

<b>CATEGORY 1</b>	<b>HUMAN RIGHTS</b>
<b>Principles</b>	
<ol style="list-style-type: none"> <li><b>1. Business should support and respect the protection of internationally proclaimed human rights.</b></li> <li><b>2. Business should ensure that they are not complicit in human rights abuses.</b></li> </ol>	
<b>Key Performance Indicators</b>	
<ul style="list-style-type: none"> <li>➤ We will use our wide networks and communication channels (e.g. websites, products and services) to advocate for human rights every four months (January/April/August/December.)</li> <li>➤ We will aim for 100% of the office supplies and groceries to be fair trade and, where this is not possible, we will source products from ethical suppliers, locally and from recycling or sustainable sources</li> </ul>	
<b>CATEGORY 2</b>	<b>LABOUR</b>
<b>Principles</b>	
<ol style="list-style-type: none"> <li><b>3. Business should uphold the freedom of association and the effective recognition of the right to collective bargaining.</b></li> <li><b>4. Business should support the elimination of all forms of forced and compulsory labour.</b></li> <li><b>5. Business should support the effective abolition of child labour.</b></li> <li><b>6. Business should support the elimination of discrimination in respect of employment and occupation.</b></li> </ol>	
<b>Key Performance Indicators</b>	
<ul style="list-style-type: none"> <li>➤ We will aim for 100% of the office supplies and groceries to be fair trade and, where this is not possible, we will source products from ethical suppliers, locally and from recycling or sustainable sources, each purchase will be reported in the purchase tracking spreadsheet</li> <li>➤ We will use our wide networks and communication channels (e.g. websites, products and services) to advocate for labour rights and/or participate in an organised campaign every quarter, most significantly as part of the Beijing Olympics</li> <li>➤ Our staff will be offered a “feel good” moment twice throughout the year (e.g. discounted massage)</li> </ul>	
<b>CATEGORY 3</b>	<b>THE ENVIRONMENT</b>
<b>Principles</b>	
<ol style="list-style-type: none"> <li><b>7. Business should support a precautionary approach to environmental challenges.</b></li> <li><b>8. Business should undertake initiatives to promote greater environmental responsibility.</b></li> <li><b>9. Business should encourage the development of environmentally friendly technologies.</b></li> </ol>	
<b>Key Performance Indicators</b>	
<ul style="list-style-type: none"> <li>➤ We will use our wide networks and communication channels (e.g. websites, products and services) to advocate for improved environmental performance in the business community at least three times</li> <li>➤ Wherever possible, 100% of our office stationery will be made from recycled or sustainable sources and purchased from local or ethical suppliers</li> <li>➤ All our cleaning products will be environmentally friendly or produced from recyclable or sustainable sources</li> <li>➤ Our energy will continue to be supplied by a green or environmentally friendly energy supplier</li> <li>➤ During winter time we will lower and keep the office’s temperature at 18 degrees Celsius</li> <li>➤ We will have a plumbed in tap water filter installed at the end of our current contract (March)</li> <li>➤ We will reduce the use of business-related car travel by at least 25% on 2007 figures</li> </ul>	
<b>CATEGORY 4</b>	<b>ANTI-CORRUPTION</b>
<b>Principles</b>	
<ol style="list-style-type: none"> <li><b>10. Business should work against corruption in all its forms, including extortion and bribery.</b></li> </ol>	
<b>Key Performance Indicators</b>	
<ul style="list-style-type: none"> <li>➤ We will update our transparency and anti-corruption web pages every six months with the latest campaigns, legal information, resources and events to keep our networks and web visitors well informed</li> <li>➤ We will add an integrity clause (referenced to the relevant policy) to all our new clients and associates contracts</li> </ul>	