







# **UN GLOBAL COMPACT COMMUNICATION ON PROGRESS** 2011 - 2012

# In This Report



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# From the Managing Partner



### **Statement of Support**



June 2012

On behalf of Dunamis Organization Services, I am proud to reconfirm our company's commitment to the UN Global Compact. 2012 marked the 6<sup>th</sup> anniversary of Dunamis's signatory to the UN Global Compact. It has been six year since we joined it and we remain committed to its ten principles.

We furthermore remain fully committed to sustainability in its broadest context and operate day to day on the basis that we have a responsibility to balance economic interests with those of the

environment as well as with those representing the needs and interests of the communities in which we operate and serve.

This Communication on Progress report showcases the implementation of UN Global Compact principles through the policies and practices of our company and the work of the Dunamis Mitra Pertiwi Foundation. It serves also as a baseline report against which we can measure our future accomplishments.

With this publication of this report, Dunamis reaffirms our continued support to the principles of the UN Global Compact, covering human rights, labor rights, protection of the environment and anti-corruption.

Satyo Fatwan *Managing Partner* 

Dunamis Organization Services

# Company Identity





Address : Jl Bendungan Jatiluhur No. 56 Jakarta 10210

**○ Contact Telephone** : +62 21 572 0761

Membership Date : April 8th, 2006

Number of Employees : 100

Sector : Support & Services

# Company Identity





### **Brief Description of Nature Business**

Dunamis Organization Services is an Indonesian professional services firm incorporated in 1991 and dedicated to enable greatness in people and organizations everywhere.

Our clientele is across industry of Indonesia's most progressive institutions. Dunamis Organization Services is the licensee partner of FranklinCovey (USA) in Indonesia. FranklinCovey is a global leader in effectiveness training, productivity tools, and assessment services for organizations and individuals.

Our Practices include Leadership, Trust & Productivity, Execution, Self & Business Mastery, Knowledge Management, Human Capital System and Education.

# Company Identity





#### Mission

We enable Greatness in people and organizations everywhere

### Vision

To be recognized as a world class professional services firm – an OASIS for Indonesia

### Values ~ ROCK

### 1. Result Oriented

We deliver superior results to all our stakeholders. That's our bias.

### 2. Open Feedback

We have respectful but genuine and open communication. That's how we grow.

### 3. Strong Character

Integrity. Maturity. Abundance Mentality. That's our basic character.

### 4. World Class "K" ompetence

Applied Competence. That's how we produce superior performance.

# **Dunamis Foundation**





### YAYASAN DUNAMIS MITRA PERTIWI

Established in 2001

by **Dunamis Organization Services** 

Mission: To Unleash The Leader Within Every Child in Indonesia

**Education Services** 

Community Development

#### **OUR PROGRAM**

- 1. The Leader in Me
- 2. 7 Habits Curriculum
- 3. 7 Habits for Educators
- 4. Introduction to 7 Habits of Highly Effective College Students
- 5. 7 Habits of Highly Effective Teens
- 6. 7 Habits Teens SuperCamp for Junior High School
- 7. 7 Habits Teens SuperCamp for Senior High School
- 8. In-House The 7 Habits Teens Camp
- 9. LAPAS or Juvenile teenagers
- 10. Keynote Speaker at University
- 11. Community Capacity Building Early Childhood Education= Preschool

# **Dunamis Foundation**







TLIM = 1 school

TLIM = 5 school 7 Habits Curriculum = 5 school Beneficiaries = 7038 pax TLIM =1 school



### **CALL** 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
- Principle 3 Business should uphold the freedom of association and the effective recognition of the right to collective bargaining

Respect for human rights is a fundamental principle of practicing good management and being a responsible business. Here in Dunamis, we reflected the implementation of the human rights into our vision, mission, values policies as well as the advancement opportunity, competitive compensation and benefits, work environments and obligation to the community in location where we are operating (Corporate Social Responsibility).

#### ☐ Working Conditions

Dunamis offers favorable working conditions to its employees. Conditions of employment at Dunamis are outlined by the company regulations document approved in 2003 by the Department of Manpower. The policy under Chapter 1, Article 3(e), states that all employees have the right to equal treatment in line with their Human Rights. It also outlines the company's remuneration standards, working hours as well as employees' rights to holidays and leaves and to practice their faith. The policy also outlines a warning system and disciplinary guidelines which provides employees with protection against unemployment.

