

COMMUNICATION ON PROGRESS

2025 Step-by-Step Submission Guide for the Digital Platform

April 2025



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The 2025 Communication on Progress Policy and Timeline

The 2025 CoP submission period runs from 1 April at 9 AM (ET) to 31 July 2025 at 5 PM (ET)

- To complete the 2025 CoP, all business participants must use the digital platform to:
 - 1. Sign the CEO Statement of Continued Support; and
 - Complete digital questionnaire (strongly preferred); AND/OR
 Upload a sustainability report

Key dates

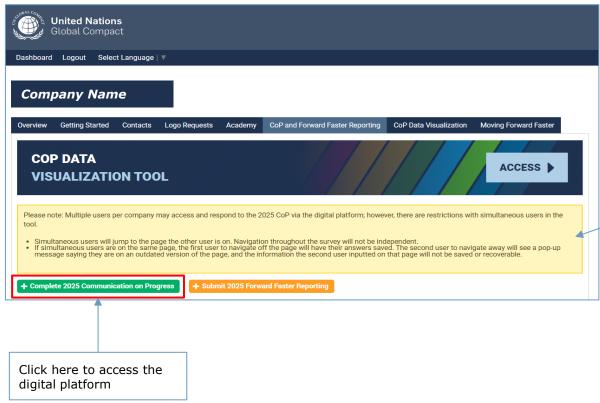
- o **1 April 2025**: 2025 CoP reporting period starts
- o **31 July 2025**: Last day to submit a 2025 CoP before 'Non-communicating' designation
- 1 August 2025: Participants that failed to submit a 2025 CoP are designated as 'Non-communicating';
 participants must submit a late CoP to avoid being delisted from the UN Global Compact
- o **31 December 2025**: Last day to submit CoP before being <u>delisted</u> from the UN Global Compact
- **1 January 2026**: Participants that failed to submit a 2025 CoP get delisted from the UN Global Compact

The 2025 CoP Digital Platform

PLEASE NOTE:

- Every mandatory question must be answered in order to submit the questionnaire.
- All answers will be saved automatically and participants can log out and return to their CoP at a later time.
- Carefully review all CoP responses prior to submission, as only some amendment types are permissible.
- Multi-user access is available, however we recommend only one user per company access the platform at a time. More than one user navigating through the survey will generate a notification: 'You are not on the most recent version of the page' and if two users are on the same page at the same time, only the first user to navigate away from the current page will have their responses properly saved. Please be cautious when making text edits directly in the platform if simultaneous users from your organization may be in the questionnaire. The second user whose information is not saved will not be able to recover this information.
- CoP responses **cannot** be comprehensively previewed before submission and can only be downloaded in PDF format <u>after submission</u>. It is recommended to collaborate with relevant colleagues and to use the <u>CoP</u> <u>questionnaire templates</u> (PDF and Excel available) to prepare data ahead of accessing the platform.
- All portions of the CoP (CEO Statement of Continued Support, digital questionnaire, sustainability report, and optional additional attachments) will be publicly available on the participant profile, unless submitted in private mode (if applicable).

Access the digital platform through your participant dashboard during the 2025 CoP submission period (1 April - 31 July) to complete the reporting requirement



The text box includes considerations for multiple users, if working in the survey at the same time

Initial Steps

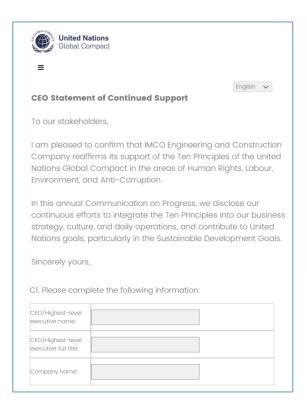
CEO Statement of Continued support

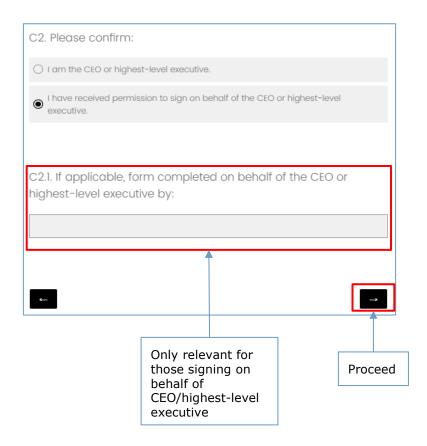
Questions R1 & R2

Step 1: Please complete all requirements. Participants can use the dropdown button to navigate languages options.

