

UN Global Compact Communication on Progress Report 2007/08

Submitted July 2008



Table of Contents

| | |
|---|-----------|
| Statement of Support | 1 |
| Introduction and Report | 2 |
| Principle 1: Support and respect human rights | 4 |
| Principle 2: Not complicit in human rights abuses | 8 |
| Principle 3: Freedom of association and collective bargaining | 10 |
| Principle 4: Forced and compulsory labour | 11 |
| Principle 5: Child labour | 12 |
| Principle 6: Discrimination | 13 |
| Principle 7: Precautionary approach to environmental challenges | 14 |
| Principle 8: Environmental responsibility | 16 |
| Principle 9: Development and diffusion of environmentally friendly technologies | 18 |
| Principle 10: Anti-corruption | 20 |
| Goals for the 2009–10 Report | 22 |
| Annex | 24 |

List of Figures

| | |
|---|----|
| Figure 1: Group Carbon Footprint | 14 |
| Figure 2: Energy Demand Assessment and Carbon Footprinting Exercise | 15 |

List of Boxes

| | |
|---|----|
| Box 1: Mozambique school project | 7 |
| Box 2: Scott Wilson's Research Consultancy's Environmentally Friendly Technologies in the Construction Sector | 19 |

Statement of Support

This is our second Communication on Progress (CoP) and covers the period from May 2007 to April 2008. I am pleased to reaffirm our support for the UN Global Compact and to report substantial and sustained progress during a period of continued growth for the Scott Wilson Group.

In our first CoP we reported strictly in accordance with the published guidelines on disclosure with separate sections on commitment, systems, actions and performance. We have chosen this year to report in a more narrative and discursive style. We believe this provides readers with a more accessible insight into our progress which must be the principal aim of the CoP. We have not only sought to explain where we have made progress, and why, but also where and why we have made less progress. We have also provided an Annex which summarises progress in accord with the guidelines.

In the course of the year Scott Wilson has been engaged in a major review of all its corporate policies and business systems. The draft of the new policies and systems has just been published for consultation and we look forward to reporting the new arrangements in our next CoP.

Also this year, we have reaffirmed our commitment to being a sustainable business and to providing market-leading sustainability services. We believe that our continuing adherence to the UNGC Principles provides one means for realising this aim and that the CoP provides us with an opportunity to share our experiences with all our stakeholders.

To this end, the CoP will be available both on the UNGC global and UK Network web sites and on our own web site www.scottwilson.com. We welcome feedback and comment.



Geoff French, Chairman

Introduction and Report

Scott Wilson is very pleased to submit its second Communication on Progress (CoP) report which covers the period from May 2007 until the end of April 2008. This report describes our continuing commitment to the UN Global Compact Principles. We have made progress on all issues, strengthening the principles related to environment, community and sustainable development and developing further our performance in other areas covered by employment and human rights and anti-corruption.

During the 2007–8 financial year, Scott Wilson launched a review to consolidate all corporate policies, in part to align them better with the UN Global Compact's Principles. This new and comprehensive document called: 'The Way we do Business' will be launched in the summer of 2008. Each member of staff will receive a copy and there will be a follow-on awareness programme to help embed the Principles.

Scott Wilson's commitment to sustainable development was the subject of a major, internal conference in January 2008. As a consequence a new Sustainability Board is to be established to advise on sustainability in Scott Wilson's Corporate Governance, our design services and as a discrete consultancy offering. This will reinforce Scott Wilson's environmental, social and cultural awareness and complement all measures taken to make progress on each of the Principles.

In the human rights' field, Scott Wilson staff have been leading projects that support education for children in Africa and other developing countries in Asia and Eastern Europe, through Scott Wilson's charity: 'The Millennium Project'. By running this charity and identifying new projects, Scott Wilson staff have shown a willingness to get involved in community projects. Such staff initiatives continue to be supported by Scott Wilson and its managers who value them as an important part of the global growth of the company.

Planned staff training on the UN Global Compact has been delayed in order to run in tandem with the imminent launch of our new corporate policy statement. Progress on sustainable procurement has also been limited due to the dispersed nature of our procurement processes. It is proposed to appoint a new Procurement Manager to review and centralise purchasing which will provide new opportunities to promote our standards amongst our suppliers. Monitoring and collecting environmental performance data has significantly improved with new surveys of our carbon footprint but greater precision and standardisation is still required.

We have continued to advocate the Global Compact and its Principles through various channels (including via press releases, presentations, seminars and training sessions) and we remain an active member of the UNGC UK Network.

Principle 1

Support and respect human rights

Corporate expectations

Last year, Scott Wilson published new information on its internal website, which fully recognises Principle 1 – “We should advocate our support for the protection of internationally acclaimed human rights to those with whom we do business and other stakeholders”. In addition to this, Scott Wilson regularly assesses the risks associated with operations in any host country that does not adequately respect or protect human rights. Some examples are described under Principle 2.

