INTRODUCTION
The Danish Institute for Human Rights is responsible for promoting and protecting human rights and equal treatment in Denmark and abroad. The Institute is also a workplace with 120 employees conducting projects and activities with hundreds of partners in more than 30 countries.

As part of the Danish public sector, we must meet a series of laws, rules and regulations regarding the environment, labour rights, anti-corruption etc. In other words, social responsibility and sustainability at several levels are integrated into the Institute’s daily work.

It is vital that we continue to focus on our responsibility for those who are affected by our work and activities. The Institute wants to live up to its social responsibility because we find it important and because we want to continue to be seen as a trustworthy actor that strives to make possible changes in the everyday lives of individual citizens.

THE INSTITUTE’S INTERNATIONAL OBLIGATIONS
The Institute must comply with Paris principles. The Institute is also a member of the UN Global Compact, which means that we concur with the principles of respect for human and labour rights, the environment and anti-corruption. The institute furthermore endorses the OECD Guidelines for Multinational Enterprises.

THE INSTITUTE’S SOCIAL RESPONSIBILITY FOCUSES
The Institute’s social responsibility policy contains three focuses, which are supported by a series of internal policies, and which should be reflected in our daily work and relations to partnes.

The three focus areas are:

1. Human rights
2. Environmental improvement
3. Transparency and anti-corruption

1. HUMAN RIGHTS
The Institute has adopted an approach based on constant care, which involves the ongoing identification of current and negative impacts on existing human
rights as well as prevention and treatment of these. This applies to our own work and when we collaborate with partners.

**Externally**
Before launching a collaboration with a state, company or other partner, the Institute conduct analyses and hold meetings with them to outline expectations and terms of reference. The Institute may choose to collaborate with partners who in some aspect *fail* to comply the human rights, as long as the aim of the collaboration is to improve the human rights. If the results, which are evaluated on an ongoing basis, appear not to lead to human rights improvements, both the work and the collaboration are re-evaluated.

**Internally**
The Institute want to be a workplace known for trustworthiness and transparency. Our work must be characterised by legality, professionality competency, credibility and political neutrality. This is our shared responsibility, and the Institute must all help to ensure that we live up to it. In addition, we have produced a number of policies that safeguard employers’ rights in accordance with the managerial rights and Danish Public Administration Act.

**RELEVANT POLICIES**
- Corporate Engagement Principles
- Code of Conduct
- Staff Policy
- Offensive Behaviour
- Collective Agreements
- Senior Policy
- Anti-stress Policy
- Travel Safety Procedures
- Availability Policy

**2. ENVIRONMENTAL IMPROVEMENT**
The Institute strive to link human rights and sustainable development. Over the past three decades, financial development and globalisation have moved millions of people out of poverty. However, the environmental consequences of this
development in the form of climate change have turned out not to be sustainable – neither for the environment nor for humans.

The Institute actively try to procure products from suppliers that use environmentally friendly and sustainable technologies and processes, and we constantly strive to improve our environment-related activities and results. The Institute has a systematic approach to the environment, among other things by identifying, measuring, recording, reporting, evaluating and handling environmental issues.

**RELEVANT POLICIES**
- Travel Policy
- Guide to Purchasing Goods and Services

**3. TRANSPARENCY AND ANTI-CORRUPTION**

Human rights can contribute to creating stability, transparency and financial growth. These are keywords for investors and companies – and for any government institution responsible for ensuring that they have an effect which benefits the entire population. In its activities, the Institute must demonstrate good governance, responsibility and transparency with a view to being considered a reliable national human rights institution that makes a difference.

The Institute implements projects in countries with widespread corruption. Therefore, we have for many years focussed on anti-corruption as an integrated part of our project management, internal activities and collaboration with external actors. The Institute’s anti-corruption policy establishes zero tolerance, externally and internally, with regard to active and passive bribery as well as reporting procedures. Furthermore, the Institute’s procurement policy establishes that all goods and services purchased by the Institute must be cost-effective and transparent and that the suppliers must strive to comply with human rights and be socially and environmentally responsible.

Staff, stakeholders and other actors must be able to express criticism to ensure that cases of maladministration are identified. Therefore, the Institute has created a whistle-blower scheme that makes it possible to report violations etc.
via a series of channels. Serious violations and the handling of them will be announced on the Institute’s website (humanrights.dk).

