

| FORMAT | | |
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| 1. Name of resource | A Guide for Business: How to Develop a Human Rights Policy | |
| 2. Location | https://www.ohchr.org/Documents/Publications/DevelopHumanRightsPolicy_en.pdf#:~:text=%E2%80%A2%20Developing%20a%20human%20rights%20policy%20can%20be,business%20operations%20in%20policy%20development%2C%20implementation%20and%20reviews. | |
| 3. Alternative location | | |
| 4. Author[s] | UN Global Compact (UNGC) and UN Office of the High Commissioner on Human Rights (OHCHR) | |
| 5. Publisher/producer/host | UN Global Compact (UNGC) and Office of the High Commissioner on Human Rights (OHCHR) | |
| 6. Year | 2011 | |
| 7. Suggested citation | UN Office of the High Commissioner on Human Rights (2011). A Guide for Business: How to Develop a Human Rights Policy. OHCHR, available at https://www.ohchr.org/Documents/Publications/DevelopHumanRightsPolicy_en.pdf#:~:text=%E2%80%A2%20Developing%20a%20human%20rights%20policy%20can%20be,business%20operations%20in%20policy%20development%2C%20implementation%20and%20reviews. | |
| 8. Languages in which available | English | |
| 9. Geographic area resource relates to | Global | |
| 10. Does the resource relate to a specific time frame? | | |
| 11. Type | Report | Yes |
| | Toolkit/Framework/Roadmap | Yes |
| | Sign-post to other resource (database) | |
| | Case studies | |
| | Other | |
| 12. If this is part of an initiative, what is the initiative? | The resource supports the understanding, interpretation and implementation of the UN Guiding Principles on Business and Human Rights (2011) and the ten principles of the UN Global Compact. | |
| COLLECTIONS AND COLLECTIONS-BASED INSTITUTIONS | | |
| 13. Explicit links to collections | No | |
| 14. Explicit links to museums/libraries/a | No | |

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| archives | | |
| 15. Types of institutions the resource covers | Museums | X |
| | Archives | X |
| | Libraries | X |
| | Other | X |
| 16. Does the resource relate to specific disciplines? | Arts, humanities and social sciences: philosophy, psychology, religion, social sciences, law, politics, language, arts and recreation, architecture, literature, history, geography and ethnology, anthropology, archaeology | X |
| | Science, natural history, technology, medicine, engineering, manufacturing | X |
| 17. If no explicit links to collections, justification for inclusion | Collections-based institutions can use the resource to develop a human rights policy. | |

HOW IT CONTRIBUTES TO SUSTAINABLE DEVELOPMENT

18. Collections-related activities the resource relates to (mark all that apply)

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| Develop collections to protect and safeguard wider cultural and natural heritage more effectively , for example by targeting collecting to threatened forms of heritage in strategic ways | |
| Use collections to promote learning and educational opportunities that contribute to sustainable development more effectively , for example education for sustainable development and sustainable lifestyles, human rights, gender equality, promotion of a culture of peace and non-violence, global citizenship and appreciation of cultural diversity and of culture's contribution to sustainable development and/or skills development relating to collections | |
| Use collections to promote cultural participation/social inclusion more effectively , for example by reducing barriers to participation, to ensure no-one is 'left behind' | |
| Use collections to promote sustainable tourism more effectively , for example by developing new products based on local cultural heritage, and/or considering the rights of stakeholder groups in relation to collections | |
| Use collections to support research that contributes to sustainable development (including all forms of personal and self-directed research at all levels that make use of stored collections) more effectively, for example by providing effective facilities, collections and information to meet researchers' needs | |
| Make decisions around collections that contribute to sustainable | |

