

# Statement of continued support

#### Who we are

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. The management of change is our company's central focus and raison d'être.

#### **Our mission**

Nothing in this world is as certain as change. The management of change is a challenge that we at Particip are successfully committed to. Directing and shaping transformation processes is at the very core of our services.

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.

Our inter- and multidisciplinary teams work for international organisations such as the European Commission, the Council of Europe, etc. as well as for a large number of national public and private organisations such as ministries and development organisations.



Particip currently has 33 permanent staff and a large pool of partner experts, of whom we contract approximately 200 per year for specific assignments. A powerful database of more than 4,000 experts worldwide gives us quick and direct access to a broad spectrum of expertise, which we can mobilise quickly, while ensuring high quality standards of our services.

# Our corporate objectives

Customer orientation

It is our goal to design and implement excellent tailor-made solutions for, and together with, our clients. Our criteria for performance and success are the quality of results and the lasting benefits achieved for our clients. We hereby earn and maintain both our clients' trust and loyalty.

Staff commitment

Our firm's most valuable asset is our people. We aim to create a working environment that combines performanceorientation with concern for the individual. Our work processes and culture enable staff members to find their individual balance between professional and private life.

 Professional and methodological competence

Interdisciplinary work is our day-to-day business. We draw on all fields of academia and knowledge that can inform and empower our efforts.

- Profitability
  Not size and growth, but the sustainability and viability of Particip is our goal.
- Social responsibility

Our company constitutes an active part of society. One of our principle responsibilities towards society therefore lies in offering our staff members long-term professional and personal development prospects.

# Our guiding principles

Partnership

We place great importance on maintaining close partnerships with our clients, consultancy partners and staff members. This emphasis on partnership is reflected in our company structure and culture. It finds its expression in our trademark *Particip – Your partner in change* 

Excellence

The quest for excellence drives our cooperation with clients. We apply the highest performance and quality standards to our services and products - and to the people and processes involved in their delivery. We constantly question established concepts and further develop proven practices to achieve optimal results.

Communication

Our lively, fair and open communication enables much more than simply the exchange of information. We are constantly able to learn from difficulties by jointly addressing them in a timely fashion and through constructive dialogue. Our culture of communication encourages the solidarity and trust that is indispensable to mutual learning.

Sustainability

Successfully implementing change means delivering lasting results for our clients, target groups and partners. We not only advise our customers, but also support them in the implementation processes that follow their decisions. Honest and open relationships with our clients, partners and staff are the strategic foundation for our long-term success.

# Our statement of continued support

The Global Compact is an initiative to encourage businesses worldwide to adopt sustainable and socially responsible policies based on ten principles covering the areas of human rights, labour, environment and anti-corruption.

The great coherence of the ten principles with our corporate values encouraged us to become a signatory of the United Nations Global Compact on 7 September 2007.

By joining the UN Global Compact, we commit to putting the ten principles into practice as part of Particip's strategy, culture and day-to-day operations. With this Communication on Progress we outline actions we have taken and targets we have set ourselves in order to emphasise our commitment to the principles. The continuous reporting on progress is for us both a responsibility and an incentive to contribute to a sustainable and socially responsible global economy.

To demonstrate our commitment, we participated in the Statement to commemorate the 60<sup>th</sup> anniversary of the Universal Declaration of Human Rights on 10 December 2008. On that day, the statement was published in all editions of the Financial Times worldwide.

From July until December 2009 we further support Seal the Deal! with the logo on our letterheads. Seal the Deal! is a UN campaign calling

on world leaders to sign a fair, balanced and effective agreement on climate change at the UN Climate Change Conference in Copenhagen in December 2009.





Human Rights	<b>Labour</b>
p. 4 - 5	p. 6 - 7
Environment	Anti-corruption
p. 8 - 9	p. 10

## 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 comply with internationally proclaimed human rights and to observe the national laws in all countries we work in. We fully abide by the principles of nondiscrimination against anyone regardless of gender, religion, colour, disability or national origin.

Our ethical principles provide us with a frame-



work for action and enable us to achieve our goals while living our values.

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, but also for all freelance experts contracted by us for short- or long term assignments at home or abroad.