• Well beyond the minimum standards of employment, staffs at Dunamis are free to enjoy a healthy company-provided lunch on every work day, served at our indoor and outdoor lunchrooms. Staffs not at the office receive a lunch allowance.

### Outcomes:

Dunamis staffs enjoy a healthy lunch everyday. We increase employee relationship by having better communication each other There were no boundaries between employees and the management team. To increase the food quality, staffs are free to give feedback to the lunch menu.



### **HUMAN RIGHTS**





- Dunamis policy defines that all hiring process, promotion and business decision are taken strictly on qualifications, business imperatives and merit. Every employee also has the equal employment opportunity. Dunamis established a comprehensive compensation and benefit and adequate allowance including medical, transportation, health assistance and pension plan.
- For all new Dunamis employees we conducted New employee induction to share about the company profile, company policy and, code of business conducts.
- Started late 2011, Dunamis set a new Human Capital Management System to strengthen its employees relationship and management guideline.

#### Outcomes:

Every year Dunamis renew its employee compensation based on the quarterly and yearly evaluation. By having a set target and a win win agreement in every new quarter, employees felt involved in improving their career plan. By having such a planned benefit for their health and safety, the employees can have a favorable working condition and support their well-being.



### **CALL** HUMAN RIGHTS

### ☐ Community Access to Land

As an act of respect for the rights of the community surrounding Dunamis' training facility in Pasir Angin village, the property remains unfenced, allowing for community access to and from their livelihood. Although this was and still is an uncommon practice in Indonesia, the decision was made not to close-off the property during construction of the facility, when it was recognized that fencing off the property would create a difficulty for the local community who would need to circle the area to get to and from home.

#### Outcomes:

By not fencing our property, the community around us could easily access to and from their livelihood. By giving them the access, they also help us in securing our property.

### **Future Targets:**

The policy to unfenced the property will remain the same, we will also increase the community involvement in improving our property facilities. Dunamis procedures for using security personnel are based on human rights principles and include guidelines and restrictions on the use of force.





### **CALL** HUMAN RIGHTS

#### ☐ Media Presence

Dunamis facilitates its personnel to contribute regularly to major Indonesian publications. Each month, around ten articles written by Dunamis staff appear in one of leading Indonesian newspapers and magazines.

The articles represent themes that are of our business interest, covering organizational effectiveness and training, as well as wider ranging issues including corporate social responsibility, democracy and social justice. With this activity, while increasing our company's contribution to the nation, we also become champions of another right presented in the UDHR:

"Everyone has the right to freedom of opinion and expression; this right includes freedom to hold opinions without interference and to seek, receive and impart information and ideas through any media and regardless of frontiers." -- UDHR, Article

#### Outcomes:

By having articles in major publications, Dunamis could touch millions people and share our knowledge to the larger public in Indonesia it is in accordance with our mission "enable greatness in people and organizations everywhere". This activity also unleash Dunamis's employees talent, we recognize their talent by providing the column in the media.

#### **Future Target:**

In 2012 we expand the relationship with media; newspapers, magazines and radio. We plan expand our relationship by conducting some studies. We'll also continue the policy to uphold the freedom to associate and the right to collective bargaining following the guidelines provided under the relevant national law.



## MEDIA PRESENCE









### **CALL HUMAN RIGHTS**

#### ☐ Internal Communication

Dunamis facilitates various internal / employee communication programs to allow employees to express their aspiration to the management vice versa. The available programs include:

### Kick Off Meeting

An annual meeting attended by all employees to recognize the achievers and to communicate company's business direction and strategy.

#### • Quarterly Stewardships Review (QSR)

Every quarter, we reviewed our business unit and personal progress. On second and fourth QSR, we held a bonding program to increase team bonding and employee relationship.

#### Dunamis Newsletter

Dunamis gives its staff an opportunity to unleash their talent in writing by providing a coloumn in our monthly Dunamis Newsletter. The theme of the articles are various from their experiences in a class room or our practices. Dunamis Newsletters were published to all Dunamis 's clients and its website, <a href="www.dunamis.co.id">www.dunamis.co.id</a>.

#### • TES (The Empowerment Session)

TES is bi-weekly forum for employees to share and learn each other on certain interest subjects relevant to business as well as for employee development.

#### Outcomes:

A kick off and QSR meetings were effective to communicate business direction, express employee aspirations also to review our business. These activities gave company and employee bunch of ideas to improve business.

