



Database Publishing Consultants, Inc. (DPCI)

Communication on Progress – United Nations Global Compact

Statement of Support:

Database Publishing Consultants, Inc. (DPCI) is an interactive technology consulting company, based in New York. Our business is providing technology solutions for companies in the media and publishing industries. When I founded DPCI in 1999, I determined to create a business founded on excellence, and on the principles of equality, honesty, fair play and setting an example for others. These principles are embodied in the way our company is organized, how we select and recognize employees, and how we relate to our clients. In many ways, our principles embody many of the ideas and ideals of the UN Global Compact. We are proud to formally institutionalize these principles into the ongoing development of our company culture as a supporting member of the UN Global Compact.

Sincerely,
Joseph Bachana
President and Chief Executive Officer

Introduction:

DPCI is an interactive technology consulting company, and we are pleased to submit this Communication on Progress as an ongoing participant of the UN Global Compact. Since our last COP, we have actively improved our company practices to adhere to the Ten Principles of the Global Compact, and our company is a better place to work because of it. We also still uphold general employment policies that support the meaning and intent of the Ten Principles.

DPCI Practices:

- **Environmental preservation** – DPCI has taken steps to promote sustainability in the workplace. Since we provide workflows and software to our clients to help them become more digitally efficient, we feel obligated to practice our own solutions. We recognize the amount of paper waste that offices around the world accumulate every year and we strive to be a paperless workplace. Any document that needs to be printed is printed double-

sided on 100% recycled paper. DPCI is planning for its payroll system to go paperless by the end of the year.

In addition to paper, DPCI has taken steps to become more energy efficient and create less waste. The lighting in DPCI's main office was recently overhauled with the majority of incandescent bulbs replaced with energy efficient fluorescent bulbs and we replaced our bottled water cooler with a bottle-less system which filters the water directly from the sink line. A majority of our office supplies, from manila folders to paper towels to pens, are made from recycled materials and are purchased from manufacturers also committed to sustainability. We also purchase fair trade coffee.

- **Social Responsibility** - DPCI is committed to the sponsorship of several programs and not-for-profit organizations including the National Multiple Sclerosis Society and the JCC Maccabi games. We have also created scholarships for underprivileged children to participate in cultural programs such as dance and music classes.
- **Transparency and Anti-Corruption** – DPCI regularly publishes all of its results and findings with and most recently did so with the INC5000 program. Also, with regard to anti-corruption DPCI upholds rigorous business standards and we are audited annually by an accounting firm.

DPCI Policies:

The following policies are reflected in the current DPCI Employee Handbook. This document is given to all employees upon hiring, and provides them with specific guidelines of how they are expected to conduct themselves among their fellow employees and with clients.

- **Equal Opportunity Employment** – In order to provide equal employment and advancement opportunities to all individuals, employment decisions at DPCI are based on merit, qualifications and abilities. DPCI does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, sexual orientation, national origin, age, disability, political stance or any other characteristic protected by law. All potential hires are viewed equally on the basis of qualifications for the job specified. This policy governs all aspects of employment, including selection, job assignment, compensation, performance management, termination and access to benefits and training.
- **Business Ethics and Conduct** - The successful business operation and reputation of DPCI is built upon the principles of fair dealing and ethical conduct of our employees. Our reputation for integrity and excellence require careful observance of the spirit and letter of all applicable laws and

regulations, as well as scrupulous regard for the highest standards of conduct and personal integrity.

The continued success of DPCI is dependent upon our customers' trust and we are dedicated to preserving that trust. Employees of DPCI are obligated to act in a way that will merit the continued trust and confidence of the public. As a consulting firm, DPCI believes in offering our customers the best guidance in selecting and implementing new technologies without giving preferential treatment to any particular vendor or partner.

DPCI will comply with all applicable laws and regulations and expects its directors, officers, and employees to conduct business in accordance with the letter, spirit and intent of all relevant laws and to refrain from any illegal, dishonest or unethical conduct. Compliance with this policy of business ethics and conduct is the responsibility of every DPCI employee.

- **Employee Health** - In keeping with DPCI's intent to provide a safe and healthy work environment, smoking is prohibited at all DPCI facilities and locations. Additionally, DPCI subsidizes a significant portion of employee medical and dental benefits.
- **Safety** - To assist in providing a safe and healthy work environment for employees, customers and visitors, DPCI has established a workplace safety program. This program is a top priority for DPCI. Its success depends on the alertness and personal commitment of all. DPCI provides information to employees about workplace safety and health issues through regular internal communication channels such as manager-employee meetings, memos or other written communications.

Some of the best safety improvement ideas come from employees. Those with ideas, concerns or suggestions for improved safety in the workplace are encouraged to raise them with their manager or with another manager. Reports and concerns about workplace safety issues may be made anonymously if the employee wishes. All reports can be made without fear of reprisal. Employees must immediately report any unsafe condition to the appropriate manager. Employees who violate safety standards, cause hazardous or dangerous situations, fail to report or, where appropriate, remedy such situations, may be subject to disciplinary action up to and including termination of employment.

- **Substance Abuse** - It is DPCI's desire to provide a healthy and safe workplace. To promote this goal, employees are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner.
- **Workplace Violence Prevention** - DPCI is committed to preventing workplace violence and to maintaining a safe work environment. All

employees, including managers and temporary employees, should be treated with courtesy and respect at all times. Employees are expected to refrain from any conduct that may be dangerous to others. Firearms, weapons and other dangerous or hazardous devices or substances are prohibited from the premises of DPCI.

Conduct that threatens, intimidates or coerces another employee, customer or member of the public at any time, including off-duty periods, will not be tolerated. This prohibition includes all acts of harassment, including harassment that is based on an individual's sex, sexual orientation, race, age or any characteristic protected by federal, state or local law.

DPCI will promptly and thoroughly investigate all reports of threats of (or actual) violence and of suspicious individuals or activities. Anyone determined to be responsible for threats of (or actual) violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment. DPCI reserves the right to notify the authorities at any point.

- **Sexual and Other Unlawful Harassment** - DPCI is committed to providing a work environment that is free of discrimination and unlawful harassment. Actions, words, jokes or comments based on an individual's sex, sexual orientation, race, ethnicity, age, religion or any other legally protected characteristic will not be tolerated. As an example, sexual harassment (both overt and subtle) is a form of employee misconduct that is demeaning to another person, undermines the integrity of the employment relationship and is strictly prohibited.

Ongoing Commitment:

In the coming year, DPCI looks forward to continuing its support of the UN Global Compact and the Ten Principles through ongoing programs of education of all employees. In addition, the DPCI Employee Handbook and practices will continue to be revised to incorporate additional aspects of the Ten Principles.