



UN Global Compact Communication on
Progress Report 2007-2009

Contents

	Page
Cover Letter	3
Company Details	4
Principle 1 and 2: Human rights	5
Principle 1 and 2: Human rights	6
Principle 3: Freedom of association and collective bargaining	7
Principle 4 and 5: Forced and compulsory labour & Child labour	8
Principle 6: Discrimination	9
Principle 7: Precautionary approach to environmental challenges	10
Principle 8: Environmental responsibility	11
Principle 9: Development and diffusion of environmentally friendly technologies	12
Principle 10: Anti-corruption	13

Cover Letter

7 January 2010

Secretary-General
United Nations
New York, NY 10017
USA

Dear Mr. Secretary-General,

I am pleased to confirm that Hurley Palmer Flatt Limited continues to support the ten principles of the Global Compact in respect to human rights, labour rights, the protection of the environment and anti-corruption.

Though we do not operate on the same scale as a large multi-national, we are expanding rapidly into other markets such as India (Mumbai), Australia (Sydney) and Singapore. We will be bringing these core principles with us into those markets, to our clients, partners and suppliers, as well as continuing to reinforce them within our UK business.

With this letter and on behalf of Hurley Palmer Flatt, I express our strong support for and implementation of those principles within our sphere of influence both in the UK and our international offices. We continue to use the Global Compact and its principles as part of our strategy, culture and day-to-day operations, and our COP report is evidence of this. To this end, our company undertakes to make a clear statement of this commitment - both to our employees, partners, clients and the public. We support public accountability and transparency and will continue to report on progress made in a public manner.

Sincerely yours,



Paul Flatt
Chairman
hurleypalmerflatt

Company Details

Company name: hurleypalmerflatt

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Purley
Surrey CR8 2BH
(Registered office)

Contact name: Nancy Heatley

Contact position: Marketing Manager

Contact tel. no: 020 8763 5900, 07779035550

Date: 07/12/2009

Membership date: 30/05/2007

No. of employees: 186

Sector: Construction & Property

Brief description of the company

hurleypalmerflatt are a leading multi-disciplinary consultancy in the UK. We provide quality solutions from our UK offices in Purley, London City, Canary Wharf, Manchester, Glasgow and Dublin. Our International Group incorporates strategic partnerships in over 80 cities worldwide.

Our vision is to harmonise buildings with their surroundings, maximising the natural resources available and deliver a sustainable future for generations to come.

Statement of support

hurleypalmerflatt is committed to ensuring our business is conducted in accordance with rigorous ethical, professional and legal standards. We adhere to all applicable local laws and international regulations when working with our clients/partners.

We are very pleased to submit our first Communication on Progress Report which covers the period 30/05/2007- 31/12/2009.

This report describes our continuing strong commitment to the UN Global Compact Principles.

Principle 1 and 2: Human rights

Policies:

Equal Opportunity Policy

Health and Safety Policy

Sustainability Policy

CSR Policy

Policy Relating to Disability

Whistleblowing Policy

Our commitment

We respect the Universal Declaration of Human Rights and seek to be guided by its provisions in the conduct of our business.

We are committed to meeting all of our staff's needs and to helping them develop as well-rounded individuals. We do this by supporting training and skill enhancement, and actively building recognition, pride, a sense of achievement and fulfilment into our working practices.

Our systems

Health and safety management system

We regularly review working practices including the general working environment and individuals' work stations to ensure that best practices are adhered to or adopted and that safety hazards are identified and accidents, so far as reasonably practicable, are avoided. In particular we regularly monitor the safety of any equipment or machinery provided for use by employees. Maintenance is regularly and scrupulously carried out and proper records are kept. All equipment and machinery provided complies with the appropriate UK standards and is designed or adapted for the purpose for which it is used. All employees who use or supervise the use of such equipment or machinery are properly trained in its use, including Health and Safety considerations.

Health and safety guidance is given to all new employees upon joining and regular refresher updating sessions are held for existing employees. We require the full cooperation and participation of all employees.

Whistleblowing policy

This policy is intended to assist individuals who believe they have discovered malpractice or impropriety at our company. A whistleblower is protected from detriment or dismissal as a result of making protected disclosure.