By having articles in the newsletter, Dunamis unleash it's employees talent, we recognize their talent by providing the media to express their capability and knowledge.

#### **Future Target:**

The policies of kick off meeting, QSR and TES were remained the same. We will also continue publish our monthly newsletter. We also planned to open new business line in publishing to publish our employees articles into books.



# STAFF ACTIVITES













## **DUNAMIS NEWSLETTER**







### **CALL** HUMAN RIGHTS

### □ Community Capacity Building

As part of its Community Capacity Building program, Dunamis Mitra Pertiwi Foundation manage Pre-School which provide pre-elementary education for children in Pasir Angin village, West Java, surroundings our learning center. We empowered and facilitate the women in the area to become the teachers.

#### Outcomes:

In 2011, Dunamis Foundation ran ten (10) Pre School at 6 locations (neighborhood community) with over 350 students and 12 teachers.

#### Future Target:

In 2012, we plan to continue managing the Pre-School and plan to open new locations.





### **CALL** HUMAN RIGHTS

### □ 7 Habits for Educators

As part of its Community Capacity Building program, Dunamis Mitra Pertiwi Foundation started in 2010 held a program called 7 Habits for Educators. This is a 7 Habits of Highly Effective People training which is designed for educators – teachers and principals. The objective of this program are to enrich the teachers understanding and knowledge about 7 Habits of Highly Effective People, to help them apply the 7 Habits principles is their daily life as personal also teachers and to enable them to become a role model in school for the students and help them to also apply the 7 Habits principles.

#### Outcomes:

In 2011, Dunamis Foundation ran fifteen (15) classes of 7 Habits for Educators for elementary school teachers and pre school teachers at Caringin District Bogor, Mega Mendung Bogor, Banjarmasin, Yogyakarta and Klaten . The beneficiaries were 1217 teachers.

#### **Future Target:**

In 2012 we plan to continue the 7 Habits for Educators program.



# **DUNAMIS FOUNDATION ACTIVITIES**





### **CALL** HUMAN RIGHTS

### ☐ The 7 Habits of Highly Effective Teens SuperCamp Project

Every year Dunamis held a holiday program for Elementary, Junior & High school students called The 7 Habits of Highly Effective Teens SuperCamp. The aim of this program is to unleash the teens leadership skill. We also used the inside-out approach to strengthen the teens character started from themselves.

To sharpen their social responsibility, we gave them a project to renovate a pre school and elementary school around Pasir Angin village. They were asked to prepare a project proposal, presented to our board of partners to get the fund and implement the project by themselves.

#### Outcomes:

Five (5) pre school were renovated, painted and having a new school tools such as blackboard, drawer, shoes rack, education poster etc.

One elementary School (SDN07 Cipayung) was renovated, painted and having a new school equipment such as blackboard, tables and chairs. The participants also decided to build a new library room for the school.

#### Future Targets:

In 2012 we plan to continue the 7 Habits of Highly Effective Teens SuperCamp project in Pasir Angin Village.



○ THE 7 HABITS TEENS SUPERCAMP PROJECT





### **CALL** HUMAN RIGHTS

☐ The 7 Habits of Highly Effective College Students for Institut Teknologi Bandung Freshmen

On August 3-4, 2011, joint cooperation with Institut Teknologi Bandung (ITB) and Bank Mandiri, Dunamis Foundation held 7 Habits for New College Students. This event was held as an induction for all new college students in ITB. The aim of this training program was to give new college students a mind-set, tool-set and skill-set as a future leader. By joining the 7 Habits Programs, we would like to unleash the leadership characteristic within every new students.

To conduct the training program, Dunamis Foundation had a joint cooperation with other organizations who had internal 7 Habits Facilitator to facilitate the participants. Among the sponsors are Allianz, BCA, CIMB Niaga, Bank Danamon, Garuda Food, Indocement, Oto Group, Permata Bank, UOB, FIF, Soho Group and Perfetti van Melle.

#### Outcomes:

3199 new students were joined the program, facilitated by 139 facilitator in 63 parallel class. This training program also stated and rewarded Indonesia Guinness Book of Record as "A New College Students Training With The Largest Number of Facilitator in 63 Parallel Class".

#### **Future Targets:**

In 2012 we plan to continue held the 7 Habits of Highly Effective College Students training.





