

# COMMUNICATION ON PROGRESS 2024



**UNITED NATION  
GLOBAL COMPACT**

*Report*

## **CEO's Statement of Continued Support for the UN Global Compact and Its Ten Principles**

To Our Stakeholders:

I am pleased to submit Rastgar Engineering Company's annual Communication on Progress report. We value the opportunity to tell our Global Compact story, reaffirming our commitment to the Ten Principles of the United Nations Global Compact (UNGC). We highlight the numerous ways we embody these principles through our people and practices. The UNGC aligns closely with our longstanding company values, emphasizing integrity, ethics, human rights, transparency, diversity, and economic, social, and environmental sustainability. Upholding these high standards is integral to our daily operations.


We are grateful for this opportunity and for the continued leadership and partnership of our UNGC colleagues.

Sincerely,



Saif Ali Rastgar

CEO, Rastgar Engineering Company



# RASTGAR

## Our Journey Since 1967

Since its establishment in 1967, Rastgar Engineering Company has been grounded in universally accepted ethics and human rights principles, extending this ethics to our customers, employees, suppliers, and other stakeholders. Today, I not only reaffirm this commitment to integrity and transparency but also pledge to enhance our efforts towards environmental sustainability, efficiency, and creating a positive workplace culture.

As a founding member of the United Nations Global Compact for Employers in Pakistan, Rastgar Engineering Company is dedicated to providing a supportive working environment and training opportunities that enhance the skills and quality of life for all our team members. Corporate responsibility is at the heart of our business. We believe in conducting business ethically and continue to uphold UNGC principles within Rastgar Engineering Company and in the surrounding community.

We fully endorse all ten principles of the UNGC and ensure that everyone at Rastgar Engineering Company actively contributes to achieving these goals. Any non-conformity with policies and practices on human rights, labour,




environment, and anti-corruption is regularly discussed and reviewed within top management, with prompt preventive measures taken.

## ❖ Policy Communication and Implementation

Our policies on human rights, environmental stewardship, good labour practices, and anti-corruption are communicated at all company levels through various mediums. These policies are displayed within our premises via notice boards, audio-visual announcements, banners, objective statements, meetings, and occasional celebrations.



We regularly share our company's progress and achievements with all stakeholders through our annual report, website, employee handbook, emails, and other written communications. Our adherence to internationally accepted policies and principles has earned us recognition and certification under several International Standards, including:

- ISO 9001: Quality Management System
  - IATF 16949: Development and Manufacturing of Automobile Parts
  - OHSAS 45001: Occupational Health and Safety Management System
  - ISO 14001: Environmental Management System
- 

## HUMAN RIGHTS

We are deeply committed to universally accepted human rights principles and take special care to avoid any form of abuse. Our employees are our most valued asset, and we continuously invest in their skill development,



professional growth, and health and safety.

### ❖ **Equal Opportunity Employer:**

Rastgar Engineering Company is an equal opportunity employer, ensuring fair practices in our hiring and promotion procedures. Female employees are given equal opportunities in all aspects of employment and training

### ❖ **Fair Evaluation and Treatment:**

Employees are provided with opportunities for self-fulfillment and growth, and their accomplishments are duly rewarded. We encourage participation

in daily floor meetings, cleanliness drives, safety programs, healthy activities, café management affairs, and plantation drives.

### ❖ **Prevention of Sexual Harassment and Abuse of Power:**

An Inquiry Committee against Sexual Harassment ensures a harassment-free, professional, and dignified work environment. Committee members' names and contact numbers are displayed on notice boards at prominent places within the company. Employees are encouraged to bring any concerns about unfair treatment or harassment to the Inquiry Committee.



### ❖ **Prohibition of Discrimination:**

We do not discriminate based on gender, race, religion, or political beliefs. We value diversity and treat all personnel and external contacts with respect and fairness.





### ❖ **Prohibition of Forced Labour and Child Labour:**

We stand against child labour and forced labor employment. Our minimum age limit for employment is 18 years, verified through supportive documents. All employment is based on mutual consent, and employees are free to resign as per agreed terms.



