

Allan & Associates
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33 Hysan Avenue
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Hong Kong

United Nations Global Compact Communication on Progress

Allan & Associates

July 2017 – July 2018



1. Statement of continued support by the Managing Director

30 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 second 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

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 was integrated into the new hire orientation training programme during the previous reporting period and is now subject to on-going periodic review.

Allan & Associates is also evaluating measures 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 senior staff have completed UN GC online training webinars related to supply chain labour standards during the reporting period.

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. Allan & Associates has not recorded any serious personnel complaints or instigated any personnel grievance-related investigations during the reporting period.

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. During the reporting period Allan & Associates' London and Shanghai offices have moved to more modern, energy efficient buildings with lower carbon emissions.

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 publicly 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 and annual training programmes. A conflict of interest policy and reporting procedure are also in place.

3. Measurement of Outcomes

3.1 Human Rights

Allan & Associates has not engaged in any human rights violations nor recorded any human rights violations among suppliers and contractors during the reporting period.

3.2 Labour

Allan & Associates has not engaged in any form of forced labour, bonded labour or child labour, nor recorded any labour violations among suppliers and contractors during the reporting period. No major personnel grievances have been reported to Allan & Associates' personnel grievance mechanism during the reporting period.

3.3 Environment

Allan & Associates has reduced its workplace carbon emissions during the reporting period. Allan & Associates has also not recorded any major workplace injuries during the reporting period.

3.4 Anti-Corruption

Allan & Associates has not recorded any corruption or compliance related issues during the reporting period. Allan & Associates has engaged with a variety of external anti-corruption organisations and has increased awareness and understanding of Allan & Associates staff through participation at anti-corruption events and training.