

# The United Nations Global Compact Communication On Progress (COP)



Name of Organization: **SQUARE Pharmaceuticals Ltd**

Sector: Pharmaceuticals & Biotechnology

Website: [www.squarepharma.com.bd](http://www.squarepharma.com.bd)

Country of Headquarter: Dhaka, Bangladesh

Reporting Period: **January 2013 to December 2013.**

## **Our Statement of continued support for UN Global Compact**

SQUARE Pharmaceuticals Ltd. is one of the pioneer signatories of UN Global Compact in Bangladesh. UNGC principles are aligned with company's culture from the very outset. So, signing UNGC was a public endorsement of what SQUARE had already been practicing. The Management Team leads the entire range of activities with dedication and continues to identify sustaining ways of meeting our commitments to the UNGC. We strongly agree as an organization to increase the momentum and practical steps to meet our commitment made to UNGC.

We run our business with transparency, under ethical standard and scaling up CSR activities to our stakeholders. I, as the Managing Director, feel obliged to express our commitment towards UNGC and will continue our efforts going forward in 2014.

  
Tapan Chowdhury  
Managing Director

Category	Commitment	Actions /Activities/Systems	Outcomes												
<p><b>Human Rights</b></p> <p><b>(UNGC Principles 1-2)</b></p>	<p>We are committed to extend our support for the protection of internationally proclaimed human rights within their sphere of influence &amp; make sure that they are not complicit in human rights abuse.</p>	<p><input type="checkbox"/> <b>Informing Physician Community on Latest Development in Medical Science</b></p> <p>Being in the pharmaceutical sector, the Company maintains a very close relation with the physician community. The management believes a better informed and educated doctor community creates a win-win situation for all the stakeholders. For this purpose, SQUARE takes multiple initiatives under its <b>Continual Medical Education (CME)</b> programs.</p> <p>❖ <b>Clinical Meeting:</b> These meetings are organized aiming to upgrade the day-to-day developments in medical sector. These meetings act as a forum for training and knowledge-sharing among the medical professionals and often attended by experts on the respective subject as key-note speakers which are continued efforts; these meetings are conducted by dedicated team of medical graduates of the Medical Services Department (MSD).</p> <table border="1" data-bbox="658 847 1319 994"> <thead> <tr> <th>Year</th> <th>Number of Programs</th> <th>Number of Participants</th> </tr> </thead> <tbody> <tr> <td>January 2013 to December 2013</td> <td>389</td> <td>28911</td> </tr> </tbody> </table> <p>❖ Our AgroVet Division also conducts seminar and clinical meeting across Bangladesh for Veterinary Doctors, Farmers and Quacks to disseminate the regular updated information of different drugs. These meetings are organized by Veterinary Graduates of Veterinary Services Department (VSD).</p> <table border="1" data-bbox="658 1246 1319 1393"> <thead> <tr> <th>Year</th> <th>Number of Programs</th> <th>Number of Participants</th> </tr> </thead> <tbody> <tr> <td>January 2013 to December 2013</td> <td>286</td> <td>10010</td> </tr> </tbody> </table>	Year	Number of Programs	Number of Participants	January 2013 to December 2013	389	28911	Year	Number of Programs	Number of Participants	January 2013 to December 2013	286	10010	<p><input type="checkbox"/> A wealth of knowledge is shared among medical professionals.</p> <p>A close relation with the physician community is maintained</p> <p>Product knowledge is increased significantly.</p> <p>Medical professionals receive updated information on different drugs and other relevant information.</p> <p>A better informed and educated community of doctors creates a win-win situation for all the stakeholders.</p> <p>The physician community is supported with contemporary and critical issues related to medicine, disease, medical innovation etc.</p>
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<p><b>Human Rights</b></p> <p><b>(UNGC Principles 1-2)</b></p>		<p><b>SQUARE Publications:</b> SQUARE publishes bulletins on a quarterly &amp; half-yearly basis which are distributed among the physicians of Bangladesh. They are:</p> <ol style="list-style-type: none"> <li>1. The SQUARE – provides various informative articles on healthcare, diseases and also product information.</li> <li>2. e-SQUARE- online version of the articles</li> <li>3. SQUARE- Bengali version of the articles.</li> </ol> <p>Electronic versions of these bulletins are available in our website.</p> <p>The SQUARE  <a href="http://www.squarepharma.com.bd/periodicals-the-square.php">http://www.squarepharma.com.bd/periodicals-the-square.php</a>  E-SQUARE  <a href="http://www.squarepharma.com.bd/periodicals-e-square.php">http://www.squarepharma.com.bd/periodicals-e-square.php</a>  SQUARE  <a href="http://www.squarepharma.com.bd/periodicals-psquare.php">http://www.squarepharma.com.bd/periodicals-psquare.php</a></p> <p><input type="checkbox"/> <b>Support to local community:</b> SQUARE takes continued initiatives to provide support for the local community.