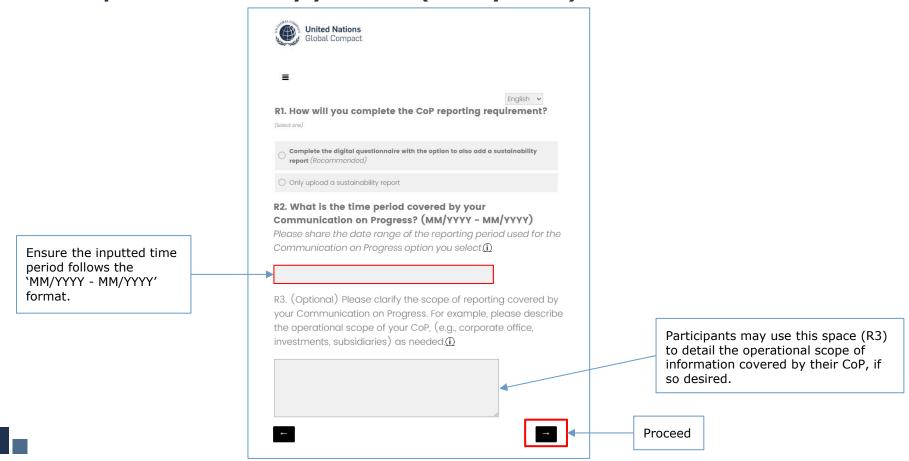


Step 2: Follow the instructions to complete the CEO Statement of Continued Support; select the arrow button to proceed

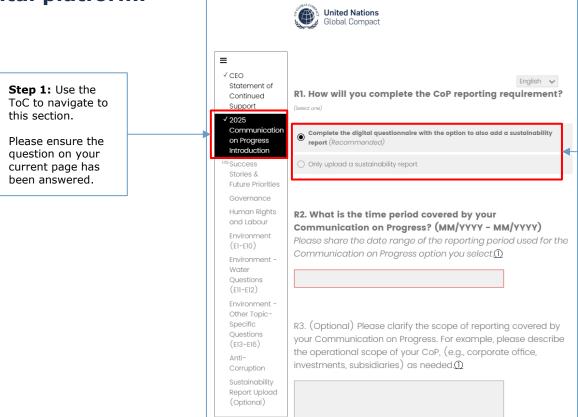




Step 3: Select your reporting option for the 2025 CoP submission and enter the time period covered by your CoP (ideally 2024)



Note: If a participant wishes to change the reporting option while on the digital platform.



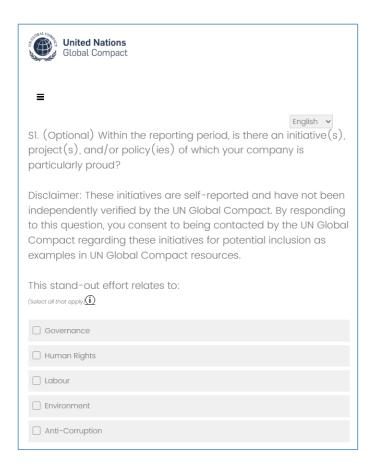
Step 2: Change the reporting option.

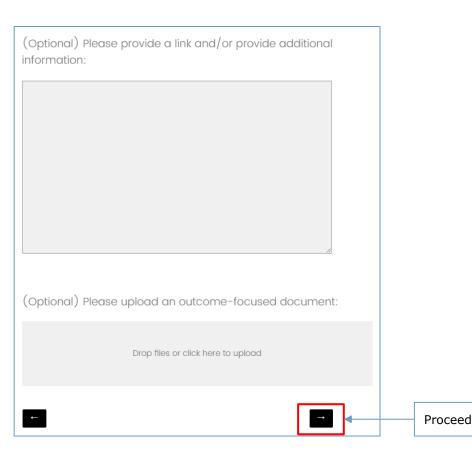
Note that only the content of the submitted reporting option will be made publicly available. The information entered in the other reporting option will be deleted completely once submitted.

