

Suite 7, Portfolio House
3, Princes Street
Dorchester, Dorset
DT1 1TP, UK

14th February 2021

H.E. António Guterres
Secretary-General
United Nations
New York, NY 10017
USA

Dear Mr. Secretary-General,

This is our second annual Communication on Progress for Emily Fripp & Associates Ltd, trading as Efeca for the year from February 2020 to February 2021. This letter describes our company's efforts to implement the Ten Principles and reiterates our support for public accountability and transparency.

Statement from Emily Fripp, Director and Founder of Efeca

I am pleased to confirm that Emily Fripp & Associates, trading as Efeca 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 our second annual Communication on Progress, we describe our actions to integrate the Global Compact and its principles into our business strategy, culture and daily operations, and our engagement in collaborative projects which advance the broader development goals of the United Nations, particularly the Sustainable Development Goals. We have participated in the UN Global Compact Virtual Leaders' Summit that took place in June 2020. Efeca is also committed to share this information with our stakeholders using our primary channels of communication.

Yours sincerely,



*Emily Fripp
Director, for Efeca, COP for 2021*

Description of Actions

Human Rights

The human rights impact of Efeca is not only within our own internal processes, but also in the projects we engage in. We work to ensure that all work undertaken incorporates full consideration of human rights and gender mainstreaming where appropriate. This ensures that at all times throughout the lifetime of our projects, human rights are considered by ourselves and all those engaged/working on them.

- Due to the nature of our business (UK based natural resources SME consultancy), we have very limited direct Human Rights related risks and impacts. However, with our work in supporting deforestation-free, sustainable, secure and resilient supply chains in consumer countries and also in producer countries, we indirectly look at best practice in human rights, gender mainstreaming, and bringing the possibility of modern slavery to people's attention. As an example, in our work as the secretariat of the UK Sustainable Palm Oil Initiative, we are currently focussing dedicated time and efforts on understanding the impact of sustainable palm oil on people and livelihoods including the human rights considerations of the businesses engaged in the sector.
- All Efeca employees have read and signed that they comply with our policies that include Bribery and anti-corruption, Whistleblowing, Confidentiality, Child Protection, Equal Opportunities, a statement on Modern Slavery and International Governance. These policies were reviewed and updated by the Efeca management team in 2020, and are now on an annual review cycle.
- Following the review of all policies, in Q2 of 2020, all Efeca staff and our business associates received training on all of our updated policies. This year's ethical training is already in the planning stages, and will be given by the management team to all team members.
- Our Code of Conduct is part of our Staff Handbook, which outlines our core values, our working practices and the key standards by which we work. Our Staff Handbook is sent to all new staff, and is easily accessible online for all team members
- All staff have access to our HR advisor and have been made aware of the service provided by the Advisory, Conciliation and Arbitration Service (ACAS), a UK non-departmental public body should they require external advice and support.
- All staff are provided with equipment to help provide a safe and suitable working environment.

Measurement of Outcomes for Human Rights:

Over the last year, no human rights issues and problems have been reported by employees or other stakeholders, either internally or externally.

Labour

- All employees are encouraged to take their lunchbreak to go outside and get away from their desk, something we have realised is especially important in the

year of Covid-19. If any internal meetings can be taken outside, this is also encouraged (walking either together or separately) to get away from the desk and the working environment.

- Efeca ensures that we do not participate in any form of forced or bonded labour.
- We ensure that we comply with minimum wage standards and that employment-related decisions are checked by our HR advisor and are based on relevant and objective criteria.
- As a result of Covid-19, team members have been working from home since March 2020. It is not known when we can welcome staff back into the office, but Efeca has ensured that home working stations follow relevant H&S guidelines. No face to face meetings have been permitted since March 2020 and we have a weekly video all team call to check in with everyone.
- If full time team members complete their full working week (37.5 hours) by 1pm on Fridays, if there are no work related reasons why they shouldn't, they are allowed to finish early to help with a work life balance.

Change to Efeca's working week

Learning from others and the increasing amount of reports and surveys pertaining to productivity and shorter working weeks, and also given working from home has tended to result in each of our team members working longer hours, based in front of laptops, not moving which may result in negative impacts on eye sight and mental health, Efeca decided to change our working hours.

Since August 2020, for full time staff, the working week now ends at 1pm on Fridays, as long as employees have completed their 37.5 hours prior to 1pm. There are conditions to this, but the majority of staff regularly finish early on a Friday. We all try and avoid scheduling client meeting and calls on a Friday afternoon, and outputs are managed better so as to ensure Directors do not have to review on Friday afternoons.

