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General Information

About the COP Self-assessment

Using this online questionnaire you will have the opportunity to assess what commonly accepted best practice your COP describes under each of the GC Advanced criteria, in the following areas:

- Corporate Sustainability Governance & Leadership
- Implementing the Ten Principles into Strategies & Operations in the areas of:
 - Human Rights
 - Labour
 - Environment
 - Anti-Corruption
- UN goals and issues

In order for your COP to qualify for the GC Advanced level, you must select at least one best practice for each of the criteria. If you do, the COP will automatically qualify for the GC Advanced level and the results of the self-assessment will be made public on the Global Compact website, alongside your COP. If you cannot confirm, the COP will be accepted but it will not qualify for the GC Advanced level. However, the results of the self-assessment will be made public on the Global Compact website, alongside the COP, to improve the analysis of the COPs and underlying performance.

Note: Throughout the self-assessment, best practices marked with **i** indicate additional information is available for that item.

Communication Title

Please enter a short title for your submission.

Communication on Progress

The Communication on Progress is in the following format:

- Stand alone document Part of a sustainability or corporate (social) responsibility report Part of an annual (financial) report

What is the time period covered by your COP?

- Start date
January 2014
- End date
December 2014

Does your COP contain a statement by the CEO (or equivalent) expressing continued support for the Global Compact and renewing your company's commitment?
 Yes No

Does your COP contain a description of actions, and when relevant policies, related to the following issue areas?

Human Rights Yes No

Labour Yes No

Environment Yes No

Anti-Corruption Yes No

Does your COP contain, if relevant, a description of policies and practices related to your company's operations in high-risk and/or conflict-affected areas?
Defining high-risk and conflict-affected areas...

Yes No

Does your COP include qualitative and/or quantitative measurement of outcomes illustrating the degree to which targets/performance indicators were achieved?
 Yes No

How does your organization share its COP with stakeholders?

- a) Through the UN Global Compact website only b) COP is easily accessible to all interested parties (e.g. via its website) c) COP is actively distributed to all key stakeholders (e.g. investors, employees, consumers, local community) d) Both b) and c)

Note that assessment of the accuracy and completeness of information in your COP by a credible third-party became a requirement of COPs at the GC Advanced level as of 1 January, 2014. The Global Compact recognizes that there are various options in terms of external assessment. High-quality external assessment should ideally encompass qualitative and quantitative information and

performance data in the COP, as well as an explanation of the management systems and processes that foster their credibility.

A credible third-party is defined as groups or individuals external to the reporting organization who are demonstrably competent in both the subject matter and assurance practices. For optional guidance on the assurance process, companies may refer to p. 41 of the [GRI Guidelines \(pdf\)](#) (version G3.1).

How is the accuracy and completeness of information in your COP assessed by a credible third-party?

Information is reviewed by multiple stakeholders (e.g., representatives of groups prioritized in stakeholder analysis) Information is reviewed by a panel of peers (e.g., members of the same industry, competitors, benchmarked leaders, others organized via Global Compact Local Network) Information is assured by independent assurers (e.g., accounting or consulting firm) using their own proprietary methodology Information is assured by independent assurers (e.g., accounting or consulting firm) against recognized assurance standard (e.g., ISAE3000, AA1000AS, other national or industry-specific standard) Other established or emerging best practices The COP describes any action(s) that the company plans to undertake by its next COP to have the credibility of the information in its COP externally assessed, including goals, timelines, metrics, and responsible staff

The COP incorporates the following high standards of transparency and disclosure:

Applies the Global Reporting Initiative (GRI) Sustainability Reporting Guidelines Qualifies for Level B or higher of the GRI G3 or G3.1 application levels Is 'in accordance - core' with GRI G4 Is 'in accordance - comprehensive' with GRI G4 Provides information on the company's profile and context of operation



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Implementing the Ten Principles into Strategies & Operations

For the following criterion, please check the best practices you have implemented and discussed in your COP.

About this section...

