

[PDF / Print this page](#)

## GRI (G3) Content Index

### 1. Strategy and Analysis

Profile Disclosure	Description	Comment	Report Section	UNGC COP Element
1.1	Statement from the most senior decision-maker of the organization.		<a href="#">Letter from Principals</a>	Statement of continuing support
1.2	Description of key impacts, risks, and opportunities.		<a href="#">Letter from Principals</a>	No specific COP requirement

### 2. Organizational Profile

Profile Disclosure	Description	Comment	Report Section	UNGC COP Element
2.1	Name of the organization.		<a href="#">Introduction</a>	No specific COP requirement
2.2	Primary brands, products, and/or services.		<a href="#">What We Do</a>	No specific COP requirement
2.3	Operational structure of the organization, including main divisions, operating companies, subsidiaries, and joint ventures.		<a href="#">Who We Are</a>	No specific COP requirement
2.4	Location of organization's headquarters.		<a href="#">Who We Are</a>	No specific COP requirement
2.6	Nature of ownership and legal form.		<a href="#">Who We Are</a>	No specific COP requirement
2.8	Scale of the reporting organization.		<a href="#">Who We Are</a>	No specific COP requirement
2.9	Significant changes during the reporting period regarding size, structure, or ownership.		<a href="#">What We Do</a>	No specific COP requirement
2.10	Awards received in the reporting period.		<a href="#">Who We Are</a>	No specific COP requirement

### 3. Report Parameters

Profile Disclosure	Description	Comment	Report Section	UNGC COP Element
3.1	Reporting period (e.g., fiscal/calendar year) for information provided.		<a href="#">Report Parameters</a>	No specific COP requirement
3.3	Reporting cycle (annual, biennial, etc.).		<a href="#">Report Parameters</a>	No specific COP requirement
3.4	Contact point for questions regarding the report or its contents.		<a href="#">Report Parameters</a>	No specific COP requirement
3.5	Process for defining report content.		<a href="#">Stakeholder Engagement &amp; Materiality</a>	No specific COP requirement
3.6	Boundary of the report (e.g., countries, divisions, subsidiaries, leased facilities, joint ventures, suppliers).		<a href="#">Report Parameters</a>	No specific COP requirement
3.7	State any specific limitations on the scope or boundary of the report.		<a href="#">Report Parameters</a>	No specific COP requirement

### 4. Governance, Commitments and Engagement

Profile Disclosure	Description	Comment	Report Section	UNGC COP Element
4.1	Governance structure of the organization, including committees under the highest governance body responsible for specific tasks, such as setting strategy or organizational oversight.		<a href="#">Who We Are</a>	Principles 1-10
4.2	Indicate whether the Chair of the highest governance body is also an executive officer.		<a href="#">Who We Are</a>	Principles 1-10
4.8	Internally developed statements of mission or values, codes of conduct, and principles relevant to economic, environmental, and social performance and the status of their implementation.		<a href="#">Who We Are</a>	Principles 1-10
4.12	Externally developed economic, environmental, and social charters, principles, or other initiatives to which the organization subscribes or endorses.		<a href="#">Who We Are</a>	Principles 1-10
4.13	Memberships in associations (such as industry associations) and/or national/international advocacy organizations in which the organization: * Has positions in governance bodies; * Participates in projects or committees; * Provides substantive funding beyond routine membership dues; or * Views membership as strategic.		<a href="#">Who We Are</a>	Principles 1-10
4.14	List of stakeholder groups engaged by the organization.		<a href="#">Stakeholder Engagement &amp; Materiality</a>	Sharing the COP with stakeholders
4.15	Basis for identification and selection of stakeholders with whom to engage.		<a href="#">Stakeholder Engagement &amp; Materiality</a>	Sharing the COP with stakeholders
4.16	Approaches to stakeholder engagement, including frequency of engagement by type and by stakeholder group.		<a href="#">Stakeholder Engagement &amp; Materiality</a>	Sharing the COP with stakeholders
4.17	Key topics and concerns that have been raised through stakeholder engagement, and how the organization has responded to those key topics and concerns, including through its reporting.		<a href="#">Stakeholder Engagement &amp; Materiality</a>	Sharing the COP with stakeholders

