



Our Communication on Progress to the United Nations Global Compact

Submission date: 7 August 2007

Table of contents

Background information	p2
Nature of business	p2
Statement of support	p3
How we are implementing the Principles	p4
Principle 1. Support and respect for internationally proclaimed human rights	p4
Principle 2. Not being complicit in human rights abuses	p5
Principle 3. Freedom of association and the right to collective bargaining	p6
Principle 4. Elimination of forced and compulsory labour	p8
Principle 5. Abolition of child labour	p9
Principle 6. Elimination of discrimination in employment and occupation	p10
Principle 7. Support a precautionary approach to environment	p11
Principle 8. Initiatives to promote environmental responsibility	p12
Principle 9. Development and diffusion of environmentally friendly tech.	p12
Principle 10. Working against corruption in all its forms	p13
Making this CoP available to stakeholders	p14

Note 1: This is an SME submission. Maplecroft currently employs 20+ full and two part time employees

Note 2: Principles titles are abbreviated. Full titles are presented on the following pages.

Background information

Company name	Maplecroft
Address	The Towers St Stephen's Road Bath, BA1 5JZ
Country	United Kingdom
Telephone no.	+44 (0) 1225 420 000
Fax no.	+44 (0) 1225 338 329
Web address	http://www.maplecroft.net http://maps.maplecroft.com http://portal.maplecroft.com
Submission date	7 August 2007
Membership date	11 February 2005
Number of employees	20+ full-time employees 2 part-time employees
Sector	Professional, Scientific and Technical Services
Contact name	Kevin Franklin
Contact position	Director of Research Strategy

Nature of business

[Maplecroft](#) was founded in 2001. We provide a rigorous and strategic approach to the management of sustainability or corporate responsibility (CR) issues for a diverse range of business clients. Our work enables businesses to recognise, contribute and monitor their contribution to sustainable development goals as an integral part of how they work – including the UN Global Compact and UN Millennium Development Goals. The Maplecroft team comprises a closely knit, in-house network of academics, business practitioners and information technology (IT) experts that operate as specialist researchers and consultants in the field of non-financial risk, responsibility and reputation. We cover a wide range of subject areas (in the economic, ethics, employee, community and environment domains) and geographies.

We advise and assist businesses and other organisations to achieve high standards of social, ethical and environmental performance through research, training and the development of innovative communication and risk management tools. These include:

- Mapping non-financial risks – Maplecroft maps, indices, movies (including issues of direct relevance to the UN Global Compact e.g. human rights, environment)
- Strategy and policy development – Maplecroft Policy Bank
- Risk, responsibility and reputation management – proprietary approach developed over 15 yrs
- Stakeholder engagement – proprietary approaches to facilitating and identifying issues relevant and material to stakeholders
- Assessment, monitoring and auditing – using our suite of electronic 'Principles-Plus' tools that enable simultaneous multi-audit
- Reporting – specialised in the 'development and evaluation' of sustainability and CR reports

Through our work as an internationally respected risk research and advisory organisation and through the operation of our own company, we seek to demonstrate that organisations can create value from responsibility.

Statement of support


Maplecroft is committed to behaving as a responsible corporate citizen. As part of this commitment, Maplecroft endorses fully the 10 Principles of the [UN Global Compact](#) which cover: human rights, labour standards, environment and anti-corruption. Maplecroft is committed to supporting and advocating these Principles throughout its sphere of influence, including in our research and advisory work with businesses and in our pro bono activities.

As part of this commitment, we strive to make the UN Global Compact and its Principles an integral part of our strategy, Corporate Responsibility Policy, culture and day-to-day operations. We do this through the development, communication and implementation of relevant policies and systems to manage and measure our progress towards these Principles. We support public accountability and transparency and will publish a regular report containing information about our progress. This Communication on Progress (CoP) forms an integral part of this commitment. It covers the period from 11 February 2005 to 1 July 2007.

