Communication on Progress (COP) - Grace Period

Grace Period:

- Unforeseen events
- Additional 90 day grace period
- Submit a Grace Letter explaining the reasons for not submitting on time
- More than one Grace Letter can be submitted, but not two in a row
- The letter will be publically available to stakeholders

Grace Period Letter Template

[Company letter-head]

[Date]

To our stakeholders:

We recognize that a key requirement for participation in the UN Global Compact is the annual preparation and posting of a Communication on Progress (COP) that comprises of a CEO statement of continued support for the UN Global Compact, a description of practical actions with regard to the principles of the UN Global Compact, and a measurement of outcomes or expected outcomes.

We are late in creating, sharing and posting our COP report due to [...]

We hereby ask for an extension period in order to be able to post a COP that describes our company's efforts and progress to implement the principles of the UN Global Compact. Our new COP report will be posted on the UN Global Compact website by [enter date here, max. 90 days from COP deadline] at the latest.

Sincerely yours,

[Signature] [Name Mr. /Ms. ____] [Title]



Go to the Log-in section of the Global Compact website www.unglobalcompact.org

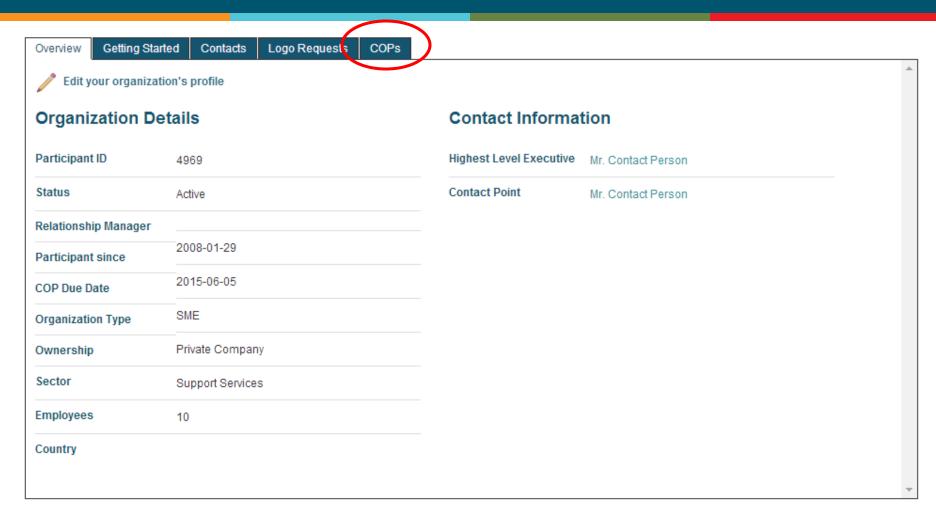


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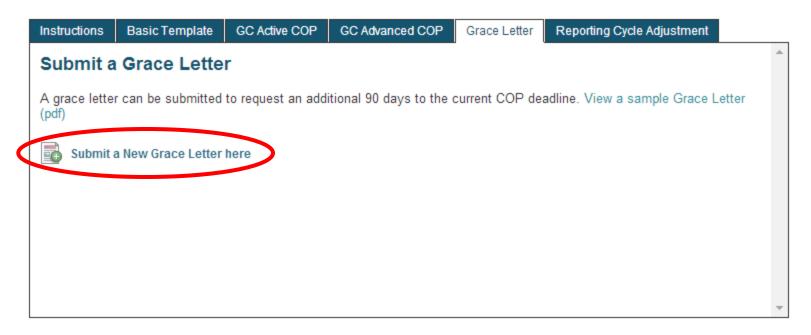


Submitting a Communication on Progress (COP)

Instructions	Basic Template	GC Active COP	GC Advanced COP	Grace Letter	Reporting Cycle Adjustment	
Please choos	e among the fol	lowing options to	o publish your COP o	on the Global (Compact website	
Basic Template	e If your	If your company is new to sustainability reporting, this template will guide you in creating your COP.				
GC Active COP		eport fulfills the thre for the GC Advance	•	nts for the GC Ac	tive level and you are not aiming to	
GC Advanced C	OP Your C	Your COP meets the GC Active level requirements and the GC Advanced criteria.				
Grace Letter		Request a 90 day extension to your COP deadline. A letter explaining the reasons for the request must be uploaded.				
Reporting Cycle Adjustment	000111	Submit a one-time deferral of up to 11 months to align your COP deadline with your company's reporting cycle.				



Submitting a Communication on Progress (COP)



Grace Letter

