

# ANNEX 1:

## SCOTT WILSON'S PERFORMANCE AGAINST THE UNGC PRINCIPLES 2008–09

### PRINCIPLE 1: BUSINESS SHOULD SUPPORT AND RESPECT THE PROTECTION OF INTERNATIONALLY PROCLAIMED HUMAN RIGHTS

<b>COMMITMENT</b>	Group Policies on Values and Ethics, Recruitment and Employment, Learning and Development, Reward and Recognition, Risk Management, Training and Continuing Professional Development, Health, Safety, Welfare and Security, and Dealing with a Concern.
<b>SYSTEMS</b>	Human Resources; Supply Chain Management and Procurement, Risk Management.
<b>GOALS FOR 2008–09</b>	<ul style="list-style-type: none"> <li>• Publish and distribute the new consolidated policy statement: <b>The way we do business</b>.</li> <li>• Follow-up with training and raise awareness with reference to the UNGC Principles.</li> <li>• Review the experience of the Millennium Project in building a school in Mozambique and formulate plans for future activities.</li> <li>• Report on the working experience and future development plans with our NGO partner and other potential partnerships.</li> <li>• Develop metrics system to monitor global office risk assessments and other key indicators.</li> </ul>
<b>ACTIONS AND ACHIEVEMENTS 2008–09</b>	<ul style="list-style-type: none"> <li>• Publication and distribution of new policy statement <b>The way we do business</b>. Seminars in every office and a hard copy distributed to all staff. The new Values and Ethics Policy now includes requirement for 'promoting human rights' within our sphere of influence.</li> <li>• Continued support in-house Millennium Project and lessons learned from Mozambique School Project.</li> <li>• Response to Wenchuan Earthquake in China, giving generously of money (£15,000), time and professional services.</li> <li>• Continued patronage of RedR.</li> <li>• Updated intranet resources and promotion of UDHR.</li> <li>• Client attention drawn to core labour standards</li> </ul>
<b>PERFORMANCE INDICATORS 2008–09</b>	<ul style="list-style-type: none"> <li>• No record of any 'whistleblower' or other complaints from internal or external stakeholders.</li> </ul>
<b>GOALS FOR 2009–10</b>	<ul style="list-style-type: none"> <li>• Continue to promote awareness of human rights to staff and clients.</li> <li>• Assist in defining new major project for the Millennium Project.</li> </ul>

## PRINCIPLE 2: BUSINESS SHOULD MAKE SURE THAT THEY ARE NOT COMPLICIT IN HUMAN RIGHTS ABUSES

<b>COMMITMENT</b>	Group policies as per Principle One plus Dealing with a Concern supporting procedure and the intranet page 'Human Rights – Group Expectations'.
<b>SYSTEMS</b>	Strategic and Operational Risk Assessment; Procurement.
<b>GOALS FOR 2008–09</b>	<ul style="list-style-type: none"> <li>• Appoint new Group Supply Chain Manager and review global procurement procedures.</li> <li>• Identify new systems for implementing and monitoring human rights compliance in our supply chain.</li> <li>• Incorporate specific human rights risk awareness in our guidelines for working in different countries.</li> </ul>
<b>ACTIONS AND ACHIEVEMENTS 2008–09</b>	<ul style="list-style-type: none"> <li>• New Group Supply Chain Manager appointed.</li> <li>• Review of procurement under way.</li> <li>• <b>The way we do business</b> booklet published and distributed to all staff. The Dealing with a Concern Policy and procedure provides a more appropriate channel for escalating concerns on human rights issues to management.</li> <li>• Further development of specific human rights awareness, particularly using a preliminary checklist for considering involvement in projects in countries with non-democratic environments.</li> </ul>
<b>PERFORMANCE INDICATORS</b>	<ul style="list-style-type: none"> <li>• No instances of actual/potential abuse of human rights reported within sphere of influence.</li> </ul>
<b>GOALS FOR 2009–10</b>	<ul style="list-style-type: none"> <li>• Develop new procurement policies with reference to human rights.</li> <li>• Roll out and review checklist to be used across project opportunities in countries with non-democratic environments.</li> </ul>

## PRINCIPLE 3: BUSINESS SHOULD UPHOLD THE FREEDOM OF ASSOCIATION AND THE EFFECTIVE RECOGNITION OF THE RIGHT TO COLLECTIVE BARGAINING