In addition to our work with business clients, Maplecroft seeks to operationalise the Principles of the UN Global Compact through:

1. Pro bono work undertaken on behalf of a range of non-governmental organisations with humanitarian goals or whose mandate is helping to improve the state of the world, including:
 - The [Global Fund](#) – production of an interactive map centre
 - [Product Red](#) – production of interactive maps
 - [World Food Programme](#) – production of interactive maps
 - [Disaster Resource Network](#) – production of interactive maps
 - [World Water Council](#) – production of maps
 - [World Business Council for Sustainable Development](#) – production of maps
 - [WEF](#) – wide range of work, including maps
2. Voluntary monetary contributions by employees to a range of charities, which have been matched by Maplecroft. This includes contributions to the [World Food Programme](#) and the [Coalition to Stop the Use of Child Soldiers](#).
3. The production of [Ethical Insight](#) which a free fortnightly digest of news, reports and reviews, acclaimed in the CR community for authoritative analysis about the role of business in society.

The following pages provide a detailed breakdown of our commitment to each of the 10 Principles, the different policies, processes and management systems we have in place and our actions and targets for continuous improvement.

Signature: 

Name and position: Professor Alyson Warhurst, Chairman and Founder

PRINCIPLE 1 BUSINESS SHOULD SUPPORT AND RESPECT THE PROTECTION OF INTERNATIONALLY PROCLAIMED HUMAN RIGHTS

Our commitment or policy

We are committed to supporting and respecting the protection of internationally proclaimed human rights. We will apply this commitment to our own operations, within our field of influence and through our work with our customers.

We currently comply and will continue to comply with all relevant United Kingdom laws, including those relating to human rights.

A brief description of our processes or systems

We turn these commitments into practice by:

- Ensuring our employees are aware of their own human rights
- Ensuring our employees are aware of their role to help protect the human rights of others
- Advising and assisting our customers to manage their own responsibilities in this area

We operate the following processes or systems to inform, guide and enact these commitments:

In our own operations:

- Human Rights Policy (as part of our overarching Corporate Responsibility Policy)

In our services for customers:

- Production of [Ethical Insight](#)
- Production of [Global Risks Briefing](#) – regularly updated multi-media reports, products that provide information and analysis on non-financial risks worldwide (including issues of direct relevance to the UN Global Compact e.g. human rights, environment)
- Mapping non-financial risks – Maplecroft maps, indices, movies (including issues of direct relevance to the UN Global Compact e.g. human rights, environment)
- Strategy and policy development – Maplecroft Policy Bank
- Risk, responsibility and reputation management – proprietary approach developed over 15 yrs
- Stakeholder engagement – proprietary approaches to facilitating and identifying issues relevant and material to stakeholders
- Assessment, monitoring and auditing – using our suite of electronic 'Principles-Plus' tools that enable simultaneous multi-audit
- Reporting – specialised in the 'development and evaluation' of sustainability and CR reports

Actions to implement the Principle

In the last year:

- Developed Human Rights Policy (as part of our overarching Corporate Responsibility Policy)
- Developed Employee Handbook to communicate policy elements

Planned for this year:

- Provide information about Maplecroft's commitment to support and respect the protection of internationally proclaimed human rights in our Employee Handbook
- Ensure all new and existing employees are aware of their human rights and the role they can play in helping to ensure the human rights of others are not curtailed
- Continue to ensure Maplecroft promotes the respect of human rights through its work with international organisations
- **Note:** We also aim to develop and implement tools or processes that will enable us to quantify and/or understand more clearly the extent to which we have attained these targets

Measurable results or outcomes

As detailed above for the last year.

PRINCIPLE 2 BUSINESS SHOULD ENSURE THAT THEY ARE NOT COMPLICIT IN HUMAN RIGHTS ABUSES

Our commitment or policy

Maplecroft is committed to ensuring that the organisation, its employees, its suppliers and its customers are not complicit in human rights abuses.