### ❖ **Employment of Disable People:**



We regularly give special consideration to disabled persons, ensuring non-discrimination if the job can be performed by a disabled individual. Walkways within the company are redesigned to facilitate movement for disabled employees.



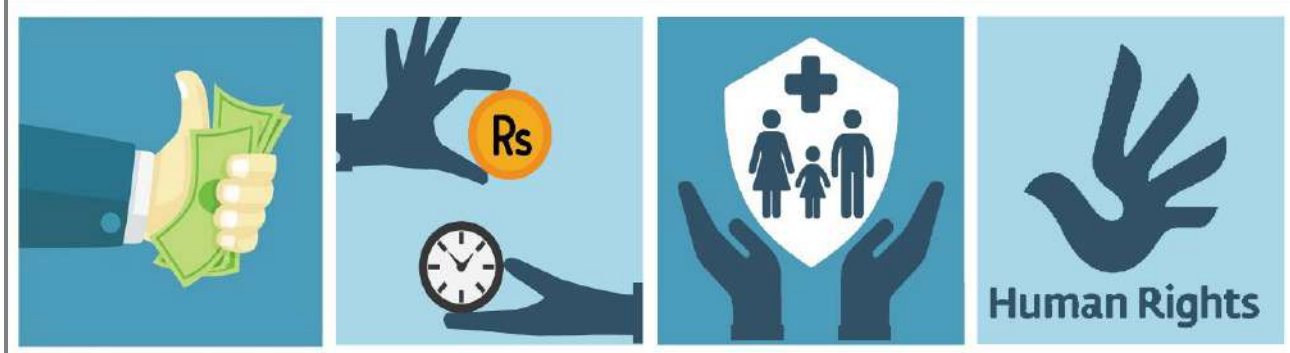
### ❖ **Community Welfare:**

Rastgar Engineering Company actively incorporates sustainability initiatives across all business activities, from raw material sourcing to delivery. We engage in community service projects, including primary education, Medicare, blood donation, and disaster relief programs. We also participate in local community development programs such as employment creation, skills development, scholarships for students, corporate citizenship activities, and support in disasters.



## LABOUR PRACTICES

### Labour and Their Rights



Rastgar Engineering Company fully complies with local labour laws, including Minimum Wage Rate, Overtime Payment, Social Security, and Government Pension. We meet security and human rights requirements and strongly discourage discrimination in all its forms.

#### ❖ **Workforce Diversity:**

Our workforce is diverse, comprising individuals from various backgrounds and regions. We value diversity and hire based on merit, without discrimination.





### ❖ **Working Environment:**

We provide a progressive working environment and learning opportunities to improve the skills and salaries of our employees. Our work environment is free from discrimination and harassment, promoting comfort and inclusivity.





## ❖ Health and Safety:

Certified under OHSAS 45001:2018, Rastgar Engineering Company prioritizes safety, valuing the lives of our team members. We have established safety protocols, preventative



maintenance, and necessary technical measures to mitigate workplace health and safety risks.

## ❖ Accident Reporting System:

We have an established accident reporting system to document incidents accurately. Details of injuries and preventive measures are recorded and addressed promptly.

## ❖ Environmental Ethics:

Employees are required to adhere to the Company's Code of Ethics, signed at the time of induction, which includes guidelines on avoiding discrimination and ensuring fair dealings with all stakeholders.

