THE HUMAN RIGHTS MATRIX [beta 1.0]

WHAT IS THE HUMAN RIGHTS MATRIX?

The BLIHR Human Rights Matrix is a web-based self-assessment tool. It is designed to support your company in understanding human rights in relation to your own policies, procedures and initiatives. It will help you **SIMPLIFY, VISUALIZE, ASSESS AND MANAGE** your human rights programmes and performance. It is business friendly with built-in human rights expertise and knowledge.
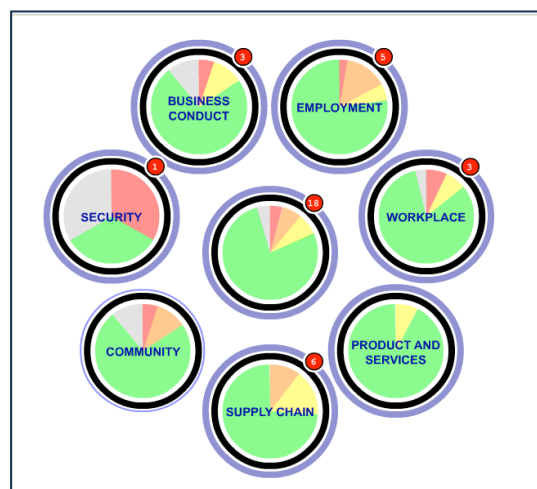
WHY A NEW VERSION?

The first version of the Matrix was released in 2003. It was developed to allow a company to map all of its human rights related activities in one table It proved to be a very popular mapping tool, and allowed users to create a base-line from which to develop their human rights strategies and action plans. We are releasing this new version after 18-months of work, to overcome the following barriers:

- There are no simply articulated international human rights standards for business (we relied on the UN Draft Norms for the first version)
- Human rights language can be very confronting to a business engaging in the area for the first time
- The XL tool was not user-friendly. It took a lot of time to complete and did not allow for comparison over time, or between matrices

A COMPLETED MATRIX: The central Matrix aggregates all the 'Business Area'

BENEFITS

- Enables you to get started quickly
- Provides a snap-shot of performance
- Provides a basis for conversation, prioritization and planning
- Familiarizes you with human rights expectations for your business
- Delivers instant feedback around potential areas of concern
- Collects all of your human rights related policies, practices and initiatives across multiple business function
- Supports comparability across functions, business units and country operations

WHO FOR?

Senior leaders | CR professionals | Functional Managers

Individuals across your company will use the Matrix in different ways. In particular, the tool is designed and structured to support functional managers - often not human rights experts – in completing the sections of the tool most relevant to them. Board members and senior leaders will appreciate the simple, short reports and 'dashboard' presentation that supports strategic discussion. CR Professionals will find the tool useful to assess performance, manage knowledge and support planning

The Human Rights Matrix was developed by The Business Leaders Initiative on Human Rights (BLIHR), a program to help lead and develop the corporate response to Human Rights. It was a business-led program with 14 corporate members with the principal purpose to find "practical ways of applying the aspirations of the Universal Declaration of Human Rights within a business context and to inspire other businesses to do likewise".

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THE MATRIX

The matrix has two dimensions. First, it is structured around the **'Essential' and 'Beyond Essential'** steps a business can take to develop and implement its human rights strategy. Second, the interface is designed so that the tool can be completed by business functions and common policy areas within that business function. In the tool these are called **'Business Areas'** and **'Business Sub-Areas'.** The tool support you to make an assessment and substantiate your assessment with information about your own policies, practices and initiatives.

1: ESSENTIAL AND BEYOND ESSENTIAL

.**ESSENTIAL**: The Essentials form the foundations of a sustainable and credible management of human rights. They are a 'translation' of the human rights articles into the basic requirements that a company needs to meet and not violate. Yet, perhaps the biggest barrier to engaging in human rights is that no such basic requirements exist that a company can follow and assess their performance against. In the Matrix this is achieved through providing the user with **"Essential Steps'**. These are written in simple business language whilst maintaining integrity with international human rights principles and standards. 'Essential Steps' are the steps that BLIHR companies believe that companies must take, as a minimum, to meet their human rights responsibility. **Here are a few examples:**

The right to non-discrimination: Ensuring that promotion is based on legitimate non-discriminatory business reasons, such as experience and competence

The right to housing: Not causing the forcible eviction of individuals from their residences without their having had access to recourse, representation and legal process

BEYOND ESSENTIAL: As with other business matters, many companies go beyond the basics i.e. they are not solely focused on compliance. This may be done for a few reasons: enhancing risk management, securing the license to operate, demonstrating distinctiveness from competitors, managing complex issues in the business environment, and showing leadership.