We will apply this commitment to our own operations, within our field of influence and through our work with our customers.

A brief description of our processes or systems

We turn these commitments into practice by:

- Ensuring that all Maplecroft employees are not complicit in human rights abuses
- To help our customers manage their responsibilities

We operate the following processes or systems to inform, guide and enact these commitments:

In our own operations:

- Human Rights Policy (as part of our overarching Corporate Responsibility Policy)
- Labour Standards Policy (as part of our overarching Corporate Responsibility Policy)

In our services for customers:

- See 'Maplecroft's services for customers' in Principle 1

Actions to implement the Principle

In the last year:

- Developed policies(as above) to ensure employees are not complicit in human rights abuses
- Developed Employee Handbook to communicate policy

Planned for this year:

- Provide information about Maplecroft's commitment to ensure employees are not complicit in human rights abuses in Employee Handbook
- Ensure all new and existing employees are aware of their human rights and the role they can play in helping to ensure the human rights of others are not curtailed
- Continue to ensure Maplecroft promotes the respect of human rights through its work with international organisations
- **Note:** We also aim to develop and implement tools or processes that will enable us to quantify and/or understand more clearly the extent to which we have attained these targets

Measurable results or outcomes

As detailed above for the last year.

PRINCIPLE 3 BUSINESS SHOULD UPHOLD THE FREEDOM OF ASSOCIATION AND THE EFFECTIVE RECOGNITION OF THE RIGHT TO COLLECTIVE BARGAINING

Our commitment or policy

Maplecroft is committed to ensuring that all of its employees have the right to:

- Freely join associations of their own choice (for the purposes of rule formation, administration and the election of representatives)
- Undertake collective bargaining

Maplecroft also believes that:

- Establishing genuine dialogue enables both workers and employers to understand each other's problems better and find ways to resolve them
- Security of representation is a foundation for building trust on both sides
- Freedom of association and the exercise of collective bargaining provide opportunities for constructive rather than confrontational dialogue, and this harnesses energy to focus on solutions that result in benefits to the enterprise, its stakeholders, and society at large

A brief description of our processes or systems

We turn these commitments into practice by:

- Ensuring that all Maplecroft employees are aware of their freedom to join associations of their own choice and participate in collective bargaining fora
- To help our customers manage their responsibilities

We operate the following processes or systems to inform, guide and enact these commitments:

In our own operations:

- Labour Standards Policy (as part of our overarching Corporate Responsibility Policy)
- Provision of contact information about relevant unions in Employee Handbook and on the company's Intranet
- Our Employee Forum meets every month. All employees are invited to attend. The aim of these meetings is to establish a genuine dialogue between all of our employees, where employees feel free to raise issues of concern. Maplecroft further encourages employees to attend by providing a range of freshly baked cakes and other healthy options
- Employees that prefer not to discuss issues through the Employee Forum or with members of the management team are able to contact confidentially an independent human resources consultant employed by Maplecroft (partly for this purpose)

In our services for customers:

- See 'Maplecroft's services for customers' in Principle 1.

Principle 3. contin ...

Actions to implement the Principle
<p data-bbox="247 347 1324 392">In the last year:</p> <ul data-bbox="311 392 1324 571" style="list-style-type: none"><li data-bbox="311 392 1324 459">• Developed Labour Standards Policy (as above) that ensures employees are aware of their freedom to join associations and participate in collective bargaining fora<li data-bbox="311 459 1324 504">• Developed Employee Handbook to communicate policy<li data-bbox="311 504 1324 571">• Established monthly Employee Forum to ensure all employees are provided with the opportunity to raise issues of concern <p data-bbox="247 571 1324 616">Planned for this year:</p> <ul data-bbox="311 616 1324 1070" style="list-style-type: none"><li data-bbox="311 616 1324 705">• Provide information about Maplecroft's commitment to ensure employees are aware of their rights to join associations of their own choice and undertake collective bargaining in Employee Handbook<li data-bbox="311 705 1324 817">• Ensure all new and existing employees are aware of Maplecroft's commitment to ensure employees are aware of their right to join associations of their own choice and undertake collective bargaining<li data-bbox="311 817 1324 884">• Provide information about relevant unions and related contact details on Maplecroft's Intranet and in the Employee Handbook<li data-bbox="311 884 1324 929">• Continue operation of monthly Employee Forum<li data-bbox="311 929 1324 996">• Continue to ensure Maplecroft promotes the freedom of association and the effective recognition of the right to collective bargaining through its work with international organisations<li data-bbox="311 996 1324 1070">• Note: We also aim to develop and implement tools or processes that will enable us to quantify and/or understand more clearly the extent to which we have attained these targets
Measurable results or outcomes
As detailed above for the last year.

