

	<p>Communication on Progress</p>	
<p>Year 2017</p>		

**Statement of continued support**

## Our statement of continued support

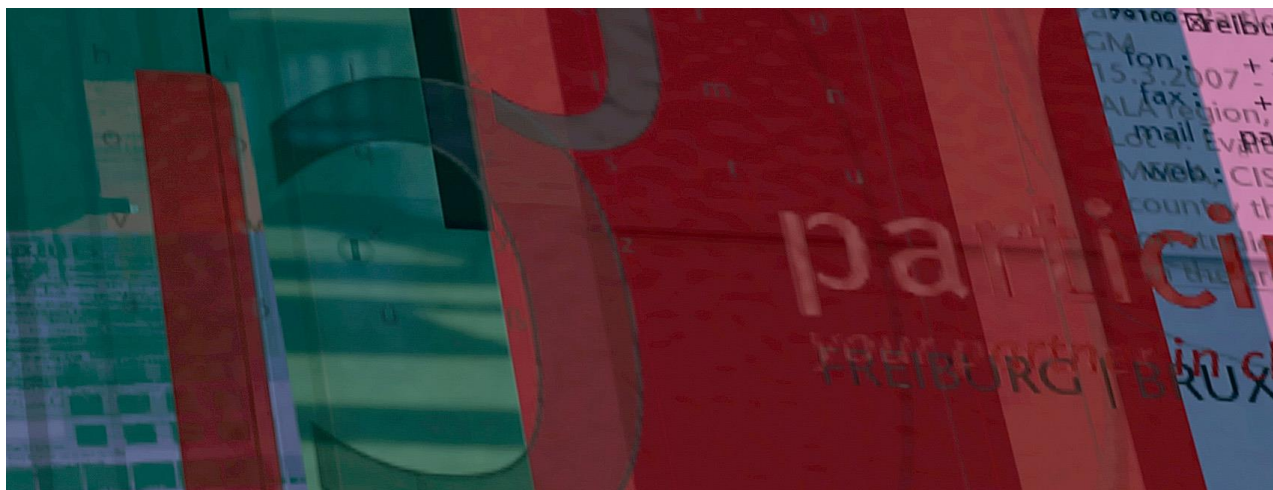
Particip GmbH – Your Partner in change was founded in 1989 and is now an independent, internationally-recognised consultancy company, offering the expertise and the know-how gained in over a thousand assignments worldwide. As a multi-cultural company, our services focus on international development and 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>).

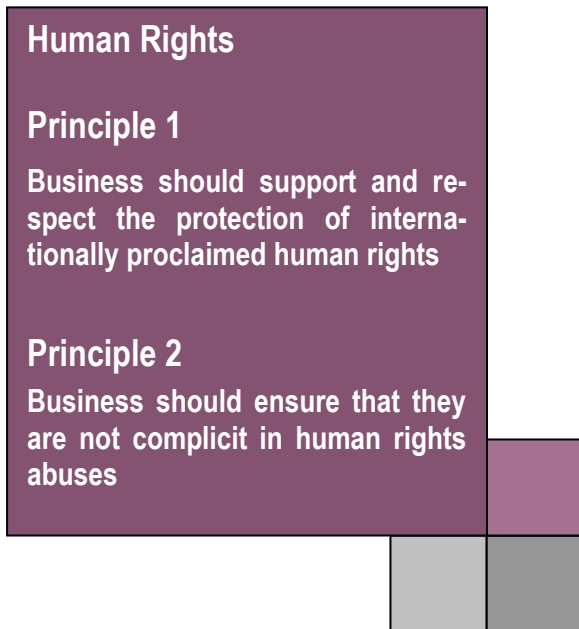
As a consultancy in international development cooperation our overall approach focuses on sustainable development in accordance with the UN Millennium Development Goals.

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 ninth Communication on Progress (COP).



Johannes G. Walter  
Managing Director





## 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.



In May 2017 we signed the open letter to academic institutions in order to make human rights part of management education.

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 Brus-

sels ensure their assent. The Code of Conduct lays down our ethical principles, provides us with a practical guideline while working to the highest 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.

Human Rights and Democracy is one of the core sectors covered by our services. In 2017 we launched several projects focusing on human rights, e.g.:

- Technical assistance: Media and freedom of expression in the framework of EU democracy support, where we enhance the EU Delegations' implementation of the EU Human Rights Guidelines on Freedom of Expression Online and Offline. For more information please visit: <http://www.media4democracy.eu>
- Evaluation of improvement of women's and girls' rights in Finland's development policy and co-operation
- Assisting the Ministry of National Unity and Citizenship of Guinea in the preparation of program strategy papers and action plans in the field of human rights, responsible citizenship, conflict prevention and peacebuilding.