RASTGAR world's best wheel hubs	
<b>RULES AND CODE OF CONDUCT</b>	
<ul style="list-style-type: none"> <li>➤ I will always be punctual in coming to office, attending meetings, meeting deadlines etc.</li> <li>➤ I will come to work in neat clothes as per company dress code.</li> <li>➤ If I am absent for any reason, I will inform my Manager / Supervisor immediately.</li> <li>➤ I will not indulge in any immoral activity or any behavior which is socially not acceptable.</li> <li>➤ I will not indulge in any activity or talk which is against the interests of the company or its management.</li> <li>➤ I will not damage, waste or misuse company assets / resources including equipment, raw material, stationary, phone calls, internet and information.</li> <li>➤ I will not do anything which will create a conflict of interest with my job. I also understand and fully agree to company policy on inter-employee loans and relationship with company suppliers and service providers.</li> <li>➤ I will not waste time while I am in the company.</li> <li>➤ To promote efficiency, I will keep all communication channels open by quickly responding to all phone calls, SMS messages, emails etc.</li> <li>➤ If I have spare time available, I will try to find a way to contribute to the company objectives, reduce costs and help others in the company.</li> <li>➤ I will enjoy my work and have fun while also maintaining an environment of decency and respect.</li> <li>➤ In case I resign or am terminated, I will serve my notice period and hand over my responsibilities / paper work / documentation in a proper manner.</li> <li>➤ I will be truthful and honest with the management and everyone else that I work with.</li> <li>➤ I will try to do my assigned jobs with utmost honesty, responsibility and focus on achieving results and targets.</li> </ul>	
<p><b>I have carefully read all the above rules and agree to follow them completely</b></p> <p>Name: _____ Signature: _____</p> <p>Department: _____ Date: _____</p>	
HRM-003	

### ❖ **Performance Measurement:**

Managers and supervisors set and periodically review targets. Performance is judged by conformity to quality and productivity targets.



### ❖ **Employee Development and Training:**

We foster a culture of continuous learning and on-the-job training. Skill enhancement sessions are regularly conducted, with international experts providing technical training and technology transfer. Fire, rescue, and emergency training sessions ensure preparedness for emergencies.



### ❖ **Employee Feedback:**

We encourage employees to provide suggestions for improving the company's performance through an ongoing Employee Suggestion Program.





The Human Resource Department obtains regular feedback on problem areas and concerns, including through exit interviews.

## ❖ **Compensation:**

Our employment contracts comply with human rights and labour laws. We offer industry-competitive compensation and benefits without gender discrimination in salaries.





## ❖ Employee Benefits:

Rastgar Engineering Company provides various benefits, including financial support to deceased workers' dependents, special paid leaves, financial grants, overtime payments, medical cost reimbursement, free and subsidized meals, financial assistance for Hajj, a corporate gym, interest-free loans, scholarships for workers' children, and company-sponsored outings and events.



## Iftaar Dinner

March 29, 2024

**RASTGAR**  
Since 1967





## Students Visits

May 11, 2024

RASTGAR  
Since 1967





## Students Visits

May 18, 2024

**RASTGAR**  
Since 1967







## ❖ Audit & Certifications:

Efforts are made to maintain and improve our environmental management systems, with regular audits to ensure safety and environmental compliance.

## ❖ Waste Management:

We have systems to manage waste, air emissions, and wastewater discharges safely. Waste is disposed of properly to prevent health and environmental hazards.

## ❖ Noise Monitoring:

Noise surveys are conducted in operational areas with potential high noise levels. Ear protection is provided as necessary, and high-noise equipment is monitored periodically.

## ❖ Sustainable Resource Use:

We advocate for conserving resources such as paper, electricity, water, food, and other materials. Regular reminders are sent to all team members to encourage sustainable practices.

**HSE Services**  
Health, Safety & Environment Consultants, Laboratories,  
Lawyers & Engineering Services

ENVIRONMENTAL TESTING LABORATORY  
VEHICLE EMISSION TEST REPORT

Job No.	HSE/40000000		Date of issuance	20-03-2020		
Sample Information						
Commodity	Vehicle Emission	Reference No.	HSE/40000000			
Vehicle Type	L-Box	Date of Analysis	24-03-2020			
Model	F2000	Fuel	Gasol			
Serial No.	36007352	Capacity	3.0L			
Client/Institution						
Name	Rastgar Engineering Company (Pvt) Ltd.					
Address & Location	Plot # 307, Street # 81, Sector I B-3, Industrial Area, Islamabad					
TEST RESULTS						
Sl. #	Parameter	Unit	Testing Method	REGS*	Results	Remarks
1	Carbon Monoxide (CO)	%	ASTM D4052	0	0.03	Within BEQs
2	Smoke Number		Procedure: 2.0	2	1.1	Within BEQs
3	Noise Level	(dB (A))	ASTM E-1174	30	81	Within BEQs

NOTE:  
\*REGS: National Environmental Quality Standards

Comments/Remarks:  
• The client is responsible for truthful usage of reported data in future.  
• This report is not valid for any reproduction or special use.  
• The measurement results issued on the time of reporting.  
• Results valid only for reference unless without prejudice.  
• This test report shall not be reproduced except in full, without written approval of the Laboratory.