PRINCIPLE 4 BUSINESS SHOULD SUPPORT THE ELIMINATION OF ALL FORMS OF FORCED AND COMPULSORY LABOUR

Our commitment or policy

Maplecroft is against all forms of forced and compulsory labour.

We will apply this commitment to our own operations, within our field of influence and through our work with our customers.

A brief description of our processes or systems

We turn these commitments into practice by:

- Ensuring that Maplecroft is a fair and reasonable employer
- To help our customers manage their responsibilities

We operate the following processes or systems to inform, guide and enact these commitments:

In our own operations:

- Labour Standards Policy (as part of our overarching Corporate Responsibility Policy)
- All Employees are issued with basic terms and conditions of contract when they join the organisation
- Policy to state that Maplecroft is against all forms of forced and compulsory labour
- Employment of external human resources management expert to provide independent and confidential advice to all employees about employment issues
- The performance of all employees is reviewed every six months
- Ensure employees receive appropriate recognition for their contribution to Maplecroft's success by awarding bonuses
- Provision of a Stakeholder Pension scheme
- Provision of a Health Cash Plan

In our services for customers:

- See 'Maplecroft's services for customers' in Principle 1.

Actions to implement the Principle

In the last year:

- Developed policy (as above) that explicitly states Maplecroft to be against all forms of forced and compulsory labour
- Developed Employee Handbook to communicate policy

Planned for this year:

- Move to new office to accommodate expansion and ensure employees have a safe and healthy working environment
- Continue to ensure Maplecroft supports the elimination of all forms of forced and compulsory labour through its work with international organisations
- **Note:** We also aim to develop and implement tools or processes that will enable us to quantify and/or understand more clearly the extent to which we have attained these targets

Measurable results or outcomes

As detailed above for the last year.

PRINCIPLE 5 BUSINESS SHOULD SUPPORT THE EFFECTIVE ABOLITION OF CHILD LABOUR

Our commitment or policy

Maplecroft is committed to the effective abolition of child labour.

We will apply this commitment to our own operations, within our field of influence and through our work with our customers.

A brief description of our processes or systems

We turn these commitments into practice by:

- Ensuring that Maplecroft supports the effective abolition of child labour
- To help our customers manage their responsibilities

We operate the following processes or systems to inform, guide and enact these commitments:

In our own operations:

- Labour Standards Policy (as part of our overarching Corporate Responsibility Policy)
- The dates of birth of all new employees, who are of a sufficiently young age, are checked to ensure that they are above minimum school leaver's age before employment

In our services for customers:

- See 'Maplecroft's services for customers' in Principle 1.

Actions to implement the Principle

In the last year:

- Developed policy (as above) to state that Maplecroft supports the effective abolition of child labour
- Developed Employee Handbook to communicate policy

Planned for this year:

- Incorporate Maplecroft's commitment to the effective abolition of child labour into Employee Handbook
- Ensure all new and existing employees are aware of Maplecroft's commitment to the effective abolition of child labour
- **Note:** We also aim to develop and implement tools or processes that will enable us to quantify and/or understand more clearly the extent to which we have attained these targets

Measurable results or outcomes

As detailed above for the last year.

