

# PRINCIPLES OF GOOD REPORTING

**Purpose:**

This document sets out well-established [principles for good reporting](#), and can be used to assess and improve your human rights disclosures (e.g. transparency reports, sustainability reports). This is an important part of implementing the final step of human rights due diligence: communication.

International reporting standards and regulations provide principles for the content and quality of sustainability, human rights, and other non-financial corporate reports. The following "report content" and "report quality" principles have been informed by these standards and regulations, but adapted for GIFCT.

**Accompanying Resources:**

This document can be used alongside following resources:

- Human Rights due diligence tool
- List of human rights
- Module 3 of the GIFCT human rights training

Content Principles	
Principle	Description
<b>Materiality, Conciseness, and Completeness</b>	Report is focused, succinct, and addresses all issues that influence the assessments and decisions of report readers.
<b>Strategic and Forward Looking</b>	Provides both a review of the prior reporting period and describes future strategy and plans (e.g., strategy, goals, targets, action plans, programs, and/or direction) over short, medium, and long term.
<b>Context</b>	Information is presented in its wider social, economic, human rights, and environmental context. Depending on the reporting entity, relevant context could be at the local, national, regional, or global level.
<b>Numbers and Narrative</b>	Provides key metrics, indicators, and targets, supported by an accompanying narrative. Metrics cover each material issue and are supported by an informative narrative that explains past trends and future expectations.
<b>Connectivity</b>	Information enables report users to assess the connections between risks and opportunities, and between financial and non-financial performance.

Quality Principles	
Principle	Description
<b>Clarity and Understanding</b>	The report is clear, minimizes legal or technical jargon, and enables all target audiences to readily comprehend the information being communicated. The report avoids 'boilerplate' text that is not specific to the reporting entity and unnecessary duplication of information.
<b>Faithful Representation</b>	The report faithfully represents the reality it depicts. Information is complete, neutral, and accurate. The report provides balanced discussion of successes, challenges, and shortcomings. The report shares learnings, best practices, and plans for improving performance in the future.
<b>Consistency and Comparability</b>	Reports are issued on an annual basis in formats that allow comparability between years so that readers can ascertain progress over time. The information presented (e.g., metrics) adhere to industry and global best practice to allow comparability across entities.
<b>Stakeholder Engagement</b>	Key internal and external stakeholders are identified and engaged on a regular and structured basis. The results of these engagements are transparently communicated and company responses to feedback are clear.
<b>Verifiability</b>	Non-financial information is handled with the same level of rigor as financial information. Information should be gathered, recorded, compiled, and reported in a way that they can be subject to independent examination into the quality and materiality of the information.