



COMMUNICATION ON PROGRESS

2023 Step-by-Step Submission Guide
for the Interim Digital Platform

October 2023

The 2023 CoP Interim Digital Platform

- All 2023 CoP submissions must be completed through the interim digital platform
 - Participants must sign the CEO Statement of Continued Support; and
 - **Complete digital questionnaire (*strongly preferred*); OR**
 - **Upload a sustainability report**
 - Submissions completed through the original platform have been recorded and no further action is required
- Every question must be answered in order to submit the questionnaire
- Only one user can log in to the system to complete the CoP
- All answers will be saved automatically and participants can log out and return to their CoP at a later time
- Participants have until 31 December to submit via the platform to gain/maintain 'Active' status
- The digital questionnaire, sustainability report and optional additional attachments will be publicly available on the participant profile

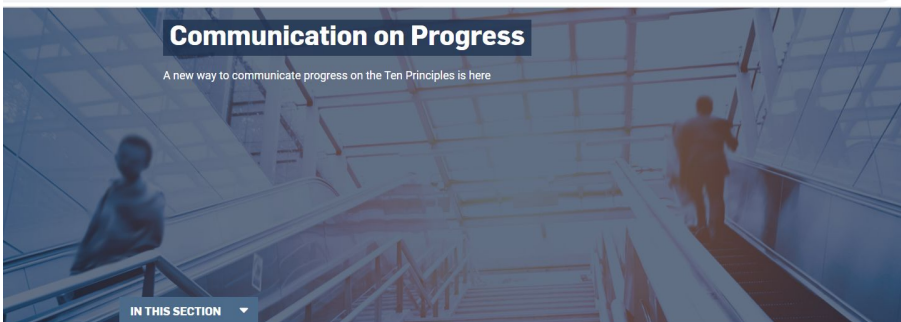
Please contact cop-support@unglobalcompact.org or your Local Network for additional support

During the 2023 submission period (mid-October to 31 December), follow the link to the interim digital platform, located through KSS on the participant dashboard and:

The UN Global Compact's [main CoP webpage](#) (Not finalized yet)

The UN Global Compact's [Academy CoP webpage](#) (Not finalized yet)

unglobalcompact.org/participation/report/cop



The enhanced Communication on Progress

The 2023 CoP submission period is now open. All participating companies must utilize the [interim digital platform here](#) to complete and submit the 2023 CoP before 31 December to gain and/or maintain 'Active' participant status.

We invite you to review these [Frequently Asked Questions](#) and reach out to cop-support@unglobalcompact.org or your Local Network for additional support.

academy.unglobalcompact.org/pages/177/communication-on-progress

Step 1: Select one of the two requirements to begin the CoP

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[CEO Statement Questions](#)

[2023 CoP Reporting Requirement Options](#)



Step 2: Follow the instructions to complete the CEO Statement of Continued Support; then select the arrow button to proceed



CEO Statement of Continued Support

To our stakeholders,

I am pleased to confirm that [company name] 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 disclose our continuous efforts to integrate the Ten Principles into our business strategy, culture, and daily operations, and contribute to United Nations goals, particularly in the Sustainable Development Goals.

Sincerely yours,

SI. Please complete the following information:

CEO/Highest-level executive name:

CEO/Highest-level executive full title:

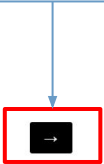
Company name:

I2. Please confirm:

I am the CEO or highest-level executive.

I have received permission to sign on behalf of the CEO or highest-level executive.

Proceed



Step 2a: If applicable, follow the instructions and proceed using the right arrow button; or return to the CEO Statement using the left arrow button

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Survey Completion 0% 100%



S2.1. If applicable, form completed on behalf of highest-level executive by:



Return



Proceed

Step 3: Select your requirement for the 2023 CoP submission and enter the time period covered by your CoP (ideally 2022); proceed using right arrow

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Survey Completion
0% ————— 100%



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R1. How will you complete the 2023 CoP reporting requirement?