Measurement of Outcomes for Labour:

The senior management team at Efeca comprises of two females and one male. We have four males and seven females in our team. We have not had any occupational diseases or injuries, and our sickness rate is low.

Environment

We are a local natural resources consultancy with an international environmental sphere of influence. Being mostly office based, the nature of the operations makes our direct environmental impact relatively small. The environmental impact of Efeca is instead mostly indirect, via clients and businesses.

Direct environmental impacts:

We moved offices at the beginning of 2020, reusing and purchasing vintage furniture. Our office has a bespoke approach to lighting and heating, allowing us to have lights and radiators on when required. We can also now open our windows instead of having air conditioning, so will do so in the summer months. This will certainly reduce our energy usage and therefore our carbon contribution. Additionally, we have spoken to the lessor

of the building, and when the current energy plan expires in summer 2021, we will look at a “greener” option for our energy supplier for the entire building.

In summer 2020, we developed a procurement policy that gives priority to local suppliers, and takes into account environmental and ethical aspects. All purchases for the company are made by the Management Team, responsible for the procurement policy, thus ensuring that the policy is complied with.

Even more this year due to the Covid 19 pandemic, we have been using video conferencing and not travelling at all, either to the office or to meetings, thus reducing our carbon footprint.

Indirect environmental impacts:

As the facilitators for the UK Roundtable on Sustainable Soya, the UK Roundtable on Sustainable Palm Oil and the secretariat for the UK Global Resource Initiative, a key part of our work is raising awareness amongst governments, public and private sector of deforestation concerns from commodities grown in hotspots of origin. Through providing assistance to industry in the form of communication, training and awareness raising throughout the supply chain, Efeca encourages members and suppliers to move forward with purchasing, monitoring and reporting on sustainable palm oil, soya and other certified deforestation free, forest risk commodities and commitments.

Measurement of Outcomes for Environment:

For the UK Soya Initiative, we have produced briefings, provided workshops and technical assistance to support approximately 30 members decision making understand more fully their supply chain and have liaised with 8 other national initiatives to build a more global push towards sustainable, deforestation-free soya.

Similarly, with the UK Sustainable Palm Oil Initiative, Efeca has researched, written and published the Industry Annual Report on Sourcing Sustainable Palm Oil since 2013. The Initiative is UK wide and includes industry, suppliers, associations and oil refineries.

As the secretariat of the UK Global Resource Initiative (GRI), established as part of the UK Government’s 25 Year Environment Plan, Efeca is the secretariat for the GRI taskforce of influential thinkers from industry, finance and civil society. Through taskforce meetings and working groups, these high level influencers are making recommendations for ambitious and practical actions the UK can take to reduce the environmental footprint of its commodity supply chains, including on carbon market developments. Over 200 organisations have been and continue to be engaged / influenced / involved through the GRI project.

In late 2020, Efeca became a coalition member of the Accountability Framework initiative (AFi). With organisations around the world committed to making ethical supply chains in agriculture and forestry the new normal, the AFi helps to coordinate and align these efforts through its diverse and growing coalition. Partners bring expertise and experience across tropical producing regions and major demand-side markets around the globe to address deforestation, conversion, and human rights. With

three new partners including Efeca, the AFi coalition states that it “now brings greater capacity and stronger alignment to support companies and other stakeholders to apply the Framework to deliver our common vision of mainstreaming ethical production and trade worldwide.”

Furthermore, we are also a World Economic Forum (WEF) preferred supplier and a TFA (Tropical Forest Alliance) partner. We are providing support to the TFA Forest Agriculture Commodity Trade (FACT) campaign supporting the COP26 dialogue.

Anti-Corruption

We have an anti-bribery and anti-corruption policy which has been read and agreed upon by all staff members and all of our associates. It helps our employees to identify which corrupt business practices are prohibited in their day to day work so that corruption is avoided. It outlines acceptable and non-acceptable behaviours to ensure Efeca’s work is conducted in a socially responsible and ethical manner and in compliance with all applicable legislation, and confirms their duty to report any suspicions immediately in accordance with the Company’s Whistle blowing Policy.

Every major business decision is made by at least two of the senior management team, including what proposals to go for, what companies we wish to work for and what work we would want to undertake.

Measurement of Outcomes for Anti-Corruption:

The entire Efeca team undertook ethical training including in April 2020 and it is our intention to renew the training every year.

Efeca has not been involved in any legal cases, rulings or other events related to corruption and bribery. Our external independent accountants check our books and accounts on a quarterly basis.
