

# COP Self-Assessment Guidance

*Introducing questions on gender in the COP Self-Assessment  
submission*

*Women's Empowerment Principles and UN Global Compact Reporting Team*



# Overview



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# The United Nations Global Compact



“A more sustainable and inclusive global economy”

The UN Global Compact is the world’s largest voluntary corporate sustainability initiative offering guidance to business on how to align their operations and strategies with ten universally accepted [principles](#) in the areas of [human rights](#), [labour](#), [environment](#) and [anti-corruption](#). The Women’s Empowerment Principles encourages companies to join the UN Global Compact as an opportunity to showcase your work on gender equality.

**HUMAN RIGHTS**  
**LABOUR**  
**ENVIRONMENT**  
**ANTI-CORRUPTION**



# The Women's Empowerment Principles



- 1** Establish high-level corporate leadership for gender equality.
- 2** Treat all women and men fairly at work – respect and support human rights and nondiscrimination.
- 3** Ensure the health, safety and well-being of all women and men workers.
- 4** Promote education, training and professional development for women.
- 5** Implement enterprise development, supply chain and marketing practices that empower women.
- 6** Promote equality through community initiatives and advocacy.
- 7** Measure and publicly report on progress to achieve gender equality.

*The Women's Empowerment Principles are a set of 7 Principles for business offering guidance on how to empower women in the workplace, marketplace and community. They are the result of a collaboration between the United Nations Entity for Gender Equality and the Empowerment of Women ([UN Women](#)) and the [United Nations Global Compact](#).*

Subtitled Equality Means Business, the voluntary principles seek to point the way to best practice by elaborating the gender dimension of corporate responsibility, the UN Global Compact, and business' role in sustainable development.



United Nations Global Compact



# WEPs and Reporting



- There is no official reporting requirement associated with the WEPs. However, Principle 7 underscores that accountability and transparency go hand-in-hand. Companies that have signed the [CEO Statement of Support](#) (shown to your right) have explicitly stated their intention to measure and publicly report on their progress towards gender equality in their workplace, marketplace and community. The CEO Statement of Support text reads “We will strive to use sex-disaggregated data in our sustainability reporting to communicate our progress to our own stakeholders.”
- In 2012 the UN Women and UN Global Compact partnership, with support from E&Y, produced a gender-specific guidance called [The Women’s Empowerment Principles: Reporting on Progress](#). This was in response to requests from businesses that have signed the CEO Statement of Support and others.

The guidance offers:

- Practical advice on how to report on implementation of each of the 7 WEPs.
- Provides reporting approaches, examples, and indicators for each Principle.
- Aligns with established reporting frameworks.



# Communication on Progress (COP)



Business participants in the UN Global Compact commit to make the Global Compact ten principles part of their business strategies and day-to-day operations, while also committing to issuing an annual [Communication on Progress \(COP\)](#). A COP is a public disclosure to stakeholders on progress made in implementing the ten principles, and in supporting broader UN development goals.

The COP requirement serves several important purposes:

- *Advances transparency and accountability;*
- *Drives continuous performance improvement;*
- *Safeguards the integrity of the UN Global Compact and the United Nations; and*
- *Helps build a growing repository of corporate practices to promote dialogue and learning.*



# Why Embed WEPs in the COP?



## **Adding the additional questions will:**

- Encourage and support transparency around implementation of the WEPs and integration of gender equality into corporate sustainability reporting;
- Help track progress, identify gaps, benchmark performance, and demonstrate progress to key stakeholders .
- Allow the Global Compact to collect data that can inform the development of engagement opportunities for WEPs signers.
- Recognize the Global Compact's robust reporting mechanism as the primary avenue for reporting on implementation of the WEPs and thereby encourage those who are not yet GC participants to join.
- Minimize the additional work and time required of your company representatives (compared to an independent reporting mechanism for the WEPs).

# COP Submission Practice



- After logging in to the UNGC website, you will be taken to an administrative page which will allow to submit your company's COP.
- During your COP submission process, you will be asked to complete a COP Self-Assessment, which indicates the contents of your COP.

A screenshot of a web interface for COP submission. At the top, there is a navigation bar with five tabs: "Introduction", "Basic Template", "COP Submission", "Advanced Level", and "Grace Letter". The "COP Submission" tab is highlighted with a red circle. Below the navigation bar, the main content area contains the following text:

Please choose among the following options to publish your COP on the Global Compact website

**Basic Template:** If you are new to the Global Compact, this Template will help you create your first COP.

**COP Submission:** Use this tab if you have already created your COP, either integrated into your sustainability report or as a standalone report, and you are not aiming to qualify for the GC Advanced level.

