POLICY ON COMMUNICATION ON PROGRESS

EFFECTIVE 2023

United Nations
Global Compact

1. Objectives

The Communication on Progress (CoP) is a required public and annual disclosure by business participants of the UN Global Compact to stakeholders with the following main objectives:

- Foster accountability on corporate sustainability performance to help safeguard the integrity of the UN Global Compact initiative;

- Promote continued learning and help drive corporate sustainability performance;

- Enhance stakeholder access to information regarding participants' implementation of the Ten Principles and contribution towards the achievement of the Sustainable Development Goals (SDGs).

2. Elements

A CoP consists of:

a) A statement by the Chief Executive Officer expressing continued support for the UN Global Compact and renewing the participant's ongoing commitment to the initiative and its principles. To submit the statement by the Chief Executive Officer, participants will receive access to a Digital Signature System (please find more information for statement completion on the UN Global Compact website).

b) A questionnaire containing questions on corporate actions related to the Ten Principles and the SDGs to be completed on the website of the UN Global Compact. All questions are of mandatory disclosure, except if explicitly stated so in the questionnaire.[1]

If individual participants are required to provide additional information in the questionnaire under one of the processes outlined in the Integrity Measures Policy of the UN Global Compact, this information will also be considered mandatory disclosure for the CoP.

[In addition to answering the questions of the CoP questionnaire, participating companies can choose to upload a report, e.g. their sustainability report, in PDF format as an annex to their CoP or include a link (URL) to the web page that contains their report. An additional document uploaded in PDF format cannot be accepted in lieu of the questionnaire.]

The statement by the Chief Executive Officer and the responses to the questionnaire from each business participant (as well as the attachments) will be made public on the UN Global Compact website.

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[1] Third-party assurance of submitted CoP data is recommended, but not a requirement of the CoP.

3.   Due dates and submission modalities

- Business participants to the UN Global Compact are required to complete their CoP annually through the UN Global Compact website.

- The CEO statement and the completed questionnaire must be submitted between 1 March and 30 June of each calendar year. However, for the launch year (2023), the CoP submission period is **27 March to 30 June**. Participants can choose to submit their CoP any day during this submission period.

- Participants who submit their annual CoP during the mentioned submission period will be listed as "active" on the UN Global Compact website.

- *[For new joiners only:]* New joiners are due to submit their first CoP within the submission period of the following calendar year after joining (e.g. if a company joins in 2024, they are due to submit their first CoP within March – June of 2025).

- *[For new joiners only:]* Companies who join in Q3 or Q4 (July – December) of any given calendar year can choose not to publicly disclose the content of their first CoP, by opting to upload the report on their profile in "private" mode. Choosing to do so will not affect any other aspects of the CoP policy. Hence, every new joiner is still required to submit all responses to the questionnaire and can be listed as non-communicating, and ultimately de-listed, if it fails to submit the completed CoP (whether in public or private mode) within the due date.

  If a new joiner chooses not to make its first CoP public, the submitted CoP answers are only visible to UN Global Compact and Local Network staff, and will not be made publicly available on the company's profile on the UN Global Compact website. The UN Global Compact reserves the right to still use that CoP data for aggregated analysis not directly attributable to the company.

- *[For re-joiners only:]* De-listed companies who want to rejoin the UN Global Compact must submit a CoP prior to being readmitted. Please refer to the De-listing and Re-joining Policy for more information.

- *[Amendments to the submitted CoP:]* Once the CoP is formally submitted, participants cannot make any amendments to their responses (or attachments) to the CoP questionnaire. The UN Global Compact reserves the right to implement requested edits on a case-by-case basis.

4.   Failure to submit

Non-communicating status

- A business participant will be designated as "non-communicating" on the UN Global Compact website if it fails to submit one or both elements of the CoP (see 2.) by the end of the submission period (30 June each year, see 3.). The participant will resume its "active" status upon submission of all the mandatory requirements of the COP by 31st December of the same calendar year.

De-listing from the Global Compact

- If a non-communicating participant fails to submit a CoP within six months of becoming non-communicating (by 31 December of each year), it will be de-listed from the UN Global Compact for "failure to communicate on progress" in January of the coming calendar year.

- *[For re-joiners only:]* De-listed companies who want to rejoin have to submit a CoP prior to being readmitted. Please refer to the De-listing and Re-joining Policy for more information.

- The names of de-listed participants are disclosed on the UN Global Compact website.

All organizations that have been de-listed must reapply if they wish to rejoin the initiative. Please refer to the De-Listing and Re-Joining Policy for more information on the process and requirements.

5.   Format and language

- The CoP questionnaire is available in all six official UN languages, as well as in select additional languages as shown in the UN Global Compact webpage.

- For those parts of the questionnaire where text / narrative input is required, participants are encouraged to use the same language as the one selected for the questionnaire.

- Attachments to the CoP, e.g. the company's sustainability report, are optional and are welcome in any language.

- The completed CoP questionnaire will be available for download, once submitted through the UN Global Compact website.