

UNITED NATIONS GLOBAL COMPACT

COMMUNICATION ON PROGRESS

May 2005





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Statement of Continued Support for the Global Compact

EQUALS is wholly committed to supporting the United Nations Global Compact. As an organisation which is founded on the principles of the [Bahá'í Faith](#), EQUALS strives to uphold the [Global Compact](#) through a demonstrated awareness and active promotion of its ten principles. We believe that the UNGP offers a vital tool and opportunity for organisations throughout our world to collaboratively work towards sustainable and responsible growth.

Katina Jones
Managing Director
EQUALS International Pty Ltd



Action Matrix

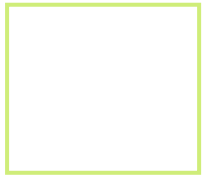
The purpose of the Action Matrix is to provide evidence of EQUALS’ commitment to upholding the ten principles of the Global Compact. The following matrix documents each of the ten principles and summarises the practical activities and strategies taken to implement GC principles and selected details of actual outcomes or anticipated outcomes.

We acknowledge that the Communication on Progress is an important demonstration of EQUALS’ commitment to the Global Compact and its principles. Furthermore we identify this COP as a means to exercise leadership, facilitate learning and promote action with both current and future GC participants.

Global Compact Area	Global Compact Principle	Practical Actions	Evidence
Human Rights	<p><u>Principle 1:</u> Businesses should support and respect the protection of internationally proclaimed human rights;</p> <p><u>Principle 2:</u> make sure that they are not complicit in human rights abuses.</p>	<ul style="list-style-type: none"> - EQUALS' seeks to ensure its compliance with local and international law. - EQUALS' recognises that "a proactive approach to human rights can reduce the potentially negative impacts of adverse publicity from consumer organisations and interest groups" and actively promote our association with the UNGP through our corporate publications and company website. - EQUALS maintains preferred supplier status to a number of Australian government departments and agencies. - Employees and Contracted staff are treated with dignity and given fair and just rewards for their work. We provide safe and healthy working conditions and ensure non-discrimination in our business practices. - EQUALS is moving towards incorporating a reference to the <i>Universal Declaration of Human Rights</i> within key organisational policies and publications, particularly our Occupational Health and Safety Policy, Staff Recruitment and Induction, and Quality Policy. - Respect for human rights is a part of EQUALS' core values (EQUALITY, DIVERSITY, UNITY) and organisational culture. - In 2003 EQUALS developed a Code of Organisational Ethics which seeks to actively promote nine key principles throughout our business and wider-community dealings. - EQUALS actively engages in consultation regarding diversity and equal opportunity with government and NGO's including Rotary International. - EQUALS is taking steps to integrate an Australian Government initiative (Diversity Works!) within our continuing professional development pathways for staff/contractors. - EQUALS also seeks to maintain an "Employer of Choice" status through actively promoting the values of equality, diversity and unity through our interactions with all stakeholders. 	<ul style="list-style-type: none"> - Our compliance with local and international laws is evidenced by maintenance of key federal and state government (and govt agency) supply contracts. EQUALS participates in regular external audits and compliance assessments which seek to ensure compliance with local (and international where relevant) laws and continuous improvements. - EQUALS maintains registration with the Australian Quality Training Framework (due for renewal in 2009). Details of our AQTF registration can be found here. - EQUALS is a member of the InSkill South Australia. InSkill SA requires demonstration that businesses provide employment and training opportunities for new and existing employees. Our registration details can be located here. - EQUALS' policy/procedures on Staff Recruitment, Appraisal and Training (no's. 2-1000 and 2-2000) provide evidence of the fair and just treatment of employees and contracted staff. - EQUALS' not-for-profit foundation (Youth on the Move) openly supports young people by providing funding and scholarship pathways for technical and further education, mentoring and personal support for disadvantaged youth. - YOTM actively supports Australia's indigenous community by providing personal support and funded education pathways leading to employment.