## ○ THE 7 HABITS FOR ITB



Para mahasiswa baru ITB berpose bersama.



Masa orientasi mahasiswa tahun 2011 ini, Institut Teknologi Bandung (ITB) mencatatkan rekor MURI dengan menggelar pelatihan pada 3.119 mahasiswa dengan fasilikator terbanyak yaitu 139 orang. Pelatihan yang diberikan yaitu The 7 Habits for New College Students.





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### **CALL** HUMAN RIGHTS

□ SDSN Bendungan Hilir 12 Jakarta - The 1<sup>st</sup> State Elementary Leader in Me School in Indonesia

As part of its commitment to community near by our operational office, Dunamis Foundation in joint cooperation with Garuda Food sponsored SDSN Bendungan Hilir 12 Jakarta as the first state elementary school which applied The Leader in Me approach and become a leadership character-based school in Indonesia. Inspired by the success of others national school in Indonesia and abroad, Dunamis Foundation started the pilot project to inspire Indonesia's education and support the Ministry of Education project to establish leadership character-based school all around Indonesia.

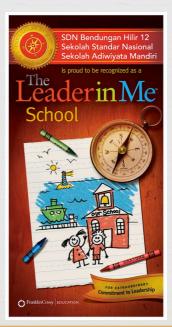
#### Outcomes:

All teachers in SDSN Bendungan Hilir 12 Jakarta already joined the 7 Habits for Educators program. They were in stages to instilled The 7 Habits into daily teaching methods and interactions between teachers and students.

#### **Future Targets:**

In 2012 we plan to increased the cooperation with Ministry of Education to broaden the establishment of leadership character-based school.







### **CALL** HUMAN RIGHTS

### □ PSKD Mandiri - The 1<sup>st</sup> International The Leader in Me Lighthouse School

In accordance with its mission 'to unleash the leader within every child in Indonesia', Dunamis Foundation continue to support the development of Indonesia's education system. Started in 2009, Dunamis Foundation support PSKD Mandiri – a national plus school to implement The Leader in Me approach to its kindergarten to high school students. The Leader in Me approach is based on Stephen R. Covey's best-selling book, The 7 Habits for Highly Effective People. This approach support school to become a leadership character-based school.

The success of The Leader in Me approach implementation in PSKD Mandiri was rewarded and being acknowledged internationally by becoming The 1<sup>st</sup> International The Leader in Me Lighthouse School in the world.

#### Outcomes:

All teachers, school staffs and students in PSKD Mandiri has define themselves as a leader and they increased their average GPA also school disciplined. PSKD Mandiri has been visited by others school in Indonesia and Asia Pacific to learn about their successful.

#### **Future Targets:**

In 2012 we plan to continue support PSKD Mandiri in implementing The Leader in Me approach.





## **CR** HUMAN RIGHTS

- Principle 4 Business should support the elimination of all forms of forced and compulsory labor
- Principle 5 Business should support the effective abolition of child labor
- Principle 6 Business should support the elimination of discrimination in respect of employment and occupation

Dunamis employs on the basis of job requirements and does not discriminate on grounds of age, ethnic or social origin, gender, sexual orientation, politics or religion.

All Dunamis employees have chosen their employment freely and have the freedom to leave the company upon due notice, as outlined in the company regulations. Dunamis strives to continue being an employer of choice, through the provision of favorable working conditions elaborated above in this report.

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All Dunamis employees have chosen their employment freely and have the freedom to leave the company upon due notice, as outlined in the company regulations. Dunamis strives to continue being an employer of choice, through the provision of favorable working conditions elaborated above in this report

Dunamis does not employ child labor, defined ILO Convention No.138 as being children under the age of 15 years. Company regulations set the minimum age for employment at Dunamis as 19 years. Dunamis has also been involved in organizing a workshop with UNICEF Indonesia on the Elimination of Child Labor.



### **CALL** HUMAN RIGHTS

☐ Supporting the Abolition of Child Labor

Dunamis Mitra Pertiwi Foundation also contributes to the abolition of child labor through its community-based programs, which assist in providing access to education for children who would otherwise be out-of-school and/or working. The programs cover:

- ➤ Leadership Training for Community Leaders, including teachers and youth group leaders.
- > Capacity Building, including establishment and management of schools in Pasir Angin village in West Java.
- ➤ Participatory Engagement, in the form of Future Search dialogues designed to assess the needs of the community.