PRINCIPLE 6 BUSINESS SHOULD SUPPORT THE ELIMINATION OF DISCRIMINATION IN RESPECT OF EMPLOYMENT AND OCCUPATION

Our commitment or policy

Maplecroft is committed to ensuring equal opportunities for all of its employees.

Specifically this means that we are committed to:

- Promoting equality, diversity and an inclusive supportive environment for its staff and others closely associated with its work
- Affirming the rights of the individual to be treated fairly and with respect
- Generating an environment in which individual contribution to the Company's growth and success will be identified, recognised and encouraged

We will apply this commitment to our own operations, within our field of influence and through our work with our customers.

A brief description of our processes or systems

We turn these commitments into practice by:

- Ensuring that Maplecroft supports the elimination of discrimination
- To help our customers manage their responsibilities

We operate the following processes or systems to inform, guide and enact these commitments:

In our own operations:

Equal opportunities:

- Equal Opportunities Policy (as part of our overarching Corporate Responsibility Policy)
- Inclusion of policy and description of how this policy is applied in the Employee Handbook

Sexual and racial harassment:

- Sexual and Racial Harassment Policy (as part of our overarching Corporate Responsibility Policy)
- Inclusion of policy and description of how this policy is applied in the Employee Handbook
- Inclusion of suggested informal and formal remedies to situations where sexual and/or racial harassment has been alleged to have taken place in the Employee Handbook

Employees with disabilities:

- Employment with Disabilities Policy (as part of our overarching Corporate Responsibility Policy)
- Inclusion of policy and description of how this policy is applied in the Employee Handbook

In our services for customers:

- See 'Maplecroft's services for customers' in Principle 1.

Actions to implement the Principle

In the last year:

- Developed Equal Opportunities Policy
- Developed Sexual and Racial Harassment Policy
- Developed Employment with Disabilities Policy
- Developed Employee Handbook to communicate our policies (and policy elements)

Planned for this year:

- Ensure all new and existing employees are aware of Maplecroft's commitment to ensure equal opportunities for all employees and provide career development training courses
- **Note:** We also aim to develop and implement tools or processes that will enable us to quantify and/or understand more clearly the extent to which we have attained these targets

Measurable results or outcomes

As detailed above for the last year.

PRINCIPLE 7 BUSINESS SHOULD SUPPORT A PRECAUTIONARY APPROACH TO ENVIRONMENTAL CHALLENGES

Our commitment or policy

Maplecroft is a signatory of the UN Global Compact, which emphasises a precautionary approach, the undertaking of environmental initiatives and the use of environmentally friendly technologies. Our commitment to the environment includes continually improving our performance, preventing pollution wherever possible and complying with all applicable laws, regulations and industry standards.

In particular we will:

- Manage our processes so as to avoid or minimise waste
- Work to minimise our use of energy
- Minimise unnecessary travelling to reduce the impact of aircraft and road vehicle emissions
- Include environmental considerations in investment decisions
- Ensure all employees have an awareness of this policy so that it is implemented effectively

A brief description of our processes or systems

We turn these commitments into practice by:

- Ensuring that Maplecroft supports a precautionary approach to the environment and undertake initiatives to promote greater environmental responsibility
- To help our customers manage their responsibilities

We operate the following processes or systems to inform, guide and enact these commitments:

In our own operations:

- Environment Policy (as part of our overarching Corporate Responsibility Policy)
- Inclusion of policy in the Employee Handbook

In our services for customers:

- See 'Maplecroft's services for customers' in Principle 1.