Option 1: Completing the Digital Questionnaire

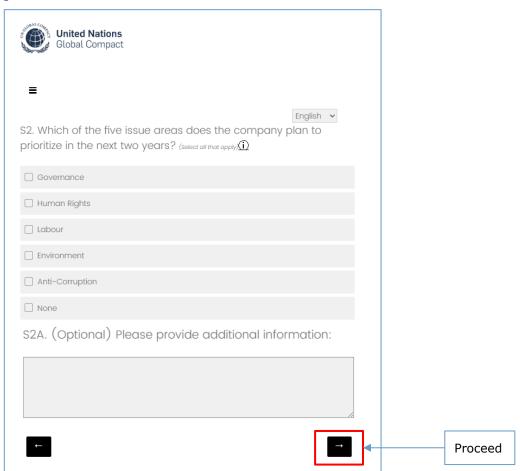
with the option to also add a Sustainability Report

Step 4 (Optional): Share an initiative(s)/project(s) your company is proud of



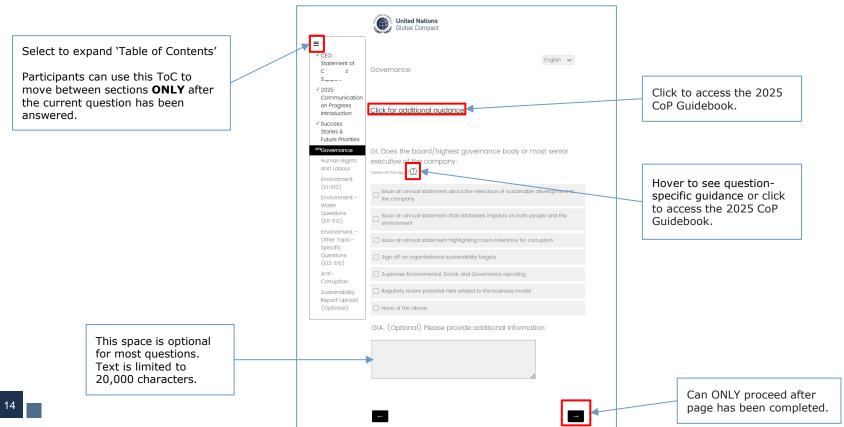


Step 5: Indicate if your company plans to prioritize any of the five issue areas in the next two years



Step 6: Follow the instructions beneath each question to select the most appropriate response

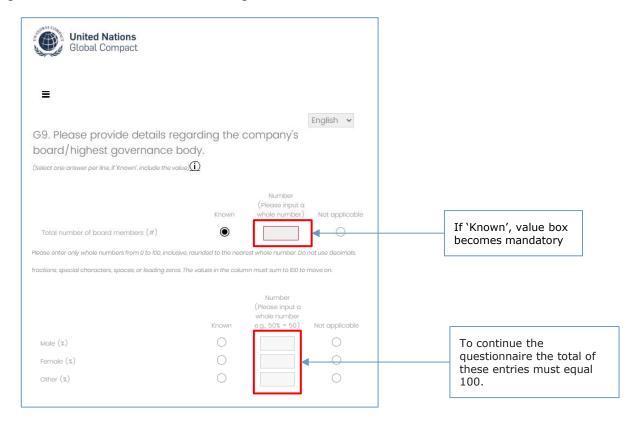
Use the space provided for additional information to provide further clarity around each selection, if so desired. Select the right arrow to proceed or left arrow to return to previous question.



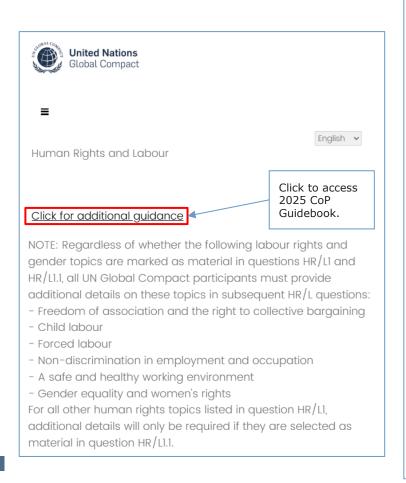
Note: Steps for using the Table of Contents (ToC) to navigate to another section Step 2: Click the ToC. **United Nations** Global Compact √ CEO Statement of Continued Support HR/L1.1. From the identified topics, please select up to six that are √ 2025 considered most material to the company's operations and/or its Communication value chain. on Progress Introduction Step 3: Use the ToC to (Select all that apply, maximum six) 14% Success navigate to the target Stories & section. Freedom of association and the right to collective bargaining **Future Priorities** Governance Note that you will be ■ Wages Human Rights directed to the latest and Labour unfinished question Gender equality and women's rights Environment from the section you **Step 1:** Complete selected. Freedom of expression the question on the Environment current page. Water Digital security and privacy Questions Product and service end-user rights Environment -Other Topic-Specific Right to clean and healthy environment: pollution, water, air, and land Questions (E13-E16) Rights of vulnerable groups and minorities Anti-Corruption Sustainability Report Upload (Optional)

