

Your partner in change

Particip

# Communication on Progress 2020



## 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 12th Communication on Progress (COP).

2020 was a year, we all were facing new challenges in our professional as well as our private life due to the COVID-19 pandemic. We were able to adapt our internal processes to the new situation and will continue to adjust those measures as needed.

Nevertheless, we were fortunate to support great causes through our project work. Among others also related to the pandemic, such as "Afghanistan COVID-19 Emergency Response and Health System Preparedness project", which aims to contain the spread of COVID-19 and prepare the country's national health systems for the pandemic and strengthen their capacities.

Outside of our profession, we acted again, amongst others, as a financial sponsor for a 12-hour charity race where our employees in total cycled over 300km in support of the World Bicycle Relief.

Apart from this we took several measures to save the environment, e.g. implementing CO2 compensation regulations for all project related flights and courier shipments.



Johannes G. Walter  
Managing Director



## Human Rights

### Principle 1

**Business should support and respect the protection of internationally proclaimed human rights**

### Principle 2

**Business should ensure that they are not complicit in human rights abuses**

### 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 2020 we launched several projects focusing on human rights, e.g.:

- Technical Assistance for Support to Bangsamoro Transition (SUBATRA)
- Global Exchange on Religion in Society
- Third-party Monitoring & Evaluation of Resilience projects in Yemen – Enhancing rural resilience through the creation of a Community Health Workers Network
- Endline Activity Evaluation of "Support for Strengthening Resilience of Vulnerable Groups in Ethiopia: the Fresh Food Voucher Programme Expansion in Amhara Region from January 2018 to December 2020"

## Performance

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

		2018	2019	2020
Gender	Female %	50%	54%	57%
	Male %	50%	46%	43%
Age groups	under 30 years old	17%	19%	27%
	30 – 50 years old	71%	72%	63%
	Over 50 years old	12%	9%	11%

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

		2018	2019	2020
Gender	Female %	17%	17%	17%
	Male %	83%	83%	83%
Age groups	under 30 years old	0%	0%	0%
	30 – 50 years old	33%	33%	33%
	Over 50 years old	67%	67%	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**

## 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 formerly employed as student assistants or interns close to 20% over the past 7 years.

After having an increased employee turnover in 2018 due to different expectations of employer and employee, we introduced a new recruitment process in 2019. More emphasis was put on thorough and in-depth recruitment of new staff.

We were able to reduce the staff turnover significantly and aim to further reduce it for the future years.

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.

In January 2020 the fixed salary levels were increased by 12%.

We were able to allow all staff to work in home office in 2020 as we already have an IT infrastructure that is very well prepared for remote working through our offices in 3 countries.

In 2020 we launched several projects focusing on labour, e.g.:

- Preparing the Improved Technical and Vocational Education and Training for Employment
- Evaluation on Economic Development, Job Creation and Livelihoods
- Scoping Study of Labour Migration

## Performance

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

(based on total no. of employees)

		2018	2019	2020
<b>Gender</b>	Female %	12.1%	13.1%	3.3%
	Male %	8.4%	3%	2.2%
<b>Age groups</b>	under 30 years old	8%	5.1%	1.1%
	30 – 50 years old	13.2%	11.1%	4.4%
	Over 50 years old	1.1%	0%	0%

*Percentage of part-time employees*

(based on total no. of employees)

2018	2019	2020
23.08%	22.22%	26.67%

*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)

2018	2019	2020
4.00%	5.16%	3.76%

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

(based on total no. of employees)

2018	2019	2020
19.78%	18.18%	15.56%

*Percentage of permanent work contracts*

(based on total no. of employees)

2018	2019	2020
92.31%	89.90%	90.00%

## Targets

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

### 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.

In 2020 we continued to take several important steps towards reducing our CO2 output and to support the fight against climate change.

To ensure environmentally friendly mobility, Particip provides a Bahncard50 - a German Rail loyalty card that offers a 50% discount - to all travelling employees. Travels within Europe are therefore mainly undertaken by train.

We implemented CO2 compensation for all project related flights and courier shipments.

We are supporting the German NGO CO2 Abgabe e.V., that promotes CO2-tax for fossil fuels and are part of Entrepreneurs for Future.

In our offices we offer our employees free organic fruit, fair-trade coffee and organic local milk. In 2020 we expanded the offer to include organic plant-based milk.

Environment is another core sector covered by our services. In 2020 we launched several projects focussing on environment, e.g.:

- Support to transboundary water cooperation in the Nile Basin: strengthening the Policy Frameworks for Transboundary water Resource Management
- Evaluation of Danish Funding for Climate Change Mitigation in Developing Countries
- Support of the DRC in the Process of Negotiations under the Framework Convention of the United Nations on Climate Change

Other projects involve the support to Peru for the Leticia Pact Plan of Action for the Amazon; Technical Assistance for Improving Sustainable Forest Management; and the external review and evaluation services of forest programmes in Tanzania.

## Performance

### GRI Indicator EN 4: Indirect energy consumption

	2018	2019	2020 <sup>1</sup>
<b>kWh</b>	41,547	46,050	46,931
<b>Turnover [€]</b>	40,967,913	41,668,566	50,400,000
<b>kWh / turnover per mille</b>	1,01	1,11	0,93

### Company car / Car sharing use

	2018	2019	2020 <sup>1</sup>
<b>km</b>	2,590	2,580	3,852
<b>Turnover [€]</b>	40,967,913	41,668,566	50,400,000
<b>km / turnover per mille</b>	0.06	0.06	0.08

### GRI Indicator EN 1: Materials used

	2018	2019	2020 <sup>1</sup>
<b>Copies</b>	270,234	200,052	111,253
<b>Turnover [€]</b>	40,967,913	41,668,566	50,400,000
<b>Copies / turnover per mille</b>	6.60	4.80	2.21

<sup>1</sup> Turnover estimates

## Targets

- Keep the ratio of copies used per 1000€ turnover below 5.
- Monitor and reduce CO2 impact through compensation



## Anti-Corruption

### Principle 10

**Business should work against corruption in all its forms, including extortion and bribery**

### 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 their 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