Ethics and values

In 2007–8 Scott Wilson conducted its first global employee engagement survey – MyVoice. The survey was carried out in English, Polish, Chinese and Thai and has enabled us to assess cultural differences across our global business. We assessed what employees consider to be important to them and how well they thought the company was doing in these areas. The results were extremely positive; 87% of our staff considered themselves as highly engaged and positive retention factors include co-operation, job satisfaction, personal growth and vertical relationships. The level of engagement was significantly above a number of external benchmarks and the participation rate of 73% is considered extremely high.

The results and action plans to address areas of dissatisfaction, which varied considerably between geographies and groups of people, will be widely publicised through Scott Wilson’s Exchange Newsletter. Areas targeted for improvement are:

- Benefits and packages in various regions
- Career progression and personal growth
- Training for managers on their role in developing and managing performance
- Performance reviews
- Greater emphasis and targeting of training
- Engagement in the junior technical community
- Competitive rewards linked to performance

Whistleblower policy

Employees are encouraged to report any actions by the Group or its employees that falls short of Scott Wilson's business principles. It is a fundamental term of every contract of employment that an employee will not disclose confidential information about the employer's or its clients' affairs. However, as Scott Wilson aims to conduct its affairs in a socially responsible and lawful manner, employees are openly encouraged to report any instances of malpractice, dishonesty, or unsafe or unhealthy working practices which are incompatible with that aim. No complaints were raised during the year. We take this as a very positive sign that proves that our ethics and values policies are being followed by our staff and are being implemented effectively.

Liaising with the UN Global Compact Network in the UK and overseas

Scott Wilson is an active member of the UK Network of the UN Global Compact and was represented at all its meetings during 2007–8. We welcome the opportunity that these meetings provide to learn from different working groups (e.g. new tools for implementing the Global Compact principles), to learn from other organisations' experience and to get first-hand news of the initiatives led by global leaders, such as the Working Group meeting on human rights led by Mary Robinson.

We have also been proactive internationally. A representative of the Scott Wilson office in Mozambique met FEMA's president – focal point of the UN Global Compact Network in Mozambique – to discuss future network events in the country and ways for potential engagement. We will keep encouraging our staff based in different regions to do the same in their own countries.

The 60th Anniversary of the Universal Declaration on Human Rights (UDHR)

Scott Wilson is conscious of the UN Global Compact's efforts to raise awareness on the UDHR globally. In January 2007, we published an article in our newsletter, encouraging our staff to sign up for the UDHR through the website: 'Every Human has Rights'. We also provided links for staff to obtain further information on human rights from the publications provided on the UN Global Compact's website and access on-line training on human rights.

Core Labour Standards

During 2007–8 Scott Wilson has, in the course of its general consultancy work, brought the issue of Core Labour Standards to the attention of several clients. As a result, Core Labour Standards were subsequently included in contract documentation, and increased attention is being given to related monitoring and enforcement activities. Further information on our progress regarding labour rights is given in the sections on Principles 4, 5 and 6.

Responding to natural disasters

In China, Scott Wilson's charity has been sponsoring the Sichuan School Assistance initiative in Wolong Province. This project supports local secondary school children with bursaries and practical assistance to enable them to continue their education beyond the elementary stage. This was the province devastated by the recent earthquake in China and our employees have responded magnificently by generous one-off assistance to help rebuild the infrastructure in this remote mountain region of China.

Scott Wilson Millennium Project (SWMP)

In addition to the Mozambique School project (see below), our charity supported in 2006–7:

- Straseni Orphanage, Moldova
- Tsunami Emergency Relief donations, Sri Lanka and India
- The Christopher Foundation, Sri Lanka
- The Pamela Computer Centre, Sri Lanka



Scott Wilson is helping to protect children in developing countries by undertaking various projects that support the right to education, health and shelter – through the Scott Wilson charity: ‘**The Millennium Project (SWMP)**’.

The Mozambique School Project is our largest project to date and is based in a small village in Mozambique. The project aims ‘to build a school for the benefit of underprivileged children.’ It was developed by a group of young staff that voluntarily researched education systems in developing countries, contacted charities, and successfully, presented the plan for the school project to the SWMP patrons, made up of Scott Wilson’s CEOs and managers.

Scott Wilson recognises goal 8 of the Millennium Development Goals (MDGs): ‘Develop a global partnership for development’ by partnering with the charity Quest. Quest has several years of experience in working with the community of Tofo (Mozambique), where SWMP plans to build a school for over 200 children. Through Quest, Scott Wilson will gain a good understanding of the needs of the children and will create strong links with the community of this small fishing village, ensuring the sustainability of the project.

Scott Wilson’s volunteers (43 staff) will be working in building the school, under local workers’ directions, during the summer of 2008. This project will also enable our staff to experience living in a different culture, learn other values and traditions, and develop links with the local community.

