

## DECLARATION OF ENGAGEMENT

Conscio was created in 2002 in order to contribute to the sustainable development programs of companies and local communities.

We have created and launched different services based on the management of extra financial information and the accompaniment of companies in their social and environmental strategy.

While acting externally on the evolution of society, we have also committed ourselves to pursue this action internally.

Thus we have adopted for our consultants an off site work organisation which:

- Optimizes time and work productivity,
- Increases employee satisfaction,
- Saves energy,
- Reduces our carbon emissions.

In order to have a global framework for our engagement in favour of sustainable development and communicate on our continuous improvement process, we decided to adhere to the 10 principles of the UN's Global Compact during the summer of 2004.

Manager  
Marina Lev

# GUIDE LINE: OFF SITE WORK

## Motivation

Ensure that employees have the most efficient and comfortable working conditions.

Since its creation in 2002, Conscio has committed itself to taking care of the efficiency of its employees' work, and of their professional and personal happiness.

Considering that Conscio's business is sustainable development strategic consulting, the complexity of the subject requires from the consultant:

- **Mobility**, to participate actively in different events organised by stakeholders and thus follow the civil society's evolution.
- **The acquisition of new knowledge** in different fields to be able to understand and direct customers from various branches of industry.

In order to create an environment that will facilitate the development of those capacities, Conscio has sought a more flexible working method and has chosen off site work for its consultants.

## Description

We have worked out the advantages and disadvantages of this method by studying the documents issued by official work organisations, in order to prevent the risks related to off site work\*:

|                  | Advantages   | Disadvantages  |
|------------------|--|--|
| For the employee | <ul style="list-style-type: none"> <li>• More flexibility in the organisation of daily tasks;</li> <li>• Less time and money spent in travelling;</li> <li>• Higher professional satisfaction.</li> </ul>      | <ul style="list-style-type: none"> <li>• Loneliness;</li> <li>• No clear separation between work and leisure;</li> <li>• Less awareness of the company's changes;</li> <li>• Fear of not being sufficiently supervised or of being forgotten.</li> </ul> |
| For the company  | <ul style="list-style-type: none"> <li>• Higher productivity;</li> <li>• Less turn over;</li> <li>• Less absenteeism;</li> <li>• Less energy and work space used;</li> <li>• Less carbon emissions.</li> </ul> | <ul style="list-style-type: none"> <li>• Lack of communication with the employee;</li> <li>• Lack of communication with other employees or clients.</li> </ul>   |

\* Source : Centre Canadien d'Hygiène et de sécurité de travail  
[http:// www.cchst.ca/reponsesst/hsprograms/telework.html](http://www.cchst.ca/reponsesst/hsprograms/telework.html)

### Control measures

Communication between consultants and the rest of the team is ensured through regular meetings in Conscio's offices (at least once a week), or by telephone and emails. The company has also set up an intranet with a visio conference system and instant messaging to allow continuous communication all day long.

In the company's offices, consultants have access to computers and can therefore work freely. They also have portable computers so they have independence in their work.

### Results

To this day, 30% of employees, all consultants, work off site. They are fully satisfied with this work organisation and wish to keep it in the future.

What's more, the consultant's work has received a positive feedback from the clients who have wished to pursue their collaboration with Conscio in 2005/2006.

### Aim for 2005/2006

This positive experience of off site work, that ensures the sustainability of the company and raises employee satisfaction, allows Conscio to adapt it in the future for the consultants.