



United Nations Global Compact

**GUIDELINES FOR THE DEVELOPMENT OF
GOOD PRACTICE NOTES FOR
ENDORSEMENT BY THE UN GLOBAL
COMPACT'S
HUMAN RIGHTS WORKING GROUP**

- Good Practice Note Concept
- Procedure for the Development and Endorsement of Good Practice Notes
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Concept: The Human Rights Working Group as a forum for endorsing good practices in implementing the Global Compact human rights principles

On 29 April 2008, the Global Compact Human Rights Working Group decided that one of its functions would be to act as a **“forum”** for identifying good business practice in implementing the Global Compact human rights principles. Good practices might be practical solutions to commonly occurring dilemma situations or specific management practices proven to be helpful in enabling a company to respect and/or support human rights.

Good practice notes are distinct from case studies including because they are not focused on any one company, but rather should reflect the experiences and practices of a number of companies. They are also distinct from good practice guides because they will be much more specific. Suggestions of topics for good practices to be considered by the Human Rights Working Group can arise from a variety of sources. They may be submitted by members of the Human Rights Working Group; by the Global Compact Office; or by any other company, organization or stakeholder participating in the UN Global Compact.

For the purpose of Good Practice Notes, endorsement by the Human Rights Working Group means that, to the best knowledge of the Human Rights Working Group, the procedure outlined in this document was followed and the criteria listed below has been satisfied:

- **Transparency** about how the good practice was developed. The HRWG must be informed of the process by which the good practice was developed.
- **Multi-stakeholder buy-in to the proposal.** While some stages of a process to develop a good practice may only comprise one of the Global Compact stakeholder groups, the proposal must have been tested and supported by key affected stakeholder groups at some stage during the process. Ideally, the existence of multi-stakeholder support for the proposal would be determined before the proposal is made to the HRWG. However, the HRWG, which itself has a multi-stakeholder composition, can provide this multi-stakeholder input or suggest ways in which multi-stakeholder support for the proposal can be tested.
- **An explicit human rights dimension.** The proposed good practice must be explicit about how and why it relates to human rights, including which human rights, and how the good practice will impact the enjoyment of human rights. The proposed good practice should also specify whether it aims to contribute to the respect of human rights and/or support for human rights. For a description of the difference between the corporate responsibility to respect human rights and the corporate commitment to support human rights, see the Annex.
- **Substantive content.** The proposed good practice must be practical and informative so that it gives helpful guidance to business on how to respond to a dilemma or how to implement the management practice that is the subject of the good practice.

Once a good practice has been written up and has been endorsed by the HRWG, it will be **posted on the Global Compact website at a dedicated link** and will be part of the resources that the UN Global Compact recommends to participants.

For further information or to suggest ideas for good practices or draft good practice notes, please contact Lauren Gula (gulal@un.org) of the UN Global Compact Office or Good Practice Note Project Leader Prof. Chip Pitts (chip.pitts@att.net).

Complete Good Practice Notes are available at:

http://www.unglobalcompact.org/Issues/human_rights/Human_Rights_Working_Group.html

Procedure for the Development and Endorsement of Good Practice Notes

1. As a first step, concepts for Good Practice Notes (GPNs) should be cleared by the HRWG Secretariat, comprised of the UN Global Compact Office (GCO) and Office of the High Commissioner for Human Rights (OHCHR) by submitting a proposal (no more than one page) to humanrights@unglobalcompact.org
2. The Secretariat will alert the UN Global Compact's Human Rights Working Group (HRWG) to the proposed GPN concept by posting the concept on the HRWG intranet.
3. Providing that the majority of HRWG members do not object to the concept, and once the author and company focal point have been identified, the Secretariat will ask for 3 members of the HRWG with expertise and/or interest in the GPN topic to volunteer to be designated peer reviewers throughout the development of the GPN. *Please note: all efforts will be made to include the ILO at the earliest stages of all GPNs related to labour rights/human rights of workers. The ILO ex-officio member of the HRWG will be invited to be a peer reviewer for all GPNs related to labour.*
4. Once the peer reviewers have been identified, the author of the GPN should consult with the Good Practice Note Project Leader, peer reviewers and company focal point, to discuss persons to interview and sources for desk research.
5. The author develops the draft GPN, following the GPN template, under the guidance of the GPN Project Leader and in consultation with the peer reviewers.
6. Once a solid draft has been developed, the Secretariat will convene a teleconference with the GPN Project Leader, the author and peer reviewers to provide a final round of feedback and to determine if the GPN is ready to be shared with the HRWG.
7. If the Secretariat, GPN Project Leader and peer reviewers determine that the GPN requires further revisions before it is circulated for review by the HRWG, the author will revise the GPN, taking into account the feedback received and re-submit it to the Secretariat, peer reviewers and GPN Project Leader for their consideration.
8. Once the Secretariat, GPN Project Leader and peer reviewers determine that the draft GPN is ready for review by the HRWG, it will be circulated to members via email and posted on the HRWG intranet. HRWG will be asked to provide feedback within a two-week period. *Please Note: For labour related GPNs, the ILO peer reviewer may wish to share the draft GPN with colleagues at this point for feedback. Comments should be sent to the author within a 2-3 week period.*

9. Following the two-week period the author will revise the GPN based on the feedback received from the HRWG. The final GPN draft will then be circulated to members of the HRWG via intranet and email for their endorsement. HRWG members will have 10 days to object to the endorsement of the good practice note. Please note the following procedure for endorsement of GPNs:

- If there are no objections within the 10 day time period, the good practice note will be considered adopted.
- If a member of the HRWG decides to object to the endorsement of the Good Practice Note, they should provide a full explanation of their reason(s) for doing so that can be shared with the HRWG.
- A sincere effort will be made to resolve all objections and to seek consensus on the final Good Practice Note.
- If the objections cannot be cleared, consideration will be given to whether the Good Practice Note can be endorsed with any un-cleared objections explicitly stated. However, the Good Practice Note will not be endorsed if a third or more members have provided objections that were not able to be cleared.
- If a Good Practice Note is rejected following the procedure above, it may be considered for endorsement again once further revisions have been made or if sufficient objections are cleared to enable requisite proportion of HRWG members to endorse the note following the same procedure described above.
- Once a Good Practice Note has been endorsed by the HRWG, it will be posted on the Global Compact website at a dedicated link and will be part of the resources that the UN Global Compact recommends to participants and business.