The school will not only contribute to a better education for the children, but also have a positive impact on their health, as sanitation will improve substantially with the construction of latrines (recognised as one of the major issues affecting young female attendance rates at schools in developing countries). The children will have the necessary equipment in the school and they will also gain knowledge about their natural resources. They will learn skills to enable them to protect their local environment and community in the future.

The SWMP has been able to undertake this project in Mozambique thanks to the generous donations and fundraising activities of Scott Wilson staff who managed to raise the £25,000 needed for the construction of the school.

Box 1
Mozambique school project

Principle 2

Not complicit in human rights abuses

It is Group policy that where an extreme or high risk of human rights abuses is detected in a host country or in a business relationship, we will consider whether providing our services might contribute to such abuses in any way. We will engage with appropriate stakeholders to determine a suitable course of action, monitor the effectiveness of any subsequent measures and demonstrate our opposition to human rights abuses.

During the last year, we developed intranet resources to provide information to our staff on how to avoid 'complicity' through risk awareness and on reporting risks and suspicions.

Risk awareness

The types of human rights issues that Scott Wilson might encounter are most likely to be associated with overseas development projects and/or our involvement with third parties (e.g. where there may be discriminatory practices, use of child or forced labour, unacceptable standards for involuntary resettlement, etc.). We provide guidance and support to Scott Wilson staff who may encounter 'difficult' situations when working in countries where human rights abuses are either suspected to have occurred or may occur in the future.

All Scott Wilson staff, sub-consultants, subcontractors and associated firms should be aware of the Group's expectations in relation to human rights. A 'How to do business with us' webpage is being developed to facilitate communication of the full range of our policies, standards and expectations.

Reporting risks and suspicions

Scott Wilson advises staff promptly to report any risks or suspicions so that we can take appropriate effective action. We advise our staff to report in the first instance and in confidence to their Project Director / line manager, who will either decide on the most appropriate course of action to be taken locally and/or refer the issue to Divisional or Group level.

During the last year, there were two cases where staff raised concerns about working in countries where the governments did not appear to have adequate measures to protect their citizen's human rights. In the first example, we provided guidance for staff on how and to whom to report these issues. We also provided staff with a toolkit to learn about human rights issues on-line, generated by the UN High Commission on Human Rights. The second case involved deciding whether it was appropriate to pursue a business opportunity; after assessing the potential risks, the decision was not to pursue it any further.

Supply chain and procurement management

Progress on embedding the UNGC principles fully into the supply chain and procurement management was slow during the last financial year. However, with the appointment of new specialist staff to centralise procurement and address these issues across the organisation, there will be opportunities to engage with supply chain partners on ethical policy issues and advocate adherence to the UN Global Compact.

Promoting Transparency

During 2007–8 Scott Wilson continued to promote transparency in the construction sector by providing advice to:

- An Asian initiative seeking support under Department for International Development's (DFID's) Governance and Transparency Fund; and
- The DFID-led Construction Sector Transparency (CoST) Initiative

Further information on our efforts to promote transparency when tackling anti-corruption is provided under Principle 10.

Principle 3

Freedom of association and collective bargaining

Trade Union Involvement

Overall, the nature of our business is diverse and Trade Unions are uncommon in professional services environments. That said, we do enable those who wish to participate in trade union activity the freedom to join any trade union they wish. Appropriate time off is granted for trade union activities and contributions are facilitated via the payroll. There have been no complaints raised in connection with our policy.

We have one formal recognition agreement with trade unions, our 'Time off for Trade Union Duties Policy' within our former British Rail group of employees (an acquisition). We continue to support this policy, which currently involves 10–15% of the Railways Division staff (who belong to a Trade Union). There is also an active company council to represent staff opinion.

Professional membership

Through our 'Further Education and/or Professional Qualifications Policy', employees are free to associate themselves with a professional institute of choice (relevant to their field or sector and Scott Wilson will pay for the annual membership. It is estimated that 80% of UK employees and 50% of overseas employees are active members of a professional body. Also, Scott Wilson supports voluntary staff participation in many environmental and community initiatives.

Principle 4

Forced and compulsory labour

We are not aware of any situations connected with our business in which forced labour is or could be a factor.

The new comprehensive Scott Wilson policy document, 'The Way we do Business', will include revised corporate values and a new ethics policy that reinforces our commitment to the elimination of forced labour. It will also provide links to appropriate guidance on any forced labour scenarios that might be encountered. We continue to expand our ethical guidelines for staff working in difficult countries, and will promote positive labour practices, and influence and encourage third parties to adopt measures to identify and prevent forced labour practices.

Scott Wilson's new Procurement Manager will be reviewing our procurement policy in 2008–9 and developing our internal systems to enhance knowledge of our supply chains. While we currently buy many fair-trade products, the output from this review will enable us to use further selective purchasing to promote positive labour practices throughout our procurement processes.