Examples of Beyond Essential activities include diversity programmes, human rights training for procurement teams, education or health initiatives aimed at a local community, or participation in sector initiatives. The Matrix is focused on understanding your range of efforts, and not on compliance. In the experience of BLIHR members, a company will always discover that it goes beyond the basics in many areas already.
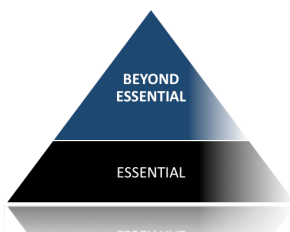
2: BUSINESS AREAS AND SUB-AREAS

BUSINESS AREAS: The tool is organised around seven 'Business Areas' that BLIHR companies believe are helpful for the majority of companies. These are

- Employment
- Workplace
- Products and services
- Supply chain
- Security
- Community
- Business conduct.
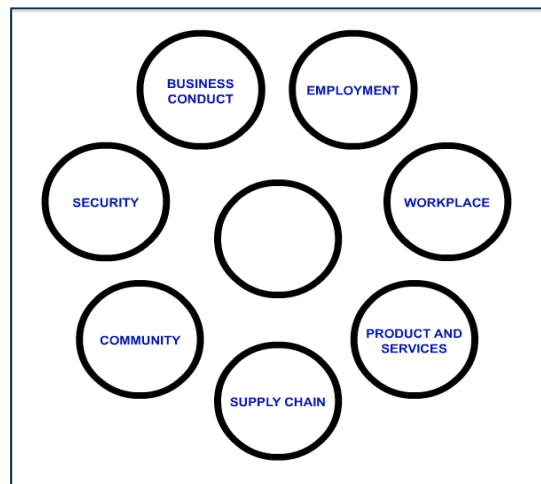
BUSINESS AREAS BEFORE ASSESSMENT

SUB-AREAS: Within each of these Business Areas, there are 'Sub-Areas' that provide additional specificity on the topics addressed in each area.. For example, within EMPLOYMENT, sub-areas include Hiring and Dismissal, Remuneration and Benefit, and collective bargaining. The tool has a default setting but your can customize sub-areas to fit your business.

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HOW DOES IT WORK?

The tool is a web-based application that allows you to assess your company's activities against the 'Essential Steps' and input all relevant 'Beyond Essential' activities. You can run multiple matrix projects at the same time, varying the scope with each project. Following basic set-up step, you are guided quickly into working with the tool. As you progress, the tool records responses, inputted data and any notes you make, as well as immediately building a visual representation to demonstrate your performance - the analysis is real-time and interactive. You can view the assessment at any point in time, and there are a number of ways of seeing the results. Performance is demonstrated using traffic-light coding, pie charts, issue flags and other intuitive visuals. The tool also generates simple reports to be shared with colleagues and used for strategic planning

SIMPLE AND INFORMATIVE USER JOURNEY
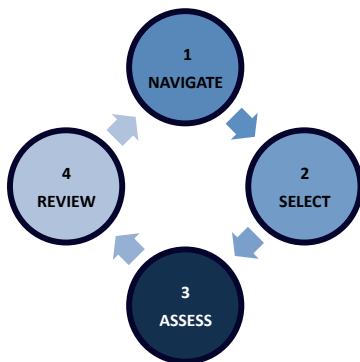
- **NAVIGATE** to the Business Area that you want to start working on.
- **SELECT** the sub-area that you want to perform the "Essential / Beyond Essential " analysis on
- **SELF-ASSESS** your own practices in relation to human rights
- **REVIEW** the instantaneous results from your inputting and make comments

THE SELF-ASSESSMENT

Your self-assessment and inputting in the tool is done using one simple interface called an 'input window' . The input window allows you to move back and forth between Essential and Beyond Essential analysis.

ESSENTIAL
- You see Essential Steps relevant for the sub-Area
- You select fully covered, partially covered, not covered or unsure in relation to each Essential Step. A 'Help Me Decide' wizard is available to support your choice here.
- After making the selection, you substantiate your response with notes (and optional document upload) about your own policies, practices and initiatives
- An optional step allows you to say if you require your suppliers to meet the Essential Step
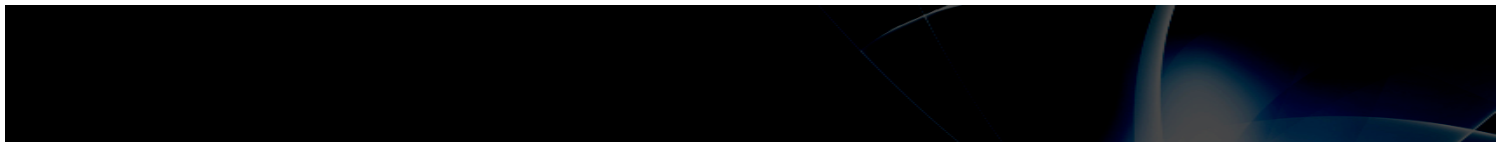
BEYOND ESSENTIAL
- Read guidance note the types of human rights and good practice case studies for the business area
- Input your own policies, practices and initiatives that you feel go Beyond Essential in the sub-area