RELEVANT POLICIES
- Anti-corruption Policy
- Whistle-blower Scheme
- Guide to Representation, Meals and Gifts
- Guide to Purchasing Goods and Services
- Public Administration Act
- Travel Policy

ACTION PLAN AND REPORTING
Each year the institute draws up a CSR action plan containing a series of initiatives, and the results of these activities are evident from the management’s review in the institute’s annual report. The aim of the CSR action plan is to ensure the completion of internal activities launched by the institute with a view to conforming to our social responsibility focuses and to righting areas where the institute has difficulties meeting demands and obligations. Other initiatives, which form part of the institute’s external work and activities relevant to this area, will be evident from the website.
<table>
<thead>
<tr>
<th>INITIATIVES</th>
<th>GOAL</th>
<th>INDICATORS</th>
<th>DEADLINE</th>
<th>STATUS</th>
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</thead>
<tbody>
<tr>
<td>ENVIRONMENTAL IMPROVEMENT</td>
<td>We will digitise our internal procedures and print fewer publications in order to reduce the institute’s paper consumption</td>
<td>The institute has decimated the total amount of prints with at least 30 % in 2018 (in comparison to 1,000,000 prints in 2016)</td>
<td>31.12.2018</td>
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<td>We will reduce our annual electricity consumption at the institute’s headquarters in Copenhagen</td>
<td>All light sources have been replaced with LED, and movement sensors have been installed in selected areas</td>
<td>01.02.2018</td>
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<td>The institute has reduced its electricity consumption by 10 % compared to 2016 [baseline number needed]</td>
<td>31.12.2018</td>
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<td>A criterion of reduced power consumption corresponding to a minimum of 5% must be included in the institute’s decision to outsource its server capacity</td>
<td>01.06.2020</td>
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<td>We will secure more green supply of electricity</td>
<td>The institute has explored the possibility of renegotiating our contract with our electricity provider in order to increase the proportion of our electricity consumption to green energy in accordance with our goal of being cost effective</td>
<td>01.06.2018</td>
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<td>The institute has reduced its electricity consumption by 10 % compared to 2016 [baseline number needed]</td>
<td>31.12.2018</td>
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<td>The institute has implemented teleconferencing systems in at least 3 meeting rooms to reduce travel needs</td>
<td>01.02.2018</td>
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<td>The institute has updated its travel guides to reduce its environmental impact, including criteria for essential/reasonable travel</td>
<td>01.06.2018</td>
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<td>We will reduce our water consumption</td>
<td>Water-saving mechanisms have been installed</td>
<td>31.12.2018</td>
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<td>We will increase our purchasing of goods and services with an environmental profile</td>
<td>Guide to purchasing goods and services has been updated with environmental guidelines</td>
<td>31.03.2018</td>
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<td>We will increase recycling of paper and reduce food waste</td>
<td>Recycling boxes for paper have been placed in all offices</td>
<td>01.01.2018</td>
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<td>In connection with contract renegotiations with our cafeteria, we will demand that it complies with the Copenhagen Municipal Guidelines for Sorting of Biological Waste</td>
<td>01.01.2019</td>
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<td>TRANSPARENCY AND ANTI-CORRUPTION</td>
<td>We will clarify appeal access, so that internal and external stakeholders can alert the institute of any adverse effects of the institute’s activities</td>
<td>Whistle-blower scheme has been drawn up and published</td>
<td>01.02.2018</td>
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<td>HUMAN AND LABOUR RIGHTS</td>
<td>We will increase the usability of our systems and trim the most time-consuming administrative systems</td>
<td>Employees’ experience of spending unnecessary time on administrative processes has been reduced by 20% compared to baseline measurement in December 2016 (administrative survey)</td>
<td>31.12.2018</td>
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<td>We will improve the results of our workplace assessment compared to 2016 especially on the parameters that were left by the Danish Working Environment Authority in August 2016</td>
<td>[Awaiting workplace discussion in January/February]</td>
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<td>We will continuously consider potential human rights risks in our purchase of goods and services within the smaller spend categories below the state threshold</td>
<td>Guide to purchasing goods and services has been updated with human and labour rights guidelines</td>
<td>01.04.2018</td>
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