Analyst: M. S. Khan (Tech. Analyst)  
Approved: M. S. Khan (Tech. Analyst)  
Checked: M. S. Khan (Tech. Analyst)

Carachi Office: 1<sup>st</sup> Floor, United Safety Building, Main Bypass - Jinnah, Phase 7, DHA, Karachi. Tel: 3553 4000/347 3337/4338 3471/4550 3500/347

Carachi Lab: 1<sup>st</sup> Floor, Market Area, Plot No. 404, Sector 24, Durrum Chaudhry, Housing Industrial Area, Karachi. Tel: 3553 3471/3444 47/3553 4000/347/4550 3500/347

Lahore Office: 1<sup>st</sup> B, 4<sup>th</sup> Commercial Area, Cavity Ground, Lahore Cantt, Pakistan. Tel: 346 3861/738446/3271 4230/347

Lahore Lab: 1<sup>st</sup> Floor, 4<sup>th</sup> Commercial Area, Cavity Ground, Lahore Cantt, Pakistan. Tel: 346 3861/411/346 4000/347

Email: info@rastgar.com.pk Web: www.rastgar.com.pk NTN: 130725-6 STRN: 0300/13072512

Registered in Sales Tax Department in All 4 Provinces.

Services: HSE (Third Party Inspection), Environmental Monitoring, Environmental Assessment (EIA/SEA/EIAs/RCR), Water Wastewater: Waste Engineering, Environmental Legal Assistance, Equipment Calibration/Repairing.

2750





## ❖ Paper:


We strive to reduce paper consumption, promoting a paperless office environment and using recycled paper for stationery and printing. Internal memos are circulated via email.

## ❖ Electricity:


Energy consumption is reduced by using energy-saving bulbs and LED lights.

## ❖ Minimize Leakages:

We conduct annual inspections to identify and fix air and water leakages, reducing energy consumption.



**HSE Services**  
Health, Safety & Environment Consultants, Laboratories,  
Licensing & Engineering Services



**ENVIRONMENTAL TESTING LABORATORY  
EMISSION TEST REPORT**

Job No: HSE/ENV/0002		Date of Issuance: 20-02-2020	
<b>Sample Information</b>			
Consistency: Stack Emission	Reference No: HSE/ENV/0002		
Type: Furnace	Date of Monitoring: 21-2-2020		
Engine: 750 HP	Fuel: Industrial Furnace		
Serial No: 025704000	Capacity: 750 MVA		
<b>Client/Installation</b>			
Name: Rastgar Engineering Company (Pvt) Ltd			
Address & Location: Plot # 207, Street # 80, Sector I-95, Industrial Area, Islamabad			

Sl. #	Parameters	Unit	Testing Method	NEQS*	Result	Remarks
1.	Carbon Monoxide (CO)	mg/m <sup>3</sup>	ASTM D-5522	800	11.7	Within NEQS
2.	Sulphur Dioxide (SO <sub>2</sub> )	mg/m <sup>3</sup>	ASTM D-5522	1700	4.3	Within NEQS
3.	Concentration of Nitrogen (NO <sub>x</sub> )	mg/m <sup>3</sup>	ASTM D-5522	900	3.6	Within NEQS
4.	Oxygen (O <sub>2</sub> )	%	ASTM D-5522	-	20.2	Within NEQS
5.	Particulate Matter	mg/m <sup>3</sup>	Gravimetric Method	300	07	Within NEQS
6.	Smoke Number	-	Ringelman scale	2	1.1	Within NEQS

NOTE:  
\*NEQS: National Environmental Quality Standard  
Comments/Remarks:

- The client is responsible for lawful usage of reported data.
- This report is not valid for any negotiation or judicial use.
- The measurement results based on the time of monitoring.
- Results valid only to the items tested without prejudice.
- This test report shall not be reproduced except in full, without written approval of the Laboratory.

