



LETTER OF SUPPORT FOR UNITED NATIONS GLOBAL COMPACT

Since we joined the United Nations Global Compact, we have strongly supported this initiative, renewing our membership each year because we firmly believe in the principles on which it is based, in the areas of human rights, environment, anti-corruption and labor. Its ideas also fully align with our educational philosophy.

All the institutions that make up our educational group have made a commitment to comply with and enforce compliance with the principles defining the Global Compact. They do so across all of our training activities, whether internally or externally, designing programs, business activities or activities of the Group's NGO and foundations.

All of the relationships we undertake at an institutional level are based on good faith, continuous dialog and transparency:

- ⇒ we offer our partners both good governance and transparency,
- ⇒ We remain attentive to our students' needs and expectations.
- ⇒ We offer the people who work at our institution stable, dignified, high-quality employment.
- ⇒ We maintain an ethical code of conduct with our suppliers.
- ⇒ We offer society a commitment to human rights.
- ⇒ We respect the environment and have a policy to protect and respect our surroundings.

It is our wish to continue with the work that was initiated at the time we signed our adhesion. We endeavor to raise awareness on the importance of respecting the principles governing the pact. So on the group's websites (www.cis-spain.com, www.cruzadaporlosninos.org and www.fundacioninternationalstudies.org) we publish the progress report and information on the ten principles on which the United Nations Global Compact is based. We likewise place the logo showing that "we support the United Nations Global Compact" in a prominent position on our website.

As we have done since we first made our commitment, we will continue supporting the principles governing the United Nations Global Compact.

Once again, I confirm our support for the Global Compact and our commitment to keep respecting its principles and contributing to its promotion.

Kind regards

María Díaz de la Cebosa,
President



CIS GROUP – IM – NGO CRUZADA POR LOS NIÑOS - FUNDACION INTERNATIONAL STUDIES

PROGRESS REPORT

Since we confirmed our adhesion to the United Nations Global Compact, all the institutions in our educational group – the College for International Studies (CIS), International Management Business School (IM), the NGO Cruzada por los Niños (Crusade for the Children) and Fundación International Studies – have been adapting their activities to the implementation of the ten principles that govern the Global Compact.

We inform our stakeholders (students, teachers and employees) by e-mailing the Progress Report we prepare annually. We also publish the Report in a prominent place on the websites of all institutions in the group. This content is also contained in the Annual Activity Report which each business prepares, detailing the progress made in implementing the ten principles.

Principle 1. Businesses should support and respect the protection of internationally proclaimed human rights within their area of influence.

Businesses have a responsibility and obligation to ensure that the rights of people in the workplace are respected.

This is why all institutions in our educational group comply with the regulatory norms on national and international law, ensuring that business activities are carried out within the legislation in force.

We treat our employees with dignity, fairly and equitably, encouraging them to be more productive and loyal.

Respect for human rights is an essential ingredient in our institutions' values. All employees undertake their work in appropriate conditions, within a safe, healthy working environment.

1. In 2014, one of the institutions in our educational group, the Fundación International Studies, signed a collaboration agreement with the Robert F. Kennedy Human Rights Foundation. Thanks to this agreement, we have been teaching a training program on Human Rights and Social Justice entitled “Speak Truth To Power” (STTP) in several schools and institutes in the Community of Madrid since September 2015. We have increased the number of students on this training program.

The program’s general aim is to foment the values of gender equality, tolerance and social justice in children and young people so as to build a fairer society, while raising awareness in the younger generations on the importance of defending human rights.

SPEAK TRUTH TO POWER (STTP) is an educational program created by RFKHR in 2000 based on the publication of the homonymous book written by Kerry Kennedy, the foundation’s president. It presents 50 interviews conducted over two years with defenders of human rights and social justice in over 40 countries.