Note: Some responses make numeric inputs mandatory. The value input box is only required if a certain option has been chosen, e.g., 'Not applicable' will not mandate a response in the value input box

For all numeric inputs, please enter **ONLY** whole numbers from 0 to 100, inclusive, rounded to the nearest whole number.



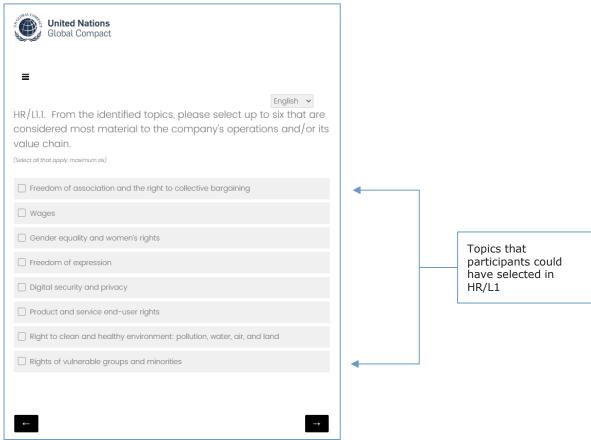
Note: Human Rights and Labour are now one section





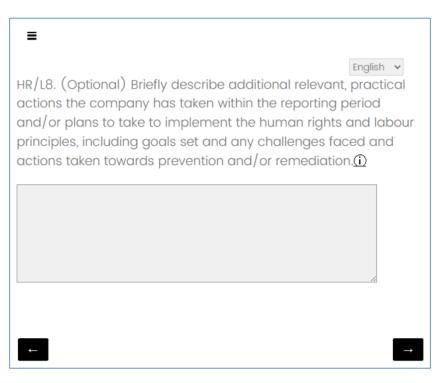
Participants must provide additional details on these topics in subsequent HR/L questions (regardless if these topics have been selected as material in HR/L1 and HR/L1.1).

Note: If participant selects more than six topics in HR/L1, this question will be prompted

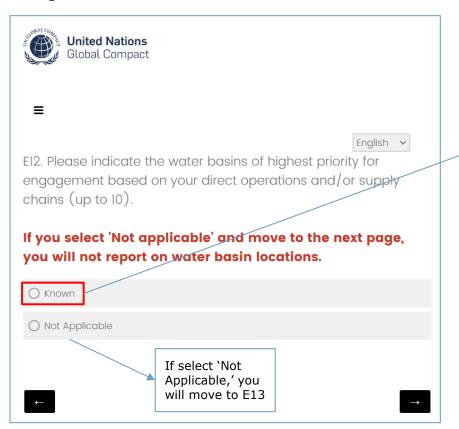


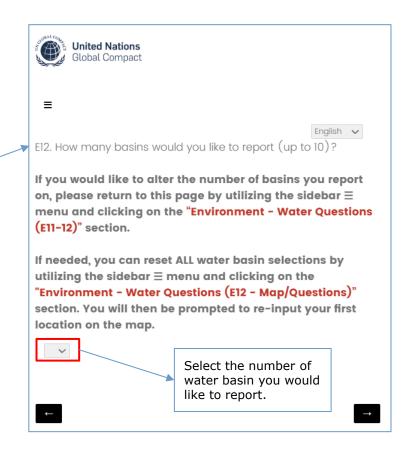
Note: The final question in the Human Rights/Labour, Environment, and Anti-Corruption sections is <u>open-ended</u> and <u>optional</u>

Participants can provide further context and/or relevant information not covered in previous answers, including stand-out projects or activities implemented, goals set, and/or any challenges faced.



