

Dear Sir/Madam,

We would like to request a change to our reporting deadlines so that it aligns to our annual reporting cycles. As such we would like to submit our reporting at the end of April each year.

In the meantime, I am pleased to confirm that Global Action Plan UK 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. We also commit to sharing this information with our stakeholders using our primary channels of communication.

I have also provided some additional information as to how we are supporting the 10 UN COMPACT PRINCIPLES below.

Sincerely yours,

A handwritten signature in blue ink that reads 'S. Graham'.

Sonja Graham

MANAGING PARTNER

## I. DESCRIPTION OF ACTIONS

### Human Rights

- We ensure that all our employees and contractors have safe and enjoyable places to work and that they know their rights and are protected from any form of harassment or discrimination.

### Labour

- We do not take on unpaid internships as we believe these discriminate against those without other forms of financial support and so voluntarily commit to always pay London Living Wages to our team members as a minimum
- We take measures to increase team diversity in our recruitment processes for both executive and non-executive positions

### Environment

- We maintain our office and procurement to ISO 14000 standards
- We hold annual workshops to consider creative routes for how we can encourage more sustainable behaviour in the office

## Anti-Corruption

- We assess the risk of corruption in our business transactions and take measures to protect against this accordingly

## 2. MEASUREMENT OF OUTCOMES

- We conduct a monthly staff poll measuring range of indicators relating to Human Rights and Labour including workplace satisfaction, how supported they feel, how well we are living our values as a charity
- We evaluate our environmental impact annually and agree continuous improvement plans to further reduce our impact. All staff (from CEO to intern) are involved in implementing these plans.
- We maintain a risk register with items covering all 10 UN COMPACT principles which we review on a monthly basis and assign mitigative actions accordingly