Employee handbook

The company's Staff Handbook provides employees with guidance on their expected personal and professional conduct while working for the company.

Principle 1 and 2: Human rights

CSR forum

Launched this year, the company CSR forum looks at workplace / employee well-being and development (linking into our company training and social programmes).

Our activities

- We provided safe and healthy working conditions for our employees.
- We have successfully renewed our accreditation to Investors in People, across the business for another three years.

Commitments 2010

- Monitor working conditions of our staff.

Principle 3: Freedom of association and collective bargaining

Our commitment

We enable those who wish to participate in trade union activity the freedom to join any trade union they wish.

Our systems

Professional membership

Our employees are free to associate themselves with a professional institute of choice relevant to their specialist field and the company pays for the annual membership. It is estimated that 60% of our employees are active members of a professional body.

Also, hurleypalmerflatt supports voluntary staff participation in training initiatives by time-off allocation (study leave) and fees cover.

Our activities

Launched this year, the CSR forum will be looking at corporate and personal community involvement at professional, project and community levels.

Commitments 2010

- Ensure that employees are aware (via Intranet and the Employee Handbook) of the support for professional memberships and engagement in environmental / community initiatives.
- Support and actively encourage employees to volunteer for any environmental or community initiatives – we are planning free energy assessments for local charities.

Principle 4 and 5: Forced and compulsory labour and Child labour

All employees of hurleypalmerflatt have been employed through the conclusion of a formal agreement, which conforms to the labor laws within the relevant various countries. All such agreements are clear on the right to terminate employment and the processes available in this instance.

We are confident that child labor practices are highly unlikely, due to the nature of our business.

Commitments 2010

- Seek assurance from suppliers and contractor partners in this regard during 2010/2011.

Principle 6: Discrimination

Policies:

Equal Opportunity Policy

CSR Policy

Policy Relating to Disability

Whistleblowing Policy

Our commitment

We are an equal opportunities employer and embrace a diverse and multi-cultural workforce. Our aim is to ensure that no employee receives less favourable treatment on the grounds of sex, race, colour, nationality, ethnic or national origins, marital status, having dependents, sexual orientation, age, disability, trade union activity, political or religious belief.

Our systems

Recruitment

Human Resource Department monitors all applications against discrimination practices.

Training

All employees have an equal access to training facilities provided by the Company and are encouraged to take advantage of training facilities, which are available.

Performance review

hurleypalmerflatt has an annual performance and career development review process which provides all employees with the opportunity to receive regular reviews, regardless of job, grade, gender, age or ethnic origin.

Employees are free to discuss with line managers their own personal working conditions and concerns.

Our activities

The CSR questionnaire had 0% response to employees having concerns over the diversity make-up of the company.

Commitments 2010

- We will run Equal Opportunities training for all managers/recruiters.
- We will introduce "Bullying and Harassment Policy".

Principle 7: Precautionary approach to environmental challenges

Policies:

Environmental Policy

Sustainability Policy

CSR Policy

Our commitment

hurleypalmerflatt's sustainability strategy employs the use of best practice environmental principles and confirms the company's intentions to go further than current mandatory requirements on environmental matters in design, product selection and procurement.

Our systems

Environmental Consultancy Services

We help our clients to identify environmental risk associated with their projects. We design mitigation measures for those that may have a negative impact on the environment.

ISO 14001

Our Environmental Management System is the way we manage the direct environmental impacts of the offices, comply with legal and regulatory requirements, and continuously improve our management of our energy, waste, materials use and travel. It is important to all our clients that we manage our own environmental impacts and contribute to managing theirs.

Our activities

- We started measuring our carbon footprint and set SMART reduction targets for the next year.
- We started measuring our waste produced.
- We started recycling waste in our Glasgow and London West End offices and we measure our achievements.

Commitments 2010

- Investigate opportunities for reducing our carbon footprint.
- Conduct energy efficiency survey across all the offices.
- Rollout ISO14001 to at least one more office.
- Implement waste recycling in all offices.
- Implement supplier evaluation regarding ethical and sustainable sourcing.
- Implement employee induction regarding EMS.
- Define and implement an Energy Saving Policy.

