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14th February 2022

H.E. António Guterres
Secretary-General
United Nations
New York, NY 10017
USA

Dear Mr. Secretary-General,

This is our third annual Communication on Progress for Emily Fripp & Associates Ltd, trading as Efeca for the year from February 2021 to February 2022. This letter describes our company's efforts to implement the Ten Principles and reiterates our support for public accountability and transparency.

Statement from Emily Fripp, Director and Founder of Efeca

I am pleased to confirm that Emily Fripp & Associates, trading as Efeca 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 our third annual Communication on Progress, we describe our actions to integrate the Global Compact and its principles into our business strategy, culture and daily operations, and our engagement in collaborative projects which advance the broader development goals of the United Nations, particularly the Sustainable Development Goals. We participated in the UN Global Compact Virtual Leaders' Summit that took place in June 2021, and also the Making Global Goals Local Business Roadshow for SMEs in October 2021. Efeca is also committed to share this information with our stakeholders using our primary channels of communication.

Yours sincerely,



Emily Fripp
Director, for Efeca, COP for 2021

Description of Actions

Human Rights

As with previous years, Efeca is aware that our influence on the impact of human rights of our company is not only within the way we work and our own internal processes, but also in the projects we engage in. We work to ensure that all work undertaken incorporates full consideration of human rights and gender mainstreaming where appropriate. This ensures that at all times throughout the lifetime of our projects, human rights are considered by ourselves and all those engaged/working on them.

- Each year, our management team provide ethical training to all members of staff plus our Retained Associates. The training includes a whole team review of our policies and what they actually mean in terms of practical actions, providing learning opportunities about our policies to all team members. The policies covered include Bribery and Anti-Corruption, Whistleblowing, Confidentiality, Child Protection, Equal Opportunities, a statement on Modern Slavery and International Governance. These policies were reviewed and updated by the Efeca management team in 2021, and are on an annual review cycle.
- All new members of staff must read and agree to comply with all of our policies.
- Due to the nature of our business (UK based natural resources SME consultancy), we have very limited direct Human Rights related risks and impacts. However, with our work in supporting deforestation-free, sustainable, secure and resilient supply chains in consumer countries and also in producer countries, we indirectly look at best practice in human rights, gender mainstreaming, and bringing the possibility of modern slavery to people's attention. As an example, in our work as the secretariat of the UK Sustainable Palm Oil Initiative, just in January 2022, we wrote and published a briefing note on smallholder farmers and the impact of sustainable palm oil on livelihoods including the human rights considerations.
- Efeca ensures that we do not participate in any form of forced or bonded labour.
- All staff have access to our HR advisor and have been made aware of the service provided by the Advisory, Conciliation and Arbitration Service (ACAS), a UK non-departmental public body should they require external advice and support.
- All staff are provided with equipment to help provide a safe and suitable working environment.
- When taking on a new client, the senior management team considers the character, behaviour and policies of that company, to ensure that their values align with ours.
- As part of one of our projects, each year, a member of the senior management team undertakes due diligence of our policies and the way we work to ensure we adhere to the UK government requirements for donor projects. This is then reported to our client.

Measurement of Outcomes for Human Rights:

In 2021-2022, no human rights issues and problems were reported by employees or other stakeholders, either internally or externally.

