



UN Global Compact Communication on Progress

June 2011

ATA

Statement of continued support

Dear Secretary General,

Alta is a consulting company with emphasis on holistic approach, cooperation with interest groups and sustainable development in our work with our customers and society here in Iceland. The biggest impacts of Alta are indirect via consultancy and dialog in the Icelandic society. As such Alta aims at being a driving force in various matters regarding social responsibility. We have been lucky to take part in innovative and pioneering projects, some even awarded.

In our work we have focused on quality, environmental impacts with special emphasis on consultation, transportation, procurement and stimulating work environment where employees are comfortable and content at work. We share our solutions when ever possible.

A natural step for Alta was therefore to sign the UN Global Compact , the third company in Iceland to so, whereas sustainability is the pillar of Alta, since it was founded in 2001.

Right from the beginning Alta has seeked to introduce UN Global Compact in media and participated in dialog and seminars in Iceland, offered consultancy and lectures all in the aim of increasing knowledge and participations of Icelandic companies to take steps in CSR, which we sense as a current demand but not least a future demand. Alta will keep on with that work.

In this COP we describe our commitment according to the ten principles of Global Compact. Period covered is from April 2009 to June 2011.

Reykjavík, 23rd of June, 2011

Halldóra Hreggvidsdottir

CEO of Alta



Alta

Alta Consulting in a nutshell

Alta is a leading consulting firm in Iceland with 11 employees, established in April 2001. Alta is situated in Reykjavik and Grundarfjordur. Alta provides services primarily in the fields of planning, environmental affairs, corporate social responsibility (CSR), project management, change management and strategy. Our work is guided by our policy on human resource, quality and environment;

Here is how we want to conduct our work:

We assess our performance regularly and make improvements when necessary.

- We handle valuables responsibly and fulfill our client's expectations.
- We emphasize good preparations and specification of the desired results, identifying the most economical strategies.
- We make comprehensive work contracts and project plans in order to make all expenses as foreseeable as possible.
- We store and handle information securely.
- We strive towards clear and organized work procedures.
- We follow new concepts and technologies that facilitate and focus our work.
- We are critical of our own work, assess our performance with the clients and consider their criticism with respect.
- We are discrete about the client's business.

We create a stimulating work environment where employees are comfortable and content at work.

- We learn from each other and discuss our assignments within the group.
- The staff often cooperates in teams.
- Employees have flexible work hours.
- The work environment is inviting, safe and healthy.
- We promote good health for our staff, for example by encouraging motion and providing healthy food.
- We encourage our staff to develop their skills by monitoring developments in their field and seeking useful continuing education.
- We share our knowledge with clients, the public and others through, for example, seminars, written articles and courses.
- We celebrate our victories together.

We set an example in our environmental work

- We strive to reduce the environmental impact of our all operations in a persistent and organized manner.
- We strive to reduce the emissions of greenhouse gases due to our travel in cars and airplanes.
- We set clear environmental standards in our procurement and seek environmentally friendly alternatives.
- We monitor our green indicators and set measurable goals every year along with an action plan on the most important environmental factors in our operations.
- Information and actions concerning our environmental work are simple and accessible for our staff.
- All our staff have good knowledge of environmental affairs and our procedures regarding the environment.



1. Human Rights Principles

Principle 1: Businesses should support and respect the protection of internationally proclaimed human rights; and

Principle 2: make sure that they are not complicit in human rights abuses

Alta has a strong policy in creating a stimulating work environment where employees are comfortable and content at work. Alta has set special emphasis on health and safety guided by procedures and to make sure that we comply with national law and regulations. Health and safety information and procedures are easily available to all employees. Responsibilities for health and safety tasks are defined. The relevance of human rights principles in Alta's work is also through working with suppliers but not the least through consultations in projects via customers on social responsibility, which is one of Alta's field of expertise.

Alta is ambitious to ensure clean and comfortable conditions including a suitable temperature, noise, ventilation, and lighting in its work environment. The results of Alta's regular employee survey supports that Alta is right on track, showing that 100% of staff is content in respective areas!

Employees at Alta have good information and necessary tools to respond to workplace emergencies; first aid kits and fire extinguishers are readily available; and escape exits are clearly marked and free from obstruction. The company conducts security risk assessments, and ensures that company security arrangements are in good shape.

At Alta employees have flexible working hours, the aim of both the company and employees is to adjust working hours, if necessary the work force is increased if overtime systemically exceeds normal working hours. The company has a system to plan, record and monitor hours worked by each employee, and regularly adjust working load. Company employees are granted at least five weeks of paid holiday leave per year according to Icelandic laws. Part-time employees are provided with paid holiday leave proportionate to the number of hours worked. Employees are entitled to paid sick leave in accordance with Icelandic law. Alta is a small company so communication is effective nevertheless to handle grievances or complaints one staff member is signed for taking care of such matter along with human resource and security. On regular meetings Alta informs and staff discusses ways to handle and improve the work environment.