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| development more effectively | | |
| i. | employment (recruiting, staff training, staff safety) | X |
| ii. | energy consumption, greenhouse gas emissions, reduction, monitoring and reporting | |
| iii. | waste management and reduction of waste | |
| iv. | transport (forms of transport, energy use) | |
| v. | commercial activities including copyright and IP | X |
| vi. | governance and management | X |
| vii. | security, disaster preparedness and risk reduction | |
| Direct external leadership, partnerships and collaborations towards sustainable development more effectively , for example by developing impactful partnerships | | X |
| 19. Does the resource relate clearly to any international conventions (mark all that apply)? | | |
| Culture conventions: | | |
| 1952, 71 Protection of Copyright and Neighbouring Rights | | X |
| 1954 Protection of Cultural Property in the Event of Armed Conflict | | |
| 1970 Fighting Against the Illicit Trafficking of Cultural Property | | |
| 1972 Protection of the World Cultural and Natural Heritage | | X |
| 2001 Protection of the Underwater Cultural Heritage | | |
| 2003 Safeguarding of the Intangible Cultural Heritage | | |
| 2005 Protection and Promotion of the Diversity of Cultural Expressions | | |
| Rio Conventions: | | |
| Convention on Biological Diversity (CBD), Convention to Combat Desertification (UNCCD), Framework Convention on Climate Change (UNFCCC) | | |
| AIMS AND CONTENT | | |
| 20. What issues does the resource aim to address? | <p>“Adopting a human rights policy is a precursor to a company’s human rights due diligence towards meeting its responsibility to respect human rights. It sends a clear signal to internal and external stakeholders that the company is striving to embed human rights into its operational policies and procedures and to understand the human rights impacts of the business, both positive and negative. It also signals a commitment to take respect for human rights sufficiently seriously to allocate management time and resources to developing and implementing a policy, including by consulting externally.</p> <p>A Guide for Business: How to Develop a Human Rights Policy seeks to outline why companies should respect human rights, the principal reasons for adopting a human rights policy, its key ingredients and the best-practice process to develop one.” (p.4)</p> | |
| 21. Intended audience | [companies and organizations of all kinds] | |

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| of resource | |
| 22. Process of development | |
| 23. Organisation/structure/contents | <p>Why respect human rights? Why develop a human rights policy? Getting started - the process behind the policy What are the key ingredients of a human rights policy? Next steps - Path to implementation</p> |
| FRAMEWORKS | |
| 24. Framework structure | <p>The guidelines for development of a human rights policy can be regarded as a framework (see p.3):</p> <p>Getting started - the process behind the policy</p> <ul style="list-style-type: none"> • Developing a human rights policy can be a dynamic, though not always a predictable process. Do not expect perfection at first. Many firms update their policies as they gain experience. • Assign senior management responsibility to drive the process. • Involve all business operations in policy development, implementation and reviews. • Map existing company policies to identify human rights coverage and gaps. • Involve cross-functional personnel (human resources, legal, procurement, security, etc.) in the process to build understanding, know-how and a sense of common purpose. • Consult internal and external stakeholders to identify and respond to their expectations. <p>What are the key ingredients of a human rights policy? All policies – whether stand-alone or integrated – should at a minimum comprise:</p> <ul style="list-style-type: none"> • An explicit commitment to respect all human rights which refers to international human rights standards, including the Universal Declaration of Human Rights. • Provisions on labour/workplace rights. • Provisions on non-labour rights. These will reflect human rights priorities and are likely to be particular to the company's industry/areas of operation. <p>Next steps - Path to implementation</p> <ul style="list-style-type: none"> • Assessing the company's human rights impacts and risk areas, including country analyses, new operation assessments and stakeholder consultation. • Integrating human rights throughout the company, looking at training, communication, management systems, |

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| | etc. <ul style="list-style-type: none"> Tracking and communicating on performance, including by identifying progress measurement indicators. Providing for or cooperating in remedying an adverse human rights situation that a company has caused or contributed to through legitimate processes. Establishing or participating in effective operational-level grievance mechanisms for individuals and communities that may be adversely affected by the company's activities. |
| 25. Relevant policy considerations | Yes |
| 26. Resources for implementation identified | Yes |
| 27. Specific assessment points/indicators/milestones/action plan for monitoring | Yes |
| 28. ASPECTS OF SUSTAINABILITY COVERED BY RESOURCE (mark all that apply) | |
| People (social sustainability) | X |
| Planet (environmental sustainability) | |
| Prosperity (economic sustainability) | X |
| Peace | X |
| Partnerships | X |
| 29. CROSS-CUTTING CONSIDERATIONS COVERED BY RESOURCE (mark all that apply) | |
| Gender perspectives | X |
| North and South perspectives | X |
| HOW THE RESOURCE CONTRIBUTES TO AGENDA 2030 AND THE SDGs | |
| HOW AGENDA 2030 AND THE SDGs FEATURE IN THE RESOURCE | |
| 30. SDGs and Agenda 2030 specifically mentioned? | No |
| 31. SDGs specifically mentioned? | No |
| 32. SDG targets specifically mentioned? | No |
| 33. SDG indicators specifically mentioned? | No |
| SDGs AND SDG TARGETS AND LINKAGES | |
| 34. Comments on SDG | The resource is most strongly linked to SDG 12.6 (adopt |