Principle 8: Environmental responsibility

Policies:

Environmental Policy

Sustainability Policy

Expenses and Travel Policy

CSR Policy

Our commitment

Building for the future means us making the most effective use of natural resources by designing low energy, low carbon and preferring sustainable materials. Our approach recognises natural limits and seeks to add economic value at every stage.

In all aspects of design and delivery we aim for continuous improvement in resource efficiency and higher functional suitability (e.g. longer life, more flexibility). This results in higher operational efficiencies, with lower environmental impact and low waste.

Our systems

CSR forum

The Corporate Social Responsibility Forum launched this year will be looking at:

- mitigation of our own environmental impact, (implemented through the development and roll-out of ISO14001 and its associated environmental programme),
- responsible procurement - specification and purchasing.

Expenses and Travel Policy

Public Transport is the preferred mode of transport at hurleypalmerflatt. The use of other mode of transport is closely monitored and the use of taxis and car hire is strictly limited. We believe such approach contributes to reduction of our CO2 emissions.

Our activities

- Glasgow and West End offices was audited in September 2009 and awarded certification for ISO14001 for another year.
- This year we formed the CSR Forum. This will form the focus for delivering our Corporate Social Responsibility strategy, including environmental issues as described above. This event has been communicated through the company internet and all staff are encouraged to get involved.
- We defined our CSR Policy. This can be found on the company website.
- New Expenses and Travel Policy has been introduced and communicated to all staff.
- We use low emission transport for business purposes in Glasgow office.

Commitments 2010

- Continuously improving our environmental management systems, maintain ISO 14001 certification.
- Develop a Supply Chain Policy and a Supply Chain Evaluation System.

Principle 9: Development and diffusion of environmentally friendly technologies

Policies:

Environmental Policy

Sustainability Policy

Our commitment

We are committed to playing our part in society by openly communicating what we do to share our knowledge and experience through professional bodies and with clients, end-users and other stakeholders. We pride ourselves on our ability to build effective partnerships. We have an open approach to communication where all parties can engage, listen, learn and contribute to constructive dialogues.

Our systems

Environmental Consultancy Services

As Building Consultants we promote environmental awareness and best practice in the construction industry.

Our Low and zero carbon design teams are dedicated to finding innovative and commercially realistic solutions to reduce operational energy and carbon costs across estate portfolios.

We continuously advise our clients how to re-use and recycle materials more effectively to produce less waste.

Our activities

PUE and Beyond - hurleypalmerflatt presented 'PUE and beyond' at a breakfast seminar held at the London Stock Exchange for a select audience of clients and our exclusive techdirect membership, interested in how you can measure data centre performance.

Data Centre Dynamics (DCD) Conference - hurleypalmerflatt successfully presented and participated at the Datacentre Dynamics conference held on the 10th/11th November 2009. The issues that we presented primarily related to saving energy and carbon.

Commitments 2010

- Investigate teleconferencing technologies and setting targets on reduction of business travel.

Principle 10: Anti-corruption

Policies:

Gift Policy

Whistleblowing Policy

Our commitment

We at hurleypalmerflatt are committed to ensuring our business is conducted in accordance with rigorous ethical, professional and legal standards.

Our systems

Financial audits

An analysis of our accounts is prepared by the external accountants and presented to the board on a monthly basis. This procedure ensures transparency in the company's financial reporting systems.

Gift Policy

In June this year a new Gift Policy has been introduced. The policy states that all gifts received by employees with an estimated or actual retail value of £50 or more and all entertaining with an estimated cost of £200 or more should be reported by email to both that person's line manager and to HR.

HR maintains a log of all such occurrences. Failure to disclose gifts may constitute a disciplinary offence which will be handled in accordance with the company's formal disciplinary procedure.

The policy document is accessible for all staff members via the company

Intranet.

Our activities

- We audited our financial accounts.
- We introduced and communicated the Gift Policy.

Commitments 2010

- Keep all staff informed on this issue.

Our Office Locations

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