



SOCIAL RESPONSIBILITY POLICY

We are committed to meeting the highest standards by protecting the health and safety of our employees, by safeguarding the environment and by creating a long-lasting positive impact on the communities where we do business.

We believe that our commitment to incorporate sustainability in the core value of our business strengthens our organisation and benefits the communities where we operate and in the future beyond our scope as we continue to evolve in the next few years.

1. TO OUR COMMUNITIES

- We identify and assess our contributions to social and cultural changes in the areas where we operate and develop appropriate strategies to respect the rights and cultures of local communities.
- We are committed to respecting all human rights where we operate.

2. ENVIRONMENT POLICY

GWMPPL recognises that it has responsibility to the environment. We are committed to reduce our environmental impact and to continually look for ways and opportunity to improve our environmental performance which we believe as an integral part of business strategy. We aim to increase employee awareness and encourage external stakeholders to do the same as well.

2.1 Office and Operational “GREEN” initiatives

Paper

- We will minimise the use of paper in the office.
- We will reduce packaging as much as possible.
- We will seek to buy recycled and recyclable paper products.
- We will reuse and recycle all paper where possible.

Energy and Water

- We will seek to reduce the amount of energy used as much as possible.
- Lights and electrical equipment will be switched off when not in use.
- The energy consumption and efficiency of new products will be taken into account when purchasing.

Office Supplies

- We will evaluate if the need can be met in another way.
- We will evaluate if renting/sharing is an option before purchasing equipment.
- We will evaluate the environmental impact of any new products we intend to purchase.



- We will favour more environmentally friendly and efficient products wherever possible.
- We will reuse and recycle everything we are able to.

Transportation

- We will reduce the need to travel, restricting to necessity trips only.
- We will promote the use of travel alternatives such as e-mail or video/phone conferencing.
- We will make additional efforts to accommodate the needs of those using public transport or bicycles.
- We will favour 'green' vehicles and maintain them rigorously to ensure ongoing efficiency.

Monitoring and Improvement

- We will comply with and exceed all relevant regulatory requirements.
- We will continually improve and monitor environmental performance.
- We will continually improve and reduce environmental impacts.
- We will incorporate environmental factors into business decisions.
- We will increase employee awareness through training and activities.
- We will review this policy and any related business issues at our monthly management meetings.
- We will involve staff in the implementation of this policy, for greater commitment and improved performance.
- We will update this policy at least once annually in consultation with staff and other stakeholders where necessary.
- We will provide staff with relevant environmental training.

3. TO OUR PEOPLE

- We offer competitive remuneration and provide a challenging and rewarding career opportunities
- We are free from discrimination and encourage diversity. We provide equal employment opportunities to all employees and job applicants.
- We respect and promote human rights.
- We encourage teamwork and knowledge sharing.
- To ensure that we have skilled, up to date team, and capable leaders, we provide internal and external training opportunities for employees to maximize their potential and ensure that the company achieves its business objectives.



- The health and safety of our employees is a paramount concern. Our Health and Safety policy addresses these areas in greater detail.

CODE OF CONDUCT

GWMPPL has emerged to becoming a market leader in the fields of local and international relocation. The company's commitment to our mission statement and values is guided by our code of conduct which focuses on the following domains:

1. Confidentiality
2. Company Ethics
3. GWMPPL Staff
4. GWMPPL customers
5. GWMPPL suppliers
6. Community and Environment
7. Contracts
8. Fees
9. Payments
10. Company Commitment

1. CONFIDENTIALITY

We are committed to maintaining the highest degree of integrity in all our business transactions to future, current and past customers in terms of the protection of all personal information received in the course of providing the business services concerned. We extend the same standards to all our customers, suppliers and associates.

2. ETHICS

- We conduct our business to the highest standards of business and personal professionalism and integrity.
- We respect and abide the law of countries where we operate.
- We are committed to transparency and good governance. We believe in fair and honest competition.
- We endorse international voluntary initiatives designed to protect the environment and human rights.

3. COMPANY STAFF

- Staff at all levels work together cooperatively in a spirit of trust built on honest communication, fairness and an equal distribution of rewards
- Clear communications are valued and supported among all staff members
- Staff members do not seek to gain advantage over each other by Machiavellian means such as uttering falsehood and indulging in malicious gossips

- Respects the property of the company and their colleagues
- Top management ensures that all staff members are trained appropriately for their jobs
- Health and safety standards are the staffs priority in the workplace
- Top management supports honest endeavours of all staff to improve one's self
- Top management recognizes that staff members are connected to the smallest unit of the society; that is a family and that the well-being of the family has an impact on the ability of the staff to work effectively



4. CUSTOMERS

- Managers and staff do all within their power to meet the needs of customers. More so, exceed expectations
- Managers and staff deal honestly with customers
- Managers and staff seek to create long-term, face-to-face relationships with customers whenever possible

5. COMPANY SUPPLIERS

- GWMPL value long term relationships with suppliers
- GWMPL values and support suppliers who refuse to use bribery or corrupt practices to win the company's business
- Managers are vigorously opposed to staff members in positions of responsibility taking bribes or receiving other formal inducements in return for giving business to the company's supplier

6. COMPANY'S COMMUNITY AND ENVIRONMENT

- GWMPL is committed to creating a healthy work environment for all staff
- GWMPL is committed to creating a sustainable environment through the years by the developed and effective recycling and waste management policies and practices

7. CONTRACTS

Our contract will usually be in the form of formal written documents and or vial email. This will include rates and quotations, confirmation of service,

8. FEES

Our rates are always competitive for the premium service that we provide.

9. PAYMENT

We provide credit terms (30 days from invoice date) to FIDI members. For non FIDI members, full payment must be made to GWMPL either by cash or cheque after completion of packing in origin (Singapore).

10. OUR COMMITMENTS

- We will communicate promptly, completely and accurately with our customers, employees, suppliers, vendors and all others with whom we do business.
- We will maintain accurate and reliable records to meet our legal and financial obligations and to manage our affairs. Our books and records will reflect accurately all business transactions.



- We will avoid conflict of interest situations. We will avoid any situation that may create, or may seem to create, a conflict between personal interests and the interests of the company.
- We will encourage our employees to use on the job training, rotation and education to further their personal and professional development.

- We are committed to fairness in the workplace and will respect the rights, culture and dignity of all individuals. We will act fairly and justly and will not tolerate any form of discrimination or harassment directed at any individual or group.
- We will comply with the laws, rules and regulations in the countries and communities in which we operate.
- We will always compete vigorously and independently in the conduct of our business. We will not act in retaliation of antitrust or competition laws in any of the jurisdictions in which we do business.
- We will encourage safety conscious behaviour, both in the workplace and beyond. We seek to create an incident and injury free work environment for all employees and contractors.