# Actions taken in the past

In all service contracts signed by freelance experts, a section with a "Code of conduct" is included covering the following points:

- 1. For the duration of the contract, the contractor shall respect the political, cultural and religious practices prevailing in the EU and the visited countries.
- The remuneration of the contractor under the contract shall constitute his only remuneration in connection with the contract and he 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 the contract.
- 3. The contractor shall not have the benefit, whether directly or indirectly, of any royalty or of any gratuity or commission in respect of any patented or protected article or process used in or for the purposes of the contract or the project, unless it is agreed by Particip in writing that he may.
- 4. The contractor shall refrain from any relationship that could compromise his independence. If the contractor fails to maintain such independence, Particip may, without prejudice to compensation for any damage that Particip may have suffered on this account, terminate the contract forthwith, without giving formal notice thereof.

A designated person of trust has been appointed and can be addressed confidentially whenever a staff member perceives any discrimination either against himself or against others.

We ensure "equal pay for equal work" by using a transparent remuneration structure for our per-

manent staff. Requirements to be met for achieving different salary levels are clearly defined. This structure is applicable to



all employees directly involved in project work, irrespective of any personal circumstances.

## Performance

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

-		2007	2008	<b>2009</b> <sup>1</sup>
Gender	Female %	44%	46%	48%
	Male %	56%	54%	51%
Age	under 30 years old	19%	33%	41%
groups	30-50 years old	76%	63%	57%
	over 50 years old	5%	4%	2%

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

		2007	2008	2009 <sup>1</sup>
	Female %	0%	0%	0%
Gender				
	Male %	100%	100%	100%
	under 30			
	years old	0%	0%	0%
Age	30-50			
groups	years old	71%	78%	84%
	over 50			
	years old	29%	22%	16%

*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

- Compose an official code of conduct in which we lay down our ethical principles with the aim of providing a practical guideline for all employees.
- Communicate the code of conduct to all staff members and make it available on the company's website.
- Letting all employees sign the code of conduct in order to ensure their assent.
- Arrange annual meetings in order to recall and discuss the code of conduct with all staff members.
- Increase the percentage of female employees in senior management positions.

<sup>1</sup> Estimates

## 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 firm's most valuable asset is our people. Particip's principle of consultancy work is based on participation in order to manage social, organisational or individual change. Technical inputs are only one important component to facilitate development. To make it sustainable, it has to be based on people. Sustainable development therefore requires a people-oriented, participatory approach to management and consultancy.

Particip constitutes an active part of society. One of our principle responsibilities towards society therefore lies in offering our staff members longterm professional and personal development prospects. All employees, i.e. trainees, student assistants, part- and full-time staff, freelance and permanent

employees, contribute to our work and we are committed to ensuring equal opportunities to all our employees.



#### Actions taken in the past

In 2006, a poll was conducted among all employees in order to assess the need for a workers council. The wide majority of employees were of the view that such a council was not necessary and consequently none was established.

A designated person of trust has been appointed and can be addressed confidentially whenever a staff member perceives any discrimination either against himself or against others.

A transparent remuneration structure with a clear definition of requirements to be met for achieving each salary level is available to all employees. Furthermore, 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.

We favour permanent work contracts and avoid fixed-term arrangements in order to facilitate a long-term perspective for all employees. If suitable we offer student assistants and interns a permanent position after they have finished their studies / internships.

Flexible working structures allow all staff members to find their individual balance between professional and private life. We offer flexible working time, part-time and home office possibilities. In order to avoid excessive overtime, the amount of overtime that an employee can work is contractually limited. Regular meetings between staff members and line managers ensure the compliance with this regulation.

We offer group accident insurance as well as a



company pension scheme for all interested staff members.

Due to our growing number of employees, we rented addi-

tional offices in January 2009, in order to ensure an adequate working environment for all staff members.

#### Performance

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

(based on total no. of employees)

		2007	2008	2009 <sup>1</sup>
	Female %	6%	0%	2%
Gender				
	Male %	9%	3%	0%
	under 30			
	years old	3%	0%	0%
Age	30-50			
groups	years old	13%	3%	2%
	over 50			
	years old	0%	0%	0%

Percentage of part-time employees (based on total no. of employees)

007 2008 2	2009 <sup>1</sup>
	200/
0% 11.11% 11.3	3

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

Provided to Benefit	Full- time em- ployees	Tempo- rary em- ployees	Part- time em- ployees
Accident in- surance	yes	yes	yes
Company pension scheme	yes	yes	yes
Allowance for childcare	yes	yes	yes

Percentage of overtime worked (based on regular working hours)

2007	2008	2009
2.55%	3.72%	n.a.