Principle 5

Child labour

Our risk assessments demonstrate that there are no situations in current or planned business arrangements in which child labour is or is likely to be a factor. We have appropriate systems in place to ensure that we do not employ child labour.

We have enhanced our ability to identify opportunities to influence others to abolish child labour and are considering further embedding this within our existing risk management systems. Consideration is being given to developing a mechanism within our project control process that will automatically alert project managers when their projects are located in countries with a higher risk of child labour practices.

We continue to develop guidance in regard to child labour concerns for staff working in difficult countries and will seek to identify situations where we can influence third parties to enhance their practices or prevent the use of child labour.

Scott Wilson's new Procurement Manager will review our procurement policies and standards in 2008–9. The additional information about our supply chains will help to ensure that we do not directly or indirectly purchase goods or services from organisations that employ child labour.

Principle 6

Discrimination

There were no reported instances of discriminatory behaviour within our business or direct sphere of influence in 2007/08 and, when asked in the Scott Wilson annual global employee survey, 73% of respondents agreed that employees have equal opportunities regardless of age, gender, or ethnic origin.

All Scott Wilson employees are eligible for annual performance reviews and training. Scott Wilson does not set a minimum target of training days per person per year. However, we are committed to the development of our staff and to enhancing our organisational capabilities through investment in learning and career development. We invest at least 1.5% of our payroll costs in staff training; for the year 2007/08 that was in excess of £1 million, an average amount of £500 per head. Temporary and agency staff are included in any relevant training activities including induction, health and safety and business systems.

Scott Wilson has an annual performance and career development review process, Pathways Plus! which provides all employees with the opportunity to receive regular reviews, regardless of job, grade, gender, age or ethnic origin. This process is available to everyone globally, and employees are encouraged to participate, we had an 80% appraisal completion rate in 2007/08. This will be further reinforced by the launch of our new corporate Learning and Development framework, MyDevelopment, early in the next reporting cycle.

Our global offices are mainly staffed by local employees, including senior management appointments.

Scott Wilson also has a 40% investment in a black empowerment company in South Africa called MASETLAOKA SCOTT WILSON.

Principle 7

Precautionary approach to environmental challenges

Sustainability

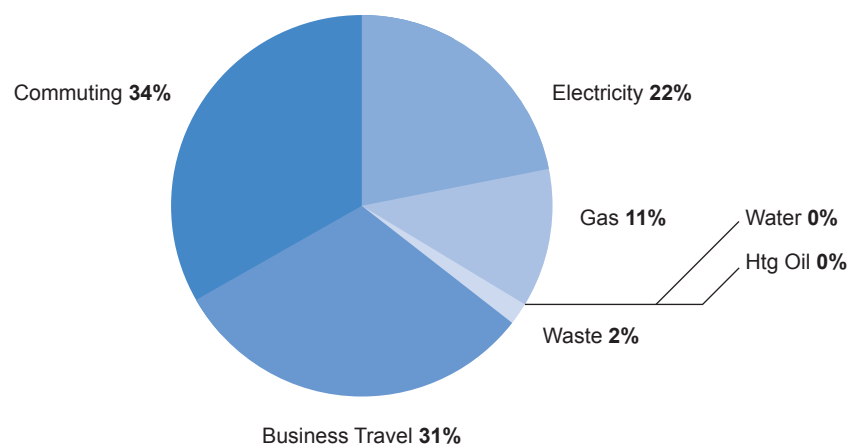
Chaired by the Chief Executive Officer and attended by 80 Managers and Directors, Scott Wilson hosted its first major, internal Sustainability Conference in January 2008. Sustainability was confirmed as a high priority for the business and to reinforce this we are establishing a Sustainability Board. This group is responsible for driving forward sustainability initiatives in three areas: our corporate governance; our design services; and as a discrete consultancy offering.

Working towards carbon neutrality

In the financial year 2007–8, the Scott Wilson Group Board adopted a policy 'to determine the carbon footprint of our operations and deliver a strategy to achieve Carbon Neutrality for our UK businesses by 2012'.

A scoping exercise was carried out by our in-house carbon management team, which estimated Scott Wilson's UK carbon footprint at 13,280 tonnes per annum in 2006. This figure was based upon several assumptions (due to inconsistencies in data from office to office). Improving data collection systems to facilitate annual reporting on Scott Wilson's environmental performance remains a priority. However, this figure represents a starting point and gives us a baseline for improvement and more consistent reporting in future years.

Figure 1
Group Carbon
Footprint



Subsequent to the Scoping Report, the Carbon Trust was appointed to review carbon emissions in five representative offices and to recommend energy saving measures that could then be applied to the wider property portfolio. The estimated carbon footprint for those five selected buildings was 2056 tCO₂e per annum (see case study below).