Criterion 1: The COP describes mainstreaming into corporate functions and business units

- Place responsibility for execution of sustainability strategy in relevant corporate functions (procurement, government affairs, human resources, legal, etc) ensuring that no function is conflicting with company sustainability commitments and objectives
- Align strategies, goals and incentive structures of all business units and subsidiaries with corporate sustainability strategy
- Assign responsibility for corporate sustainability implementation to an individual or group within each business unit and subsidiary
- Design corporate sustainability strategy to leverage synergies between and among issue areas and to deal adequately with trade-offs
- Ensure that different corporate functions coordinate closely to maximize performance and avoid unintended negative impacts
- Other established or emerging best practices Any relevant policies, procedures, and activities that the company plans to undertake by its next COP to fulfill this criterion, including goals, timelines, metrics, and responsible staff

Criterion 2: The COP describes value chain implementation

- Analyze each segment of the value chain carefully, both upstream and downstream, when mapping risks, opportunities and impacts
- Communicate policies and expectations to suppliers and other relevant business partners
- Implement monitoring and assurance mechanisms (e.g. audits/screenings) for compliance within the company's sphere of influence
- Undertake awareness-raising, training and other types of capacity building with suppliers and other business partners
- Other established or emerging best practices Any relevant policies, procedures, and activities that the

company plans to undertake by its next COP to fulfill this criterion, including goals, timelines, metrics, and responsible staff



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Robust Human Rights Management Policies & Procedures

For the following criterion, please check the best practices you have implemented and discussed in your COP.

About this section...

Criterion 3: The COP describes robust commitments, strategies or policies in the area of human rights

Commitment to comply with all applicable laws and respect internationally recognized human rights, wherever the company operates (e.g., the Universal Declaration of Human Rights, Guiding Principles on Human Rights) (BRE1 + ARE1) Integrated or stand-alone statement of policy expressing commitment to respect and support human rights approved at the most senior level of the company (BRE 1 + BRE5 + ARE 1 + ARE 5) Statement of policy stipulating human rights expectations of personnel, business partners and other parties directly linked to operations, products or services (BRE 1) Statement of policy publicly available and communicated internally and externally to all personnel, business partners and other relevant parties (BRE 1 + BRE 5 + ARE 1 + ARE 5) Other established or emerging best practices

Any relevant policies, procedures, and activities that the company plans to undertake by its next COP to fulfill this criterion, including goals, timelines, metrics, and responsible staff

Criterion 4: The COP describes effective management systems to integrate the human rights principles

Process to ensure that internationally recognized human rights are respected On-going due diligence process that includes an assessment of actual and potential human rights impacts (BRE 2 + BRE 3 + ARE 2 + ARE 3) Internal awareness-raising and training on human rights for management and employees Operational-level grievance mechanisms for those potentially impacted by the company's activities (BRE 4 + ARE 4) Allocation of responsibilities and accountability for addressing human rights impacts Internal decision-making, budget and oversight for effective responses to human rights impacts Processes to provide for or cooperate in the remediation of adverse human rights impacts that the company has caused or contributed to (BRE 3+ BRE 4 + ARE3 + ARE 4) Process and programs in place to support human rights through: core business; strategic philanthropic/social investment; public policy engagement/advocacy; partnerships and/or other forms of collective action (BRE 6 + ARE 6) Other established or emerging best practices Any relevant policies, procedures, and activities that the company plans to undertake by its next COP to fulfill this criterion, including goals, timelines, metrics, and responsible staff

Criterion 5: The COP describes effective monitoring and evaluation mechanisms of human rights integration

System to monitor the effectiveness of human rights policies and implementation with quantitative and qualitative metrics, including in the supply chain (BRE3 + ARE3) Monitoring draws from internal and external feedback, including affected stakeholders Leadership review of monitoring and improvement results Process to deal with incidents the company has caused or contributed to for internal and external stakeholders (BRE 4 + ARE 4) Grievance mechanisms that are legitimate, accessible,

predictable, equitable, transparent, rights-compatible, a source of continuous learning, and based on engagement and dialogue (BRE4 + ARE4) Outcomes of integration of the human rights principles Other established or emerging best practices Any relevant policies, procedures, and activities that the company plans to undertake by its next COP to fulfill this criterion, including goals, timelines, metrics, and responsible staff



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Robust Labour Management Policies & Procedures

For the following criterion, please check the best practices you have implemented and discussed in your COP.

Criterion 6: The COP describes robust commitments, strategies or policies in the area of labour

Reference to principles of relevant international labour standards (ILO Conventions) and other normative international instruments in company policies Reflection on the relevance of the labour principles for the company Written company policy to obey national labour law, respect principles of relevant international labour standards in worldwide company operations and engage in dialogue with representative organization of the workers (international, sectoral, national). Inclusion of reference to the principles contained in the relevant international labour standards in contracts with suppliers and other relevant business partners Specific commitments and Human Resources policies, in line with national development priorities or decent work priorities in the country of operation Participation and leadership by employers' organizations (international and national) to jointly address challenges related to labour standards in the countries of operation, possibly in a tripartite approach (business – trade union – government). Structural engagement with a global union, possibly via a Global Framework Agreement Other established or emerging best practices Any relevant policies, procedures, and activities that the company plans to undertake by its next COP to fulfill this criterion, including goals, timelines, metrics, and responsible staff