Report on Water Basins





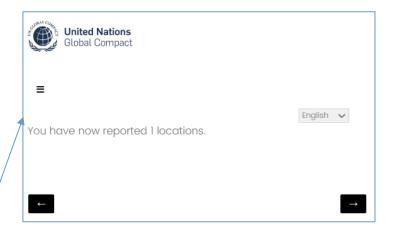
Report on Water Basins - Location Select



Report on Water Basins - Location Confirm

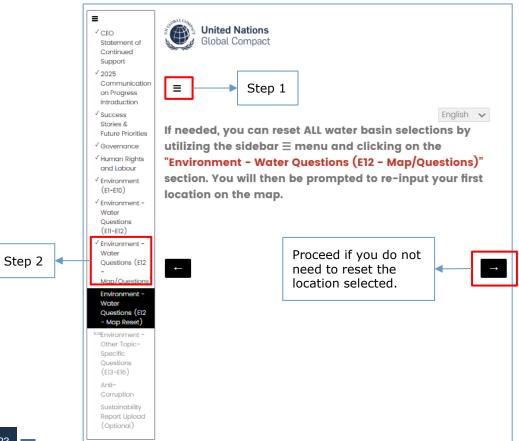
The below questions are regarding the location within the following water basin. Confirm this is Name: Yellow Sea & East China Sea (Ziya He, Interior) the Water Basin Latitude: 39.98317597650948 you wish to Longitude: 116.25180170607618 report. E12. Currently engaging? O Yes O No E12. Planning to engage within the next two years? O Yes O No E12A. (Optional) Please provide additional information:

United Nations Global Compact



Proceed after selection

Report on Water Basins - Location Reset

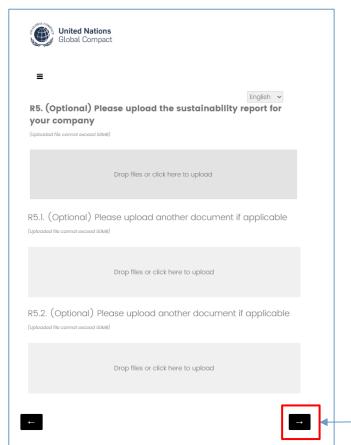


Step 3 Repeat the location select process on p.21



Step 7 (optional): Upload a sustainability report or other supporting

materials.



Files **CANNOT** be deleted once uploaded.

To replace an uploaded file:

- Simply upload a new file in the same field
- You can upload a blank PDF if you did not intend to upload any file in that particular field.

Only the submitted file will be saved and publicly available.

Proceed

Step 8: Review and edit responses as necessary

Participants can review responses and make changes as needed. **This is the last opportunity to make edits to the questionnaire.** Once responses have been finalized, select 'Submit' to complete the CoP.



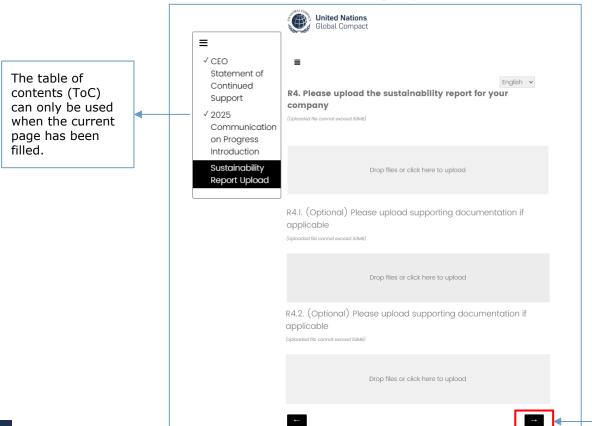
Step 9: Once the questionnaire is submitted, the 2025 CoP is complete

Participants can view their responses and download the submission by selecting 'Download PDF'. The CoP will be available to view on the public participant profile within a few minutes of submission.



Option 2: Uploading a Sustainability Report

Step 4: Upload up to 3 PDF files (maximum file size=50 MB each) and proceed. This is the second-to-last page before submission



Files **CANNOT** be deleted once uploaded.