**Advanced Level:** Use this tab if your COP demonstrates a higher level of performance and disclosure and you would like to participate in the GC Advanced level.

**Grace Letter:** You can also submit a grace letter for a 90 day extension to your COP deadline.





# COP Self-Assessment



- Once you have gone through the process to complete your COP and confirm your submission, your COP will be automatically published on the Global Compact website. You will be automatically directed to the ‘Communication on Progress Details’ screen, shown to your right, which will display your differentiation level and the results of your self-assessment.

The COP has been published on the Global Compact website

## Communication on Progress Details

[Back to COPs](#) [Public version](#)

Differentiation Level **Detailed Results** Resources

Learner Platform ► **GC Active** ► GC Advanced

Thank you for submitting your company's Communication on Progress (COP). It is now publicly available on the Global Compact website.

According to your self-assessment, your COP meets all minimum requirements and qualifies for the GC Active level.

**Self-assessment**

- ✓ Includes an explicit statement of continued support for the UN Global Compact and its ten principles
- ✓ Description of actions or relevant policies related to Human Rights
- ✓ Description of actions or relevant policies related to Labour
- ✓ Description of actions or relevant policies related to Environment
- ✓ Description of actions or relevant policies related to Anti-Corruption
- ✓ Identifies targets, define performance indicators and measure outcomes



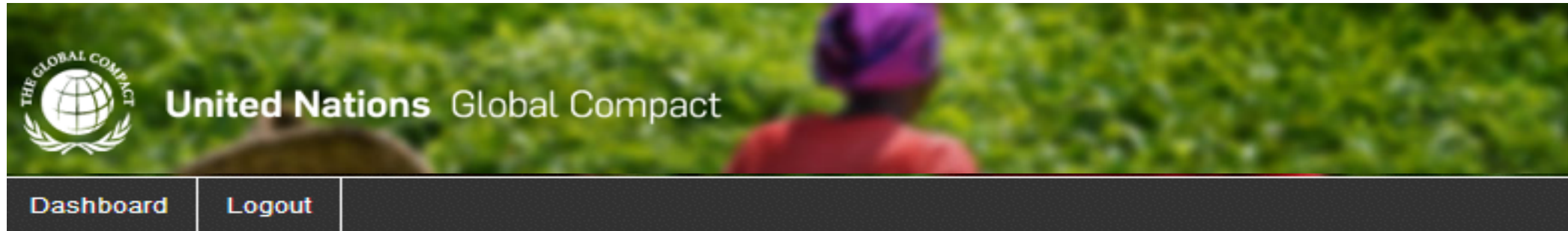
# WEPs and the COP



Companies that have signed the CEO Statement of Support for the WEPs, will now answer 4 new gender-specific questions when submitting their Communication on Progress (COP)

- Starting on **October 1<sup>st</sup>, 2014**
- Regardless of COP level
- Each question has associated good practices – companies will mark the applicable options
- Answer to questions will not affect COP level

# Questions on Gender



## Communication on Progress

General Information	The COP describes policies and practices related to supporting women's empowerment and advancing gender equality in the <b>workplace</b>
» Women's Empowerment	The COP describes policies and practices related to supporting women's empowerment and advancing gender equality in the <b>marketplace</b>
	The COP describes policies and practices related to supporting women's empowerment and advancing gender equality in the <b>community</b>
	The COP contains or refers to sex-disaggregated data

# Question 2



This is a sample of one of the gender related questions, specifically question 2 referring to the policies and practices that advance gender in the marketplace. This image shows some of the best practices you will see listed under each questions. Again, you will check the box of each best practice that applies.

The COP describes policies and practices related to supporting women's empowerment and advancing gender equality in the marketplace

- Supplier diversity programme
- Composition of supplier base by sex
- Support for women business owners and women entrepreneurs
- Supplier monitoring and engagement on women's empowerment and gender equality including promotion of the Women's Empowerment Principles to suppliers
- Gender-sensitive marketing
- Gender-sensitive product and service development
- No practice for this criterion has been reported
- Other established or emerging best practices ⓘ
- Any relevant policies, procedures, and activities that the company plans to undertake by its next COP to address this area, including goals, timelines, metrics, and responsible staff ⓘ