- Complete the digital questionnaire with the option to also add a sustainability report (*Recommended*)
- Only upload a sustainability report

R2. What is the time period covered by your Communication on Progress? (MM/YYYY - MM/YYYY)

Please share the date range of the reporting period used for the Communication on Progress option you select.



***If you select the
alternative to***

**Upload a
sustainability
report**

If you select the alternative to upload a sustainability report:

Step 4: Upload up to 3 PDF files (maximum file size=50 MB each) and select 'Submit'

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Tools



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Survey Completion
0% — 100%



R3. Please upload the sustainability report for your company

(Uploaded file cannot exceed 50MB)

Drop files or click here to upload

R3.1. (Optional) Please upload supporting documentation if applicable

(Uploaded file cannot exceed 50MB)

Drop files or click here to upload

R3.2. (Optional) Please upload supporting documentation if applicable

(Uploaded file cannot exceed 50MB)

Drop files or click here to upload

Submit

If you select the alternative to upload a sustainability report:

Step 5: Review and edit responses as necessary

Using the Table of Contents to jump between sections, participants can review responses and make changes as needed. This is the **last opportunity to make edits** to the questionnaire. Once responses have been finalized, proceed using the right arrow

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0% ————— 100%



Thank you for completing your Communication on Progress.
Please click on any of the menus below to review your responses before submitting.

If everything looks in order, please click the next button.

Select from the Table of Contents to review and edit various sections

- ✓ [CEO Statement Questions](#)
- ✓ [2023 CoP Reporting Requirement Options](#)
- ✓ [Upload](#)

No changes will be possible after selecting this button



If you select the alternative to upload a sustainability report:

Step 6: Submit the annual sustainability report by selecting 'Submit'

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Place Bookmark

Tools



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Survey Completion
0% ————— 100%



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Please click the submit button below to publish your report. Thank you for completing your Communication on Progress.

Submit

Select the 'Submit' button to complete the submission of the 2023 CoP

If you select the alternative to upload a sustainability report:

Step 7: After the file upload, the 2023 CoP is complete. Participants can view their responses and download the submission by selecting 'Download PDF'.

Restart Survey Place Bookmark Tools  Share Preview

Survey Completion
0% ————— 100%



We thank you for your time spent taking this survey.
Your response has been recorded.

Below is a summary of your responses

[Download PDF](#)

Submitted responses
CANNOT be edited

CEO Statement of Continued Support

To our stakeholders,

I am pleased to confirm that [company name] reaffirms its support of the Ten Principles of the United Nations Global Compact in the areas of Human Rights, Labour, Environment, and

If you select the preferred alternative to

Complete the digital questionnaire

with the option to also add a sustainability report

Step 4: Follow the instructions beneath each question to select the most appropriate response.

Use the space provided for additional information to provide further clarity around each selection, if so desired. Select the right arrow to proceed or left arrow to return to previous question.

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After completing the question on any current page, participants may choose to move between sections.

Survey Completion 0% — 100%

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Governance
[Click for FAQs and additional guidance](#)

G1. Does the board/highest governance body or most senior executive of the company:
(Select all that apply)

- Issue an annual statement about the relevance of sustainable development to the company
- Issue an annual statement that addresses impacts on both people and the environment
- Issue an annual statement highlighting a zero tolerance for corruption
- Sign off on organizational sustainability targets
- Supervise Environmental, Social, and Governance reporting
- Regularly review potential risks related to the business model
- None of the above

Select to utilize the Helpscout FAQ tool and view answers to previously asked questions and pose new ones to the CoP team.

This space is optional for most questions. Text is limited to 20,000 characters.

G1A. (Optional) Please provide additional explanation:

The Human Rights section will only address topics identified as material in HR1.



Human Rights

[Click for FAQs and additional guidance](#)

PLEASE RIGHT CLICK THE LINK

HRI. Which of the following has the company identified as material human rights topics connected with its operations and/or value chain, whether based on their salience (e.g., the most severe potential negative impacts on people) or another basis?

