

COP Ecodesk 2018

Communication Title: Ecodesk COP 2018

What is the time period covered by the COP?

- **Start date**

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| May | 2017 |
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- **End date**

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| May | 2018 |
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Statement of continued support by the Chief Executive Officer

To our Stakeholders,

Ecodesk is an exciting and rapidly growing company who are making great steps towards improving the knowledge of and action on supply chain risks with regards to environmental, social and governance metrics. We aim to improve the reporting of non-financial information to allow for holistic analysis and evaluation of companies across the world which aids the transition towards greater transparency and improved sustainability, focussing on a respect to the environment, workers and customers in all aspects of business.

In line with these aims and ethics, I am pleased to confirm that Ecodesk reaffirms its support of the Ten Principles of the United Nations Global Compact in the areas of Human Rights, Labour, Environment and Anti-Corruption. In this annual Communication on Progress, we describe our actions to continually improve the integration of the Global Compact and its principles into our business strategy, culture and daily operations. This year in particular we are looking at new ways to share this information with all of our stakeholders as part of our ethos of transparency and an overall movement towards a fairer, more sustainable world.

Sincerely yours,

Damien Smith, July 2018

Human Rights

Assessment, policy and goals:

Principle 1: Businesses should support and respect the protection of internationally proclaimed human rights

At Ecodesk every effort is made to comply with international guidelines regarding human rights, we comply with the UK Modern Slavery Act. Our policies support the implication of all fundamental

rights and freedoms including the rights to feel safe, the right to freedom of expressions and association as well as the right to be free from discrimination and from forced labour or slavery.

Ecodesk subscribes to meeting the UN Sustainable Development Goals (SDG's) and has integrated SDG reporting into one of its main products; [The Reporting Exchange](#) – the global resource for sustainability reporting.

Ecodesk offices provide access to persons with disabilities and Ecodesk recognizes to importance of providing adequate working conditions as such.

Principle 2: Make sure that they are not complicit in human rights abuses

The same high standard of behaviour is expected of any company whom enters into a contract with Ecodesk. Their policies and procedures must also ensure that human rights are protected and that international guidelines are followed.

We also endeavour to prevent the abuse of human rights in supply chains across the World through our work with our clients offering questions targeted at establishing whether companies have well recognised and effective policies and practices designed to avoid the neglect of workers human rights.

On behalf of our clients we ask their suppliers to report the level of maturity of policies that address human rights and diversity, and the means by which they are monitored and enforced. There are a range of questions asked, covering the number of incidents in relation to which their organisation has been prosecuted for human rights infringements during the reporting year, the nature of and availability of employee training on respecting human rights, as well as their participation in international, national and industry human rights initiatives. Quantitative questions can also be asked centred around diversity in the work place in particular, the percentage of female and ethnic minority employees in the workforce and governance bodies, as well as any initiatives in place to improve its own suppliers' diversity. These efforts, that form the core of Ecodesk's business activity, directly relate to Article 1 of the UN Declaration of Human Rights and ensure that Ecodesk abides by the Discrimination (Employment and Occupation) Convention, 1958 (No. 111) of the core International Labour Organization (ILO) Conventions.

Implementation:

Ecodesk respects for all employees to feel comfortable at work, any incidents of harassment are dealt with very seriously. If an initial informal approach does not resolve matters, or if the employee considers the situation too serious to be dealt with informally, a formal complaint can be made using the Company's grievance procedure. In the case of grievances about bullying or harassment, the normal grievance procedure is modified so that the employee can choose whether to raise the grievance with their manager or with another manager. All complaints are investigated promptly and, if appropriate, disciplinary proceedings will be brought against the alleged harasser. You will have the right to be accompanied by a work colleague or trade union representative of your choice

at any meeting dealing with your grievance. The Company treats complaints of bullying and harassment sensitively and maintains confidentiality to the maximum extent possible.

Every employee is required to assist the Company to meet its commitment to provide equal opportunities in employment and avoid unlawful discrimination. Employees can be held personally liable as well as, or instead of, the Company, for any act of unlawful discrimination. Employees who commit serious acts of harassment may be guilty of a criminal offence. Acts of discrimination, harassment, bullying or victimisation against employees or customers are disciplinary offences and will be dealt with under the Company's disciplinary procedure. Conduct of this type may be considered gross misconduct which can lead to dismissal without notice.

