environment that is socially responsible, anti-discriminatory and fair, we place considerable value on diversity and a sound work-life balance.
- Provide a canteen serving healthy food cooked with high quality oil and using no seasoning powders.
- Provide 2 tea breaks and 1 lunch break during the office hours
- Regular staff training and education for employee development
- Provided the written company policy to all the employee
- Promote the coverage of Human Right protection in our media publications
- Media Campaign to read more
- Our publications, 7 Day News Journal & 7 Day Daily Newspaper continuously educate the readers and public to respect and value human rights; publish the news based on human rights without bias
- CSR Campaigns – Yin Khone Than Blood Donors Group organizes blood donation campaigns every 3 months and monthly donations for orphans and needy persons, donations of in house journals and magazines to libraries from remote areas
- Our publications cover the news, articles and features promoting freedom of expression and journalistic integrity
- Educate our staff that our company supports and adopt the 10 principles of the UN Global Compact.

### Measurement of Outcomes

- Periodic review of results by senior management not to complicit in human right abuses
- Assessment of Human Rights related risks and impact in our operations
- The results show there is no cases of human right violations, complaints and breaches during this report period

## Labour Principles

Principle 3: Businesses should uphold the freedom of association and the effective recognition of the right to collective bargaining;

Principle 4: the elimination of all forms of forced and compulsory labour;

Principle 5: the effective abolition of child labour; and

Principle 6: the elimination of discrimination in respect of employment and occupation.

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## Assessment, Policy and Goals

- Company policy to uphold the freedom of association and collective bargaining
- No child labor
- No force labor policy
- Yearly renewed Employee's Handbook clearly state the employee rights and responsibilities, and their compensations and benefits

## Implementation

- Human Resource policies and procedures supporting the Labour principles and dedicated HR personnel for grievance mechanisms
- Policy of freedom of Association and activism based on individual freedom of associations and actions (some of our journalists acts as the officials of Myanmar Journalist Network, a local journalist group)
- Employment of over 18 years old only
- No force labor; 48 hours per week and 1.5 times overtime allowances for extra hours if any, extra meal allowances for overtimes
- HR Policy : monthly salaries & overtime allowances, travel and meal allowances, transportation provision, Social Security Insurances at Social Security Board for the employees, yearly leave entitlements; 6 days of casual leave, 10-15 days of earned leave, 90 days of maternity leave, 3 days of paternity leave, 7 days of marriage leave, 3 to 7 days of Leave for Funerals and Bereavement, 30 days of medical leave, 30 days of fully paid extended medical leave and 90 days of half paid extended medical leave.

## Measurement of Outcomes

- Yearly updated HR policy base on changes in internal and external environments, our HR requirements and policies
- Periodic review of results by senior management to abide by the local labor law and ILO standards
- The results show there is no child labor and force labor during the report period

## Environment Principles

Principle 7: Businesses should support a precautionary approach to environmental challenges;  
Principle 8: undertake initiatives to promote greater environmental responsibility; and  
Principle 9: encourage the development and diffusion of environmentally friendly technologies.

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### Assessment, Policy and Goals

- Company policy on environmental issues, including prevention and management of environmental risks
- Initiatives to promote environmental responsibility
- Development of environmentally friendly technologies

### Implementation

- Awareness raising or training of employees on environmental protection
- Our publications; 7 Day News Journal and 7 Day Daily Newspaper, regularly publish articles on environment
- We are the first journal in country to feature a section exclusively on environment; we assign one full page for the environment special reports every week
- Help out in emergency response and rehabilitation efforts after cyclone Nargis
- Always try best to inform progress and latest technology on environment and urge our readers to live harmoniously with it
- Reduce waste materials
  - o recycling and reusing
  - o reduce consumption of electricity – using energy saving LCD monitors for all the computers at office
  - o reduce consumption of fuels – efficient usage of vehicles and generators
  - o use recycle papers and recycle bags
  - o use paperless online reporting and communicating system, Internal Information System (IIS)
- Tree planting campaigns – annual tree planting movement
- Regular maintenance of vehicles, generators and machines for safety and environmentally friendliness

### Measurement of Outcomes

- Periodic review by senior management on energy consumptions and usages, and assessments on environmental impacts
- No cases of impacts on environment and no complaints are reported during the report period

## Anti-Corruption Principles

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

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### Assessment, Policy and Goals

- Commitment to be in compliance with all relevant laws, including anti-corruption laws within the company and among the stakeholders
- Gift policy - written policy for gift and promotion items

### Implementation

- Communication of all the employees on anti-corruption policy
- Feature articles on corruption and bribery to let the people know current affairs of the state; feature informative and investigative reports on corruptions and its destructive consequences on society
- Develop e-government software – promote transparency and as a way to help in anti-corruption
- Concrete written policies and penalties on acceptance of gift and presents for our media publications

### Measurement of Outcomes

- Periodic review by senior management for the breach of policies and impose penalties according to the degree of the breach