To replace an uploaded file:

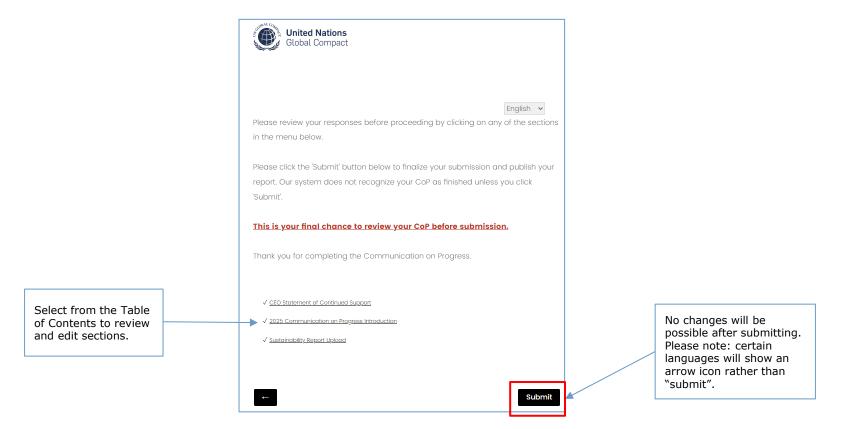
- Simply upload a new file in the same field
- You can upload a blank PDF if you did not intend to upload any file in that particular field.

Only the submitted file will be saved and publicly available.

Proceed

Step 5: Review and edit responses as necessary

Participants can review responses and make changes as needed. This is the **last opportunity to make edits** to the questionnaire. Once responses have been finalized, proceed with the submission.



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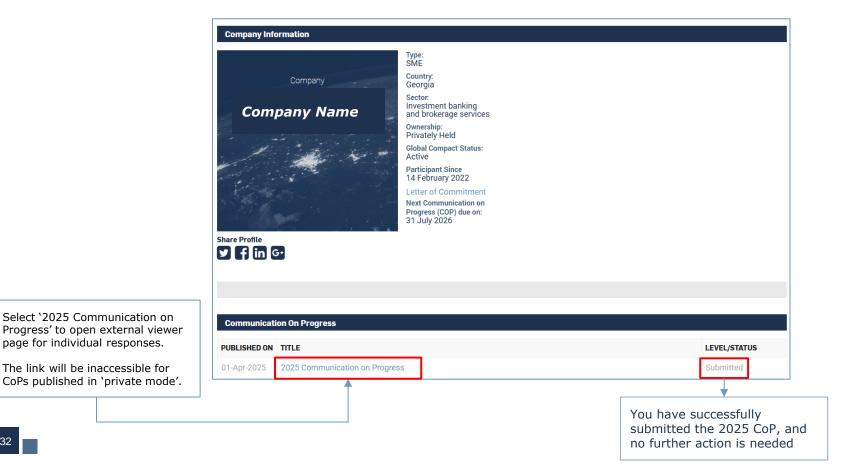
Step 6: Once the questionnaire is submitted, the 2025 CoP is complete

Participants can view their responses and download the submission by selecting 'Download PDF'. The CoP will be available to view on the public participant profile within a few minutes of submission.



After your 2025 CoP has been submitted

Step 7: The completed CoP and date of publication will appear on the public participant profile within a few minutes

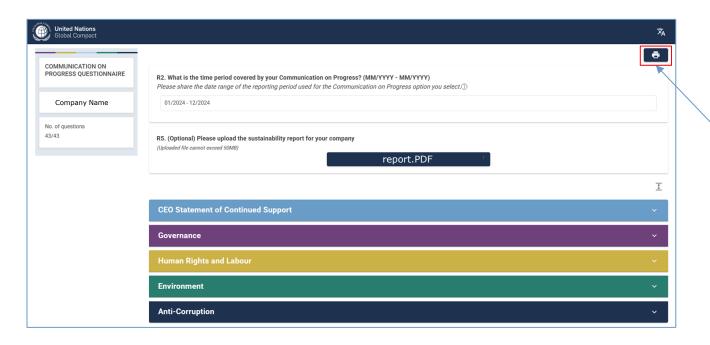


page for individual responses.

The link will be inaccessible for

Step 8: From the participant profile, individual company responses can be reviewed on a dynamic 'viewer page' and/or downloaded as a pdf

Participants can view their responses and download the submission by clicking the printer icon at the top right of the page.



Printing uses your browser 'print to PDF' function, it may take a moment to load the complete CoP. To improve performance:

- Close other open tabs in your browser
- Close other open applications on your device
- Use a browser without other tabs running



Please contact cop-support@unglobalcompact.org or your Country Network office for additional support.