Over 400 primary, secondary, high school and university students, both in private centers and schools and institutes in the Community of Madrid, have already benefited from this program. (**Appendix: Dossier Informativo *Speak Truth To Power.ppt***)

2. We are an independent institution of a humanist, liberal nature, whose principles are projected in our philosophy. (**Appendix: Ideario.doc**)
3. At the start of each course we give our students our *Student Guidebook*, containing all the policies, both academic and behavioral, to be followed during their stay at our university.
4. At the end of each semester we conduct a satisfaction survey among our students.
5. Recently the educational group founded the Fundación RFK Human Rights Spain.

Principle 2. Businesses should make sure that they are not complicit in human rights abuses.

Our educational group conducts its business practice with thorough transparency. We condemn systematic, ongoing human rights abuses. We even have an educational program to encourage respect for human rights (the aforesaid “Speak Truth to Power”), in alliance with the Fundación Robert F. Kennedy Human Rights, now run by the new foundation RFK Human Rights Spain.

Regarding our relationship with suppliers, we have enjoyed a commercial relationship with most of our suppliers for years. We select them not merely on the basis of their commercial offer and quality/price ratio, but also by ensuring that they do not commit any human rights violations in their factories or companies.

Principle 3. Businesses should uphold the freedom of association and the effective recognition of the right to collective bargaining.

Employees in our institution have the freedom to choose their representatives. This freedom of affiliation provides an opportunity of maintaining the constructive dialogue needed to formulate solutions benefiting both the business and employees. This achieves a harmonious balance in industrial relations.

We keep an open-door policy, aiming for constant dialogue with our employees. This ensures a healthy balance and satisfying working relationship with them all.

The Human Resources department receives suggestions from our staff, which are always listened to and satisfied whenever possible.

Principle 4. Businesses should support the elimination of all forms of forced and compulsory labor.

We are against such abusive practices. We are an educational institution in which no risk factor exists in this regard. Women employees of the institution who have become pregnant have not experienced any problem reconciling work and family life. Some of our employees have also enjoyed paternity leave when they have had children.

The Human Resources Director ensures that all these workplace conditions are met while striving for continuous improvement in relations between the business and employees. In some instances, so as to reconcile work and family life, the company has accepted a certain flexibility in working hours. Furthermore, all employees are entitled to establish a remote connection from home to their office computer.

Everyone working in our organization has an employment contract that establishes the clauses and conditions for the provision of services. It describes the voluntary nature of the job, the freedom to terminate the contract (protected by legal procedures) and any manner of penalty that termination of the contract by either of the parties entails.

We guarantee that no forced labor is involved in any of the phases of investment in which we participate.

Principle 5. Businesses should support the effective abolition of child labor.

We are an educational institution, therefore no risk of child exploitation exists in the development of our activity.

To fight against child exploitation in the workplace, we enforce the recommendations on minimum working age in national employment legislation. When the national law is insufficient, we take into account international law in that regard.

We use suitable, reliable mechanisms to verify employee age in our contracting processes.

We help to raise awareness on the problems of child labor while mobilizing business sectors and society in general to take measures against child labor through our NGO Cruzada por los Niños (Crusade for the Children).

Both students and employees in the institution participate in the projects undertaken by our NGO. Since 1995, Crusade for the Children has been working on projects in aid of children.

Furthermore, we have included a subject with a study load of 2 credits, “Mozambique Service Project”, in the university’s academic curriculum. Students enrolled in this subject must work on the projects that the NGO is undertaking in Mozambique, visiting the region and later writing a final project about it.

They also undertake one-off initiatives to raise awareness in people and report on the NGO’s activities, raising funds to continue with the projects it is developing. **(Appendix: Memoria de Proyectos Cruzada por los Niños.doc; Mozambique Service Project.doc).**

Principle 6. Businesses should support the elimination of discrimination in respect of employment and occupation.

There is no place in our company for discrimination on the basis of “race, color, sex, religion, political opinion, national origin, social origin, or physical or mental disability”.