Labour

- Our Code of Conduct is part of our Staff Handbook, which outlines our core values, our working practices and the key standards by which we work. Our Staff Handbook is sent to all new staff, and is easily accessible online for all team members.
- Our Efeca Staff Handbook is in the process of being revised by our HR advisor and will include a new Wellness section which will bring together a new Menopause at Work policy and a new Volunteering policy where we are giving Efeca staff up to 30 hours of work time each financial year to volunteer. Each individual is responsible for identifying, setting up and undertaking volunteering activities, in line with their preference as long as it fits in with Efeca's values and ethics.
- All employees are encouraged to take their lunchbreak to go outside and get away from their desk, something we have realised is especially important following Covid-19 and back to back calls at home. If any internal meetings can be taken outside, this is also encouraged (walking either together or separately) to get away from the desk and the working environment.
- We are in the process of looking into purchasing one or two standing desks for the office to help with staff wellbeing and health. These should be in place by April 2022.
- Efeca has ensured that home working stations follow relevant H&S guidelines.
- As a result of Covid-19, from March 2020, team members worked from home. In the last year, always taking into account UK Government advice, we have welcomed staff back into the office when allowed, and although it is not a requirement, all staff have been in the office at various times in the last year.
- Although face to face meetings have been permitted during times of not working from home, we have made a management decision that all client meetings could be and therefore should be held virtually.
- We always have a weekly video all team call to check in with everyone and discuss work, but we also regularly have "coffee break" or "brown bag lunch" meetings as opportunities to informally catch up and chat.
- We have an Efeca dog that pops into the office from time to time to give all team members a chance to take a break and have some down time with Bert.
- If full time team members complete their full working week (37.5 hours) by 1pm on Fridays, if there are no work related reasons why they shouldn't, they are allowed to finish early to help with a work life balance.
- We pay all our staff above national minimum living wage and ensure that employment-related decisions are checked by our HR advisor and are based on relevant and objective criteria.

Continuation of the change to Efeca's working week – condensed hours

Learning from others and the increasing amount of reports and surveys pertaining to productivity and shorter working weeks, and also given working from home has tended to result in each of our team members working longer hours in a normal day, based in

front of laptops, not moving which may result in negative impacts on eye sight and mental health, Efeca decided to change our working hours.

Since August 2020, for full time staff we have condensed our working hours. The working week now ends at 1pm on Fridays, as long as employees have completed their 37.5 hours prior to 1pm. There are conditions to this, but the majority of staff regularly finish early on a Friday. We all try and avoid scheduling client meeting and calls on a Friday afternoon, and outputs are managed better so as to ensure Directors do not have to review/meet deadlines on Friday afternoons.

Measurement of Outcomes for Labour:

The senior management team at Efeca comprises of two females and one male. We have three males and seven females in our team,, therefore we believe Efeca is a leader in terms of gender equality. All staff are paid according to their level of experience and ability, and not their gender and we are transparent in our pay grades boundaries.

In the last year, we have not had any occupational diseases or injuries, and our sickness rate is low.

Our member of staff who went on maternity leave has come back to Efeca, and is working at 50% FTE.

Environment

We are a local natural resources consultancy with an international environmental sphere of influence. Being mostly office based, the nature of the operations makes our direct environmental impact relatively small. The environmental impact of Efeca is instead mostly indirect, via clients and businesses.

We have aspirations into becoming BCorp certified and are currently working through the B Impact Assessment. We have also signed up to the SME Race to Zero campaign in the UK, and are collating data for our baseline report, 2019 – 2020.

Direct environmental impacts:

Our Bournemouth office has a bespoke approach to lighting and heating, allowing us to turn our lights on and off ourselves, as well as modifying our heating as required. We can open our windows, so in the summer months, we had fresh air instead of air conditioning. This has certainly had an impact on reducing our energy usage and therefore our carbon contribution.

In October 2021 and again in February 2022, we spoke to the owner of the building about “greening the building” in terms of using less energy (through an education campaign led by Efeca), possibly switching to a different supplier and greener tariff (if available) when the current energy plan expires in summer 2022, and having EV chargers installed into the car park.

In our Dorchester office, we switched to a 100% renewable energy supplier, Bulb in November 2021. Unfortunately Bulb went into special administration the same month, but it is our hope that they will continue or an alternative ethical supplier found.

As a company, we have green transport values where we strongly encourage staff members to walk, cycle or use public transport to get to and from the office and any face to face meetings. However, due to the Covid 19 pandemic, we have been using video conferencing, and our travelling either to the office or to meetings has reduced substantially thus reducing our carbon footprint.

Indirect environmental impacts:

As the facilitators for the UK Roundtable on Sustainable Soya, the UK Soy Manifesto, the UK Roundtable on Sustainable Palm Oil and the secretariat for the UK Global Resource Initiative, a key part of our work is raising awareness amongst governments, public and private sector of deforestation concerns from commodities grown in hotspots of origin. Through providing assistance to industry in the form of communication, training and awareness raising throughout the supply chain, Efeca encourages members and suppliers to move forward with purchasing, monitoring and reporting on sustainable palm oil, soya and other certified deforestation free, forest risk commodities and commitments.