Criterion 7: The COP describes effective management systems to integrate the labour principles

Risk and impact assessments in the area of labour Dialogue mechanism with trade unions to regularly discuss and review company progress in addressing labour standards Allocation of responsibilities and accountability within the organization Internal awareness-raising and training on the labour principles for management and employees Active engagement with suppliers to address labour-related challenges Grievance mechanisms, communication channels and other procedures (e.g., whistleblower mechanisms) available for workers to report concerns, make suggestions or seek advice, designed and operated in line with the representative organization of workers Other established or emerging best practices Any relevant policies, procedures, and activities that the company plans to undertake by its next COP to fulfill this criterion, including goals, timelines, metrics, and responsible staff

Criterion 8: The COP describes effective monitoring and evaluation mechanisms of labour principles integration

System to track and measure performance based on standardized performance metrics Dialogues with the representative organization of workers to regularly review progress made and jointly identify priorities for the future Audits or other steps to monitor and improve the working conditions of companies in the supply chain, in line with principles of international labour standards Process to positively engage with the suppliers to address the challenges (i.e., partnership approach instead of corrective approach) through schemes to improve workplace practices Outcomes of integration of the Labour principles Other established or emerging best practices Any relevant policies, procedures, and activities that the company plans to undertake by its next COP to fulfill this criterion, including goals, timelines, metrics, and responsible staff



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Robust Environmental Management Policies & Procedures

For the following criterion, please check the best practices you have implemented and discussed in your COP.

Criterion 9: The COP describes robust commitments, strategies or policies in the area of environmental stewardship

Reference to relevant international conventions and other international instruments (e.g. Rio Declaration on Environment and Development) Reflection on the relevance of environmental stewardship for the company

Written company policy on environmental stewardship Inclusion of minimum environmental standards in contracts with suppliers and other relevant business partners Specific commitments and goals for specified years Other established or emerging best practices Any relevant policies, procedures, and activities that the company plans to undertake by its next COP to fulfill this criterion, including goals, timelines, metrics, and responsible staff

Criterion 10: The COP describes effective management systems to integrate the environmental principles

Environmental risk and impact assessments Assessments of lifecycle impact of products, ensuring environmentally sound management policies Allocation of responsibilities and accountability within the organisation Internal awareness-raising and training on environmental stewardship for management and employees Grievance mechanisms, communication channels and other procedures (e.g. whistleblower mechanisms) for reporting concerns or seeking advice regarding environmental impacts Other established or emerging best practices Any relevant policies, procedures, and activities that the company plans to undertake by its next COP to fulfill this criterion, including goals, timelines, metrics, and responsible staff

Criterion 11: The COP describes effective monitoring and evaluation mechanisms for environmental stewardship

System to track and measure performance based on standardized performance metrics Leadership review of monitoring and improvement results Process to deal with incidents Audits or other steps to monitor and improve the environmental performance of companies in the supply chain Outcomes of integration of the environmental principles Other established or emerging best practices Any relevant policies, procedures, and activities that the company plans to undertake by its next COP to fulfill this criterion, including goals, timelines, metrics, and responsible staff



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Robust Anti-Corruption Management Policies & Procedures

For the following criterion, please check the best practices you have implemented and discussed in your COP.

About this section...

Criterion 12: The COP describes robust commitments, strategies or policies in the area of anti-corruption
 Publicly stated formal policy of zero-tolerance of corruption (D1) Commitment to be in compliance with all relevant anti-corruption laws, including the implementation of procedures to know the law and monitor changes (B2) Statement of support for international and regional legal frameworks, such as the UN Convention against Corruption (D2) Detailed policies for high-risk areas of corruption (D4) Policy on anti-corruption regarding business partners (D5) Other established or emerging best practices Any relevant policies, procedures, and activities that the company plans to undertake by its next COP to fulfill this criterion, including goals, timelines, metrics, and responsible staff

Criterion 13: The COP describes effective management systems to integrate the anti-corruption principle
 Support by the organization's leadership for anti-corruption (B4) Carrying out risk assessment of potential areas of corruption (D3) Human Resources procedures supporting the anti-corruption commitment or policy, including communication to and training for all employees (B5 + D8) Internal checks and balances to ensure consistency with the anti-corruption commitment (B6) Actions taken to encourage business partners to implement anti-corruption commitments (D6) Management responsibility and accountability for implementation of the anti-corruption commitment or policy (D7) Communications (whistleblowing) channels and follow-up mechanisms for reporting concerns or seeking advice (D9) Internal accounting and auditing procedures related to anticorruption (D10) Other established or emerging best practices Any relevant policies, procedures, and activities that the company plans to undertake by its next COP to fulfill this criterion, including goals, timelines, metrics, and responsible staff