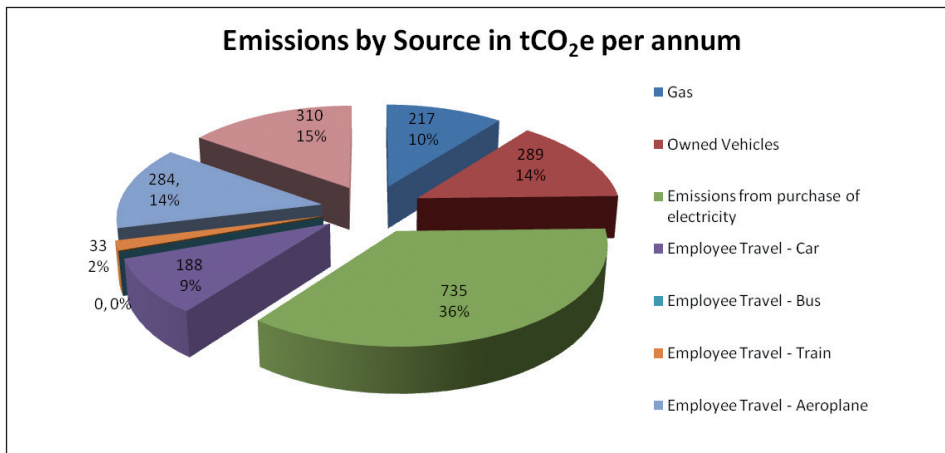


Figure 2
Energy Demand Assessment and Carbon Footprinting Exercise
 Source: Carbon trust

The Carbon Trust report identified and prioritised eight general and site specific actions that could be taken by the organisation to save carbon. It was estimated that if all these measures were implemented, it would result in a 13% reduction in energy consumption and a 16% reduction in cost for the sites covered under this survey.

A structured energy management questionnaire was also e-mailed to all office managers, in April 2008, to help us investigate energy saving opportunities and the financial viability of these. The results were aggregated to develop an opportunities database of prioritised actions for cost effective carbon reductions. While a total of 110 carbon reduction opportunities were identified (with an estimated cumulative carbon savings of 350 tonnes per year), 38 Net Present Value positive opportunities were identified, of which smart metering was one.

Identifying the priority areas

Business travel and energy consumption have consistently been identified as primary targets for data collection and action. These will continue to remain priority areas for the coming year. Our UK offices are increasingly developing and implementing green travel plans and we propose to expand the number of offices with 100% renewable energy supplies from 17 to 35.

Smart metering

A budget has been set aside for 2008–9 to implement some of the sustainability measures recommended in the major surveys we carried out particularly the 'smart metering'. As well as investigating options for offsetting our remaining emissions (as a final resort), we have also expanded our carbon management and carbon logistics teams to enhance our internal needs and to provide improved services to clients.

Caring for Climate: the Business Leadership Platform

In July 2007, Scott Wilson was among the first global businesses to sign up to the Caring for Climate Initiative. We plan to publish details of our voluntary goals and a summary of progress to date to coincide with the first meeting of Caring for Climate Signatories at Geneva on 20–21 October 2008.

Principle 8

Environmental responsibility

Promoting responsibility through our EMS

Scott Wilson's EMS is certified to the requirements of ISO 14001:2004. During 2007–8, the Project EMS System was updated twice.

We continue to promote our standards on the Group's Corporate, Project and Office EMSs via our intranet. The Group provides on-going induction and training on EMS awareness to provide employees with an insight into our environmental efforts at both company and office levels.

In 2007, the Group ran a comprehensive programme of 'Project EMS' training aimed at all Project Managers and Project Directors. In addition, the Group's local EMS representatives have prepared regular local newsletters and have been particularly active in communicating environmental and sustainability awareness amongst other employees. The following successful techniques were used to communicate environmental responsibility:

- EMS Coordinators reports on local office performance
- Divisional reports from Safety, Quality and Environment (SQE) Managers to the Divisional Boards
- SQE Director reports to Main Board
- The use of Interchange and Divisional newsletters
- Regular e-mails notifying staff of changes to the content of EMS intranet pages
- Management debriefs

Promoting local environmental initiatives

EMS Audits are undertaken in each office to monitor the application of the EMS system. Over 2007–8, our UK offices have been proactive on a range of local environmental initiatives:

- Improving energy efficiency by reducing consumption
- Investigating measures for reducing and recycling waste
- Implementing travel plans
- Increasing environmental awareness amongst employees
- Exerting a positive environmental influence on clients

On the subject of travel, 2007–8 has been a successful year for Scott Wilson, with several offices following in the footsteps of Middlesbrough and Newcastle and developing green travel plans. The Glasgow office, for example, is currently working with the Energy Savings Trust to develop a green travel plan, the results of which will be monitored and adapted across other railways offices. At Group level, we are also reviewing our company car policy, following a recent employee survey by KPMG.