### Economic

Performance Indicator	Description	Comment	Report Section	UNGC COP Element
-----------------------	-------------	---------	----------------	------------------

EC1	Direct economic value generated and distributed, including revenues, operating costs, employee compensation, donations and other community investments, retained earnings, and payments to capital providers and governments.	As a private company, we choose not to report financial performance data externally, but are transparent with our employees about the financial performance of the company.	<a href="#">Stakeholder Engagement &amp; Materiality</a> , <a href="#">Community Engagement</a>	No specific COP requirement
EC2	Financial implications and other risks and opportunities for the organization's activities due to climate change.	While we understand climate change to pose significant environmental risks for all businesses, we see opportunities to counsel clients in designing sustainability strategies that will enable them to more effectively anticipate and respond to issues related to climate change.		Principle 7
EC3	Coverage of the organization's defined benefit plan obligations.	While we choose not to report this information externally, employees receive frequent updates about benefits including health care, profit-sharing and retirement plans.	<a href="#">Employee Orientation &amp; Engagement</a>	No specific COP requirement
EC6	Policy, practices, and proportion of spending on locally based suppliers at significant locations of operation.	Although we do not have a formal policy in place yet, we strive to purchase office materials and snacks from local suppliers whenever possible.	<a href="#">Environmental Stewardship</a>	No specific COP requirement
EC9	Understanding and describing significant indirect economic impacts, including the extent of impacts.	We intend to more fully explore and describe our indirect economic impacts in future sustainability reports.		No specific COP requirement
<b>Environmental</b>				
<b>Performance Indicator</b>	<b>Description</b>	<b>Comment</b>	<b>Report Section</b>	<b>UNGC COP Element</b>
EN2	Percentage of materials used that are recycled input materials.	Office supplies are the primary materials we use. We are in the process of developing a formal sustainable purchasing policy and have until now informally prioritized materials with reduced environmental impact, including materials comprised of recycled content.	<a href="#">Environmental Stewardship</a>	Principles 8 & 9
EN4	Indirect energy consumption by primary source.	Data obtained from previous energy bills.	<a href="#">Environmental Stewardship</a>	Principle 8
EN5	Energy saved due to conservation and efficiency improvements.	While not currently measured, our efforts to reduce energy consumption are detailed in this report. Over the next year, the Environmental Stewardship Team will create a policy that addresses energy consumption.	<a href="#">Environmental Stewardship</a>	Principles 8 & 9
EN7	Initiatives to reduce indirect energy consumption and reductions achieved.	While not currently measured, our efforts to reduce energy consumption are detailed in this report. Over the next year, the Environmental Stewardship Team will create a policy that addresses energy consumption.	<a href="#">Environmental Stewardship</a>	Principles 8 & 9
EN8	Total water withdrawal by source.	While the amount is not currently tracked internally, the water we use is supplied by the local water department. Going forward, our Environmental Stewardship Team will explore initiatives to reduce our overall water consumption.	<a href="#">Environmental Stewardship</a>	Principle 8
EN13	Habitats protected or restored.	We are in the process of obtaining Backyard Wildlife Habitat certification from the National Wildlife Foundation.	<a href="#">Environmental Stewardship</a>	Principle 8
EN16	Total direct and indirect greenhouse gas emissions by weight.	Not currently tracked, but we plan to calculate indirect greenhouse gas emissions once we establish an accurate energy baseline.		Principle 8
EN17	Other relevant indirect greenhouse gas emissions by weight.	Not currently tracked, but we plan to calculate carbon emissions associated with employee commuting and business travel in future reports.		Principle 8
EN18	Initiatives to reduce greenhouse gas emissions and reductions achieved.	While we do not currently have an accurate greenhouse gas emissions calculation, our efforts to reduce energy consumption in our office building and through travel will decrease our overall carbon footprint.	<a href="#">Environmental Stewardship</a>	Principles 7-9
EN22	Total weight of waste by type and disposal method.	While we do not yet have the systems to measure total weight of waste, we understand the relative proportions of waste we create by type and disposal method. Data included in this report.	<a href="#">Environmental Stewardship</a>	Principle 8
EN29	Significant environmental impacts of transporting products and other goods and materials used for the organization's operations, and transporting members of the workforce.	Not currently tracked, but we plan to calculate carbon emissions associated with employee commuting and business travel in future reports.	<a href="#">Environmental Stewardship</a>	Principle 8
<b>Social: Labor Practices and Decent Work</b>				
<b>Performance Indicator</b>	<b>Description</b>	<b>Comment</b>	<b>Report Section</b>	<b>UNGC COP Element</b>
LA1	Total workforce by employment type, employment contract and region.		<a href="#">Who We Are</a>	No specific COP requirement
LA3	Benefits provided to full-time employees that are not provided to temporary or part-time employees, by major operations.		<a href="#">Employee Orientation &amp; Engagement</a> , <a href="#">Employee Health &amp; Wellness</a>	Principle 6
LA10	Average hours of training per year per employee by employee category.	Although we do not currently track total hours of employee training, we plan to address this information in future reports.	<a href="#">Employee Orientation &amp; Engagement</a>	No specific COP requirement
LA11	Programs for skills management and lifelong learning that support the continued employability of employees and assist them with managing career endings.		<a href="#">Employee Orientation &amp; Engagement</a>	No specific COP requirement
LA12	Percentage of employees receiving regular performance and career development reviews.		<a href="#">Business Innovation</a>	No specific COP requirement
LA13	Composition of governance bodies and breakdown of employees per category, according to gender, age group, minority group membership and other indicators of diversity.	Due to the small size of our organization, we choose not to disclose details about the composition of governance bodies and employee population.		Principles 1 & 6
<b>Social: Human Rights</b>				
<b>Performance Indicator</b>	<b>Description</b>	<b>Comment</b>	<b>Report Section</b>	<b>UNGC COP Element</b>
HR2	Percentage of significant suppliers and contractors that have undergone screening on human rights and actions taken.	Although human rights screening is not currently part of our supplier screening, we plan to address this issue in our sustainable purchasing policy.	<a href="#">Environmental Stewardship</a>	Principles 1-6

