



Database Publishing Consultants, Inc. (DPCI)

Communication on Progress – United Nations Global Compact

Statement of Support:

Database Publishing Consultants, Inc. (DPCI) is a small 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 a small consulting company, and this is our first submission of a Communication on Progress for the UN Global Compact. Because of our small size and relatively short history as a company, we have not been in a position to develop and implement policies that support all of the Ten Principles of the Global Compact. We have, however, policies in place that do support the meaning and intent of the Ten Principles.

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.
- **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, who cause hazardous or dangerous

situations, or who 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, a customer, or a 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 will be revised to incorporate additional aspects of the Ten Principles.