



THE DANISH
INSTITUTE FOR
HUMAN RIGHTS

SOCIAL
RESPONSIBILITY
POLICY

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 partners.

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, professionalism 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.

CSR ACTION PLAN 2018

INITIATIVES	GOAL	INDICATORS	DEADLINE	STATUS
ENVIRONMENTAL IMPROVEMENT	We will digitise our internal procedures and print fewer publications in order to reduce the institute's paper consumption	The institute has decimated the total amount of prints with at least 30 % in 2018 (in comparison to 1,000,000 prints in 2016)	31.12.2018	
	We will reduce our annual electricity consumption at the institute's headquarters in Copenhagen	All light sources have been replaced with LED, and movement sensors have been installed in selected areas	01.02.2018	
		The institute has reduced its electricity consumption by 10 % compared to 2016 [baseline number needed]	31.12.2018	
		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	01.06.2020	
	We will secure more green supply of electricity	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	01.06.2018	
	We will reduce our co2 consumption	The institute has reduced its co2 consumption related to turnover by 10% compared to 2016 [baseline number needed]	31.12.2018	
		The institute has implemented teleconferencing systems in at least 3 meeting rooms to reduce travel needs	01.02.2018	
		The institute has updated its travel guides to reduce its environmental impact, including criteria for essential/reasonable travel	01.06.2018	
	We will reduce our water consumption	Water-saving mechanisms have been installed	31.12.2018	
		The institute has reduced its water consumption by 10 % compared to 2016 [baseline number needed]	31.12.2018	
	We will increase our purchasing of goods and services with an environmental profile	Guide to purchasing goods and services has been updated with environmental guidelines	31.03.2018	
	We will increase recycling of paper and reduce food waste	Recycling boxes for paper have been placed in all offices	01.01.2018	
		In connection with contract renegotiations with our cafeteria, we will demand that it complies with the Copenhagen Municipal Guidelines for Sorting of Biological Waste	01.01.2019	
TRANSPARENCY AND ANTI-CORRUPTION	We will clarify appeal access, so that internal and external stakeholders can alert the institute of any adverse effects of the institute's activities	Whistle-blower scheme has been drawn up and published	01.02.2018	
HUMAN AND LABOUR RIGHTS	We will increase the usability of our systems and trim the most time-consuming administrative systems	Employees' experience of spending unnecessary time on administrative processes has been reduced by 20% compared to baseline measurement in December 2016 (administrative survey)	31.12.2018	
	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	[Awaiting workplace discussion in January/February]		
	We will continuously consider potential human rights risks in our purchase of goods and services within the smaller spend categories below the state threshold	Guide to purchasing goods and services has been updated with human and labour rights guidelines	01.04.2018	

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