Communication on Progress (COP) – Adjustment Request

Adjustment Request:

- For companies that want to align their reporting cycle with their COP deadline
- One time only
- Submit an Adjustment request through the GC website
- The letter will be publically available to stakeholders
[Company letter-head]

[Date]

To our stakeholders:

We recognize that a key requirement for participation in the UN Global Compact is the annual preparation and posting of a Communication on Progress (COP) that comprises of a CEO statement of continued support for the UN Global Compact, a description of practical actions with regard to the main issue areas of the UN Global Compact, and a measurement of outcomes or expected outcomes.

We want to align our internal reporting cycle with the COP deadline. We hereby request our COP deadline to be adjusted to [enter date here, max. 11 months from COP deadline].

Sincerely yours,

[Signature]
[Name Mr. /Ms. _____]
[Title]
Go to the Log-in section of the Global Compact website
www.unglobalcompact.org
New Communication on Progress

<table>
<thead>
<tr>
<th>Published</th>
<th>Title</th>
<th>Status</th>
<th>Differentiation</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>2014-06-05</td>
<td>Communication on Progress</td>
<td>Approved</td>
<td>Learner</td>
<td></td>
</tr>
<tr>
<td>2011-01-31</td>
<td>2010 Communication on Progress</td>
<td>Approved</td>
<td>Learner</td>
<td></td>
</tr>
</tbody>
</table>
Submitting a Communication on Progress (COP)

<table>
<thead>
<tr>
<th>Instructions</th>
<th>Basic Template</th>
<th>GC Active COP</th>
<th>GC Advanced COP</th>
<th>Grace Letter</th>
<th>Reporting Cycle Adjustment</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>please choose among the following options to publish your COP on the Global Compact website</strong></td>
<td><strong>Basic Template</strong></td>
<td><strong>GC Active COP</strong></td>
<td><strong>GC Advanced COP</strong></td>
<td><strong>Grace Letter</strong></td>
<td><strong>Reporting Cycle Adjustment</strong></td>
</tr>
<tr>
<td>Basic Template</td>
<td>If your company is new to sustainability reporting, this template will guide you in creating your COP.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>GC Active COP</td>
<td>Your report fulfills the three minimum requirements for the GC Active level and you are not aiming to qualify for the GC Advanced level.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>GC Advanced COP</td>
<td>Your COP meets the GC Active level requirements and the GC Advanced criteria.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grace Letter</td>
<td>Request a 90 day extension to your COP deadline. A letter explaining the reasons for the request must be uploaded.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reporting Cycle Adjustment</td>
<td>Submit a one-time deferral of up to 11 months to align your COP deadline with your company's reporting cycle.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Submitting a Communication on Progress (COP)

Submit a Reporting Cycle Adjustment

A one-time adjustment request of up to 11 months will align your COP deadline with your company's reporting cycle. View a sample Reporting Cycle Adjustment (pdf).

Submit a Reporting Cycle Adjustment here
Submission

New Reporting Cycle Adjustment

Select your new reporting deadline

Your current deadline is 5 June, 2015. You may adjust your deadline up to 11 months, or until 5 May, 2016.

5 ▼ June ▼ 2015 ▼

Please upload your accompanying letter as a PDF file

Language
English ▼ Choose File ▼

To file chosen

Submit
Cancel