HR4	Total number of incidents of discrimination and actions taken.	No incidents to report.	Principles 1, 2, & 6
HR5	Operations identified in which the right to exercise freedom of association and collective bargaining may be at significant risk, and actions taken to support these rights.	We follow all applicable laws and regulations relative to freedom of association and collective bargaining.	Principles 1-3
HR6	Operations identified as having significant risk for incidents of child labor, and measures taken to contribute to the elimination of child labor.	We follow all applicable laws and regulations relative to child labor.	Principles 1, 2, & 5
HR7	Operations identified as having significant risk for incidents of forced or compulsory labor, and measures to contribute to the elimination of forced or compulsory labor.	We follow all applicable laws and regulations relative to forced or compulsory labor.	Principles 1, 2, & 4
HR8	Percentage of security personnel trained in the organization's policies or procedures concerning aspects of human rights that are relevant to operations.	We do not employ security personnel.	Principles 1 & 2

#### Social: Society

Performance Indicator	Description	Comment	Report Section	UNGC COP Element
SO3	Percentage of employees trained in organization's anti-corruption policies and procedures.	Every employee receives a copy of the Employee Handbook, which outlines expectations with regard to ethical behavior.		Principle 10
SO4	Actions taken in response to incidents of corruption.	No incidents to report.		Principle 10
SO7	Total number of legal actions for anti-competitive behavior, anti-trust, and monopoly practices and their outcomes.	No incidents to report.		No specific COP requirement
SO8	Monetary value of significant fines and total number of non-monetary sanctions for non-compliance with laws and regulations.	No fines or non-monetary sanctions to report.		No specific COP requirement

#### Social: Product Responsibility

Performance Indicator	Description	Comment	Report Section	UNGC COP Element
PR5	Practices related to customer satisfaction, including results of surveys measuring customer satisfaction.	We do not currently administer surveys measuring customer satisfaction, but there are several checkpoints throughout all engagements to assess client satisfaction.		No specific COP requirement
PR8	Total number of substantiated complaints regarding breaches of customer privacy and losses of customer data.	No incidents to report.		Principle 1