

**UNION IRON AND STEEL CO L.L.C.**

Date: 10/03/2022



Document Title:

**STAKEHOLDER ENGAGEMENT METHOD**

Rev. No.  
04

UIS-SCS-FM-01

Stakeholder	Concerns	Ways of Engagement	Responsibility	Frequency	Format/Record
Employees	<ul style="list-style-type: none"> <li>• Compensation &amp; Benefits</li> <li>• Career Development</li> <li>• Job Security</li> <li>• Employee Welfare</li> <li>• Working Conditions</li> <li>• Health &amp; Safety</li> <li>• Training &amp; Skills Development</li> </ul>	Direct Communication	Management	Daily Communication	Emails, Memos, Notices, performance review form
		Employee Stratification	Human Resource Dept.	Every Two Years	Survey Questionnaire
		Intranet, Network System	Management, IT	Daily	Emails, Intranet, Website
		Newsletter, Publications, posters	Human Resource Dept. / HSE	Quarterly	Newsletters, HSE Posters
		Training Program	Human Resource Dept.	As Per Plan	Training Plan, attendance, training evaluation
		Company Activities / Events	Human Resource Dept.	Quarterly or during special occasions	Event invitation, event reported photos
		Site Visits	Sales & Marketing	Daily / Monthly	Site visit reports, Photos
		Customer-Oriented Publications, brochures	Business Development manager / Sales & Marketing	Yearly / As Required	Company brochures, Catalogue, Media ads, web publications
		Customer Meetings / Events	Human Resource Dept. / Procurement	As Per Plan	Event Reviews, Photos
		Events, Workshops	IT	Annual	Programs, Reviews, photos, news ads
		Internet, Website	HSE	Regular	Website Post
Site visits	Human Resource Dept. / Sales & Marketing	Routine	Photos, reports		

**UNION IRON AND STEEL CO L.L.C.**

**Date: 10/03/2022**



Document Title:

**STAKEHOLDER ENGAGEMENT METHOD**

**Rev. No.  
04**

**UIS-SCS-FM-01**

Customers, Competitors & Distributors	<ul style="list-style-type: none"> <li>• Customer Satisfaction</li> <li>• Quality of Products &amp; Services.</li> <li>• Partnership &amp; Technology</li> <li>• Availability, Delivery time</li> <li>• Product safety &amp; Technology</li> <li>• Environmental-Friendly Product</li> </ul>	Customer Satisfaction Survey	Sales & Marketing	Yearly	Customer Satisfaction Survey Questionnaire
		Site Visits	Sales & Marketing	Daily/Monthly	Site visit reports, photos
		Customer-oriented publications, brochures	Business Development Manager/Sales & Marketing	Yearly / As Required	Company brochures, catalogue, media ads, web publications
		Customer meetings/ events	Business Development Manager /Sales & Marketing	As per plan	Event reviews, photos
		Partnerships/ contracts	Sales & Marketing	Annual / As required	Contracts project reports
Neighbour's & Local Communities	<ul style="list-style-type: none"> <li>• Social Investments</li> <li>• Environmental Health &amp; Safety</li> <li>• Compliance for Regulations</li> <li>• Employment opportunities</li> <li>• Community engagement process</li> </ul>	Local Reporting, Publications	HSE & Compliance Dept.	Quarterly, Annual,	Annual reports, Newsletters, Brochure
		Events, workshops	HSE & Compliance Dept./Business Development Manager	Annual	Programs, reviews, photos, new ads.
		Internet, website	IT	Daily	Website post
		Site visits	HSE & Compliance Dept.	As scheduled	Photos, reports
Media	<ul style="list-style-type: none"> <li>• Industry challenges &amp; developments</li> <li>• Health &amp; Safety</li> <li>• Environmental concerns</li> </ul>	Press, Media releases	Human Resources Dept. / Sales & Marketing	Monthly / Quarterly	Interviews, Press rereleases, advertisements
		Internet & Social Networks Active involvement in industry organization	HSE / IT / QC	Regular	Website, web posts, Magazine

**UNION IRON AND STEEL CO L.L.C.**

Date: 10/03/2022



Document Title:

**STAKEHOLDER ENGAGEMENT METHOD**

Rev. No.  
04

UIS-SCS-FM-01

Business & Industry Organizations	<ul style="list-style-type: none"> <li>• Long term industry challenges</li> <li>• Climate change</li> <li>• Human Rights</li> <li>• Energy &amp; Water Consumption</li> <li>• Employee Health &amp; Safety</li> <li>• Responsible Sourcing</li> </ul>	Partnership in Industry events	Business Development Manager / HSE & Compliance Dept.	Annual / As Scheduled	Event reviews, Photos
		Internet web releases	HSE & Compliance Dept. / IT	Daily, quarterly	Web posts/ads, website
		Publications	HSE & Compliance Dept.	Annual	Industry reports, publications
		Personal Dialogues	HSE & Compliance Dept.	As Scheduled	Correspondences

**UNION IRON AND STEEL CO L.L.C.**

Date: 10/03/2022

**Document Title:  
STAKEHOLDER ENGAGEMENT METHOD**

Rev. No.  
04

UIS-SCS-FM-01



Non – Government Organizations	<ul style="list-style-type: none"> <li>Formal Meetings</li> <li>Correspondences</li> <li>Publications</li> <li>Internet, media releases</li> <li>Events</li> </ul>	Formal Meetings	ADMINISTRATION / HSE / MR / QC	As Scheduled	Meeting Minutes
		Correspondences	ADMINISTRATION / HSE / QC	As Scheduled	Letters, Emails
		Publications	ADMINISTRATION / HSE / QC	Annual	Annual Reports, newsletters, brochure
		Internet, Media, Releases	IT / ADMINISTRATION / HSE / QC	Daily	Web posts / ads, Website
		Events	ADMINISTRATION / HSE	Occasionally	Event Reviews, Photos
Government agencies & Regulators	<ul style="list-style-type: none"> <li>Regulatory Compliances</li> <li>Social &amp; Economic Development</li> <li>Employment Opportunities</li> </ul>	Direct & Indirect Communications	Management / ADMINISTRATION / HSE	As Necessary	Reports
		Inspections & Audits	Management / ADMINISTRATION / HSE	As Scheduled	Audit Reports / Inspections Reports
		Conferences	Management / ADMINISTRATION / HSE	As Required	Conference Materials, Event Reports, brochure
Accreditation & Certification Authorities	<ul style="list-style-type: none"> <li>Product Conformity, Quality</li> <li>Management System Implementation</li> <li>Corporate policies &amp; Governance</li> <li>Standards &amp; Schemes Environment, Health, Safety &amp; Sustainability</li> </ul>	Site visits, Inspections and Audits	QC / HSE	Six Months / Yearly	External Audit Reports
		Regular Correspondence	QC / HSE	As Required	Memos, Letters, Emails
		Communication / Meetings	QC / HSE	As Required	Minutes, Action Plan

**UNION IRON AND STEEL CO L.L.C.**

Date: 10/03/2022

**Document Title:  
STAKEHOLDER ENGAGEMENT METHOD**

Rev. No.  
04

UIS-SCS-FM-01



Lenders, Owners & Investors, Shareholders	<ul style="list-style-type: none"> <li>• Corporate Responsibility Management</li> <li>• Code of Ethics/Business Conduct</li> <li>• Corporate Governance.</li> <li>• Employee Health &amp; Safety</li> <li>• Climate Change, Environment</li> </ul>	Regular board meeting	Director	Quarterly	Minutes, Resolutions
		Correspondence	Director	As required	Memos, letters, circulars
		Publications , Website	IT	Quarterly, Annul	Newsletters, website, brochures
		Open House	Business Development Manager	As Scheduled	Event reviews, photos
		Personal Engagement, Conference Calls	Management	Annual	Memos, emails
		VIP Site Visits	Senior Plant Mngr.	As scheduled	Reports, Photos
Supply Chain, suppliers, Utility companies (External service providers)	<ul style="list-style-type: none"> <li>• Contract Terms including pricing &amp; payment.</li> <li>• Supplier Code of Conduct</li> <li>• Legal Compliance</li> <li>• Health, Safety, Environment &amp; Sustainability</li> </ul>	Regular Conversations With individual suppliers	Procurement	As Required	Emails, Brochure
		Suppliers Meetings	Procurement	As Required	Minutes (if required)
		Suppliers audits	Procurement	Yearly / As Required	Supplier Audit Questionnaire
		Formal Supplier Assessments	Procurement	Yearly	Supplier Evaluation Records