</p> <p>SQUARE Pharmaceuticals Ltd. handed over medicines &amp; other daily-need appliances to 'School of Hope' which is a non-profit, non-political, non-religious educational institute situated at Badda, Dhaka, established in January 1990 as a private initiative. It provides quality education &amp; health-support to 200 disadvantaged children every day.</p> <p>SQUARE is also involved in philanthropic activities. SQUARE Pharmaceuticals Ltd. donated medicinal products worth Tk. 3 million for the victims of Typhoon Yolanda in Philippines.</p>	<p><input type="checkbox"/> The institution received the necessary resources to function efficiently.</p> <p>Information on SQUARE and its products were disseminated among children and the community.</p> <p>The typhoon affected people received humanitarian aid.</p> <p>SQUARE’s products reached Philippines creating awareness among the people.</p>
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<p><b>Human Rights</b></p> <p><b>(UNGC Principles 1-2)</b></p>		<ul style="list-style-type: none"> <li>❑ <b>Support to Education:</b> SQUARE Kindergarten &amp; High School provides educations and educational facilities to the children of the employees as well as the children of the local community.</li> <p>Around 500 students are receiving primary and secondary education from SQUARE Kindergarten and SQUARE High School annually.</p> <p>SQUARE recognizes the merits of higher educated students and awards Gold Medal to the student of Dhaka Medical College who secures the highest mark.</p> </ul> <ul style="list-style-type: none"> <li>❑ SQUARE Textiles Ltd. (a sister concern of SQUARE Group) is providing pick &amp; drop services with school buses for the children of factory employees. Since the factory is located at a distance from town, the service creates great convenience and facilitates the movement of the children.</li> </ul> <ul style="list-style-type: none"> <li>❑ <b>Senora Acid Victim Campaign:</b> SQUARE Toiletries Ltd., one of the concerns of SQUARE Group is involved in a continuing fund raising program with the Acid Survivors Foundation. We are committed to provide Tk 1 from each of the sold unit of Senora 10 pad belt and panty.</li> </ul>	<ul style="list-style-type: none"> <li>❑ The children of the employees are receiving quality education at a subsidized rate.</li> <p>This educational service results in lasting employee satisfaction.</p> <p>The children of the local community are equally benefitted with quality education.</p> </ul> <ul style="list-style-type: none"> <li>❑ Boosts morale of the student.</li> <p>Creates future customers for SQUARE.</p> <p>The service generates employee satisfaction.</p> <p>The children enjoys hassle free journey.</p> </ul> <ul style="list-style-type: none"> <li>❑ In 2013, around 3,500,000 packs of Senora were sold.</li> <p>The fund raising program also acts as an awareness program.</p> <p>SQUARE stands alongside the acid victims assisting them with rehabilitation.</p> </ul>
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<p><b>Human Rights</b></p> <p><b>(UNGC Principles 1-2)</b></p>		<ul style="list-style-type: none"> <li>❑ <b>Empowerment:</b> SQUARE Group established a Training Institution of IT (Dishari Computer Training Institute) in Pabna to train the underprivileged community. A total 120 students (Male-55, Female-65) have received training from Dishari Computer Training Institute.</li>   <li>❑ <b>Women Empowerment:</b> SQUARE operates a fuel station named Eakub Filling Station which is run by women employees. Currently, six women are working as fuel operators in Eakub Filling Station and providing services to around 28,800 vehicles monthly.</li>   <li>❑ SQUARE Toiletries Ltd, is partnering one of the projects of CARE – “JITA” which enables rural women to purchase our products from hubs at Trade Price (TP) and sell it to households at Maximum Retail Price (MRP), keeping the margin (not less than 10%) for themselves.</li>   <p>Regular awareness programs are conducted in rural yards (Uthan Program) and rural schools in the JITA operating areas</p> <p>In 2013, the project increased the total number of districts from 31 to 46 nationally.</p>   <li>❑ SQUARE Toiletries Ltd. has provided health &amp; hygiene information to adolescent girls under the brand “Senora”. This is a free campaign that creates awareness among High School girls.</li> </ul>	<ul style="list-style-type: none"> <li>❑ The initiative offers an alternative training solution to the section of the community unable to afford costly training programs.</li> <p>Trainees are empowered as prospective users of future technology enabling them to build their future with contemporary knowledge in computer science.</p>   <li>❑ The station generates employment opportunities to rural women allowing them to be self-sufficient.</li> <p>Women are empowered as they are able to have their own source of income.</p>   <li>❑ Product awareness and demand increases in those areas</li> <p>Increases earnings of JITA and helps rural women to experience the better &amp; safer way of living.</p> <p>More women (3900+) are able to earn their livelihood by selling our products.</p>   <li>❑ This initiative has educated 1.6 million Bangladeshi girls about menstruation facts and made them ready for a healthier future.</li> <p>The initiative has also introduced our product to them.</p> </ul>
