

Corporate Social Responsibility (CSR)

The 6 of June 2007 Danoffice joined the UN Global Compact which is the world's largest sustainability & citizenship initiative. A network-based initiative with the Global Compact Office and six UN agencies at its core. The Global Compact involves all relevant social actors: companies, whose actions it seeks to influence; governments, labour, civil society organizations, and the United Nations as an authoritative convener and facilitator.

The UN Global Compact state ten principles based on a universal consensus about what comprehensive CSR ought to contain. All ten principles are part of Danoffice policies and have been so for some years but with the UN Global Compact initiative we have increased our focus on CSR and feel proud and humble to be member of an organization whose mission it is to create a world where nature and people live in peace and harmony. An organization where committed partners recognize, that if we really wish to make the world a better place we need to start with ourselves. We all have a responsibility for the environment and for looking after each other, but as an international company with influence and means we carry an even greater responsibility than the ordinary man. Danoffice is devoted to make UN Global Compact a success and along with the other dedicated members we will create awareness and set new standards for good governance.

Danoffice wish to demonstrate our continuing commitment by documenting our progresses made on the ten principles in an annual Communication On Progress (COP) report. The ten CSR principles have been integrated in all organizational levels from strategic, to tactical to operational level. Our Communication On Progress (COP) will communicate the progresses made to the international society for documentation and inspiration. April 2010 is our first Communication On Progress report to Global Compact and covering our initiatives for the calendar year 2009.

Danoffice COP 2009 report is a part of Danoffice "Statutory Statement of Corporate Social Responsibility (CSR) to the annual report for 2009, cf. the Danish Financial Statement Act, § 99a".

Danoffice Communication On Progress (COP) 2009.

Being part of the global society, Danoffice believes it is important to have an active Corporate Social Responsibility policy and operate according to the values we believe in. Our CSR and progresses on the subject are communicated to our partners and staff through company staff manual, posters placed within our premises and on our web site.

Human Rights:

Principle 1/ All human beings are born free and equal in dignity and rights. We shall respect all people regardless of nationality, race, religion, class or political opinions. Danoffice find that social interaction between people and cultures are the most inspiring and valuable assets in life and aim at a mix organizational culture

Principle 2/ Danoffice support all human legal rights, at a national level and within international law and only accept partners who do the same.

Danoffice make annual donations of equipment or contributions to humanitarian organizations who work for the improvement of life quality. In 2009 our contribution went to Boernefonden.

Labour standards:

Such standards protect the rights of workers, foster positive workplace environments and proactive relationships between managers and employees.

Danoffice aspire to be a dependable partner who always acts responsibly, honestly and fairly, whether dealing with colleagues, customers, vendors, investors or competitors.

Principle 3/ Danoffice workers have the right to be members of trade unions, collective bargaining and to strike if necessary. Trade unions can assist with negotiation of wages, work rules, complaint procedures, rules governing hiring, firing and promotion of workers, benefits, workplace safety and policies.

Staff has a representative who works as a contact person between employees and management and whose mission it is to ensure that all labour standards are fulfilled and that all employees have a contact person to turn to for ideas for improvement of health or safety conditions.

We constantly implement new policies and standards to create safe, likeable and motivating physical workplace. In 2009 we implemented a healthy diet program in our canteen following the WHO recommendations on healthy diet to maintain and improve health and prevent risk for obesity, heart disease and diabetes. The diet program is combined with "DSC" a company sports club with physical activities and massage.

Danoffice has a worklife-balance policy with flexible working hours and tolerance for personal and family issues.

Danoffice cARPE dIEM is an employee association for all employees where we arrange social and educational events after working hours addressing and working with issues which can reinforce culture and help understanding the international world we live in.

Principle 4/ Danoffice do not use any forms of forced or compulsory labour nor do we accept partners who do. Vendors, partners and clients have to confirm the same before a cooperation can take place.

Principle 5 / Danoffice do not use forced labour or child labour nor do we accept partners who do. Danoffice policy is not to employ any in our organization under the age of 16 or to have partners who are engage in child labour.

Principle 6/ With presence in Europe, Africa and USA our HR department constantly strives at building a workforce with balance of nationality, sex, race, religion, class and political opinions. Every year in December we carry out an analysis to review the workforce balance in organization to monitor how the groups are represented and to plan adjustments if necessary. Latest survey in 2009 showed a good balance between the groups. All employees receive equal conditions and equal rights regardless of location of office.

Environment:

Mother Earth is a wonderful place which we must guard and hand over to the future generations with care. Environmentally good practice is also about business efficiency – it's about the best use of valuable raw materials, and feeding the benefits of action straight through to the bottom line.

Principle 7/ Danoffice only work with vendors with environmental policies.

Principle 8/ Danoffice have an environmental friendly packing policy where we pack consignments in attempt to reduce weight and volume to minimum and recycle what is possible and destroy waste under environmental conditions.

In 2009 Danoffice implemented the "Protect Mother Earth" recycling program. A worldwide recycling and destruction program for Toner/Cartridges.

Fig. 1 "Protect Mother Earth" Logo



Principle 9/ Danoffice encourage our clients to look at the Total Cost of Ownership (TCO) but also Total Impact on Environment (TIE). A cost saving solution combined with a green solution with minimum environmental impact. We always strive at a TCO/TIE solution with low power consumption, minimum of consumables, best quality and longest lifespan.

Anti-corruption:

Principle 10/ Danoffice have a zero tolerance policy against corruption in all its forms, including extortion and bribery. Corruption is damaging for the world growth and creates yet bigger gap between rich and poor. Any employee in Danoffice that sees or hears anything suspicious that can be linked with corruption must immediately be reported to the top management.

“You may say we are dreamers, but we are not the only ones, I hope someday you’ll join us, and the world will be as one”, by John Lennon

Per E.E. Svehag

CEO - Danoffice