#### Outcomes:

By improving the children and youth education also leadership, we helped them to increase their practical skill, self-confidence and interdependence ability.

#### **Future Targets:**

The policy for our community-based programs will remain the same.



## **CR** HUMAN RIGHTS

### ☐ Labor & Non-discrimination Policy

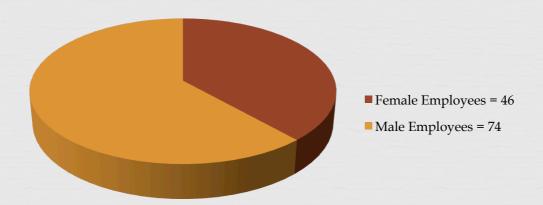
A company with over 40% female staff, Dunamis does not discriminate on the basis of gender with regards to recruitment and employment, nor do we discriminate based on faith, race or political association.

#### Outcomes:

To improve the employees skill and ability, we continue to give them a regular training. Employees are allowed to take a Personal Development Program (PDP) to develop their working ability.

#### **Future Targets:**

Dunamis will continue the non-discrimination policy also keep increasing our member skill and ability.





### **CALL** HUMAN RIGHTS

### ☐ Personal Development Program

Every employee is eligible to get training in order to develop their skills and competency to support company objectives. To increase the employee capabilities and competencies, Dunamis held a Personal Development Program (PDP). This program allow every employee to take courses, seminars, training or workshops related to their personal development and job.

This policies was started since 1995 when company starts to grow. Every employee has the right to improve their personal and interpersonal skill. They could take any program as long as it related to their day-to-day job.

#### Outcomes:

In 2011, 53 percent of employee took their PDP, it increasing 15 percent from 2010.

#### **Future Targets:**

In 2012 we plan to boost every employee to use their PDP so they will increase their capabilities and competencies.



### **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

### ☐ Electricity & Water Usage

In our everyday business activities, Dunamis encourages environmentally friendly practice. We targeted to reduce 10% in electricity and water usage.

#### Outcomes:

In 2011, the electricity & water usage were increased 16% comparing to the previous year.

#### **Future Targets:**

In 2012, we plan to maintain the electricity and water usage.

Respect for environment sustainability is also showcased in the surroundings of our company's training facility in Pasir Angin village, Central Java. During its construction, it was policy to cut down as few trees as possible, none was removed around the constructed buildings. In fact, vegetation around the property remains well-maintained.



### **ANTI CORRUPTION**

Principle 10 Business should work against corruption in all its forms, including extortion and bribery

Dunamis is actively involved in the promotion of transparency in government and businesses. This view is incorporated in our company regulations, which prohibits bribery and extortion in all its forms.

We sign Integrity Pacts with our major clients, which call for the elimination of all forms of corruption, including bribery and extortion. This is increasingly becoming common practice, especially with our finance industry clients. Starting from this year, Dunamis will seek to design a similar pact to be incorporated with all our Memorandum of Agreements with existing and future clients.

#### Outcomes:

We maintain to do our business with good corporate governance standards and no bribery was reported during last year. We also become a part of Corruption Eradication Commission (KPK) selection panel in 2011

#### **Future Targets:**

Become as a part of Corruption Eradication Commission (KPK) selection panel.



### Scorecard

The scorecard below, outlines our performance against our Community, Environment and Labour targets for the financial year 2010

Overall performance against target:

●Target exceeded ○ Target achieved (≥ 95%) ▶ On track ■ Behind schedule ■ Target not achieved

Target	Perforn	nance		Target Date
Activities	Result	Trend	Commentary	
Early Childhood Education	0	<b>A</b>		
Dunamis provide an early childhood Education around Pasir Angin village to improve the children education			This year we opened 10 pre school class in 6 location. The students number was 350, over the target for 200 students.	On going
Aptitude Test	0	<b>A</b>		
To help High School finding their potential & talent, starting this year Dunamis held an aptitude			This program help them recognize their potential and talent before choosing their major and continue their study. The beneficiaries were 26 students	On going
Personal Development Program	<b>D</b>	<b>A</b>		
To improver their working competencies, employee are allowed to take any course through this personal development program			We keep encourage employee to take any course or higher education in order to improve their skill also competencies.	On going
Employee Contribution		<b>A</b>		
Dunamis employee's have to spend 1 day/month working for Dunamis Foundation to do community services			This year we only achieved 42 per cent from target	On going