Since last year, our 'Cycle to Work Scheme' has become more established and we now have a 212 employees who receive the Bike Allowance, an interest free loan to encourage cycling (6.3% of UK Scott Wilson employees). The Group is encouraging this more responsible behaviour by providing more and improved facilities e.g. bike racks and showers.

Promoting responsibility through initiatives and events

Scott Wilson continues to attend various trade association meetings, themed seminars and other events. We have also organised and presented at numerous internal and external seminars covering various environmental and sustainability topics. In July 2007, Scott Wilson became one of the first global businesses to lend its support to the 'Caring For Climate' initiative. A voluntary action platform for UN Global Compact participants, we seek to demonstrate leadership on the issue of climate change, to advance practical solutions and help shape public policy as well as public attitudes.

Promoting responsibility through clients

Given our commitment to sustainability, we work with our clients, consciously seeking to maximise the social and economic benefits of our projects. Over the last year, for example, we have worked in collaboration with the likes of DfID, the International Institute for Environment and Development (IIED), and the Joint Nature Conservation Committee to carry out research and address pressing environmental issues e.g. we have prepared reports such as 'UK Impacts on International Diversity' and 'Benefits of Global Biodiversity Assets to UK Citizens'.

At Scott Wilson, we also attempt to exert a positive environmental influence on our clients through the provision of inspiring, sustainable solutions and new technologies. As an example, Scott Wilson is proud to be a regional delivery partner for the National Industrial Symbiosis Programme (NISP), the first industrial symbiosis initiative in the world to be launched on a national scale. Due to our work as a NISP delivery partner, Scott Wilson personnel are very aware of the real benefits that the NISP model delivers. Should opportunities exist to develop synergies, we can facilitate the necessary discussions that can lead to significant environmental, economic and social benefits for all parties involved.

Principle 9

Development and diffusion of environmentally friendly technologies

Scott Wilson has successfully integrated environmentally friendly technologies within its working practices. There are highly effective systems to facilitate home-working and reduce business travel, including webmail, remote access to system files and company mobile phones.. While only a small number of staff permanently work from home, the majority of staff use informal arrangements to work from home periodically, which demonstrates the flexibility and effectiveness of this technology. All of our UK offices and the majority of our global offices have videoconferencing facilities and employees make good use of both these and teleconferencing facilities to reduce the need for international travel.

Scott Wilson's Research Consultancy team has been busy developing new technologies to re-use material and develop markets for waste material over the last year. These projects are providing the groundwork for major improvements to the construction industry, demonstrating how materials can be used and recycled more effectively, to produce less waste and achieve considerable environmental benefits.

Materials Resource Efficiency in Regeneration

The Waste & Resources Action Programme (WRAP) has been rolling out guidance to help the regeneration sector improve its materials efficiency. The guidance, written by Scott Wilson, applies to projects involving both demolition and new build. Such projects have the potential efficiently to manage waste arising from demolition and integrate them into the new build. To deliver best practice and improved materials resource efficiency, the guidance recommends setting key performance indicators (KPIs) and minimum requirements for the:

- Recovery of demolition materials
- Use of recovered demolition materials in the new build
- Level of recycled content in the new build

End Use Applications for Under Developed Materials in Construction Waste

The recycling and construction sectors have been very successful in developing recycling infrastructure and markets for recycled and secondary aggregates. However, there are still materials in the construction, demolition and excavation waste stream that could find beneficial re-use. Scott Wilson produced a knowledge base on end-use applications for such 'under developed' materials in the waste stream, focussing on packaging, roofing materials, ceiling tiles and insulation materials. The work provided information on technical issues, barriers to recovery, potential end markets and end applications of these materials, with a view to providing a robust evidence base for future interventions.

Promoting Materials Efficiency in Major Infrastructure Projects

As major consumers of materials, and in many instances, major producers of construction, demolition and excavation wastes, the infrastructure sector can benefit financially and environmentally from improved materials efficiency. In 2007/08, Scott Wilson provided support to major infrastructure organisations to embody materials efficiency in their projects, such as railway and highway works. This included working with client bodies to set requirements for waste minimisation and management, and for the use of recycled materials, in tender and contract clauses and developing and delivering bespoke training to such organisations and their designers.

Environmental benefits of quarry and industrial by-products

Excess production of quarry fines can create a significant problem for aggregate producers, and a lack of economic local markets for these materials sees a valuable resource go to waste. To address these issues, Scott Wilson, working with four aggregate suppliers, and on behalf of the Highways Agency, is undertaking research to demonstrate the economically viable use of such materials in pavement construction. Research to date has demonstrated that hydraulically bound mixtures containing quarry fines and pulverized-fuel ash, an industrial by-product, are economically viable as pavement foundation materials.