(Select all that apply)

Note: Labour rights topics (freedom of association and the effective recognition of the right to collective bargaining, child labour, forced labour, non-discrimination in respect of employment and occupation, and a safe and healthy working environment) are a subset of human rights and for completeness, were included in this question. Regardless of these labour topics being selected as material in this question or not, all companies will be asked to provide additional details about these labour rights topics in the next section (L1 and following). For the other human rights topics selected as material in this question, seven additional questions will be asked in the following section

- Freedom of association and the effective recognition of the right to collective bargaining
- Child labour
- Forced labour
- Non-discrimination in respect of employment and occupation
- Safe and healthy working environment
- Working conditions (wages, working hours)
- Freedom of expression
- Access to water and sanitation
- Digital security / privacy
- Gender equality and women's rights
- Rights of indigenous peoples
- Rights of refugees and migrants
- Other

Select to utilize the Helpscout FAQ tool and view answers to previously asked questions and pose new ones to the CoP team.

Some questions have answer options that are not initially fully visible. Please scroll to the right to view all possible options before making a selection.

Reset Survey | Place Bookmark | Tools | [Start Preview](#)

Environment

ELI For each environmental policy commitment, is it:
(Select all that apply)

	Aligned with international environmental standards	Publicly available	Approved at most senior level of the company
Water	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Oceans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Air pollution	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Energy & resource use	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ELIA Please provide additional information:

Note: A red arrow points to the right side of the table, indicating that more options are hidden.

Reset Survey | Place Bookmark | Tools | [Start Preview](#)

Environment

ELI For each environmental policy commitment, is it:
(Select all that apply)

	Aligned with international environmental standards	Publicly available	Approved at most senior level of the company	Applied to the company's own operations and the value chain (including suppliers, consumers, other business relationships)	Developed through environmental expertise from inside and outside the company	Other (please provide additional information)
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ELIA Please provide additional information:

Note: A red arrow points to the left side of the table, indicating that more options are hidden.

The final question of **each section** is **open-ended and mandatory**. Participants can provide further context and/or relevant information not covered in previous answers, including additional relevant activities implemented, goals set, and/or any challenges faced.

Restart Survey

Go to Bookmark

Clear

Tools



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HR8. Briefly describe additional relevant practical actions the company has taken during the reporting period and/or plans to take to implement the human rights principles, including goals set and any challenges faced and actions taken towards prevention and/or remediation.



Step 5: Review and edit responses as necessary

Using the Table of Contents to jump between sections, participants can review responses and make changes as needed. This is the last opportunity to make edits to the questionnaire. Once responses have been finalized, proceed using the right arrow

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Thank you for completing your Communication on Progress.
Please click on any of the menus below to review your responses before submitting.

If everything looks in order, please click the next button.

- ✓ [CEO Statement Questions](#)
- ✓ [2023 COP Reporting Requirement Options](#)
- ✓ [Governance](#)
- ✓ [Human Rights and Labour](#)
- ✓ [Environment](#)
- ✓ [Anti-Corruption](#)
- ✓ [Sustainability Report Upload](#)

Select from the Table of Contents to review and edit various sections.

No changes will be possible after selecting this button.

← →

Step 6: Submit the digital questionnaire by selecting 'Submit'

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Survey Completion
0% ————— 100%



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Please click the submit button below to finalize your submission and publish your report. Our system does not recognize your CoP as finished unless you click 'Submit'. Thank you for completing the Communication on Progress.

Submit

Select the 'Submit' button to complete the submission of the 2023 CoP.

Step 7: After the questionnaire is submitted, the 2023 CoP is complete.

Participants can view their responses and download the submission by selecting 'Download PDF'.

Restart Survey Place Bookmark Tools  Share Preview



We thank you for your time spent taking this survey.
Your response has been recorded.

Below is a summary of your responses [Download PDF](#)

CEO Statement of Continued Support

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