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<p><b>Human Rights</b></p> <p><b>(UNGC Principles 1-2)</b></p>		<ul style="list-style-type: none"> <li><input type="checkbox"/> “Meril Baby” (a brand of SQUARE Toiletries Ltd.) took the initiative to make life better for Bangladeshi mothers by conducting awareness programs.</li>   <li><input type="checkbox"/> Health awareness program of SQUARE hospital is broadcast live on “Maasranga” Television (sister concern of SQUARE) every Friday.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Mothers are benefitted with adequate knowledge on breastfeeding, helping them guide their babies to a healthy future.</li>   <li><input type="checkbox"/> Doctors and senior consultants communicate directly with patients over telephone, providing valuable information and advice on various important topics related to diseases, treatment etc.</li> </ul> <p>Creates health awareness among the mass population.</p>
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Category	Commitment	Actions /Activities/Systems	Outcomes
<p><b>Labour Standards</b></p> <p><b>(UNGC Principles 3-6)</b></p>	<p>We are committed to freedom of association, not to recruit any child labour and eliminate any discrimination in respect to employment and occupation.</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> SQUARE Pharmaceuticals Ltd. established Workers' Trade Union named "SQUARE Kormochari Samity" (Registration No: 1322). There are around 1203 members of the Trade Union.</li> <li><input type="checkbox"/> Detailed background and reference verification is done as a part of recruitment &amp; selection process to ensure no child is employed.</li> <li><input type="checkbox"/> Competency based recruitment system are carried out. Employees are selected based on their skills and competence. Last year a total of 587 employees were recruited under the system.</li> <li><input type="checkbox"/> HR policies are continuously updated as per the Labour Law of the country.</li> <li><input type="checkbox"/> SQUARE Pharmaceuticals Ltd. runs the program "Shohoj Kisti Reen Prokalpa" under which all unionized employees can take loan to purchase necessary home appliances with a small service charge.</li> <li><input type="checkbox"/> Female employees do not work during night shift operations.</li> <li><input type="checkbox"/> All of our employees (5868) are covered under mandatory Group Life Insurance.</li> <li><input type="checkbox"/> SQUARE Pharmaceuticals Ltd. is providing profit sharing through WPPF (Workers' Profit Participation Fund) which is a direct payment &amp; equally distributed to the employees depending on company's profitability.</li> <li><input type="checkbox"/> SQUARE Pharmaceuticals Ltd. Allows festival leave, sick leave, casual leave &amp; annual leave for all its employees.</li> <li><input type="checkbox"/> SQUARE Pharmaceuticals Ltd. is providing gratuity benefit for its employees after separation as per the amendment in the Labor Law.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> The door to negotiation with management is open as a result of this Trade Union. Various concerns of the workers are addressed. Salary and other benefits are reviewed.</li> <li><input type="checkbox"/> This ensures compliance with the Labor Law.</li> <li><input type="checkbox"/> Any possibility of discrimination based on gender, race or religion is eliminated.</li> <li><input type="checkbox"/> Retirement policy for the employees has been implemented due to the amendment in the Labor Law.</li> <li><input type="checkbox"/> At present, total 467 employees are benefited by this scheme.</li> <li><input type="checkbox"/> This ensures security and work-life balance for the female employees.</li> <li><input type="checkbox"/> This ensures compliance with the Labor Law and employee satisfaction.</li> <li><input type="checkbox"/> The plan promotes healthy employer-employee relationship. The plan is an additional earning for employees as it is paid in addition to salary and bonuses.</li> <li><input type="checkbox"/> Ensures compliance with the Labor Law.</li> <li><input type="checkbox"/> Employees are satisfied and the adjustment is implemented.</li> </ul>