2. Labour Principles

Principle 3: Businesses should uphold the freedom of association and the effective recognition of the right to collective bargaining;

Principle 4: the elimination of all forms of forced and compulsory labour;

Principle 5: the effective abolition of child labour; and

Principle 6: the elimination of discrimination in respect of employment and occupation

The labour market in Iceland is well organized. Alta employees have the right to freedom of association and collective bargaining, including the right to freely join independent trade unions. The relevance of labour principles at Alta is through working with suppliers and through consultations to customers on social responsibility, which is one of Alta's field of expertise.

Alta has a strong policy in creating a stimulating work environment where employees are comfortable and content at work. Alta is a small company with straightforward communications and open discussions on assignments within the group of employees. Staff often cooperating in teams. Alta aims to have inviting, safe and healthy working environment and promotes good health for the staff, for example by encouraging motion and providing healthy food. Alta encourages its staff to develop their skills by monitoring developments in their field and seeking useful continuing education.

Alta has weekly staff meetings within normal working hours, to discuss various things e.g. concerns regarding working conditions. Alta ensures that all employees receive employment contracts prior to starting work for the company, and that contracts are understood by the employees. Notice periods are of reasonable length and clearly communicated to workers prior to starting employment. Each job at Alta has a written description stating the salary level and the qualifications required for that job category.

Alta aims on working more proactive with the supply chain and or company collaborators regarding abusive labour standards.

3. Environmental Principles

Principle 7: Businesses should support a precautionary approach to environmental challenges;

Principle 8: undertake initiatives to promote greater environmental responsibility; and

Principle 9: encourage the development and diffusion of environmentally friendly technologies

Sustainable development is the base for our focus and solutions in our planning and environmental work, see Alta´s policy. Alta is destined to set an example in its environmental work, supported by environmental policy and aims. From 2006 Alta has systemically worked with its environmental impacts. The biggest environmental impacts of Alta are indirect via consultancy and participation of dialog in the Icelandic society. Alta has few years back offered courses and lectures for companies and municipalities. Alta´s staff is often invited to participate in policy making projects and lectures on environmental matters e.g. EIA, SEA, EMS and planning. The company is committed to operating within the framework of international conventions addressing biodiversity.

Alta has worked on various EMS and ecolabelling projects in Iceland, often in pioneering and exciting projects, furthermore has Alta offered hundreds of companies introduction on opportunities in EMS. Alta has assisted the Icelandic EPA and the ministry of environment in green procurement, work on sustainable fisheries to mention a few.

The significant environmental impacts are consulting, transportation and green procurement. We monitor our green indicators, along with an action plan on the most important environmental factors in our operations. Alta´s consulting and education on environmental matters has been growing along with more demand in Icelandic market. Alta´s goal are fulfilled that reduces the environmental impact of the operations in a persistent and organized manner.

When developing new products and planning new investments in technology, Alta considers the best available technology and stipulates minimum environmental criteria. Alta assists companies in analysing and making policy on innovative green technology.

We strive to reduce the emissions of greenhouse gases due to our travel supported by Altas´transportation policy. Alta provides car based at work, for employees to enable them to take bus, walk or cycle to and from work also Alta installed a shower when refurbishing. Employees are encouraged to cycle or take bus to meetings if possible. Alta is at the edge in using tools and teleconferences to minimize travelling, furthermore Alta teaches when possible its customers easy ways to minimize their travelling. Alta monitors environmentally sound travelling of their employees vs. car; showing downtrend of the use of cars.

We set clear environmental standards in our procurement and seek environmentally friendly alternatives in supplies and food. Alta aims at setting more focus on the supply chain in coming work. Alta raises awareness among suppliers by asking them for environmental data on their products, e.g. when refurbishing our local in 2008, Alta followed LEED criteria and pushed and educated suppliers on environmentally sound products. Initiatives and programmes to reduce waste materials are in place.

Information, actions and instructions concerning our environmental work are simple and accessible for our staff on the intranet. All our staff have good knowledge of environmental affairs and our procedures regarding the environment. At least twice a year staff meetings discuss environmental work at Alta and have lectures on environmental matters. Yearly employee survey monitors environmental matters seeking new solutions. At Alta one employer is responsible for environmental management along with security and occupational health within the company.

Our policy and aims is under constant review, in 2011 are reviewing our policy and goals. Annually we monitor environmental indicators. Better indicators are needed for the indirect impacts; consultation and education. Implementing a quality system is in progress.

4. Anti-Corruption Principles

Principle 10: Businesses should work against corruption in all its forms, including extortion and bribery

The company's policy is to stand against corruption at any time or in any form. Alta has assigned different individuals to be responsible for handling contracts, placing orders, processing invoices and making payments.

The company's procurement and financial personnel have clear procedures on their respective responsibilities to look for and to identify alarms, report them to management, and follow-up counter measures. All agreements with agents and intermediaries are fully documented in written, signed contracts. The company ensures that payment to agents and intermediaries are in line with standard payments for other service providers of similar ranking. The company only makes payments by bank transfer or check-never in cash-in the country of the agent, intermediary and consultant and never to a third party without prior examination.

Alta aims on working more proactive with the supply chain and or company collaborators regarding the anti-corruption principles.