Box 2

**Scott Wilson's
Research Consultancy's
Environmentally Friendly
Technologies in the
Construction Sector**

Principle 10

Anti-corruption

We are not aware of any allegations or incidences of corruption or malpractice by our staff or business partners during 2007/08.

Supporting the work of the UK Anti-Corruption Forum

Scott Wilson has continued to play an active role in the activities of the UK Anti-Corruption Forum. In addition to participating in Forum meetings, in 2007/08 this included coordinating the Developing Countries Working Group, contributing to the editing of the Forum's quarterly newsletter and having an active involvement in the Forum's first International Conference, held in London.

Contributing to other consultative processes

Individual Scott Wilson staff have meanwhile continued to play an active role in contributing to various ongoing consultation processes. In 2007–08 these included:

- Reviewing the Forum Discussion Paper on 'Fair and Efficient Debarment Procedures
- Contributing to a Cross-Whitehall Meeting of the UK Post Conflict Reconstruction Unit (PCRU), looking at linkages between conflict and corruption
- Contributing to the Forum response to The Law Commission's Reforming Bribery: A Consultation Paper
- Participating in Steering Group and other meetings of the DFID-led Construction Sector Transparency (CoST) Initiative
- Participating in Cross-Whitehall consultations with Civil Society about the UK's commitment to the UN Convention Against Corruption
- Participating member of the Institute of Business Ethics which holds discussions tackling e.g. 'Ethical Due Diligence' and 'Tackling Corruption'.

Speaking out against corruption

Scott Wilson has also continued to speak out clearly and consistently on the issue of corruption in construction. In 2007/08 this included:

- A keynote address by Scott Wilson Group Chairman Geoff French at the UK Anti-Corruption Forum's first international conference called: How can a company prevent corruption?
- Lecture by a Scott Wilson Engineer on the subject 'Corruption in Construction' to International MPhil students at the University of Cambridge
- Presentation by a Scott Wilson Engineer to the Cambridge branch of 'Engineers without Borders' on the issue of 'Corruption in Construction'
- Addressing the risk of corruption in a direct and professional manner when considering or developing business relationships in developing countries

Consultancy services

Scott Wilson continues its involvement in bidding for anti-corruption work with DfID, European Union and World Bank. In the international arena, we are constantly reviewing and improving our management activities to ensure that we maintain a robust position against corrupt practice. From May 2008, Scott Wilson will start providing specialist consultancy services in improving governance in general, and combating corruption in particular, in the construction sector.

Goals for the 2009–10 Report

Human Rights

Raise Human Rights awareness

- Publish and distribute the new consolidated policy statement: “The Way we do Business”
- Follow-up with training and awareness raising with reference to the UNGC Principles
- Review the experience of the Millennium Project in building a school in Mozambique and formulate plans for future activities
- Incorporate specific human rights risk awareness in our guidelines for working in different countries

Consideration of Human Rights in procurement

- Appoint new Procurement Manager and review global procurement procedures

Monitor Human Rights of suppliers

- Identify new systems for implementing and monitoring human rights compliance in our supply chain

Partnerships with NGOs

- Report on the working experience and future development plans with our NGO partner and other potential partnerships

Labour

Group Mission and Values

- Establish the Sustainability Board to advise the Group Board on sustainability in our corporate governance, our design services and as a discrete consultancy offering

Group Policies and non-UK centric guidance

- Monitor and report outcomes on staff raising ethical issues

Diversity / non-discrimination

- Develop metrics to report progress in this area, in different offices

Staff Grievances

- Promote the whistleblower policy to report and deal with grievances

Health and Safety

- Develop metrics system to monitor global office risk assessments and other key indicators

Environment

Environmental management system and ISO 14001

- Develop improved systems to obtain data from global offices

Carbon Footprint

- Improve data collection with particular reference to business travel and energy consumption
- Install 'smart' meters in selected offices to monitor electricity consumption

Recycling

- Implement initiatives to minimise waste and promote recycling and track performance

New technologies

- Encourage use of new technologies throughout the Group and establish a system to capture data

Anti-corruption

Raising awareness

- Link anti-corruption to human rights' guidelines

Business integrity management system

- Integrate this issue within planned training

Annex

Principle 1

Business should support and respect the protection of internationally proclaimed human rights

| | |
|-------------|---|
| Commitment | Group Policies on Corporate Ethics and Values; Innovation and Best Practice; Recruitment and Employment; Risk Management; Training and Continuing Professional Development; Health, Safety, Welfare and Security; and Whistleblowing |
| Systems | Human Resources; Procurement |
| Actions | <ul style="list-style-type: none"> • Developed intranet resources and publicising UDHR • Undertook global employee survey • Drawing client attention to core labour standards • Continued support of emergency relief charity and in-house Millennium Project |
| Performance | <ul style="list-style-type: none"> • No record of 'whistleblower' or other complaints from internal or external stakeholders |

