**POLICY ON
COMMUNICATION ON PROGRESS**

Effective 2024

1. OBJECTIVES

The Communication on Progress (CoP) is a required public and annual disclosure by business participants of the UN Global Compact 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; *and*

- 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 2024 CoP consists of:

a) **The CEO Statement of Continued Support**
   - A standardized statement expressing continued support for the UN Global Compact by a company's highest level executive or appointed representative; *and*

b) **The CoP Questionnaire** *(preferred)*
   - A set of questions on corporate actions related to the Ten Principles and the SDGs. All questions are of mandatory disclosure. [In addition to answering the questions of the CoP Questionnaire, business participants can choose to upload a report, e.g. their sustainability report, in PDF format as an annex to their CoP];

     AND/OR

   A sustainability report upload *(alternative)*
   - A disclosure, publication, or other documentation that provides a comprehensive overview of a company's activities and sustainability efforts, accurately reflecting on improvements, challenges, and progress made within the reporting period. While explicit ties are not mandatory, the report should cover topics relating to the Ten Principles of the UN Global Compact and the United Nations' Sustainable Development Goals (SDGs).

All components of the CoP, including the CEO Statement of Continued Support and any optional supplemental materials, will be made publicly available on the respective participant profile on the UN Global Compact website.

3. DUE DATES AND MODES OF SUBMISSION

- Business participants of the UN Global Compact are required to complete an annual CoP through the digital platform.

- The CEO Statement and completed CoP Questionnaire or sustainability report alternative must be submitted through the digital platform during the universal submission period (1 April - 31 July 2024). Participants can choose to submit their CoP at any time during this submission period.

- Business participants that submit the CoP 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 business participant joins in 2024, the first CoP is due within the 2025 reporting period). Please refer to the [Joining Policy](#) for more information.

- *[For new joiners only:]* Business participants 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 the CEO Statement and questionnaire or sustainability report alternative and can be listed as 'Non-communicating', and ultimately delisted, if it fails to submit the completed CoP (whether in public or private mode) within the due date.

  If a Q3/Q4 new joiner chooses to submit the CoP in private mode, submitted CoP answers will only be visible to UN Global Compact and Local Network staff, and will not be made publicly available on the business participant's profile on the UN Global Compact website. The UN Global Compact reserves the right to use the submitted CoP data for aggregated analysis not directly attributable to the participant.

- [Amendments to the submitted CoP:] In rare cases, it may be possible to amend a submitted CoP. The UN Global Compact reserves the right to implement requested edits upon request on a case-by-case basis within ten days of CoP submission. Please refer to the [CoP Amendment Policy](#) for additional information.

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. Elements*) by the end of the submission period on 31 July (see *3. Due Dates and Submission Modes of Submission*). The participant can regain 'Active' status and avoid delisting by submitting all of the mandatory requirements of the CoP by 31 December of the same calendar year.

Delisting from the Global Compact

If a 'Non-communicating' business participant fails to submit a CoP by 31 December, it will be delisted from the UN Global Compact for 'failure to communicate on progress' on 1 January of the new year. The names of delisted participants are publicly disclosed on the UN Global Compact website.

[For re-joiners only:] Delisted business participants that wish to rejoin the UN Global Compact must apply and submit a completed CoP Questionnaire in Excel form or a sustainability report alternative, prior to being readmitted. CoPs submitted as part of the rejoining process will not be published on the participant profile. Participants wishing to publicly publish their CoP submission will need to submit the CoP through the digital platform, once readmitted to the UN Global Compact. Please refer to the Delisting and Rejoining Policy for more information.

5. FORMAT AND LANGUAGE

- The CoP digital platform is available in all six official UN languages: Arabic, English, French, Mandarin, Russian, and Spanish. Additionally, the CEO Statement template, CoP Questionnaire, and CoP Guidebook can be viewed in select additional languages on the UN Global Compact CoP webpage.

- For 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 are optional and are welcome in any language. Please note that any attachments submitted with the CoP will also be made publicly available on the respective participant profile.

- The completed CoP Questionnaire will be available for download, once submitted, through the digital platform.

6. SUBSIDIARIES

Annual CoP submissions of parent companies are automatically applied to all subsidiary participants linked within the Global Compact digital system. Subsidiaries are encouraged to submit their own CoP to provide a more focused report on subsidiary-specific operations, however, the CoP reporting requirement for each subsidiary is met through the submitted CoP of the parent company. The parent company CoP will appear on each subsidiary profile under 'Parent Communication on Progress.' Please refer to the Subsidiary Policy for more information.