In the summer of 2021, we decided to launch a pro-bono initiative called the Dorset Sustainable Palm Oil Community. We are encouraging all Dorset based businesses, organisations, schools, universities that serve, sell or use food to look into their supply chain and ask their suppliers if there is palm oil in any of the food products or ingredients they provide. If there is, we ask that they switch to sustainable palm oil rather than conventional palm oil. Our aim is to make Dorset the world's first sustainable palm oil county.

Measurement of Outcomes for Environment:

For the [UK Soya Initiative](#), we have produced briefings, provided workshops and technical assistance to support approximately 30 members decision making understand more fully their supply chain and have liaised with 8 other national initiatives to build a more global push towards sustainable, deforestation-free soya. Specifically this has involved supporting the UK's pork industry develop a plan to sustainable soya sourcing by 2025. We have also provided support to AIC to develop a responsible sourcing module for animal feed used in the UK, which could ease mass market uptake of deforestation and conversion free soya.

We launched the [UK Soy Manifesto](#) in November 2021 at COP26. The UK Soy Manifesto is a collective industry commitment to work together to ensure all physical shipments of soy to the UK are deforestation and conversion free (cut-off date of January 2020 at the latest), fully implemented immediately where possible and no later than 2025. Currently, there are 29 signatories which include feed manufacturers, retailers, livestock producers and brands. Combined these signatories represent nearly 2 million tonnes of soy, 60% of the UK's estimated consumption.

Similarly, with the [UK Sustainable Palm Oil Initiative](#), Efeca has researched, written and published the Industry Annual Report on Sourcing Sustainable Palm Oil since 2013. The Initiative is UK wide and includes industry, suppliers, associations and oil refineries. Alongside providing technical support to industry and government, we run the UK Roundtable on Sourcing Sustainable Palm Oil which brings together diverse representation from UK industry in a pre-competitive space to work collectively towards a goal of sustainable, resilient supplies of palm oil to the UK market. The Roundtable members are all procurers of palm oil, and supporting partners. Members include major food and non-food trade associations, refiners, manufacturers, wholesalers, contract caterers and retailers.

In the last year as the secretariat of the [UK Global Resource Initiative \(GRI\)](#), established as part of the UK Government's 25 Year Environment Plan, we have been bringing together high level influencers through a Finance Working Group. With our support, this group of industry experts from finance, civil society, supply chain, Government and independent representatives was convened to explore how the principles of mandatory due diligence could be applied to the finance sector namely, to consider how financial institutions (FIs) could be required to put in place systems to assess, act and publicly disclose on the steps they are taking to avoid or mitigate the risks that their lending or investment activities are linked to deforestation or conversion. The report has not yet been released.

We continue to be an active coalition member of the [Accountability Framework initiative \(AFi\)](#), helping them to coordinate and align their commitment to make ethical supply chains in agriculture and forestry the new normal. In particular, we supported AFi by identifying key user groups including supply chain companies, industry associations, policy makers and peer sustainability initiatives. Utilising our network, we helped drive awareness of and the potential adoption of the Framework by these key users.

Furthermore, we continue to be a World Economic Forum (WEF) preferred supplier and a TFA (Tropical Forest Alliance) partner. Throughout 2021, up to and now post COP26, we provided support to the TFA Forest Agriculture Commodity Trade (FACT) campaign supporting the COP26 dialogue.

Anti-Corruption

We have an anti-bribery and anti-corruption policy which has been read and agreed upon by all staff members and all of our associates. It helps our employees to identify which corrupt business practices are prohibited in their day to day work so that corruption is avoided. It outlines acceptable and non-acceptable behaviours to ensure Efeca's work is conducted in a socially responsible and ethical manner and in compliance with all applicable legislation, and confirms their duty to report any suspicions immediately in accordance with the Company's Whistle blowing Policy.

Every major business decision is made by at least two of the senior management team, including what proposals to go for, what companies we wish to work for and what work we would want to undertake.

Measurement of Outcomes for Anti-Corruption:

The entire Efeca team undertook ethical training including in July 2021 and we will renewing the training for all team members by July 2022.

Efeca has not been involved in any legal cases, rulings or other events related to corruption and bribery. Our external independent accountants check our books and accounts on a quarterly basis.