<b>COMMITMENT</b>	Group Policies on Recruitment and Employment, Learning and Development, Reward and Recognition, and Dealing with a Concern.
<b>SYSTEMS</b>	Human Resources (e.g. 'Time off for Trade Union Duties Policy' defined within our Employment Policy and Procedures Handbook), Supply Chain Management and Procurement.
<b>GOALS FOR 2008–09</b>	<ul style="list-style-type: none"> <li>• Establish the Sustainability Board to advise the Group's Main Board on sustainability in our corporate governance, our design services and as a discrete consultancy offering.</li> <li>• Monitor and report outcomes on staff raising ethical issues.</li> </ul>
<b>ACTIONS AND ACHIEVEMENTS 2008–09</b>	<ul style="list-style-type: none"> <li>• Sustainability Board established.</li> <li>• Continued support for staff membership of professional bodies (Company pays membership fee).</li> <li>• Continued Company Council (employee consultation group) in the Railways Division.</li> <li>• Staff representatives elected to consult on TUPE transfers.</li> <li>• Collective Redundancies Consultation Committee, a group of employees nominated to represent Scott Wilson's regions and sectors, for the purposes of collective consultation over the three months following redundancy announcements.</li> </ul>
<b>PERFORMANCE INDICATORS</b>	<ul style="list-style-type: none"> <li>• Good relationship with trades unions representing staff where present in the business.</li> </ul>
<b>GOALS FOR 2009–10</b>	<ul style="list-style-type: none"> <li>• Maintaining staff morale in difficult economic conditions.</li> <li>• KPIs for Sustainability Board.</li> </ul>

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## SCOTT WILSON'S PERFORMANCE AGAINST THE UNGC PRINCIPLES 2008–09 CONTINUED

### PRINCIPLE 4: THE ELIMINATION OF ALL FORMS OF FORCED AND COMPULSORY LABOUR

<b>COMMITMENT</b>	Human Rights – Group Expectations.
<b>SYSTEMS</b>	Human Resources; Strategic and Operational Risk Assessment, Supply Chain Management and Procurement.
<b>GOALS FOR 2008–09</b>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>
<b>ACTIONS</b>	<ul style="list-style-type: none"> <li>• Review and reissue of labour corporate policy statements in <b>The way we do business</b> booklet.</li> <li>• Assessment of project opportunities in countries where there have been issues of forced and compulsory labour.</li> <li>• New checklist for considering project opportunities in countries with non-democratic regimes.</li> </ul>
<b>PERFORMANCE</b>	<ul style="list-style-type: none"> <li>• No actual or potential situations reported.</li> </ul>
<b>GOALS FOR 2009–10</b>	<ul style="list-style-type: none"> <li>• Consider experience and practices of other UNGC signatories.</li> <li>• Apply and monitor checklist for considering projects in countries where there may be concerns about forced and compulsory labour.</li> </ul>

### PRINCIPLE 5: THE EFFECTIVE ABOLITION OF CHILD LABOUR

<b>COMMITMENT</b>	Human Rights – Group Expectations.
<b>SYSTEMS</b>	Human Resources, Strategic and Operational Risk Assessment, Supply Chain Management and Procurement.
<b>GOALS FOR 2008–09</b>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>
<b>ACTIONS AND ACHIEVEMENTS 2008–09</b>	<ul style="list-style-type: none"> <li>• Review and reissue of all corporate policy statements in <b>The way we do business</b> booklet.</li> <li>• Continue to develop staff guidance.</li> </ul>
<b>PERFORMANCE INDICATORS</b>	<ul style="list-style-type: none"> <li>• No actual or potential situations reported.</li> </ul>
<b>GOALS FOR 2009–10</b>	<ul style="list-style-type: none"> <li>• Continue to monitor relevant staff/NGO/client concerns.</li> </ul>