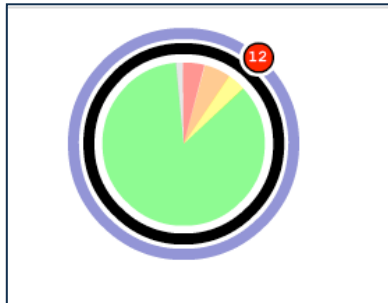SELECTING A 'SUB-AREA'   ASSESING ESSENTIAL AND BEYOND ESSENTIAL   REVIEWING

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ANALYSIS AND REPORTING [beta 1.0]

The Human Rights Matrix beta 1.0 has basic reporting and analysis functions. This allows the initial community of users to inform the deployment of full reporting and analysis functions for beta 2.0. In the beta 1.0 version, the user is given instantaneous feedback as a matrix is completed. There is also a filter function to allow a you to see the Matrix from various perspectives e.g. see a list of areas/issues requiring attention, see Essential Steps performance organized by Human Rights, see what % of Essential Steps you require your suppliers to meet and see the degree of Beyond Essential Activist and more. The user can also extract key data into a word document as a basis for sharing and communication with colleagues


THE PIE CHART: The pie-chart colour is a traffic-light performance against Essential Steps, the grey area represents Essential Steps not responded to.

THE HALO: The blue 'halo' shows the volume of Beyond Essential Activity that your company has in place in relation to the Business Area. .

IMPROVED ANALYSIS AND REPORTING [beta 2.0 – planned launch in late 2009]

The Human Rights Matrix beta 1.0 has basic reporting and analysis functions. This allows the initial community of users to inform the deployment of full reporting and analysis functions for beta 2.0. The following are some examples of what is envisaged for a future release.
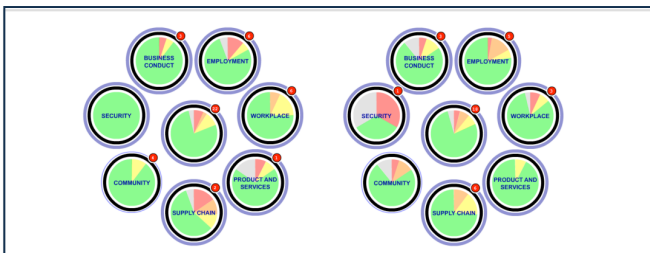
COMPARISON: This function allows you to see and explore two Matrix projects side-by side. You can compare Matrices across time, geography or Business Unit.
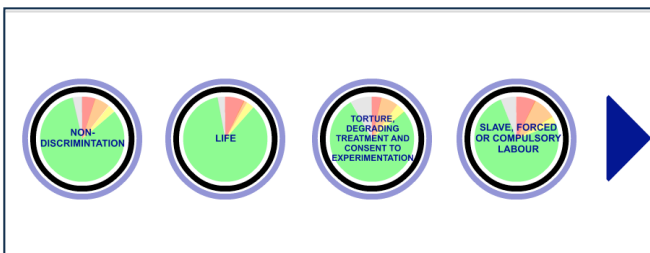
HUMAN RIGHTS VIEW: Using simple data tagging, this function allows you to see your assessment against Essential Steps and your Beyond Essential 'halo' organised by Human Rights/ The arrow is a scroll function.

REPORTING: Reports will be available to show the overall performance of a whole business operation or of a Business Area e.g. Community. Both types of report will have the same structure and use the visual 'language' of the tool itself.

ELEMENT ONE: DASH BOARD: A dash board that aggregates all of the assessment into one simple visual. This allows a high-level picture to be seen by colleagues.

ELEMENT TWO: ISSUE LIST: A list of issues requiring discussion and attention. The issue list includes low or uncertain performance against Essential Steps and suggested actions or ideas/questions inputted by any user.

ELEMENT THREE : GOING BEYOND : This is a visual representation of the volume of Beyond Essential activity for each Business Area. There is also an option to list Beyond Essential policies, practices and initiatives that the owner of Matrix project may want to bring to the attention of colleagues.

ELEMENT FOUR: BUSINESS AREA VIEW: This is an exact replication of the performance dash board but broken down across Business Area. This allows a company to see how performance varies across business function.