**UNION IRON AND STEEL CO L.L.C.**

**Date: 10/03/2022**

**Document Title: STAKEHOLDER ENGAGEMENT METHOD**

**Rev. No.  
04**

**UIS-SCS-FM-01**



Contractors & Sub-contractors	<ul style="list-style-type: none"> <li>• Timely Payment</li> <li>• Pragmatic work schedule</li> <li>• Training</li> <li>• Clear Understanding of requirements,</li> <li>• Safe &amp; healthy work condition, Medical Assistance</li> <li>• Facilities and services</li> </ul>	Dialogues, Direct Communications	HSE & Compliance Dept.	As necessary	Meeting minutes / Action Reports
		Training Program	Human Resources Dept.	As per plan	Training plan, Attendance, training, Evaluation
		Newsletters, Publications, Posters	Human Resource Dept.	Quarterly	Newsletter, QHSE Posters
		Formal visits	HSE & Relevant Dept.	As Scheduled	Meeting minutes
Customers	<ul style="list-style-type: none"> <li>• Customer Satisfaction</li> <li>• Quality of products &amp; services</li> <li>• Partnership &amp; Technology</li> <li>• Availability &amp; Delivery Time</li> <li>• Product Safety &amp; Technology</li> <li>• Environmental-Friendly Product</li> </ul>	Customer Stratification Survey	Sales & Marketing	Yearly	Customer Stratification Survey Questionnaire
		Site Visits	Sales & Marketing	As Required	Site visit reports, photos
		Customer-Oriented Publications, brochures	Business Development Manager / Sales & Marketing	As Required	Company brochures, Catalogue, Media ads, web Publications
Employer	<ul style="list-style-type: none"> <li>• Code of Ethics/Conduct</li> <li>• Corporate Governance</li> <li>• Health &amp; Safety</li> <li>• Climate Change, Environment</li> </ul>	Regular Meetings	CEO / Management Representatives	As Required	Minutes, Resolution
		Publication, website	IT	As Required	Newsletters, Websites, brochure
		Open House	Business Development Manager	As Required	Event Reviews, photos
		Personal Engagement, Conference calls	Management	As Required	Memos, Emails
		VIP Site Visits	Management	As Required	Reports, Photos
Visitors	<ul style="list-style-type: none"> <li>• Safety and Security</li> <li>• Duty of Care</li> <li>• Clear communication and guidance</li> </ul>	Training program	Human Resources Dept.	As per plan	Training plan, attendance, training, evaluation
		Dialogues, meetings	Quality Dept. HSE & Compliance Dept.	Annual or as required	Minutes, Action plan
		Direct communication	Management	Daily Communication	Emails, Memos, Notices, Performance review form.

**UNION IRON AND STEEL CO L.L.C.**

**Date: 10/03/2022**

**Document Title: STAKEHOLDER ENGAGEMENT METHOD**

**Rev. No.  
04**

**UIS-SCS-FM-01**



Bankers / Financiers	Payment of loan / interest as agreed on time	Direct Communication	Chief Finance Officer	Daily Communication	Emails, Memos, Notices
Interns	<ul style="list-style-type: none"> <li>• Good company culture</li> <li>• Gaining Experience</li> <li>• Safe working Environment</li> <li>• Social welfare</li> <li>• Opportunities to develop skill</li> </ul>	Direct communication	Management	Daily Communication	Emails, Memos, Notices, performance review form
		Survey	Human Resource Dept.	Every Three Years	Survey Questionnaire
		Events, workshops	HSE & Compliance Dept. / Business Development Manager	Annual	Programs, reviews, photos, new ads.
		Training Program	Human Resource Dept.	As per Plan	Training Plan, attendance, training, evaluation.
		Company Activities / Events	Human Resource Dept.	Quarterly or during special occasions	Events invitation, event reported photos