## Performance

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

		2015	2016	2017
<b>Gender</b>	Female %	55%	55%	51%
	Male %	45%	45%	49%
<b>Age groups</b>	under 30 years old	21%	22%	17%
	30 – 50 years old	66%	64%	71%
	Over 50 years old	13%	14%	13%



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

		2015	2016	2017
<b>Gender</b>	Female %	17%	17%	17%
	Male %	83%	83%	83%
<b>Age groups</b>	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.

In January 2017 the fixed salary levels were increased by 9 %.

In April 2017 an employee survey was conducted in order to document where employees feel positively about working at Particip as well as where they might not, and to disclose potential of improvement. The survey was divided into 3 sections:

- Individual work situation
- Management and leadership
- General work environment and organisation

The summarized and anonymized results of this survey were used as a basis for structured team internal discussions.

## **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 a stable percentage of employees former employed as student assistants or interns close to 20% over the past 3 years.

Due to our growing number of employees, we rented additional offices in August 2016 and again in March 2017, in order to ensure an adequate working environment for all staff members.

As regards overtime worked we were able to reduce it to 5% in 2017 so that we achieved our goal of reducing it to a maximum of 10% six years in a row.

## Performance

### GRI Indicator LA 2: Employee turnover in following categories

(based on total no. of employees)

		2015	2016	2017
<b>Gender</b>	Female %	5.8%	6.8%	6.2%
	Male %	0%	2.7%	2.5%
<b>Age groups</b>	under 30 years old	1%	1%	0%
	30 – 50 years old	4.3%	8.2%	8.6%
	Over 50 years old	0%	0%	0%

### Percentage of part-time employees

(based on total no. of employees)

2015	2016	2017
21.74%	17.81%	23.46%

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

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

### Percentage of overtime worked

(based on regular working hours)

2014	2015	2016	2017
3.05%	5.12%	7.92%	5.00%

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

(based on total no. of employees)

2015	2016	2017
20.29%	20.55%	19.75%

### Percentage of permanent work contracts

(based on total no. of employees)

2015	2016	2017
89.86%	84.93%	88.89%

## Targets

- Keep overtime worked under a maximum of 10%

## 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.

After the considerable reduction in used copies per 1,000€ turnover of over 40% in 2016, we did not achieve our goal to keep the ratio below 6 in 2017. We will strengthen our effort to reach the target for 2018.

Although we rented additional offices in 2017 the used kWh per 1,000€ turnover stayed stable.

## 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, Particip 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

	2015	2016	2017 <sup>1</sup>
<b>kWh</b>	45,245	43,570	44,381
<b>Turnover [€]</b>	29,805,658	42,464,357	41,112,327
<b>kWh / turnover per mille</b>	1.52	1.03	1.08

GRI Indicator EN 1: Materials used

	2015	2016	2017 <sup>1</sup>
<b>Copies</b>	288,883	226,088	293,732
<b>Turnover [€]</b>	29,805,658	42,464,357	41,112,327
<b>Copies / turnover per mille</b>	9.69	5.32	7.14

Company car use

	2015	2016	2017 <sup>1</sup>
<b>km</b>	12,147	3,481	6,264
<b>Turnover [€]</b>	29,805,658	42,464,357	41,112,327
<b>km / turnover per mille</b>	0.41	0.08	0.15

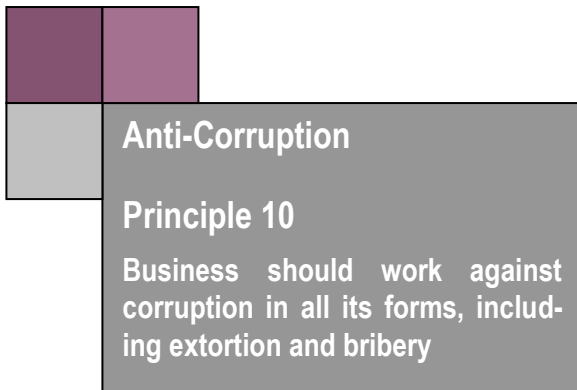
<sup>1</sup> Estimates

## Target

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







Justice/Rule of Law is one core sector covered by our services. As an example, the project “Enhancement of Procurement Capacity of Local Government Authorities in Tanzania”, which we launched in 2017, contributed to ensuring systems and structures of governance to uphold the rule of law which are democratic, effective, accountable, predictable, transparent, inclusive and corruption free at all levels.

## **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