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<p><b>Environment</b></p> <p><b>(UNGC Principles 7-9)</b></p>	<p>We are committed to support precautionary approach to environmental challenges &amp; promote greater environmental responsibility.</p>	<ul style="list-style-type: none"> <li>❑ We utilize Effluent Treatment Plant (ETP) in our manufacturing plants. Purified water through ETP is used to maintain Green belt around plants. SQUARE’s Environmental license has been updated on a continuous basis. Chemical Oxygen Demand (COD) of our ETP is 200 mg/L. (International Standard for COD has to be less than 400 mg/L for the efficacy of ETP).</li> <li>❑ We use incinerators for disposing solid wastes to protect the environment from pollution. In 2013 a total of 11798.08 kilograms waste were disposed through incinerator. <ul style="list-style-type: none"> <li>• Waste Powder: 2960.84 kilograms</li> <li>• Solid Waste: 6507.24 kilograms</li> <li>• Batch Documents: 2250 kilograms</li> <li>• Carton, Leaflet etc.: 80 kilograms.</li> </ul> </li> <li>❑ We maintain large greeneries around SQUARE establishments.</li> <li>❑ SQUARE Pharmaceuticals Ltd. has stopped producing any CFC based inhaler from 1<sup>st</sup> January 2013 as it harms the ozone layer.</li> <li>❑ At Sabazpur Tea Co. Ltd. (a sister concern of SQUARE Group), we use organic fertilizer to produce tea. The tea garden uses natural pest &amp; controls weed manually. It uses only renewable resources and maintains the soil’s fertility. As of 2013, the total kilograms of tea produced were 1, 76,012.</li> <li>❑ SQUARE Herbal &amp; Nutraceuticals Ltd. (SHNL) seeks to reduce and reverse the adverse effects on the environment by Green Product Designs especially for ‘Basak cultivation’ (Medicinal Plant). The company produces herbal medicine such as “Adovas” which not only impacts in environment positively but increases social values and integrity. We have provided adequate training targeting mostly women and unemployed youth.</li> </ul>	<ul style="list-style-type: none"> <li>❑ Our stakeholders are satisfied and there are no formal complaints regarding environment.</li> <li>❑ We are being responsible to environment protection.</li> <li>❑ Increases aesthetics around the compounds.</li> <li>❑ Received award from the government of Bangladesh in association with UNDP for contributing to the environment by producing HFA based inhalers.</li> <li>❑ Environmental friendly practices ensure protection of wildlife and maintenance of biodiversity.</li> <li>❑ Soil erosion is prevented.</li> <li>❑ Poverty is eliminated through employment generation.</li> <li>❑ SHNL has been awarded “Asia Responsible Entrepreneurship Awards 2014 –South Asia”</li> <li>❑ About 60,000 marginal farmer family are earning through medicinal plant cultivation in the northern part of Bangladesh</li> <li>❑ Poverty has been alleviated as they are earning from Tk. 2500 to 25000/month</li> <li>❑ Women participation in earning process is maximum, so they are also contributing to the economy.</li> <li>❑ The medicinal plant cultivation and marketing model enhances social integrity through arranging interaction among the farmers.</li> <li>❑ Huge cultivation of medicinal plant in the abundant land has enhanced forest development (450 KM road side)</li> <li>❑ Use of natural pesticides and organic fertilizer enhanced the caring for environment.</li> <li>❑ Roadside “Basak” cultivation decreased the soil erosion.</li> </ul>

Category	Commitment	Actions /Activities/Systems	Outcomes
<p><b>Anti-Corruption</b></p> <p><b>(UNGC Principle 10)</b></p>	<p>We are committed to work against corruption in all its forms, including extortion and bribery.</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Introduction of SAP ERP Systems to integrate the core business functions/processes.</li> <li><input type="checkbox"/> We follow &amp; ensure “<b>Zero Tolerance</b>” against all kinds of Corruption &amp; we have an “Internal Audit” department which specifically deals with this issue. The head of “Internal Audit” directly report to the Managing Director to ensure better control.</li> <li><input type="checkbox"/> All 587 newly joined employees went through orientation program on business ethics &amp; anti-corruption.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Transparency in the transactions of the company is ensured.</li> <li><input type="checkbox"/> Company assets are safeguarded against misappropriation and fraud.</li> <li><input type="checkbox"/> Operations of company are run effectively and efficiently.</li> <li><input type="checkbox"/> Cost of the company is optimized.</li> <li><input type="checkbox"/> Built awareness in newly joined employees.</li> <li><input type="checkbox"/> Fair and legal transactions are processed end-to-end and data inconsistencies are eliminated.</li> <li><input type="checkbox"/> Every transactions are monitored</li> </ul>