Contacts:

- Good Practice Note Project Leader: Chip Pitts (chip.pitts@att.net)
- Secretariat Contact: Lauren Gula (gulal@un.org)

Template for Good Practice Notes

- I. Executive Summary/Table of Contents of recommendations**
- II. Introduction**
 - a. Context
 - b. Scope/focus of the note
 - c. Key concepts
- III. Human rights standards**
 - a. Statement of whether the GPN relates to the corporate responsibility to respect human rights and/or the commitment to support human rights under the UNGC. See annex for a description of the corporate responsibility to respect human rights and corporate commitment to support human rights.
 - b. The following language about the Guiding Principles and UN Framework and the importance of having in place appropriate policies, due diligence processes and remediation procedures should be included in each GPN: [The UN Human Rights Council unanimous endorsement of the Guiding Principles on Business and Human Rights for implementing the UN "Protect, Respect and Remedy" Framework solidly reaffirmed the corporate responsibility to respect as the global standard for all business enterprises. This responsibility implies that business should avoid infringing on the human rights of others and should address adverse human rights with which they are involved. In order to meet the responsibility, the Principles stipulate that enterprises need to have in place certain policies and processes to know and show that they are respecting human rights. These include a policy commitment to respect human rights; a human rights due diligence process; and processes to enable the remediation of adverse human rights impacts. These are also the key basic elements underlying all human rights-related good business practice.].
 - c. Explain how the proposed good practice relates to human rights and why, including outlining which human right(s) is/are the focus of the GPN referring to the relevant provision(s) in core human rights conventions. Include reference to other human rights that are particularly relevant to the GPN. Consider footnoting appropriate pages in Human Rights Translated.
 - d. Indicate how the good practice will impact on the enjoyment of human rights
- IV. Advantages of good practice in relevant area (“business case” and social benefits)**
- V. Challenges/pitfalls**
 - a. Must include consideration of potential risks to stakeholders and to enjoyment of human rights

VI. Current good practice

- a. Must be practical and informative in order to provide useful guidance on how to respond to dilemma or implement relevant management practice

VII. Emerging practice

VIII. Conclusion, if appropriate

IX. Annex, if not addressed in text or footnotes

Methodology

- a. Number of companies consulted, sectors
- b. Stakeholders involved in process
- c. Other key sources

Note on Respect and Support for Human Rights

In June 2011 the United Nations Human Rights Council unanimously endorsed Guiding Principles on Business and Human Rights for implementing the UN “Protect, Respect and Remedy” Framework. This landmark decision by the Council established – for the first time – a common global standard for preventing and addressing the risk of adverse impacts on human rights linked to business activity. Addressed directly to both States and business enterprises, the Guiding Principles highlight the steps States should take to foster business respect for human rights; provide a blueprint for companies to know and show that they respect human rights, and reduce the risk of causing or contributing to human rights harm; and constitute a set of benchmarks for stakeholders to assess business respect for human rights. They are organized under the three pillars of the UN Framework: the State duty to protect human rights; the corporate responsibility to respect human rights; and the need for greater access to remedy for victims of business-related abuse.

The UN Human Rights Council’s decision firmly affirmed the corporate responsibility to respect human rights as a global standard of expected conduct for all business enterprises wherever they operate. In practice, this means that business enterprises should avoid infringing on the human rights of others and should address adverse human rights with which they are involved. To be able to know and show that this responsibility is met, the Guiding Principles also clearly state how to. They outline the policies and processes that need to be in place, which indeed are the elements that all good business practice on human rights need to start with. While the exact form of these policies and processes may vary according to the size and circumstances of a particular business enterprise, the core elements are the same for all. These include a policy commitment to respect human rights; a human rights due diligence process; and processes to enable the remediation of any adverse human rights impacts they cause or to which they contribute. The policy commitment by the business enterprise forms the basis for embedding its responsibility to respect throughout the enterprise. Human rights due diligence is the process undertaken by the business enterprise to identify, prevent, mitigate and account for how it addresses its adverse human rights impacts. This process should include assessing actual and potential human rights impacts, integrating and acting upon the findings, tracking responses, and communicating how impacts are addressed. However, even the best policies and practices cannot foresee or prevent all possible adverse impacts. Therefore the Guiding Principles also stipulate that where business enterprises identify that they have caused or contributed to adverse impacts, meeting their responsibility to respect implies that they should provide for or cooperate in the remediation of these impacts through legitimate processes.

In addition to respect for human rights, participants in the Global Compact have committed to support the promotion of human rights, that is, to make a positive contribution to the realization of human rights especially in ways that they are relevant for their business. Such efforts can be through core business practices, social investment and philanthropy, and/or engagement in public policy and advocacy (http://www.unglobalcompact.org/docs/issues_doc/lead/Blueprint_english.pdf). They can be undertaken alone or in partnership with others.