Global Compact Area	Global Compact Principle	Practical Actions	Evidence
Labour Standards	<p><u>Principle 3:</u> Businesses should uphold the freedom of association and the effective recognition of the right to collective bargaining;</p> <p><u>Principle 4:</u> the elimination of all forms of forced and compulsory labour;</p> <p><u>Principle 5:</u> the effective abolition of child labour;</p> <p><u>Principle 6:</u> the elimination of discrimination in respect of employment and occupation.</p>	<ul style="list-style-type: none"> - EQUALS does not identify that forced labour is an issue within our business sector however we are supportive of the UNGP's Labour Standards Principle 4. - EQUALS' respects an individual's right to freedom of association by promoting staff association with employee-representative groups, networking associations and other appropriate organisations. - EQUALS is a member of and/or supports a number of locally and federally established employers' organisations including Chambers of Commerce and Industry-Based organisations. - EQUALS informs the local community, media and public authorities of our company's endorsement of the UN Global Compact and our intention to respect its provisions, including those on fundamental workers' rights. - The organisation adheres to minimum age provisions of national labour laws and regulations. To the best of our ability, we seek to ensure that our clients uphold the same. - EQUALS organisational staff policies and procedures ensure that qualifications, skill and experience are the basis for the recruitment, placement, training and advancement of staff at all levels (no. 2-1000 and 2-2000). - EQUALS has key procedures/policies relating to OHS (No. 1-7000), Discrimination and Equal Opportunity (No. 1-13000) and Disability Action Planning (No. 1-14000). Our Disability Action Plan (No. 1-14000) ensures fair and adequate provisions for staff and other stakeholders with a disability. - EQUALS supports and advocates continuing professional development and values education for its staff and contracted personnel. - EQUALS' maintains up-to-date records on recruitment, training and promotion. These records provide a transparent view of opportunities for employees and their career progression. - EQUALS grievance procedures allow internal and external customers to voice concerns/grievances by way of open consultation and appropriate follow up action. 	<ul style="list-style-type: none"> - Several staff and/or contracted personnel maintain membership with employee representation groups and other networking groups including the Australian Nursing Federation and local Chambers of Commerce. - EQUALS informs the local and wider community of our endorsement of the UNGP Principles by maintaining a page on our company website and information in our Organisational Capability Statement/Profile (and other selected company documents as appropriate). - We have not provided a link to the procedures/policies outlined in the previous column however EQUALS is happy to provide this information to appropriate stakeholders and does ensure that staff/contracted personnel have access to, or a copy of procedures/policies governing their relationship with EQUALS. - EQUALS' registration and compliance with the Australian Quality Training Framework and InSkill provides evidence of our organisations ability to provide and/or support continued professional development for staff/contractors and our maintenance of accurate staff/contractor records relating to recruitment, induction, training and career progression within the organisation. Furthermore, our registration with the AQTF and InSkill is evidence of our quality grievance management systems and ability to effectively manage grievances and continued improvements.

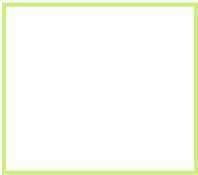
Global Compact Area	Global Compact Principle	Practical Actions	Evidence
Environment	<p><u>Principle 7:</u> Businesses should support a precautionary approach to environmental challenges;</p> <p><u>Principle 8:</u> undertake initiatives to promote greater environmental responsibility;</p> <p><u>Principle 9:</u> encourage the development and diffusion of environmentally friendly technologies.</p>	<ul style="list-style-type: none"> - As an organisation focused on the provision of learning and development services, environmental concerns are not a core part of our organisation however we recognise the importance of proactive environmental management and precautionary approaches. In this way we look to comply with and wherever possible exceed local and/or national laws and regulations in the areas where we operate. The next column provides more specific details on how we achieve this. 	<ul style="list-style-type: none"> - Recycling – EQUALS actively supports the use of recycled materials (including paper, ink and toner cartridges, and general administrative supplies) in its business operations. Wherever possible, we choose to purchase goods which are recycled. Furthermore, we have implemented a responsible recycling program for toner and ink cartridges at Head Office. We will seek to implement this throughout branch offices and franchised offices within the following 6-12 months. - EQUALS will be investigating the relevance and suitability of implementing a specific policy to address recycling and waste management in its periodic System Review scheduled for 2006. - Wherever possible, EQUALS' utilises technology to minimise travel (road or air). The implementation of an Intranet in 2005, email and web-based communications has provided opportunities to reduce travel interstate and overseas and significantly reduce paper consumption. - Wherever possible, EQUALS seeks to invest in technology that will reduce our consumption of environmental resources. - EQUALS manages potentially harmful waste in a responsible and precautionary manner. We subscribe to an approved Waste and Recycling program for toxic chemicals.
Anti-Corruption	<p><u>Principle 10:</u> Businesses should work against all forms of corruption, including extortion and bribery.</p>	<ul style="list-style-type: none"> - As the newest principle in the UNGP, EQUALS has not yet implemented specific actions/strategies to address Anti-Corruption. Needless to say that while we support the UNGP's tenth principle and comply with relevant legal and govt. regulations regarding anti-corruption, specifics have not yet been integrated as part of our organisational policy/procedures. Information to be provided in next COP. 	



Attachment I

Organisational Code of Ethics

- We believe that the true standard of business conduct is measured by **trustworthiness**. As the foundation of all human virtues and the cause of stability in every affair, EQUALS will act with the utmost trustworthiness and **integrity**, and strive to uphold its measure within the global community.
- Our commitment to our clients, the wider community, and business, is to manifest the **highest capabilities** and **diligence** towards all activities we undertake.
- EQUALS will strive to pursue all activities with such **fairness** and **equity** as to be a cause of guidance to others throughout the community.
- We will strive to establish conditions under which **justice** and **respect** are practiced and sustained.
- The process of **consultation** constitutes one of the basic principles of our administration and is applied to all our activities. EQUALS will apply a model of decision making which is inclusive, co-operative, that avoids adversarial posturing and partisanship while still democratic in spirit.
- The **abandonment of all forms of prejudice** is a fundamental principle to the wellbeing of humankind. Our practices will reflect a total commitment to the abandonment of all forms of prejudice and a willingness to **embrace all the peoples of the world**.
- EQUALS will practice and **promote equal rights and opportunities** for women and men, thereby fostering **harmony** and **balance** within the community.
- Our business activities will reflect a commitment towards **proactive** and **creative** advances the area of developing human potential.
- As a provider of education and human development services, we have an obligation to encourage and foster the **moral, intellectual, emotional and spiritual development** of all individuals in contact with our organisation.



Attachment II

Organisational Structure