# Please Note



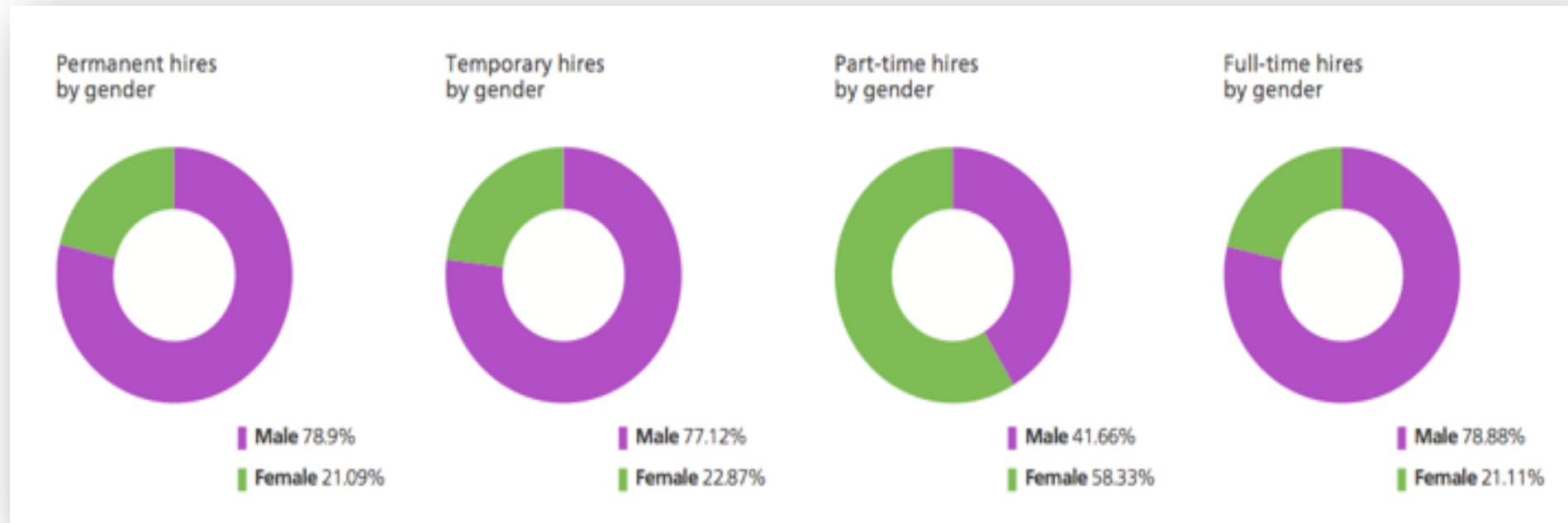
- Each question will have the option to allow the company to add any other practices they implement and to indicate their plans for the next COP cycle.

**Other established or emerging best practices**

**[Specify in under 255 characters, including spaces. Alternatively, indicate if your COP does not address this but explains the reason for omission (e.g., topic deemed immaterial, legal prohibitions, privacy, competitive advantage).]**

- Any relevant policies, procedures, and activities that the company plans to undertake by its next COP to address this area, including goals, timelines, metrics, and responsible staff**

# Company Example 1

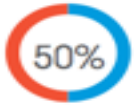


One WEPs signatory includes information about the breakdown of employees by gender (even so much as to separate by permanent, temporary, part-time, & full-time: see the image above), gender based grievances, salary gap by gender, contract termination by gender, maternity/paternity leave, and training hours by gender in its [annual sustainability report](#).

# Company Example 2



## 7 Transparency, Measuring and Reporting



Measure and publicly report on progress to achieve gender equality.

- a. Make public the company policies and practices that promote gender equality.
- b. Establish benchmarks that quantify progress and track levels.
- c. Measure and report on progress, both internally and externally, using data disaggregated by gender.
- d. Incorporate gender markers into other reporting.

## 6 Community Leadership and Engagement



Community Leadership and Engagement: Promote equality through community initiatives and advocacy

- a. Lead by example – showcase company commitment to gender equality and women's empowerment.
- b. Leverage influence, alone or in partnership, to advocate for gender equality and collaborate with business partners, suppliers and community leaders to promote inclusion.
- c. Work with community stakeholders, officials and others to eliminate discrimination and exploitation and open opportunities for women and girls.
- d. Promote and recognize women's leadership in and contributions to, their communities and ensure sufficient representation of women in any community consultation.
- e. Use philanthropy and grants programmes to support company commitment to inclusion, equality and human rights.

Another signatory conducts gap assessments measuring progress towards the 7 Women's Empowerment Principles. In 2014, the company decided to include this gap analysis (part of which you will see to the left) in [the annual report](#) to its shareholders, demonstrating the company's commitment to Principle 7.

# Next Steps for Companies



Next steps for Companies:

- Complete your COP submission with the additional gender questions (starting 1 October 2014)
- Inform the WEPs team or your Local Networks representatives of any problems that may arise in doing so
- Share your feedback of the new questions so we can continue to improve our tools for gender-specific reporting
- Help us spread the word of this update to peer companies

Thank you for your cooperation.





Thank you for joining us. For further questions please contact:  
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