

 <p>particip <i>your partner in change</i></p>	<p>Communication on Progress</p>	
<p>Year 2016</p>		

Statement of continued support

Our statement of continued support

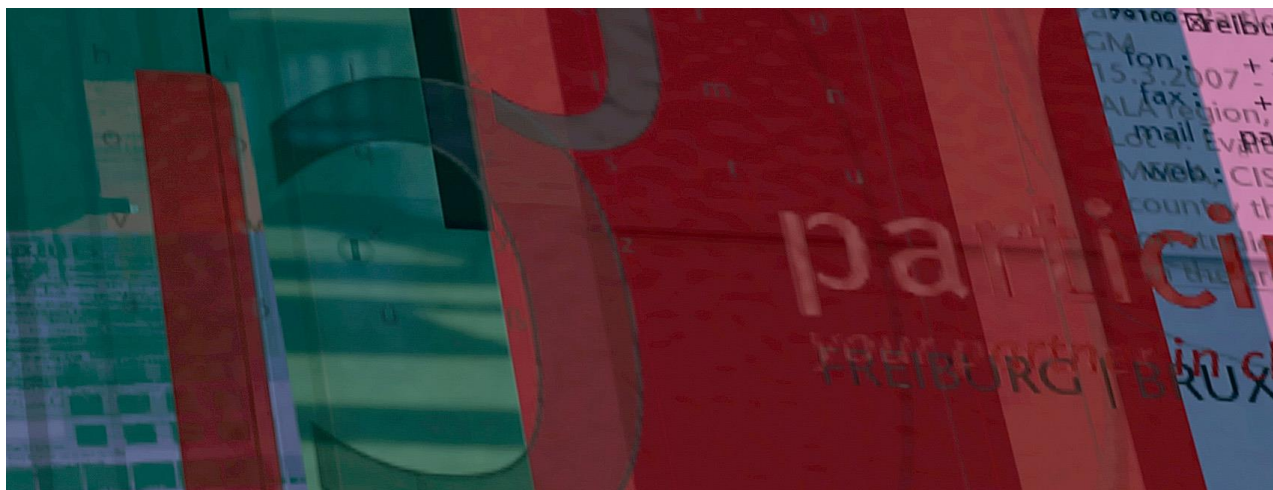
Particip GmbH – Your Partner in change was founded in 1989 and is now an independent, internationally-recognised consultancy company, offering the expertise and the know-how gained in over a thousand assignments worldwide. As a multi-cultural company, our services focus on international development and include monitoring and evaluation, capacity and organisational development, technical assistance, policy advice, development of management guidelines at policy, programme and project level, and studies, surveys and analyses – all services covering a broad variety of sectors and themes. For more information about Particip please visit our website at (<http://www.particip.de>).

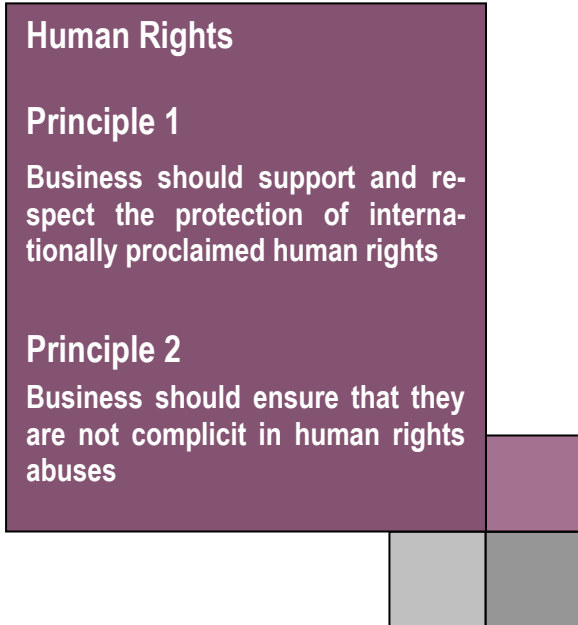
As a consultancy in international development cooperation our overall approach focuses on sustainable development in accordance with the UN Millennium Development Goals.

The great coherence of our corporate values with the ten UN Global Compact principles encouraged us to become a signatory of the UN Global Compact on 7 September 2007. This is our eighth Communication on Progress (COP).



Johannes G. Walter
Managing Director





professional standards in development consulting and sets a framework for action.