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| linkages | sustainable practices), SDG 12.7 (sustainable procurement), SDG 16.3 (upholding the rule of law and equal justice for all), SDG 16.6 (effective, transparent and accountable institutions), SDG 16.10 (uphold rights and freedoms), SDGs 16.B (promote and enforce non-discriminatory laws and policies for sustainable development), and 17.14 (policy coherence for sustainable development). Implementing the resource will support a wide range of SDGs and targets, relating to employment (e.g. SDGs 8.5, 8.7 and 8.8 on decent work, ending exploitation and promoting labour rights), equality for all (e.g. SDGs 5.1, 5.5 and 5.C and 10.2-10.4) and more, depending on local circumstances. |
| 35. SDGs and SDG targets the resource helps advance | |
| SDG 5. Achieve gender equality and empower all women and girls 5.1 End all forms of discrimination against all women and girls everywhere | Number and proportion of programmes taking proactive steps to identify, reduce and remove discriminatory practices and processes relating to collections and collection-based institutions. |
| SDG 5. Achieve gender equality and empower all women and girls 5.5 Ensure women's full and effective participation and equal opportunities for leadership at all levels of decision-making in political, economic and public life | Number and proportion of women included in programmes, partnerships and processes relating to collections and collections-based institutions at i. foundation/entry levels ii. intermediate levels iii. senior levels, including management, leadership and decision-making. |
| SDG 5. Achieve gender equality and empower all women and girls 5.C Adopt and strengthen sound policies and enforceable legislation for the promotion of gender equality and the empowerment of all women and girls at all levels | Number and proportion of policies relating to collections and collections-based institutions that incorporate gender perspectives to promote gender equality and empowerment of all women and girls at all levels. |
| SDG 8. Promote sustained, inclusive and sustainable economic growth, full and productive employment and decent work for all 8.5 By 2030, achieve full and productive | Increase in number of people in full and productive employment relating to collections, through job creation and recruitment. Increase in proportion of existing staff working with collections in productive employment. |

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| <p>employment and decent work for all women and men, including for young people and persons with disabilities, and equal pay for work of equal value</p> | <p>Increase in number of men, women, young people and persons with disabilities in development and training programmes drawing on collections that support them in employment.</p> <p>Removal of pay disparities by gender and/or other status for those working with collections.</p> <p>Policies and plans in place to ensure that all suppliers and others in the supply chain are in decent and productive work.</p> |
| <p>SDG 8. Promote sustained, inclusive and sustainable economic growth, full and productive employment and decent work for all 8.7 Take immediate and effective measures to eradicate forced labour, end modern slavery and human trafficking and secure the prohibition and elimination of the worst forms of child labour, including recruitment and use of child soldiers, and by 2025 end child labour in all its forms</p> | <p>Policies and plans in place to ensure that forced labour, modern slavery, human trafficking and child labour are completely eliminated from throughout the supply chain.</p> <p>Number of collections development, educational and awareness-raising, and research programmes and partnerships aimed at eradicating forced labour, modern slavery and human trafficking.</p> |
| <p>SDG 8. Promote sustained, inclusive and sustainable economic growth, full and productive employment and decent work for all 8.8 Protect labour rights and promote safe and secure working environments for all workers, including migrant workers, in particular women migrants, and those in precarious employment</p> | <p>Number and proportions of staff working with collections in safe and secure working environments.</p> <p>Number of accidents and other health and safety incidents reported.</p> <p>Training and support provided for staff to ensure their wellbeing, health and safety.</p> <p>Education, awareness-raising and partnership programmes drawing on collections that address labour rights, notably those of migrant workers and others in precarious employment.</p> <p>Reduction of numbers and proportions of staff on short-term or zero-hours contracts.</p> |

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| | <p>Fair pay policies and procedures in place to prevent exploitation.</p> <p>Procurement policies that ensure that collecting institutions make use of people who are in decent employment, and that avoid exploitation throughout the supply chain.</p> |
| <p>SDG 10. Reduce inequality within and between countries 10.2 By 2030, empower and promote the social, economic and political inclusion of all, irrespective of age, sex, disability, race, ethnicity, origin, religion or economic or other status</p> | <p>Collections development to ensure that collections effectively meet the needs of all, irrespective of age, sex, disability, race, ethnicity, origin, religion or economic or other status.</p> <p>Numbers and proportions of people making use of collections in relation to the demographic of the local population.</p> <p>Numbers and proportions of people involved in focused programmes aimed at promoting social, economic and political inclusion.</p> <p>Numbers and proportions of people from different demographic groups involved in decision-making processes relating to collections and collections-based institutions.</p> <p>Number and types of partnerships that build relationships with marginalized groups, individuals and communities.</p> |
| <p>SDG 10. Reduce inequality within and between countries 10.3 Ensure equal opportunity and reduce inequalities of outcome, including by eliminating discriminatory laws, policies and practices and promoting appropriate legislation, policies and action in this regard</p> | <p>Identification of discriminatory policies and practices, with clear plans to address these, to ensure equal opportunity for all and reduce inequalities of outcome.</p> |
| <p>SDG 10. Reduce inequality within and between countries 10.4 Adopt policies, especially fiscal, wage and social protection policies, and progressively achieve</p> | <p>Number and proportion of policies that proactively address equality issues relating to fiscal, wage and social protection considerations.</p> |

