

Allan & Associates  
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33 Hysan Avenue  
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Hong Kong

# **United Nations Global Compact Communication on Progress**

**Allan & Associates**

**May 2016 – July 2017**



**WE SUPPORT**

## 1. Statement of continued support by the Managing Director

24 July 2017

To our stakeholders:

I am pleased to confirm that Allan & Associates reaffirms its support for the Ten Principles of the United Nations Global Compact in the areas of Human Rights, Labour, Environment and Anti-Corruption.

In our first annual Communication on Progress, we describe the actions we have taken over the previous year to integrate the Global Compact and its principles into our business strategy, culture and daily operations. These actions will lay the foundation for our future efforts to further the principles of Human Rights, Labour, Environment and Anti-Corruption.

We commit to sharing this information with our stakeholders using our primary channels of communication.

Sincerely yours,



Bradley J. Allan  
Managing Director

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## 2. Description of Actions

### 2.1 Human Rights

Allan & Associates ensures it is not complicit in any human rights abuses. All staff have completed safety and security in the workplace training, which includes harassment awareness in order to protect individuals from physical, verbal, sexual and physiological abuse. This training has been integrated into the new hire orientation training programme.

Allan & Associates is also undertaking efforts to integrate human rights requirements into its third-party and employment contracts.

### 2.2 Labour

Allan & Associates is an equal opportunity employer and does not permit any discrimination in its hiring practices, regardless of gender, religion, marital status, sexual orientation, colour, race, ethnic or national origin, or disability.

Allan & Associates ensures that it does not engage in any form of forced labour, bonded labour or child labour and complies with all minimum wage requirements in every country in which it operates.

Allan & Associates does not offer unpaid internships and ensures all interns receive at least the equivalent local minimum wage for full time employment, even where this is not a legal requirement.

Allan & Associates has implemented a human resources grievance policy to ensure all personnel related concerns and disputes are investigated and addressed appropriately and impartially.

### 2.3 Environment

Allan & Associates is taking steps to minimise its carbon footprint through measures such as avoiding unnecessary use of heating and air conditioning in its offices and avoiding non-



essential air travel. Allan & Associates also participates in waste recycling schemes where these are available at its office locations.

All Allan & Associates' staff have completed health and safety in the workplace training to reduce the risks our working environments present to human health.

## **2.4 Anti-Corruption**

Allan & Associates has taken steps to design and implement a comprehensive, enterprise-wide anti-corruption, anti-bribery and compliance policy. The Managing Director has publically stated his commitment to anti-corruption efforts and a Compliance Officer has been appointed responsible for overseeing successful implementation of the policy.

A dedicated anti-corruption training module has been integrated into the new-hire orientation training programme. Existing members of Allan & Associates staff are completing the training programme in phases. A conflict of interest policy and reporting procedure have also been implemented.

## **3. Measurement of Outcomes**

### **3.1 Human Rights**

Allan & Associates has not recorded any human rights violations during the reporting period.

### **3.2 Labour**

Allan & Associates has not engaged in any form of forced labour, bonded labour or child labour during the reporting period.

### **3.3 Environment**

Allan & Associates has not recorded any major workplace injuries during the reporting period.

### **3.4 Anti-Corruption**

Approximately 50 per cent of Allan & Associates employees completed anti-corruption training during the reporting period.