Measurement of outcomes

Ever since Ecodesk was established there have never been any accusations of human rights breaches, we strive to maintain this performance each year and ensure all policies are up to date in protecting all human rights. Senior Management regularly reviews compliance to any applicable laws and pro-actively identifies areas for improvement.

Labour

Assessment, policy and goals:

Principle 3: Businesses should uphold the freedom of association and the effective recognition of the right to collective bargaining

All employees are allowed to associate with a trade union and have their support with any grievance or hearing. There is clear guidance on what employees are entitled to in the form of support should they have any issues with the company which requires a court appearance or any kind of discussion where support or guidance may be required from a third party.

Ecodesk also recognise that it is unlawful to victimise someone because they have alleged unlawful discrimination or supported someone to make a complaint or given evidence in relation to a complaint.

Principle 4: The elimination of all forms of forced and compulsory labour

Ecodesk follows the Working time regulations 1998, complying with all working hours, break time and holiday requirements. This is made clear in the Employee Handbook which is presented to all employees upon arrival at the company and is freely available for reference on the Ecodesk SharePoint site.

Ecodesk's supplier Code of Conduct also requires that suppliers make no use of forced or compulsory labour and that they comply with the respective national laws and regulations regarding working hours, wages and benefits.

Principle 5: The effective abolition of child labour

Ecodesk has strict policies with regards to employment practices; no one who is legally too young to work will be employed. There are also strict policies in place for 'young people' who may be volunteering or on work placements with Ecodesk regarding their treatment during their time in the office and working with the company.

Ecodesk also have an extremely strict policy regarding supplier's behaviour in relation to young people which suppliers must follow if they are to work with the company.

The Supplier Code of Conduct declares that the Supplier must comply with the following rules:

'The supplier employs no children under the age of 15. If national laws or regulations allow children between the ages of 13 and 15 to perform light work, such work is not permitted under any circumstances if it would hinder a minor from the completion of compulsory schooling or training, or if the employment would be harmful to their health or development (reference: ILO Convention 138(7)).'

Principle 6: The elimination of discrimination in respect of employment and occupation

The law regarding discrimination in the recruitment and post employment period is made clear in the Employee Handbook which is shared with all current employees at Ecodesk. This document also makes clear that Ecodesk is committed to creating an environment free of harassment and bullying and if an employee doesn't abide by these principles then a strict disciplinary procedure will be implemented.

Suppliers are also expected to have high standards regarding discrimination. The Supplier Code of Conduct states that 'The supplier does not discriminate on the basis of race, religion, disability, age, sexual orientation or gender.' If a supplier is found to be in breach of this policy then contracts will be terminated.

Ecodesk is committed to eliminating all forms of discrimination in all workforces. Therefore we encourage our customers to ask questions and collect information regarding the position of all members of their supply chain regarding labour rights. We then help them in the analysis of this data therefore if certain suppliers are found to have unsatisfactory policy for this matter we are able to prompt positive change and improved attitudes towards fairness and equality in the workplace. The Ecodesk platform also allows clients to establish whether their suppliers have a policy that addresses: employees' rights to freedom of association & collective bargaining; forced & compulsory labour; child labour and discrimination. Suppliers are then prompted to describe the means by which this policy is monitored and enforced, and provide information on any participation in international, national or industry initiatives addressing labour rights abuses in the supply chain. Further questions are based on the measures taken to monitor suppliers' compliance and performance and ensure that suppliers adhere to national legal minimum wage and working hours. Suppliers are also asked how many independent, unannounced audits were undertaken in the reporting year to evaluate supplier compliance on labour rights (addressing forced & compulsory labour, child labour, Health & Safety, rights to freedom of association, collective bargaining, wage and working hour compliance). These efforts relate to Article 4 of the UN Declaration of Human Rights.

Implementation:

Ecodesk complies with the health and safety regulations outlined in HSE Health & Safety Law Poster (2009) which is displayed in the communal area of the building for all Ecodesk employees to see. Ecodesk complies with all of its legal duties in pursuance of: (a) providing safe and healthy working conditions for all employees (b) meeting its responsibilities as a designer under Section 3 of the Health and Safety at Work Act 1974 And will take positive action to ensure that no-one is adversely affected by the Company's activities. Ecodesk ensures that all employees are consulted on matters of health and safety and encourages positive employee participation. The Directors are ultimately responsible for health, safety and welfare matters and the Health and Safety Manager assists them in the implementation of this policy, which is made available on the Company intranet. In accordance with the Management of Health and Safety at Work Regulations, 1999 and other legislation, Ecodesk has carried out risk assessments covering its general areas of operation. These are made available to all Ecodesk employees through the Employee Handbook.

