

UNITED NATIONS GLOBAL COMPACT

## COMMUNICATION ON PROGRESS 2013/2014



*The world of humanity has two wings... one is woman, the other man.  
Not until both wings are equally developed can the bird fly.*

Abdu'l-Baha

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## Statement of Continued Support for the United Nations Global Compact

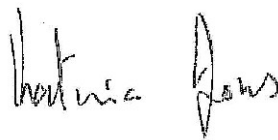
EQUALS is a keen and committed organization which is continuously adapting to the needs of our changing global community. We apply our focus and positive energies to fulfilling our organizational principles and giving practical expression to the United Nations Global Compact.

We are continually committed to the continuous integration of the UNGC principles into our business strategy and operations and to sharing these developments with our staff, clients and students.

EQUALS International was founded on the spiritual principles of equality, justice, consultation and unity, and we therefore strive to demonstrate responsiveness to the UNGP's ten principles. We believe that the Global Compact offers an important tool and opportunity for organizations around the globe to collaboratively work towards sustainable and responsible growth.

Should the reader have any queries or require further information, we encourage you to contact Marie Chittleborough at [mchittleborough@equals.edu.au](mailto:mchittleborough@equals.edu.au).

We look forward to another year of continued promotion and innovation.



**Katina Jones**

CEO EQUALS International (Aust) Pty Ltd

## Action Matrix

Global Compact Area	Global Compact Principle	Practical Actions	Evidence (Measurement of Outcomes)
<b>Human Rights</b>	<p>Principle 1: Businesses should support and respect the protection of internationally proclaimed human rights;</p> <p>Principle 2: make sure that they are not complicit human rights abuse.</p>	<ul style="list-style-type: none"> <li>- In 2013/2014, EQUALS implemented a Child Safe Environments policy and procedure, designed to provide a framework around the management of a child safe environment, to ensure children studying are safe and protected, as well as including procedures for management of suspected abuse or neglect situations. This policy and procedure has been designed for staff, learners and stakeholders.</li> <li>- EQUALS maintains a published Social Inclusion policy which was informed by best practice approaches evidenced by the Australian Government. This policy supports and guides staff, contractors and internal stakeholders regarding EQUALS' approach to managing social inclusion in the Institute, both in our operational (day to day) dealings and overall strategic direction.</li> <li>- EQUALS' seeks to ensure its ongoing compliance with local and international law.</li> <li>- EQUALS' recognises that a "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.</li> <li>- EQUALS' maintains preferred supplier status to a number of Australian government departments and agencies.</li> <li>- Employees and Contracted staff are treated with dignity and given fair and just rewards for</li> </ul>	<ul style="list-style-type: none"> <li>- The Child Safe Environments policy was published on our company website in the downloads section (<a href="http://www.equals.edu.au/downloads">www.equals.edu.au/downloads</a>) in July 2013.</li> <li>- Social Inclusion policy is published in our EQUALS Operating System which is available internally to all stakeholders, and externally to our students and clients by request.</li> <li>- 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.</li> <li>- EQUALS maintains registration with the Australian Quality Training Framework Details of our AQTF registration can be found at <a href="http://training.gov.au">training.gov.au</a> (RTO National code is 3492).</li> <li>- EQUALS' policy/procedures on Staff Recruitment</li> </ul>

	<p>their work. We provide safe and healthy working conditions and ensure non-discrimination in our business practices.</p> <ul style="list-style-type: none"> <li>- EQUALS 'has actively sought to ensure that all professional Education staff have participated in Child Protection Training from 2008 to the current year, 2014.</li> <li>- Respect for human rights is a part of EQUALS' core values (Equality, Unity and Diversity) and organisational culture.</li> <li>- In 2009 EQUALS' formalized its key organisational principles (Attachment I) to actively promote nine key principles throughout our business and wider-community dealings. Today (2012) EQUALS continues to promote our key principles through regular</li> <li>- EQUALS' actively engages in consultation regarding diversity and equal opportunity with government and NGO's including Rotary International.</li> <li>- EQUALS' also seeks to maintain an "Employer of Choice" status though actively promoting the values of equality, diversity and unity though our interactions with all stakeholders.</li> </ul>	<p>Appraisal and Training (no's 2-1000 and 2-2000) provide evidence of the fair and just treatment of employees and contracted staff.</p> <ul style="list-style-type: none"> <li>- EQUALS was recently awarded a Family Friendly grant through the Department of, Education, Employment and Workplace Relations, and subsequently profiled as a case study for best practice in the area of providing family friendly work environments for employees. The grant was awarded to assist in the creation and implementation of family friends work policies and procedures.</li> <li>- 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.</li> <li>- YOTM actively supports Australia's indigenous community by providing personal support and funded education pathways leading to employment.</li> <li>- Currently over 50% of EQUALS permanent and contracted workforce come from non-English speaking backgrounds (or Culturally and Linguistically Diverse backgrounds).</li> </ul>
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Global Compact Area	Global Compact Principle	Practical Actions	Evidence
Labour Standards	<p>Principle 3: Businesses should uphold the freedom of association and the effective recognition of the right to collective bargaining;</p> <p>Principle 4: the elimination of all forms of forced and compulsory labour;</p> <p>Principle 5: the effective abolitions of child labour;</p> <p>Principle 6: the elimination of discrimination in respect of employment and occupation.</p>	<ul style="list-style-type: none"> <li>- 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.</li> <li>- EQUALS' respects an individual's right to freedom of association by promoting staff association with employee representation groups, networking associations and other appropriate organisations.</li> <li>- 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.</li> <li>- 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.</li> <li>- 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.</li> <li>- 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 (2-1000 and 2-2000)</li> <li>- 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.</li> <li>- EQUALS supports and advocates continuing professional development and values education for its staff and</li> </ul>	<p>(Measurement of Outcomes)</p> <ul style="list-style-type: none"> <li>- 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</li> <li>- 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).</li> <li>- We have not provided a link to the procedures/policies outlined in the previous column however EQUALS is pleased 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.</li> <li>- EQUALS' registration and compliance with Australian Quality Training Framework 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 career progression within the organisation. Furthermore,</li> </ul>