Actions to implement the Principle

In the last year:

- Developed Environment Policy
- Included Environment Policy in Employee Handbook
- Started to purchase 100% renewable electricity for major share of office electricity consumption
- Introduced recycling system for major waste streams including plastic, glass, metals, paper etc.
- Started to purchase local and organic produce for employee refreshments and meals
- Started to use paper with higher recycled content for office printing and copying

Planned for this year:

- Establish system to monitor energy consumption to enable reporting in-line with [Global Reporting Initiative](#) (GRI) Guidelines
- Enhance the office recycling system to reduce the proportion of unsorted 'general waste'
- Increase the buying of local and/or organic produce for employee refreshments/meals
- Develop and implement a system to measure environmental impact of employees travelling to work and on business in-line with [GRI](#) Guidelines
- Commit to purchasing only recycled paper for office printing and copying
- Implement system to report on amount of paper consumed in-line with [GRI](#) Guidelines
- **Note:** We also aim to develop and implement tools or processes that will enable us to quantify and/or understand more clearly the extent to which we have attained these targets

Measurable results or outcomes

As detailed above for the last year.

PRINCIPLE 8 BUSINESS SHOULD UNDERTAKE INITIATIVES TO PROMOTE GREATER ENVIRONMENTAL RESPONSIBILITY

Our commitment or policy

See Principle 7.

A brief description of our processes or systems

See Principle 7.

Actions to implement the Principle

See Principle 7.

Measurable results or outcomes

See Principle 7.

PRINCIPLE 9 BUSINESS SHOULD ENCOURAGE THE DEVELOPMENT AND DIFFUSION OF ENVIRONMENTALLY FRIENDLY TECHNOLOGIES

Our commitment or policy

See Principle 7.

A brief description of our processes or systems

Our role as an advisory business means we have a significant ability to impact the environmental performance and impacts of globalised organisations, by increasing their awareness, understanding and ability to manage environmental impacts. We aim to assist businesses in their move towards triple bottom line accounting and performance review/measurement ... to maximise value, profit and responsibility.

Maplecroft has developed a range of products and services that can be used to assist our customers in the assessment and review of their environmental performance, and in the development and implementation of systems, technologies, products and services that help them improve their environmental performance and contribution to development.

A summary of these services can be found in the section entitled 'Maplecroft's services for customers' in Principle 1 and on our [website](#).

Actions to implement the Principle

In the last year:

- See Principle 7.

Planned for this year:

- Continue to develop new products and services to help our customers improve their overall level of corporate responsibility through improved communications, systems, processes and technologies
- **Note:** We also aim to develop and implement tools or processes that will enable us to quantify and/or understand more clearly the extent to which we have attained these targets

Measurable results or outcomes

See Principle 7.

PRINCIPLE 10 BUSINESS SHOULD WORK AGAINST CORRUPTION IN ALL ITS FORMS, INCLUDING EXTORTION AND BRIBERY

Our commitment or policy

Maplecroft is committed to working transparently and is against corruption in all its forms, including extortion and bribery.

In particular **no** employee or associate will:

- Take or receive bribes of any form
- Be a member of any organisation that may give rise to any potential conflicts of interest, specifically this includes being a member of any organisation that supports or condones violence against people

We will apply this commitment to our own operations, within our field of influence and through our work with our customers.

A brief description of our processes or systems

We turn these commitments into practice by:

- Ensuring that Maplecroft works transparently and is against corruption in all its forms, and
- To help our customers manage their responsibilities

We operate the following processes or systems to inform, guide and enact these commitments:

In our own operations:

- Transparency Policy (as part of our overarching Corporate Responsibility Policy)

In our services for customers:

- See 'Maplecroft's services for customers' in Principle 1.

Actions to implement the Principle

In the last year:

- Developed Transparency Policy

Planned for this year:

- Include commitment to transparency in Employee Handbook
- **Note:** We also aim to develop and implement tools or processes that will enable us to quantify and/or understand more clearly the extent to which we have attained these targets

Measurable results or outcomes

As detailed above for the last year.



Making this CoP available to stakeholders

Our CoP (Communication on Progress) will be made available:

- To all Maplecroft employees through our intranet
- To other stakeholders including members of the public and customers through:
 - Maplecroft's website
 - The UN Global Compact website