Percentage of permanent staff members formerly employed as student assistants or interns (based on total no. of employees)

	2007	2008	2009 <sup>1</sup>
12	2.50%	11.11%	11.36%

Percentage of permanent work contracts (based on total no. of employees)

2007	2008	2009 <sup>1</sup>
96.88%	97.22%	97.73%

Targets

- Ensure the good practice standards are maintained.
- Conduct a new poll regarding the current need for a workers council.

<sup>1</sup> Estimates

#### 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

"Environment and Natural Resources" is one of our core fields of business activity.



We actively contribute to environmental awareness and are committed to minimizing the negative environmental impacts of our day-to-day work.

#### Actions taken in the past

Despite having to pay a higher rental price for our headquarters, we deliberately chose an office located in a plus-energy building. Plusenergy buildings are characterized by on average generating more energy than its inhabitants spend. The building is insulated using a special vacuum insulation which is up to 10 times more efficient than other insulation materials of the same thickness.

Latent heat accumulators positioned in the roof and the walls change their state of aggregation within a temperature range of 23 - 26 °C and work as cooling accumulators. The molecules change from solid to liquid state, thereby extracting thermal energy from the surrounding area, cooling the office without the need for additional

of energy. The exterior walls



are glazed using extensive room-high, well insulated windows allowing a large amount of light to enter. In summertime, sunshades keep the heat out while in wintertime the heat is kept inside due to a special infrared reflexion system of the windows.

Since February 2009, our electricity is provided by Elektrizitätswerke Schönau (EWS), a supplier of 100% nuclear-power free electricity. Over 90% of this electricity is gained from renewable resources; the rest derives from combined heatand-power generation. Of every kWh paid to EWS, 0.5 ct is used to fund new decentralized, sustainable power generation plants.

All our paper used in the office is produced without chlorine bleaching. In order to reduce paper usage, we avoid printing out documents whenever possible, and most documents exist only in electronic format. If a printout is necessary, we increasingly print out double-sided.

Particip does not provide personal company cars to employees. The company owns one car that is at everyone's disposal for business purposes. Whenever possible, travel within Europe is by train. To encourage employees to take the train we provide those having to travel for business purposes with a "Bahncard 50". This card allows rail travel at half price and can also be used for private purposes.

To avoid unnecessary journeys and reduce the impact of emissions, especially by air travel, phone conferences are commonly used to replace personal meetings.

Particip is part of the Astrale EEIG (European Economic Interest Group). Within this group, a CO<sub>2</sub>



compensation system for flights was introduced this year.

## Performance

GRI Indicator EN 4: Indirect energy consumption

	2007	2008	2009 <sup>1</sup>
kWh	16,589	22.269	27 920
	10,009	22,268	27,839
Turnover [€]			
per mille	4,908.25	6,892.02	9,500.00
kWh /			
turnover per			
mille	3.38	3.23	2.93

CO<sub>2</sub> emission per kWh

(based on data from electricity supplier)

	2007	2008	2009
CO₂/kWh	241.4g	178.9g	n.a.

#### GRI Indicator EN 1: Materials used

	2007	2008	20091
Copies	146,037	133,187	165,640
Turnover [€] per mille	4,908.25	6,892.02	9,500.00
Copies / turnover per mille	28.85	19.27	17.44

Company car use

	2007	2008	2009 <sup>1</sup>
km	10,069	8,203	14,344
Turnover [€] per mille	4,908.25	6,892.02	9,500.00
km / turnover per mille	2.05	1.19	1.51

Targets

- Discuss financing 50 % of CO<sub>2</sub> compensation for flights by Particip employees and freelance experts.
- Install multiple sockets with switch for all computers in order to reduce energy consumption in standby mode.

<sup>1</sup> Estimates



#### Anti-Corruption

Principle 10

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

## Our commitment

As an actor in international co-operation, 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.

Unambiguously, we reject corruption, i.e. the abuse of entrusted decision-making power for private purposes, be it bribery, seizing or granting an undue advantage or venality of decisions.

#### Actions taken

Before signing a consortium agreement, our partner firms are assessed as to any suspicion of

corruption. In case of suspicion, Particip will not enter into a formal agreement with the company. In 2008, Particip did, in fact, withdraw from a consortium that was about to be



awarded a contract due to the suspicious action of a partner firm during contract negotiations.

## Targets

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- Letting all employees sign the code of conduct in order to ensure their assent.
- Arrange annual meetings in order to recall and discuss the code of conduct with all staff members.