	<p>contracted personnel.</p> <ul style="list-style-type: none"> <li>- 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.</li> <li>- EQUALS grievance procedures allow internal and external customers to voice concerns/grievances by way of open consultation and appropriate follow up action.</li> </ul>	<p>our registration with the AQTF is evidence of our quality grievance management systems and ability to effectively manage grievances and continued improvements.</p>
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Global Compact Area	Global Compact Principle	Practical Actions	Evidence (Measurement of Outcomes)
Environment	<p>Principle 7: Businesses should support a precautionary approach to environmental challenges;</p> <p>Principle 8: undertake initiatives to promote greater environmental responsibility;</p> <p>Principle 9: encourage the development and diffusion of environmentally friendly technologies.</p>	<ul style="list-style-type: none"> <li>- 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.</li> </ul>	<ul style="list-style-type: none"> <li>- Learner Management System – EQUALS is in process of implementing an online repository to store training and assessment materials thereby reducing the amount printing by the Institute and it's students. While we have not measured the savings at this stage, we are confident that the process, once fully implemented, will reduce printing/copying by approximately 30%.</li> <li>- Recycling – EQUALS actively supports the use of recycled materials and participates in the Konica Minolta toner recycling program as well as the Green Team paper recycling initiative. Participation in these initiatives ensures that our waste paper and toner are professionally recycled and managed to minimise environment impact.</li> <li>- Both these programs have operated successfully with all staff participating actively since 2008.</li> <li>- Wherever possible, EQUALS' utilizes technology to minimize travel (road or air). The implementation of an Intranet and web-based communications has provided opportunities to reduce travel interstate and overseas and significantly reduce paper consumption.</li> <li>- Wherever possible, EQUALS seeks to invest in technology that will reduce our consumption of environmental resources.</li> <li>- EQUALS manages waste in a responsible and precautionary manner. We subscribe to an approved Waste program for toxic chemicals &amp; student nursing laboratory waste.</li> </ul>

Global Compact Area	Global Compact Principle	Practical Actions	Evidence
			<p>(Measurement of Outcomes)</p> <ul style="list-style-type: none"> <li>- Ongoing staff development training sessions (conducted as part of our weekly team meetings) to support and coach staff regarding professional and ethical behaviours. Evidence of meeting minutes available where required.</li> <li>- Published Code of Conduct (in the Student Handbook) which addresses the need for honest, fair and ethical behaviour.</li> <li>- EQUALS is regularly audited by its regulatory bodies (being the Australian Skills Quality Authority and the Australian Nursing &amp; Midwifery Accreditation Council). together with contract providers such as commonwealth and state government departments (and their agencies) to ensure continued accreditation and contract compliance.</li> </ul>

## Anti-Corruption

**Principle 10:**  
Businesses should work against all forms of corruption, including extortion and bribery.

- EQUALS believes that all businesses should work against all forms of corruption. Our internal policies which are communicated to all staff (including Education staff) clearly explain our expectations for professional and ethical behaviour.
- Since 2008 EQUALS has actively promoted its Student Code of Conduct which outlines our expectations of students during their enrolment/study with our Institute. This Code of Conduct made specific reference to our key Principles and the expectation of honest, fair and ethical behaviour. The Code of Conduct and further information on this topic can be found in our Student Handbook, available at [www.equals.edu.au/downloads](http://www.equals.edu.au/downloads).
- EQUALS seeks to maintain its accreditation with regulatory authorities such as the Australian Skills Quality Authority (previously AQTF) and the Australian Nursing & Midwifery Accreditation Council. Our continued compliance with the respective accreditation and regulatory authorities is evidence of our commitment to working against corruption, and to maintaining honest and transparent business practices.

## Locations

EQUALS Group working in **Asia** **Europe** **Americas** **Africa** **Middle East**



## Contact us

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## **Attachment I – Spiritual Principles**

- Decision-making through Consultation
- Service
- Values Based Leadership
- Ethical Business Practice
- Unity in Diversity
- Equality of Women & Men
- Human Rights
- Social Responsibility
- Development of Human & Spiritual Potential integrating Mind, Body and Spirit
- Sustainable Development

## Attachment II – Organisational Structure