Note: Trend from previous year

▲ improvement

**▼** deterioration

• no change

## Scorecard

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Overall performance against target:

● Target exceeded ○ Target achieved (≥ 95%) ▶ On track ◀ Behind schedule ■ Target not achieved

Target	Perfo	mance		Target Date
Activities	Result	Trend'	Commentary	
Speaker's Fee	<b>&gt;</b>	<b>A</b>		
Dunamis member donate their fees after deliver speech for public audiences			All Dunamis member consistently donate their fees as a contribution for Dunamis Foundation	On going
Media Presence		<b>A</b>		
Dunamis personnel contribute articles regularly in Indonesian newspapers and magazines			50 per cent from target achieved. We continue to extend the relationship with major Indonesian newspapers and magazines	On going
Dunamis Newsletter	0	<b>A</b>		
Dunamis unleash its staff talent in writing by publishing their articles in a monthly newsletter to its clients			We achieved the target to always publish the newsletter every month	On going
Pre School Teachers Empowerment	<b>&gt;</b>	•		
To increase our pre school teacher capability, Dunamis held an empowerment program			We scheduled a monthly & yearly program by inviting Dunamis member also public speakers to teach the pre school teachers	On going

Note: Trend from previous year

▲ improvement

**▼** deterioration

no change

## Scorecard

The scorecard below, outlines our performance against our Community, Environment and Labour targets for the financial year 2009

Overall performance against target:

● Target exceeded ○ Target achieved (≥ 95%) ▶ On track ■ Behind schedule □ Target not achieved

Target	Performance			Target Date
Activities	Result	Trend	Commentary	
The 7 Habits Teens Supercamp Project	0	<b>A</b>		
We prepare a project in our teens camp to renovate pre school and elementary school around Pasir Angin Village			We renovated five (5) pre school and renovate one (1) elementary school also build a library in Pasir Angin Village	On going
Frontier Assist	<b>&gt;</b>	•		
Dunamis Foundation always ready to help others in case of national disaster in form of frontier assist			We always prepare ourselves to held a frontier assist program in case of national disaster	On going
Electricity Efficiency	<b>&gt;</b>	•		
10 percent reduction in electricity usage			We increased the usage of electricity & water by 16% in 2012	30 Dec 2011
Anti Corruption	0	<b>A</b>		
Dunamis policies in doing business based on good corporate governance			We support the anti corruption and no bribery was reported during the year	On going

Note: Trend from previous year

▲ improvement

**▼** deterioration

• no change



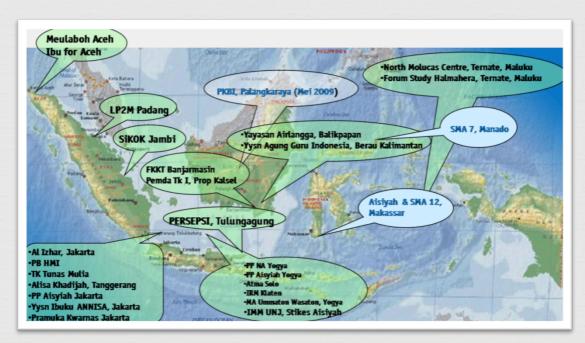
### PARTNERSHIP IN SUPPORT UN GOALS

Over the years, Dunamis has both initiated and participated in partnerships with government agencies, NGOs and other civil society organizations, as well as student and youth organizations.

The existence of Dunamis Mitra Pertiwi Foundation within a relatively modest-sized company such as Dunamis Organization Services is hoped to inspire other companies to increase their participation in empowering their wider surrounding community.

On a regular basis, we organize Public Programs for representatives of numerous groups at little to no cost on a regular basis. This includes representatives from educational institutions such as teachers and student organization representatives, government agencies and NGOs, located all over Indonesia.

The programs are designed to increase the effectiveness of the participants, which can then be transferred to the institution they belong to.



# Distribution of this COP



This Communication of Progress will be made available to our stakeholders on our website http://www.dunamis.co.id, as well as being distributed to all company employees through our intranet system.

For more information on this report, please contact asri@dunamis.co.id

To obtain a copy, please contact our office at:

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Jl Bendungan Jatiluhur 56 Jakarta 10210. Ph: 62-21 572 0761, Fax: 62-21 572 0762

> Website: <u>www.dunamis.co.id</u> Email: info@dunamis.co.id

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