

United Nations Global Compact  
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Our reference: COP 2012  
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's-Hertogenbosch, 22 February 2012

### **General**

Period covered by your Communication on Progress (COP)  
From: January 2011  
To: January 2012

### **Statement of continued support by the Chief Executive Officer (CEO)**

Dear stakeholders,

On behalf of CINOP, I am pleased to reaffirm CINOP's commitment and support for the ten Universal Principles of the United Global Compact. The universal principles are an important part of our identity, our business strategy and day to day operations, at all levels of our organisation.

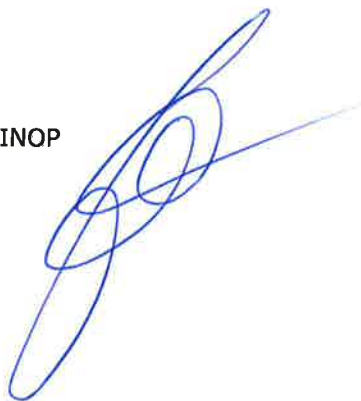
CINOP is an independent, international research and consultancy agency specialized in lifelong learning, vocational education & training (VET), adult education, career guidance and human resource development. As a consultancy agency we are part of the CINOP Group, a not-for-profit corporation. One of the entities of the CINOP group is the Expertise Centre Vocational Education (ECBO), a foundation specialized in vocational education, running publicly funded research programs. In addition, 'special programs' constitutes of the National Agency of Life Long Learning for the Leonardo da Vinci programme and in 2012 also the National Qualification Framework (NLQF). From January 2012 onwards, CINOP global is also a separate entity within the group, focusing on improving (vocational) education in countries in transition all over the world.

Corporate Social Responsibility is a crucial topic for CINOP. CINOP aims to be an organisation where the balance of people, planet and profit is fully exploited within the organisational structure and its work by 2015.

This Annual Communication on Progress provides insight in the activities, procedures and values of CINOP with regard to the areas of Human Rights, Labour, Environment and Anti-Corruption. For additional information on our identity and services you can visit [www.cinop.nl](http://www.cinop.nl), where you can opt for an English version.

Yours sincerely,

Henny Morshuis  
General Manager CINOP

A handwritten signature in blue ink, consisting of several loops and a long horizontal stroke extending to the right.

### **Human Rights Principles**

Principle 1: Businesses should support and respect the protection of internationally proclaimed human rights; and

Principle 2: Make sure that they are not complicit in human rights abuses.

CINOP believes that the right to education and personal development is very important, all over the world, in every society. CINOP therefore respects the Universal Declaration of Human Rights (UDHR) across her activities and through relationships with third parties associated with those activities, such as business partners, financial donors and clients. As an expert in learning and development, CINOP contributes to sustainable use of people's potential and assist vulnerable individuals to be integrated in education, working life and civil society.

### **Assessment, Policy and Goals**

In CINOP's Code of Conduct, employees who travel abroad declare to:

- Show respect for cultural customs and will express CINOP values;
- Abide to both local and international law and show respect for the principles of neutrality and impartiality;
- Avoid involvement in any criminal activities, activities that contravene human rights or those that compromise the work of CINOP.

### **Implementation**

As part of CINOP's corporate social responsibility strategy, CINOP started a partnership with UAF, the Foundation for Refugee Students. CINOP is strongly committed to ensure education for all and to give everyone fair chances to enter the labour market. CINOP supports some students financially, where consultants conduct capacity building activities of UAF staff to improve their services. In addition, CINOP employees can act as a mentor for one of the refugee students. During the Christmas dinner, an auction was organized to raise funding for UAF and CID Ghana, another foundation supported by CINOP staff, being concerned with education and women's empowerment projects.

In 2011 CINOP continued the implementation of the NUFFIC project 'International LAW Education and Internationalization' at the Faculty of Law of Syiah Kuala University in Banda Aceh, Indonesia. The project aims to build the capacity of teachers to improve their educational level and the curriculum in international law, including human rights education.

An extensive project CINOP continued to be involved in 2011 on both a managerial and professional level, is the Dutch Illiteracy Project, funded by the Dutch government. This project helps immigrants into a better starting position on the Dutch labor market.

### **Measurement of outcomes**

ISO 9001 certification ensures certain procedures to be in place including employee satisfaction of the employer and customer satisfaction about the services of the company. The certification was granted again in 2011 after an external audit.

CINOP has received no complaints from employees, business partners or clients in relation to (potential) human rights violations, nor was the organisation involved in any human rights incidences before or during the reporting period.

### **Labour Principles**

Principle 3: Businesses should uphold the freedom of association and the effective recognition of the right to collective bargaining;

Principle 4: The elimination of all forms of forced and compulsory labour;

Principle 5: The effective abolition of child labour; and

Principle 6: The elimination of discrimination in respect of employment and occupation.

CINOP is committed to those principles. Through its projects on the vocational education and training systems CINOP achieves indirectly a positive influence on the elimination of all forms of forced and compulsory labour, the abolition of child labor and the elimination of discrimination in respect of employment and occupation.

As a reference to CINOP's meaning to 'sustainability' the UN definition to learning applies: "UN Decade of Education for Sustainable Development 2005-2014" (International Implementation Scheme, p. 5). *Education for Sustainable Development (ESD) is fundamentally about values, with respect at the centre: respect for others, including those of present and future generations, for difference and diversity, for the environment, for the resources of the planet we inhabit. Education enables us to understand ourselves and others and our links with the wider natural and social environment, and this understanding serves as a durable basis for building respect. Along with a sense of justice, responsibility, exploration and dialogue, ESD aims to move us to adopting behaviours and practices that enable all to live a full life without being deprived of basics.*

### **Assessment, Policy and Goals**

CINOP employs professionals from various cultural / religious backgrounds. Not only because CINOP believes that to be the proper cause of action, but also because CINOP needs the expertise these employees bring to the company in general and the projects in particular. In our procedures discrimination is forbidden. We select on the basis of suitability in knowledge, skills and behavior.