Criterion 14: The COP describes effective monitoring and evaluation mechanisms for the integration of anti-corruption
 Leadership review of monitoring and improvement results (D12) Process to deal with incidents (D13) Public legal cases regarding corruption (D14) Use of independent external assurance of anti-corruption programmes (D15) Outcomes of integration of the anti-corruption principle Other established or emerging best practices Any relevant policies, procedures, and activities that the company plans to undertake by its next COP to fulfill this criterion, including goals, timelines, metrics, and responsible staff



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Taking Action in Support of Broader UN Goals and Issues

For the following criterion, please check the best practices you have implemented and discussed in your COP.

About this section...

Criterion 15: The COP describes core business contributions to UN goals and issues
 Align core business strategy with one or more relevant UN goals/issues Develop relevant products and services or design business models that contribute to UN goals/issues Adopt and modify operating procedures to maximize contribution to UN goals/issues Other established or emerging best practices Any relevant policies, procedures, and activities that the company plans to undertake by its next COP to fulfill this criterion, including goals, timelines, metrics, and responsible staff

Criterion 16: The COP describes strategic social investments and philanthropy
 Pursue social investments and philanthropic contributions that tie in with the core competencies or operating context of the company as an integrated part of its sustainability strategy Coordinate efforts with other organizations and initiatives to amplify—and not negate or unnecessarily duplicate—the efforts of other contributors Take responsibility for the intentional and unintentional effects of funding and have due regard for local customs, traditions, religions, and priorities of pertinent individuals and groups Other established or emerging best practices Any relevant policies, procedures, and activities that the company plans to undertake by its next COP to fulfill this criterion, including goals, timelines, metrics, and responsible staff

Criterion 17: The COP describes advocacy and public policy engagement
 Publicly advocate the importance of action in relation to one or more UN goals/issues Commit company leaders to participate in key summits, conferences, and other important public policy interactions in relation to one or more UN

goals/issues Other established or emerging best practices Any relevant policies, procedures, and activities that the company plans to undertake by its next COP to fulfill this criterion, including goals, timelines, metrics, and responsible staff

Criterion 18: The COP describes partnerships and collective action

Develop and implement partnership projects with public or private organizations (UN entities, government, NGOs, or other groups) on core business, social investments and/or advocacy Join industry peers, UN entities and/or other stakeholders in initiatives contributing to solving common challenges and dilemmas at the global and/or local levels with an emphasis on initiatives extending the company's positive impact on its value chain Other established or emerging best practices

Any relevant policies, procedures, and activities that the company plans to undertake by its next COP to fulfill this criterion, including goals, timelines, metrics, and responsible staff



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Corporate Sustainability Governance and Leadership

For the following criterion, please check the best practices you have implemented and discussed in your COP.

Criterion 19: The COP describes CEO commitment and leadership

CEO publicly delivers explicit statements and demonstrates personal leadership on sustainability and commitment to the UN Global Compact CEO promotes initiatives to enhance sustainability of the company's sector and leads development of industry standards CEO leads executive management team in development of corporate sustainability strategy, defining goals and overseeing implementation Make sustainability criteria and UN Global Compact principles part of goals and incentive schemes for CEO and executive management team Other established or emerging best practices Any relevant policies, procedures, and activities that the company plans to undertake by its next COP to fulfill this criterion, including goals, timelines, metrics, and responsible staff

Criterion 20: The COP describes Board adoption and oversight

Board of Directors (or equivalent) assumes responsibility and oversight for long-term corporate sustainability strategy and performance Board establishes, where permissible, a committee or assigns an individual board member with responsibility for corporate sustainability. Board (or committee), where permissible, approves formal reporting on corporate sustainability (Communication on Progress) Other established or emerging best practices Any relevant policies, procedures, and activities that the company plans to undertake by its next COP to fulfill this criterion, including goals, timelines, metrics, and responsible staff

Criterion 21: The COP describes stakeholder engagement

Publicly recognize responsibility for the company's impacts on internal and external stakeholders Define sustainability strategies, goals and policies in consultation with key stakeholders Consult stakeholders in dealing with implementation dilemmas and challenges and invite them to take active part in reviewing performance Establish channels to engage with employees and other stakeholders to hear their ideas and address their concerns Other established or emerging best practices Any relevant policies, procedures, and activities that the company plans to undertake by its next COP to fulfill this criterion, including goals, timelines, metrics, and responsible staff