*(Signature)*  
Analyst: M. B. Siddiqi  
(Env. Analyst)

*(Signature)*  
Approved: M. B. Hassan  
(Chief Analyst)

*(Signature)*  
Checked: M. B. Hassan  
(Senior Analyst)

END OF REPORT

---

**Karachi Office:** 2<sup>nd</sup> Floor, United Bakery Building,  
Main Khayaban-e-Jam, Phase 7, DHA, Karachi.  
Tel: 0215 4050 347, 0321 4050 347, 0300 5050 347

**Karachi Lab:** 2<sup>nd</sup> Floor, Majid Arcade, Plot No 614,  
Sector D-6, Brak Chowring, Korangi Industrial Area, Karachi.  
Tel: 0215 3671 0348-47, 0301 4050 347, 0322 3050 347

**Lahore Office:** 5-B, 4<sup>th</sup> Commercial Area,  
Chowry Ghosla, Lahore Canal, Pakistan.  
Tel: 042 3467 7186-88, 0321 4050 347

**Lahore Lab:** 2<sup>nd</sup> Floor, 4<sup>th</sup> Commercial Area,  
Chowry Ghosla, Lahore Canal, Pakistan.  
Tel: 0300 8487 437, 0345 4050 347

Email: info@rastgar.com.pk    Web: www.rastgar.com.pk    NTN: 1500725-8    STRN: 0300103070512  
Registered in Sales Tax Department in All 4 Provinces.  
Products: OHS (Risk Entry Inspection), Environmental Monitoring, Environmental Assessment (TEK/PLA/EMO/REM/ELC),  
Waste Water Treatment Plant Designing, Environmental Legal Assistance, Equipment Calibration/Repairing

3348

## ANTI-CORRUPTION MEASURES

Transparency is a top priority at Rastgar Engineering Company, ensured at all levels of our operations and management systems. We support the anti-corruption principle and are committed to a no-tolerance policy towards corruption. All funds, assets, receipts, and disbursements are properly



recorded. Any form of extortion and bribery is considered serious misconduct, and timely action is taken on any allegations of improper labor or corrupt practices. An independent Audit Committee ensures compliance monitoring.

Our supplier selection process is fair, without discriminatory terms. Suppliers are required to follow our code of conduct and maintain fair competition and international standards.



❖ **Reminding REC Team Members to handover gifts to Administration to minimize the conflict of Interest:**

Dear Team Members,

This is just an annual refresher about the company policy that all calendars, diaries or other gifts received by REC employees from any company supplier or customer are to be handed over to me immediately for ultimate disposal under SAR directions.

Regards

*Waseem Arif*  
CEO / Chairman

**RASTGAR ENGINEERING CO. Pvt Ltd.**

307, Street 3, I-9/3, Industrial Area, Islamabad-44790. Pakistan

**Tel:** +92 (51) 4433544-6 **Ext:** 136, **Intl. Tel:** +92 (51) 4433680, **Fax:** +92 (51) 4433548

**Web:** [www.rastgar.com](http://www.rastgar.com) **Email:** [info@rastgar.com](mailto:info@rastgar.com)

 / [RastgarEngineeringCompanyPvtLtd](https://www.facebook.com/RastgarEngineeringCompanyPvtLtd)



Please consider your environmental responsibility.

Save Energy. Save a tree. Save the printing for something really important.



## CONCLUSIVE REMARKS

This is our report for the UN Global Compact for this year. I recognize the historic opportunity through the UN Global Compact to unite global stakeholders in ending extreme poverty, fighting inequality and injustice, and protecting our planet. I have endeavored to be precise and accurate in our reporting and stand committed to supporting every Global Compact principle, believing it fosters a positive company culture. Thank you!



**Saif Ali Rastgar**

**CEO**

*Fellow Member: Institute of Cost & Management Accountants of Pakistan.*

*Fellow Member: National Institute of Accountants - Australia*

*Fellow Member: Association of International Accountants - UK*

*Fellow Member: Pakistan Institute of Public Finance Accountants*

*Member: Chartered Institute of Management – UK*

*Member: Pakistan Institute of Corporate Governance.*