## PRINCIPLE 6: THE ELIMINATION OF DISCRIMINATION IN RESPECT OF EMPLOYMENT AND OCCUPATION

<b>COMMITMENT</b>	Mission and Values, Group Policies on Recruitment and Employment, Learning and Development; and Dealing with a Concern.
<b>SYSTEMS</b>	Recruitment and Selection Policy' and 'Diversity and Equality Policy' within our Human Resources' Employment Policy and Procedures Handbook.
<b>GOALS FOR 2008-09</b>	<ul style="list-style-type: none"> <li>Promote the Dealing with a Concern policy.</li> <li>Develop metrics to report progress in diversity/non-discrimination in different offices.</li> </ul>
<b>ACTIONS AND ACHIEVEMENTS 2008-09</b>	<ul style="list-style-type: none"> <li>Review and reissue of non-discrimination corporate policy statements in <b>The way we do business</b> booklet.</li> <li>Continued development of staff guidance (e.g. 'cultural sensitivity' on Company intranet).</li> </ul>
<b>PERFORMANCE INDICATORS</b>	<ul style="list-style-type: none"> <li>No reports of any form of discrimination received from internal or external stakeholders.</li> </ul>
<b>GOALS FOR 2009-10</b>	<ul style="list-style-type: none"> <li>Collect data on ethnic background of Scott Wilson integrated global enterprise.</li> </ul>

## PRINCIPLE 7: BUSINESS SHOULD SUPPORT A PRECAUTIONARY APPROACH TO ENVIRONMENTAL CHALLENGES

<b>COMMITMENT</b>	Group Policies on Management Systems, Continuous Improvement, Sustainability and Environment.
<b>SYSTEMS</b>	ISO 14001 accredited Environmental Management System in the UK and abroad.
<b>GOALS FOR 2008-09</b>	<ul style="list-style-type: none"> <li>Publish and distribute the new consolidated policy statement: <b>The way we do business</b>.</li> <li>Establish the Sustainability Board to advise the Group's Main Board on sustainability in our corporate governance, our design services and as a discrete consultancy offering.</li> <li>Develop improved EMS/ISO 14001 systems to obtain data from global offices.</li> </ul>
<b>ACTIONS AND ACHIEVEMENTS 2008-09</b>	<ul style="list-style-type: none"> <li><b>The way we do business</b> booklet issued.</li> <li>Scott Wilson's Sustainability Board established.</li> <li>Continued support for the UNGC Caring for Climate initiative.</li> <li>Sustainability statement prepared for use in project submissions.</li> <li>EMS reorganised so that responsibility for environmental impacts related to UK premises has been transferred to professional Facilities Management function.</li> <li>Ongoing project environmental risk assessment.</li> <li>Brisbane office now ISO 14001 accredited.</li> </ul>
<b>PERFORMANCE INDICATORS</b>	<ul style="list-style-type: none"> <li>Only minor non-conformities revealed in third party ISO 14001 review.</li> </ul>
<b>GOALS FOR 2009-10</b>	<ul style="list-style-type: none"> <li>Undertake a participatory review of the effectiveness of the EMS and review/revise where necessary.</li> <li>Promote revised EMS to employees and increase awareness.</li> </ul>

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## SCOTT WILSON'S PERFORMANCE AGAINST THE UNGC PRINCIPLES 2008-09 CONTINUED

### PRINCIPLE 8: BUSINESS SHOULD UNDERTAKE INITIATIVES TO PROMOTE GREATER ENVIRONMENTAL RESPONSIBILITY

<b>COMMITMENT</b>	Group Policies on Management Systems, Continuous Improvement, Sustainability, and Environment.
<b>SYSTEMS</b>	ISO 14001 accredited Environmental Management System in UK and creation of new Sustainability Board.
<b>GOALS FOR 2008-09</b>	<ul style="list-style-type: none"> <li>• Develop improved EMS/ISO 14001 systems to obtain data from global offices.</li> <li>• Improve data collection with particular reference to business travel and energy consumption.</li> <li>• Implement initiatives to minimise waste and promote recycling and track performance.</li> </ul>
<b>ACTIONS AND ACHIEVEMENTS 2008-09</b>	<ul style="list-style-type: none"> <li>• New, improved report on Carbon Footprint 2008-2009.</li> <li>• Improved data collection with particular reference to business travel and energy consumption.</li> <li>• New green travel plans (e.g. Glasgow and Nottingham offices).</li> <li>• Continued EMS training and communications programme.</li> <li>• Clients encouraged to review environmental commitment through CEEQUAL/BREEAM.</li> <li>• SQE staff have set up a metrics system to obtain data on electricity, gas and travel from different offices.</li> </ul>
<b>PERFORMANCE INDICATORS</b>	<ul style="list-style-type: none"> <li>• Range of energy conservation (e.g. use of renewable and CHP electricity) and waste recycling initiatives promoted by local offices.</li> </ul>
<b>GOALS FOR 2009-10</b>	<ul style="list-style-type: none"> <li>• Trial monitoring of waste and recycling in selected offices.</li> <li>• Consider signing up to the Halving Waste to Landfill initiative.</li> <li>• Promote BREEAM, LEAD and CEEQUAL to clients.</li> <li>• Extend Green Travel Plans to other offices.</li> </ul>