Gender equality is important for CINOP. This implies not only an equal division of men and women but also female empowerment and a significant amount of women on leading positions. CINOP aims to give both male and female students equal opportunities with regard to access to education, retention and employability through their projects. Gender equality receives increasing attention in the international projects of CINOP.

CINOP actively facilitates and stimulates its employees to participate in the works council that meets with the organization's Management Team on a regular basis. CINOP has its own collective agreement. A supervisory Board for the CINOP Group is in place who has regular meetings with the director, the managers and the works council.

CINOP is communicating with the Ministry of Foreign Affairs about the achievements of the MDGs, in particular with respect to universal access to education and gender equality. These goals are also part of the National Dutch UNESCO Committee to which CINOP is a member of the Workgroup Education. As an UNEVOC center CINOP is dedicated to achieve the UNESCO goals in the area of TVET.

### **Implementation**

CINOP has its own Collective Employment Agreement; every year new negotiations take place, supported by Labour Union FNV – Abvakabo. Employees can become a member of this Union who represents their rights in politics.

CINOP has a Corporate Social Responsibility Committee that carries out activities in order to take responsibility to find a good balance in People, Planet and Profit.

All employees within CINOP have a great deal of influence on their own jobs and the way they operate. All employees systematically meet with their managers, and a system of written plans and reports as to employee's ambition and personal development is in place.

CINOP has a Risk Analysis both on organisational and project level for every single entity.

CINOP is active in the network 'sustainable vocational education', which focuses on stimulating sustainability in vocational education and agenda setting of this theme for industry, government and education.

### **Measurement of outcomes**

CINOP has gender segregated data of all employees and their specific functions.

All employees have yearly performance interviews with their manager. The appraisal is based on direct work, cooperation in the team, acquisition target and personal development.

In addition, the company has an external audit for ISO 9001 certification.

### **Environmental Principles**

Principle 7: Businesses should support a precautionary approach to environmental challenges;

Principle 8: undertake initiatives to promote greater environmental responsibility; and

Principle 9: encourage the development and diffusion of environmentally friendly technologies

Corporate Social Responsibility means that in all CINOP activities the changing climate, energy and environment is taken into account. CINOP takes its responsibility by the procurement of sustainable products within the chain.

### **Assessment, Policy and Goals**

CINOP supports a sustainable use of the world's limited resources. As a consequence, CINOP as a rule stimulates its employees to work from home on days that are possible, to relieve the environmental impact. A new Mobility arrangement should give employees intrinsic incentives to use public transport.

In addition, CINOP has a corporate social responsibility committee organizing activities to make employees aware on a sustainable use of people, planet and profit. This will be made explicit in sustainable use of accommodation, food and other commodities.

Through the platform 'sustainable vocational education' CINOP stimulates sustainable procurement of educational institutes.

### **Implementation**

In 2012 CINOP plans to move to another building that still needs to be build. Sustainability is a crucial condition in the design of the new building. This process is closely monitored by the CSR committee and will be build according to BREEAM standards. This strategy will also be incorporated in the design and furniture of the building. The new building will be situated just next to the train station as a stimulation to use public transport.

CINOP will appoint preferred suppliers based on their ability to deliver certified products that are produced with care for the environment and people. Certification can include Max Havelaar, Rainforest Alliance and FSC.

CINOP acted as secretary to ENSI (Environmental and School Initiatives), an international network which has supported educational developments, environmental understanding, active approaches to teaching and learning, through research and the exchange of experiences internationally. The Association aims at "supporting educational and pedagogical developments that, via research and international exchange of experiences, promote insight into learning for sustainable development, environmental studies, active forms of learning and teaching, as well as education for citizenship."

**Measurement of outcomes**

BREEAM sets the standard for best practice in sustainable building design, construction and operation and has become one of the most comprehensive and widely recognised measures of a building's environmental performance.

In 2012 criteria will be developed for sustainable products and an analysis of the different certification standards. Based on the outcomes preferred suppliers will be appointed.

**Anti-Corruption Principles**

Principle 10: Businesses should work against corruption in all its forms, including extortion and bribery.

CINOP is committed to the UN Convention Against Corruption and condemns any form of corruption.

**Assessment, Policy and Goals**

In CINOP's Code of Conduct, employees who travel abroad declare to:

- Ensure that I use project and CINOP information, funds and resources entrusted to me in a responsible manner and account for all money and property, following the appropriate policy and procedural requirements;

Especially international projects in highly corrupt countries are closely monitored on possible cases of corruption.

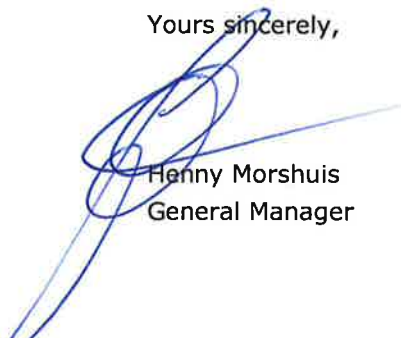
**Implementation**

CINOP stimulates her employees and managers to be honest and fair in business transactions. In order to prevent any corruption, extortion or bribery, CINOP has proper administrative procedures in place. CINOP employees and especially financial staff are knowledgeable about the issues of corruption.

**Measurement of outcomes**

As required by law, has an external accountancy firm to check all procedures and transactions to control compliance with the financial rules and regulations. No complaints with regards to corruption, bribery or extortion were received.

Yours sincerely,



Henny Morshuis  
General Manager