In order to guarantee adherence to Particip's ethical principles, an internal person of trust can be addressed confidentially whenever a staff member considers that one of Particip's ethical principles is not being complied with. It is guaranteed in the Code of Conduct that no employee or expert will suffer adverse consequences for reporting any disregard of Particip's ethical principles.

We ensure "equal pay for equal work" by using a transparent remuneration structure for our staff directly involved in project work irrespective of any personal circumstances such as gender. Requirements to be met for achieving different salary levels are clearly defined and available to all employees.

Our commitment

We openly commit ourselves to complying with internationally proclaimed human rights in accordance with the UN Declaration of Human Rights and to observe the national laws in all countries we work in. We fully abide by the principles of non-discrimination against anyone regardless of gender, religion, colour, disability or origin.

We are aware that human rights are less protected in some of the countries we work in than in Germany, where our headquarters are located. We therefore attach importance to the fact that our commitment is not only binding for our permanent staff in our headquarters in Freiburg and our branch in Brussels, but also for all freelance experts contracted by us for short- or long-term assignments at home or abroad.



Human Rights and Democracy is one of the core sectors covered by our services. In 2016 we launched several projects focusing on human rights, e.g.:

- Support to the development of a participatory approach of awareness-raising on human rights and domestic violence in Mauritania;
- Strengthen the effectiveness of Human Rights and the credibility of Justice and help improve local access to justice, the protection of human rights and stability in Burkina Faso;
- Identification and formulation mission for the Programme 'Support to the implementation of Human Rights international conventions'

Since August 2010 Particip has an official Code of Conduct. By signing it all staff members in our headquarters in Freiburg and our branch in Brussels ensure their assent. The Code of Conduct lays down our ethical principles, provides us with a practical guideline while working to the highest

Performance

GRI Indicator LA 13: Percentage of employees in following categories
(based on full-time equivalent)

		2014	2015	2016
Gender	Female %	54%	55%	55%
	Male %	46%	45%	45%
Age groups	under 30 years old	22%	21%	22%
	30 – 50 years old	67%	66%	64%
	Over 50 years old	10%	13%	14%



GRI Indicator LA 13: Composition of senior management in following categories
(based on full-time equivalent)

		2014	2015	2016
Gender	Female %	17%	17%	17%
	Male %	83%	83%	83%
Age groups	under 30 years old	0%	0%	0%
	30 – 50 years old	33%	17%	17%
	Over 50 years old	67%	83%	83%

GRI Indicator LA 14: Ratio of basic salary of men to women
Our remuneration system applies irrespective of gender; hence this ratio is 1:1.

Targets

- Ensure the good practice standards are maintained.

Labour

Principle 3

Business should uphold the freedom of association and the effective recognition of the right to collective bargaining

Principle 4

Business should support the elimination of all forms of forced and compulsory labour

Principle 5

Business should support the effective abolition of child labour

Principle 6

Business should support the elimination of discrimination in respect of employment and occupation

Besides our transparent remuneration system for fixed salary levels, a flexible salary based on the company's profit margin is added to the fixed salary in order to enable employees to participate in the company's success. Since 2014 a component rewarding seniority has been added to the flexible salary system.

Our commitment

Our company's most valuable asset is our people. We offer our staff long-term professional and personal development perspectives. In this regard we have been able to keep the percentage of employees former employed as student assistants or interns over 20% in 2016.

Due to our growing number of employees, we rented additional offices in August 2016, in order to ensure an adequate working environment for all staff members.

As regards overtime worked we achieved our goal of reducing it to a maximum of 10% five years in a row.

Performance

GRI Indicator LA 2: Employee turnover in following categories

(based on total no. of employees)

		2014	2015	2016
Gender	Female %	9.5%	5.8%	6.8%
	Male %	4.8%	0%	2.7%
Age groups	under 30 years old	0%	1%	1%
	30 – 50 years old	14.3%	4.3%	8.2%
	Over 50 years old	0%	0%	0%

Percentage of part-time employees

(based on total no. of employees)

2014	2015	2016
19.05%	21.74%	17.81%

GRI Indicator LA 3: Benefits provided to full-time employees that are not provided to temporary or to part-time employees

Benefit	Provided to Full-time employees	Temporary employees	Part-time employees
Accident insurance	yes	yes	Yes
Company pension scheme	yes	yes	Yes
Allowance for childcare	yes	yes	Yes
Allowance for homework	yes	yes	Yes

Percentage of overtime worked

(based on regular working hours)

2013	2014	2015	2016
7.50%	3.05%	5.12%	7.92%

Percentage of permanent staff members formerly employed as student assistants or interns

(based on total no. of employees)

2014	2015	2016
22.22%	20.29%	20.55%

Percentage of permanent work contracts

(based on total no. of employees)

2014	2015	2016
95.24%	89.86%	84.93%

Targets

- Keep overtime worked under a maximum of 10%
- Conduct another employee survey – the last one was conducted in 2015. The survey is seen as a useful tool to document where employees feel positively about working at Particip as well as where they might not, and to disclose potential of improvement.