Naturally the distinctions made when employing staff are made according to the inherent demands of the job, and are therefore not considered discriminatory. Selection of our staff is made based on their capacity to carry out the job in question, with no distinction, exclusion or preference made on the basis of any other questions.

Each position has a suitable candidate profile that is adhered to when employing staff. Candidates must meet a number of requirements that the performing of the job’s duties entail.

We do not discriminate against any employee for being a man or a woman when promoting staff to executive positions. In fact, most of the executive positions in the business are women. We support the efforts made to foment an atmosphere of tolerance and equality in access to opportunities for occupational development.

On the university website, www.cis-spain.com there is a list of employees, executive positions and teaching staff, indicating their role, department or the subject taught.

Principle 7. Businesses should support a precautionary approach to environmental challenges.

In our institution it is fundamental to educate our students to respect the environment, a policy that we likewise follow at a business level.

We aim to increase the use of electronic documents to decrease any possible wastage of paper and printers.

Our academic curriculum contains a subject called *Principles of Ecology*, which includes laboratory practices, where students are informed and prepared to become aware of environmental protection.

It is an accredited program. Between theory and practice, it is worth 60 teaching hours. (***Appendix: Principles of ecology.doc***).

Some years ago we renewed the printers and photocopiers with new machines, where humans have no contact with the toner as it is contained in sealed cartridges.

We have containers for recycling paper and toner cartridges.

There are also food and beverage vending machines in the student lounge, which have separate containers for the recycling of all waste (organic, plastic, glass, etc.).

Regarding broken furniture and computer equipment, the broken items are collected by an authorized waste collector from the Community of Madrid and duly deposited at the city's clean points.

For years we have been using long-life, energy-saving light bulbs, compact fluorescent lamps (CFLs) and LEDs, which contain no toxic elements and attain 100% efficiency from the moment they are switched on, making them more efficient in the long term.

Principle 8. Businesses should undertake initiatives to promote greater environmental responsibility.

As we noted in Principle 7, given our activity, our greatest risk lies in power and paper consumption.

Furthermore, in addition to the aforementioned changes in lamps, printers and photocopiers, the actions implemented include an accredited course, Principles of Ecology, which has a practice laboratory enabling students to visit institutions and undertake field work.

Principle 9. Businesses should encourage the development and diffusion of environmentally friendly technologies.

Encouraging the development and diffusion of environmentally friendly technologies constitutes a long-term challenge for any business.

While we mentioned it in the two principles above, we offer the subject Principles of Ecology. It is worth four academic credits and includes laboratory practice. It covers aspects aimed at guiding students in new technologies in the context of the environment. They study energy sources, such as reducing power consumption, renewable energies, and everything that helps reduce environmental impact and to preserve our valuable natural resources.

We also mentioned that other actions undertaken included the changing of light bulbs for energy-saving devices and LEDs, the renewal of printers and photocopiers for new equipment with a lower environmental risk.

Principle 10. Entities should work against corruption in all its forms, including extortion and bribery.

To date, perhaps due to our activity type, education, we have never had a problem with corruption, extortion or favoritism, either among students or staff.

At the end of each academic semester, we invite students to complete an assessment survey, where we ask them about the treatment received from each department, from staff, and from their teachers.

When we confirmed our adhesion to the ten principles of the United Nations Global Compact, we undertook to comply with and ensure compliance with the directives it sets out.

All of our actions are inspired by the ethical values that underlie our philosophy and our model of education in values. We reinforce this through our NGO Crusade for the Children and the group's foundations, International Studies and RFK Human Rights Spain.

Our business policy is implemented within the strictest controls on quality and fair competition, allowing us to act with total honesty in all the initiatives we undertake.

We will maintain the changes we have undertaken, while implementing new activities and initiatives to help us continue and improve the commitment we made when we confirmed our adherence to the United Nations Global Compact and to following the guidelines of its ten principles.