

 <p>particip <i>your partner in change</i></p>	<p>Communication on Progress</p>	
<p>Year 2018</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>).

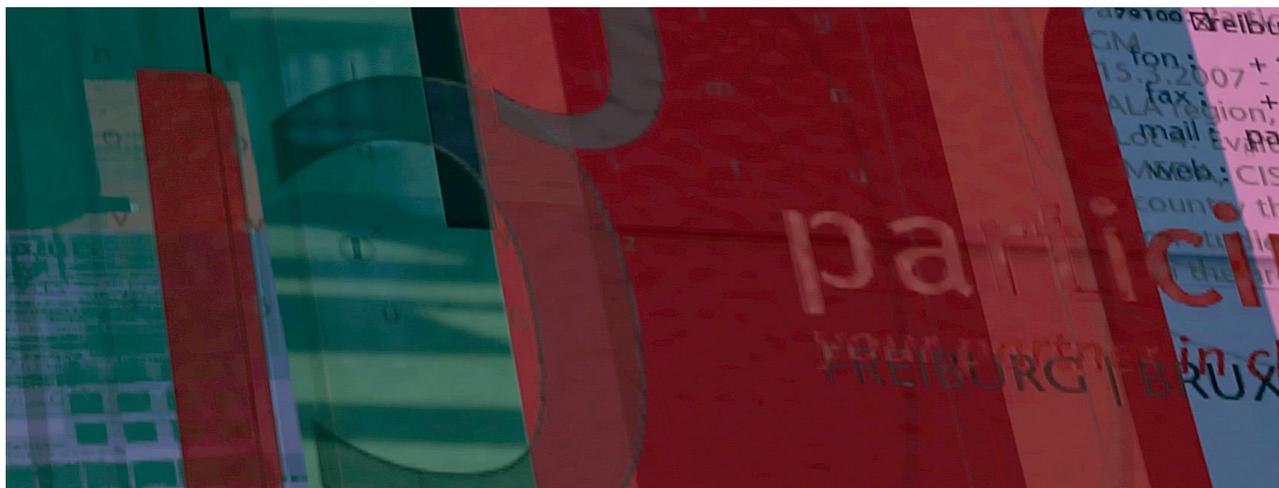
As a consultancy in international development cooperation our overall approach focuses on sustainable development in accordance with the UN Millennium Development Goals.

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 10th Communication on Progress (COP).

In 2018 we made a financial contribution to the delegation of students of the University of Freiburg to facilitate their participation in the National Model United Nations (NMUN) in March 2019.



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.



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

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 2018 we launched several projects focusing on human rights, e.g.:

- Institutional support for justice reform in the Republic of Djibouti taking into account among others the components of access to justice and support to the National Human Rights Commission.
- Evaluation of the Finnish Fund for Industrial Cooperation Ltd. which assessed among others the issue of environmental, social and human rights related risk management. The results of the evaluation will feed into the development of Finland's new development policy programme expected for the period 2020-2023.

Performance

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

		2016	2017	2018
Gender	Female %	55%	51%	50%
	Male %	45%	49%	50%
Age groups	under 30 years old	22%	17%	18%
	30 – 50 years old	64%	71%	70%
	Over 50 years old	14%	13%	12%



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

		2016	2017	2018
Gender	Female %	17%	17%	17%
	Male %	83%	83%	83%
Age groups	under 30 years old	0%	0%	0%
	30 – 50 years old	17%	17%	33%
	Over 50 years old	83%	83%	67%

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 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 a stable percentage of employees former employed as student assistants or interns close to 20% over the past 5 years.

The employee turnover considerably increased in 2018. Compared to previous years, a significant amount of employment contracts was terminated within the first year of employment due to different expectations of employer and employee. For 2019 we aim at reducing the staff turnover, inter alia, by putting more emphasis on a thorough and in-depth recruitment of new staff.

Performance

GRI Indicator LA 2: Employee turnover in following categories

(based on total no. of employees)

		2016	2017	2018
Gender	Female %	6.8%	6.2%	12.6%
	Male %	2.7%	2.5%	8.4%
Age groups	under 30 years old	1%	0%	7.4%
	30 – 50 years old	8.2%	8.6%	12.6%
	Over 50 years old	0%	0%	1.1%

Percentage of part-time employees

(based on total no. of employees)

2016	2017	2018
17.81%	23.46%	23.16%

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)

2015	2016	2017	2018
5.12%	7.92%	5.00%	1.00%

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

(based on total no. of employees)

2016	2017	2018
20.55%	19.75%	20.00%

Percentage of permanent work contracts

(based on total no. of employees)

2016	2017	2018
84.93%	88.89%	92.63%

Targets

- Keep overtime worked under a maximum of 10%
- Reduce employee turnover to less than 15%

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.

From 2019 onwards, we are supporting the German NGO CO2 Abgabe e.V., that promotes CO2-tax for fossil fuels.

Even though we did not achieve our goal to keep the ratio of used copies per 1,000€ turnover below 6, we were able to reduce it in 2018.

Environment is another core sector covered by our services. As an example, the project “Evaluation of the Biodiversity Programme” which we launched in 2018, aimed at developing and strengthening national and regional capacity to manage the direct and indirect use of coastal, marine and island-specific ecosystems towards the sustainable conservation of biodiversity in Eastern, Southern Africa and the Indian Ocean.

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 head-quarters 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. For 2019, we plan to dispose of our company car using car sharing instead.

Performance

GRI Indicator EN 4: Indirect energy consumption

	2016	2017	2018 ¹
kWh	43,570	44,381	41,547
Turnover [€]	42,464,357	40,794,971	41,132,448
kWh / turnover per mille	1.03	1.09	1.01

Target

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

GRI Indicator EN 1: Materials used

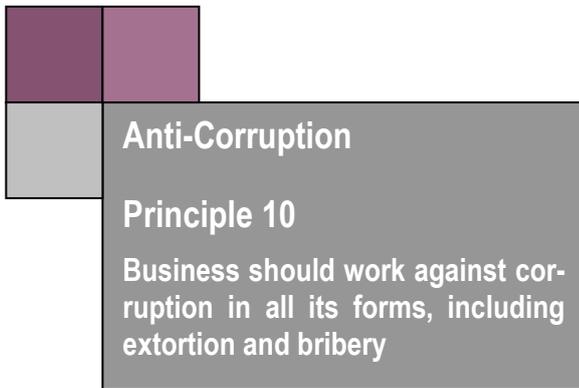
	2016	2017	2018 ¹
Copies	226,088	293,732	270,234
Turnover [€]	42,464,357	40,794,971	41,132,448
Copies / turnover per mille	5.32	7.20	6.57

Company car use

	2016	2017	2018 ¹
km	3,481	6,264	2,590
Turnover [€]	42,464,357	40,794,971	41,132,448
km / turnover per mille	0.08	0.15	0.06

¹ Estimates





In 2018 we launched several projects addressing anti-corruption issues, such as:

- Political economy analysis and support to the identification and formulation of the programming of 2019 – Tunisia. The objective of this project is to develop a political economy analysis with thematic focus on fighting corruption and improving the business climate.

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