Measurement of Outcomes:

Ecodesk have maintained high levels of operation with regards to labour. With high standards and stringent policies in place to ensure the protection of all workers, Ecodesk has never had an issue with breaching any of the above principles. This is a record which Ecodesk aims to extend, each year Ecodesk evaluates its policies and procedures regarding all labour rights and practices ensuring they are of the highest standard possible. Responsibility is assigned to relevant senior management functions within the organisation.

Environment

Assessment, policy and goals:

Principle 7: Businesses should support a precautionary approach to environmental challenges

Principle 8: Undertake initiatives to promote greater environmental responsibility

Principle 9: Encourage the development and diffusion of environmentally friendly technologies

Ecodesk as a company have relatively small direct operations, working in shared offices and with no company cars scope 1 and 2 emissions are low. However, Ecodesk aims to have a positive impact on the Environment through the work we do.

Ecodesk's core business operations are aimed at improving sustainability, environmental, social and economic. The company facilitates the collection and analysis of environmental data and policies allowing for improvements to be made in this area.

Data collection surveys administered on behalf of Ecodesk's clients include an environmental section which asks suppliers to report their Greenhouse Gas Scope 1, 2 and 3 emissions information as well as waste and water data. Data requests are also tailored to the industry and so may also ask other relevant environmental questions. Working with the customer Ecodesk analyses the information and highlight areas of the supply chain which need work and suggest methods which could reduce the negative impact on the environment therefore improving the respect for and attitude towards the environment of companies of all sizes, internationally.

Ecodesk require that all suppliers agree to comply with all applicable environmental laws, regulations and standards as well as implementing effective systems to identify and eliminate potential hazards to the environment.

Ecodesk are committed to ensuring high levels of environmental quality and minimising both the direct and indirect effect which our operations may be having on the environment. Therefore each year Ecodesk seek to find positive ways in which change can be made. This is something which will be maintained and, as the company grows, it is an area which will need to be re-evaluated to ensure the same high standards of environmental responsibility is continued.

Implementation:

Senior Management is tasked with the responsibility to implement environmental actions identified by measurement of our impacts. Our environmental policies are regularly reviewed and where necessary updated. Any risk mitigation or improvement actions are allocated to designated experts and where appropriate external services are procured. Clear timelines and expectations are set and outcomes are measured over time. Ecodesk, albeit being a small office-based business, takes its impacts very seriously due to the nature of the industry we operate in.

Measurement of Outcomes:

Ecodesk monitors the environmental impact of its operations by annually measuring its electricity consumption, fuel consumption and waste to landfill. Ecodesk aims to reduce its impacts on an annual basis which is measured in normalised metrics per employee.

Anti-Corruption

Assessment, policy and goals

Principle 10: Businesses should work against corruption in all its forms, including extortion and bribery

Ecodesk has a zero-tolerance policy for corruption, bribery and extortion. The Employee Handbook sets out clear policies regarding corruption. As a UK based commercial organisation, Ecodesk complies with the UK Bribery Act 2010. This applies to all employees and others (who have alternative contractual arrangements working for Ecodesk) in all locations across the World. Ecodesk have strong fundamental principles which states all must work with, a pursuit of all business transactions in an honest and ethical manner, a breach of this will result in disciplinary action potentially resulting in the termination of employment/business contract.

Ecodesk stresses the importance of following the strict guidelines provided by the UN Global Compact regarding Bribery. Suppliers must agree to comply with international anti-bribery standards (as stated in the United Nations Global Compact) as well as local anti-corruption and bribery laws in order to work with Ecodesk.

The Ecodesk platform includes questions which ask for the policies in place regarding bribery and other forms of corruption as well as asking suppliers to disclose the number of incidences they have been involved in regarding corruption. Many surveys also ask for policies aimed at preventing corruption to be shared.

Implementation:

Ecodesk includes anti-corruption clauses in all employee contracts and has monitoring mechanisms in place to ensure legal compliance. The responsibility to prevent corruption is assigned to senior management.

Measurement of Outcomes:

Ecodesk has had zero incidents relating to corruption, however continues to monitor any suspicious activity in the area in line with guidance provided by the UN and other relevant standards, laws and external requirements.