Principle 2

Business should make sure that they are not complicit in human rights abuses

| | |
|-------------|--|
| Commitment | Human Rights – Group Expectations |
| Systems | Strategic and Operational Risk Assessment; Procurement |
| Actions | <ul style="list-style-type: none"> • Developing 'How to do business with us' extranet guidance, though slow progress on developing supply chain procedures • New procedure to escalate suspicions or incidents of human rights • Promotion of transparency in construction / international development • Updated risk assessment |
| Performance | <ul style="list-style-type: none"> • No instances of actual abuse reported within sphere of influence |

Principle 3

Business should uphold the freedom of association and the effective recognition of the right to collective bargaining

| | |
|-------------|---|
| Commitment | Group Policies on Recruitment and Employment; Training and Continuing Professional Development; and Whistleblowing. |
| Systems | Human Resources ('Time off for Trade Union Duties Policy' defined within our Employment Policy and Procedures Handbook); Procurement |
| Actions | <ul style="list-style-type: none">Continued support for staff membership of professional bodies (company pays membership fee) |
| Performance | <ul style="list-style-type: none">Maintaining good relationship with trades unions representing staff |

Principle 4

The elimination of all forms of forced and compulsory labour

| | |
|-------------|--|
| Commitment | Human Rights - Group Expectations |
| Systems | Human Resources; Strategic and Operational Risk Assessment; Procurement |
| Actions | <ul style="list-style-type: none">Continue to develop staff guidance |
| Performance | <ul style="list-style-type: none">No actual or potential situations reported |

| Principle 5 | |
|---|--|
| The effective abolition of child labour | |
| Commitment | Human Rights – Group Expectations |
| Systems | Human Resources; Strategic and Operational Risk Assessment; Procurement |
| Actions | <ul style="list-style-type: none"> • Continue to develop staff guidance |
| Performance | <ul style="list-style-type: none"> • No actual or potential situations reported |

| Principle 6 | |
|---|---|
| The elimination of discrimination in respect of employment and occupation | |
| Commitment | Mission and Values; Group Policies on Recruitment and Employment; Training and Continuing Professional Development; and Whistleblowing |
| Systems | Recruitment and Selection Policy’ and ‘Diversity and Equality Policy’ within our Human Resources’ Employment Policy and Procedures Handbook |
| Actions | <ul style="list-style-type: none"> • Prepare new corporate Learning and Development framework |
| Performance | <ul style="list-style-type: none"> • No reports of any discrimination received from internal or external stakeholders |

Principle 7

Business should support a precautionary approach to environmental challenges

| | |
|-------------|---|
| Commitment | Group Policy – Environment and Community |
| Systems | ISO 14001 accredited Environmental Management System |
| Actions | <ul style="list-style-type: none">• Completed initial carbon management review and continued research into improvement opportunities with a view towards developing voluntary goals for emissions reduction and/or offset, reporting, etc.• Group was own of first global businesses to sign up to the UNGC Caring for Climate initiative• On-going project environmental risk assessment |
| Performance | <ul style="list-style-type: none">• We plan to publish details of our voluntary goals and progress to date to coincide with the first meeting of Caring for Climate Signatories at Geneva on 20–21 October 2008 |

Principle 8

Business should undertake initiatives to promote greater environmental responsibility

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|-------------|---|
| Commitment | Group Policy – Environment and Community |
| Systems | ISO 14001 accredited Environmental Management System |
| Actions | <ul style="list-style-type: none">• Continued EMS training and communications programme• Support for local office environmental initiatives• Embedding our commitment to environmental sustainability within our service delivery across a range of client research and other assignments |
| Performance | <ul style="list-style-type: none">• Range of localised energy conservation and waste recycling initiatives |

| Principle 9 | |
|--|---|
| Business should encourage the development and diffusion of environmentally friendly technologies | |
| Commitment | Group Policy – Environment and Community |
| Systems | ISO 14001 accredited Environmental Management System |
| Actions | <ul style="list-style-type: none"> Examining SMART meters and automatic energy monitoring systems |
| Performance | <ul style="list-style-type: none"> Active involvement in research and information dissemination relating to materials efficiency |

| Principle 10 | |
|---|--|
| Business should work against corruption in all its forms, including extortion and bribery | |
| Commitment | Group Policies – Ethics and Values; Whistleblower |
| Systems | Group’s Employee Handbook chapter on ‘Principles for Business Conduct’; Strategic and Operational Risk Assessment; Procurement |
| Actions | <ul style="list-style-type: none"> Voluntary contributions to consultative processes UK Anti-Corruption Forum – founder / member and presentations at annual conference Development of consultancy services on this topic |
| Performance | <ul style="list-style-type: none"> No reported allegations or incidences of corruption or malpractice by our staff |