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| greater equality | |
| SDG 12 Ensure sustainable consumption and production patterns 12.6 Encourage companies, especially large and transnational companies, to adopt sustainable practices and to integrate sustainability information into their reporting cycle | <p>Clear visions, strategies and plans in place for all aspects of sustainability – environmental, social and economic (people, planet, prosperity)- across all areas of activity.</p> <p>Visions, strategies and plans relating to sustainability to be publicly available and incorporated into planning documents.</p> <p>Commitments to be in line with local, regional, national and/or international targets and ambitions.</p> <p>Incorporation of sustainability into reporting for funders and other stakeholders, including the public. Reporting to include commitments and progress towards targets.</p> |
| SDG 12 Ensure sustainable consumption and production patterns 12.7 Promote public procurement practices that are sustainable, in accordance with national policies and priorities | <p>Incorporation of sustainability considerations into procurement, in terms of advertisement and invitation to tender, contracts, and selection criteria for suppliers.</p> |
| SDG 16. Promote peaceful and inclusive societies for sustainable development, provide access to justice for all and build effective, accountable and inclusive institutions at all levels. 16.3 Promote the rule of law at the national and international levels and ensure equal access to justice for all | <p>Collections development that relates to the rule of law, equality before the law, and justice for all.</p> <p>Number of activities drawing on collections, for example educational, research and partnership activities, that promote the rule of law at national and international levels, and that promote a culture of lawfulness, and the right of all to justice.</p> |
| SDG 16. Promote peaceful and inclusive societies for sustainable development, provide access to justice for all and build effective, accountable and inclusive institutions at all levels. 16.6 Develop effective, accountable and transparent institutions at | <p><i>16.6.2 Proportion of the population [audience/users/non-users] satisfied with their last experience of public services</i> Access to information, and accountability policies and mechanisms, in place.</p> <p>Effective institutional arrangements, both for own working and for working in partnership with other sectors, in place.</p> <p>Plans and arrangements in place for extraordinary</p> |

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| all levels | <p>circumstances such as natural and human-caused disasters.</p> <p>Effective arrangements in place to fulfil legal and social obligations and responsibilities.</p> <p>Effective arrangements in place for transparent communication and reporting of institutional performance.</p> <p>Effective arrangements in place for transparent decision-making and accountability.</p> |
| <p>SDG 16. Promote peaceful and inclusive societies for sustainable development, provide access to justice for all and build effective, accountable and inclusive institutions at all levels.</p> <p>16.10 Ensure public access to information and protect fundamental freedoms, in accordance with national legislation and international agreements</p> | <p>Adopt and implement constitutional, statutory and/or policy guarantees for public access to information.</p> <p>Plans in place, and plans implemented to enhance public access to information relating to collections.</p> <p>Plans in place, and plans implemented to support fundamental freedoms, in line with human rights, national and international agreements and legislation.</p> <p>Plans and procedures in place for public access to information relating to the operation and management of collections-based institutions.</p> <p>Complaint mechanism in place for public to use where public access to information and fundamental freedoms not supported or fulfilled.</p> |
| <p>SDG 16. Promote peaceful and inclusive societies for sustainable development, provide access to justice for all and build effective, accountable and inclusive institutions at all levels.</p> <p>16.B Promote and enforce non-discriminatory laws and policies for sustainable development</p> | <p><i>16.B.1 Proportion of population [audience/users/non-users] reporting having personally felt discriminated against or harassed in the previous 12 months on the basis of a ground of discrimination prohibited under international human rights law</i></p> <p>Number and proportion of policies that incorporate sustainable development considerations, in the full sense of recognizing all three of social, economic and environmental considerations.</p> |
| <p>SDG 17. Partnerships for the goals</p> <p>17.14 Enhance policy coherence for sustainable development</p> | <p>Proportion of policies that incorporate sustainable development considerations, linking to SDGs and targets.</p> <p>Incorporation of policy considerations from outside the collections sector into policies of collections-based</p> |

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| | | institutions, to facilitate partnerships and effectiveness. | | | |
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