## PRINCIPLE 9: BUSINESS SHOULD ENCOURAGE THE DEVELOPMENT AND DIFFUSION OF ENVIRONMENTALLY FRIENDLY TECHNOLOGIES

<b>COMMITMENT</b>	Group Policies on Management Systems, Continuous Improvement, Sustainability, and Environment.
<b>SYSTEMS</b>	ISO 14001 accredited Environmental Management System.
<b>GOALS FOR 2008–09</b>	<ul style="list-style-type: none"> <li>• Install SMART meters in selected offices to monitor electricity consumption.</li> <li>• Encourage use of new technologies throughout the Group and establish a system to capture data.</li> </ul>
<b>ACTIONS AND ACHIEVEMENTS 2008–09</b>	<ul style="list-style-type: none"> <li>• Introduction of SMART automatic energy meters and monitoring systems into four offices to monitor electricity consumption.</li> <li>• Involvement in Clean Development Mechanism projects including development and diffusion of environmentally friendly technologies e.g. waste-to-energy.</li> <li>• Total Integrated Earthworks Solution developed and promoted to clients.</li> <li>• Involvement in WRAP project encouraging other consultancies, local authorities and decision makers to incorporate recycling targets into planning policy.</li> </ul>
<b>PERFORMANCE INDICATORS</b>	<ul style="list-style-type: none"> <li>• Active involvement in research and information dissemination relating to resource efficiency.</li> </ul>
<b>GOALS FOR 2009–10</b>	<ul style="list-style-type: none"> <li>• Install further SMART meters in selected offices.</li> <li>• Monitor data from SMART meters and use this as baseline to enhance the carbon footprint exercise.</li> <li>• Refine and implement policies to reduce carbon footprint.</li> <li>• Invest in the utilisation of new environmentally friendly technologies in selected offices as a trial e.g. grey water recycling.</li> </ul>

## PRINCIPLE 10: BUSINESS SHOULD WORK AGAINST CORRUPTION IN ALL ITS FORMS, INCLUDING EXTORTION AND BRIBERY

<b>COMMITMENT</b>	Group Policies on Values and Ethics; Share Dealing, Dealing with a Concern.
<b>SYSTEMS</b>	Group Secretariat procedures and Employee Handbook, Strategic and Operational Risk Assessments, Supply Chain Management and Procurement.
<b>GOALS FOR 2008–09</b>	<ul style="list-style-type: none"> <li>• Link anti-corruption to human rights' guidelines (raising awareness).</li> <li>• Integrate business integrity management system within planned training.</li> </ul>
<b>ACTIONS AND ACHIEVEMENTS 2008–09</b>	<ul style="list-style-type: none"> <li>• Review and reissue of all corporate policy statements in <b>The way we do business</b> booklet.</li> <li>• New Group Secretariat procedures on Facilities Payments, Financial Inducements, Business Gifts and Hospitality, Political Contributions and Activities, Use of Third Party Agents and Dealing with a Concern.</li> <li>• Continued support for the UK Anti-Corruption Forum (i.e. founder/member and presentations at annual conference).</li> <li>• Voluntary contributions to consultative processes.</li> <li>• Delivery of anti-corruption consultancy services.</li> </ul>
<b>PERFORMANCE INDICATORS</b>	<ul style="list-style-type: none"> <li>• No reported allegations or incidences of corruption or malpractice from internal or external stakeholders.</li> </ul>
<b>GOALS FOR 2009–10</b>	<ul style="list-style-type: none"> <li>• Introduce some basic guidance on Unite for anti-corruption.</li> <li>• Review our experience from consultancy projects to strengthen our approach to anti-corruption.</li> </ul>