Environment

Principle 7

Business should support a precautionary approach to environmental challenges

Principle 8

Business should undertake initiatives to promote greater environmental responsibility

Principle 9

Business should encourage the development and diffusion of environmentally friendly technologies

Most employees come to work by bike or by public transport. Only very few colleagues come by car.

In 2016 we introduced a process for digital invoices. All invoicing parties are asked to submit digital invoices. These are no longer printed out, but internally processed in digital form. The introduction eliminated almost all paper invoices and led to a considerable reduction in used copies per 1,000€ turnover of over 40%.

Our commitment

We actively contribute to environmental awareness and are committed to minimizing the negative environmental impacts of our day-to-day work. Amongst others the location of our headquarters in Freiburg in a “plus-energy building” shows our environmental commitment. Plus-energy buildings are characterized by on average generating more energy than its inhabitants spend.



We kept on our policy, that no employee is provided with an own company car. The company owns one car that is at everyone's disposal for business purposes. In exchange, PTC provides *Bahncard50* - a German Rail loyalty card that offers a 50% discount - to all travelling employees. Travels within Europe are therefore mainly undertaken by train.

Performance

GRI Indicator EN 4: Indirect energy consumption

	2014	2015	2016 ¹
kWh	40,800	45,245	43,070
Turnover [€]	22,503,514	29,805,658	40,020,000
kWh / turnover per mille	1.81	1.52	1.08

GRI Indicator EN 1: Materials used

	2014	2015	2016 ¹
Copies	303,072	288,883	226,088
Turnover [€]	22,503,514	29,805,658	40,020,000
Copies / turnover per mille	13.47	9.69	5.65

Company car use

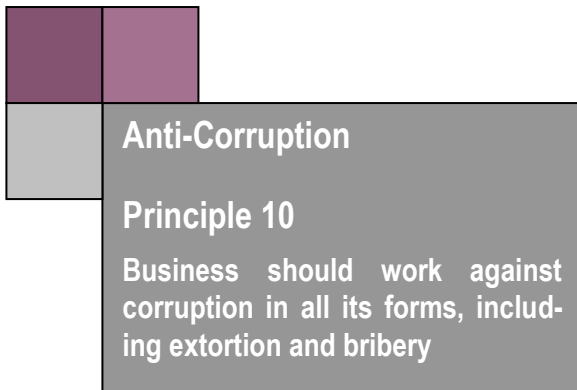
	2014	2015	2016 ¹
km	6,345	12,147	3,481
Turnover [€]	22,503,514	29,805,658	40,020,000
km / turnover per mille	0.28	0.41	0.09

¹ Estimates

Target

Keep the ratio of copies used per 1000€ turnover below 6.





Justice/Rule of Law is one core sector covered by our services. 'Supporting the development of the judicial system and improving the services provided by the agencies that implement criminal court orders in Azerbaijan' is one of our projects we launched in 2016. Activities we provided within this project were, e.g.:

- Provision of know-how to the Head Department on Anti-Corruption within the General Prosecutor's Office
- Joint training events for prosecutors and judges on fighting against corruption in Azerbaijan.

Our Commitment

As an actor in international development cooperation, we are convinced that our company's long-term success is not feasible at the expense of a few individuals or the general public, but solely in a sound, trustful and fair societal environment.

We therefore attach great importance to the fact that our staff members know and adhere to Particip's no-tolerance policy regarding corruption.

All contracts with freelance experts clearly refer to the issue of corruption. By signing his/her contract the freelance expert agrees amongst others with the following points:

1. The contractor shall not accept any commission, discount, allowance, indirect payment or other consideration in connection with, or in relation to, or in discharge of, his obligations under this contract.
2. In context of services provided by the Contractor he shall not accept or give any favour, gift or remuneration from or to any source external to Particip without obtaining its approval. Otherwise, Particip may, without prejudice to any accrued rights of the Contractor under this contract, terminate this contract