

SoftSkills Management Consultants



Communication on Progress

Year: 2013

STATEMENT

SoftSkills is a firm of Management Consultants with its Head office in Lagos, Nigeria. The firm has a special focus on imparting soft skills that managers generally have difficulty defining, measuring and managing. Our goal is to assist organizations to motivate and inspire their employees to peak performance as evidence has shown this to be the key drive for successful corporate performance.

SoftSkills Management Consultants has a crop of reputable corporate citizen as her staff at all levels. As a member of the Global Compact, our aim is to implement the ten principles in our business policies. Business policies of like terms as the ten principles are embraced by the board of our company. Through our support of the United Nations Global Compact, we also aim to move the agenda forward on performance related to human rights, labour rights, the environment and the fight against bribery and corruption. Documented in this report is the summary of the progress we have made against these principles and we will continue to follow them up in future

11th May, 2013

Date

Wonuola Adetayo,

Managing Director/ CE

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S/N	Global Compact Principle	Action Taken & Impact Achieved and/or Plans for the upcoming Year	Performance Indicator
1	Businesses should support and respect the protection of internationally proclaimed human rights;	In SoftSkills, all our workers are treated with fairness. Promotion is on merit and unbiased remuneration for their time at work. We consistently strive to create world class atmosphere for our business processes. Our workforce is gender balanced and females are treated with equal respect.	Satisfactory
2	Business makes sure that they are not complicit in human rights abuses.	Our business processes and policies are within the stipulated Human right law in Nigeria. Our terms of engagement and mode of operations are within Nigeria and ILO that guarantees non-violation of human rights of employees in whatever forms. We ensure that we are in alignment with Nigerian Constitution.	Excellently done
3	Businesses should uphold the freedom of association and the effective recognition of the right to collective bargaining;	All our staff members have the freedom to join any association of their choice without intimidation. Some of our members belong to Chartered Institute of Personal Management (CIPM), Nigeria and Society of Human Resource Management, USA. None of our staff member was coaxed to come to the office.	Excellently done
4	The elimination of all forms of forced and compulsory labour;	Our Workplace is void of staff intimidation. Our job offer letter is well explicit enough for our new staff. Job description, targets, KPI and expectations are jointly agreed and clearly started.	Excellently done
5	The effective abolition of child labour;	We discourage child labour in our work environment. None of our Staff member is below the legal working age – 18 years old. The youngest staff on our payroll is 26 years old.	Excellently done
6	The elimination of discrimination in	We have an up-to-date records on recruitment, training and promotion of our staff. Going through the documents, it has a	Excellently done

	respect of employment and occupation.	transparent view of opportunities for employees and their progression within the organization	
7	Businesses should support a precautionary approach to environmental challenges;	To encourage a precautionary approach to environmental challenges, we have a developed code of conduct for our business operations and it is committed to upholding good health and the environment. HSE Policy in place, HSE meeting and audit are carried out regularly.	Excellently done
8	Undertake initiatives to promote greater environmental responsibility;	SoftSkills is known to measure, track and communicate our development in incorporating sustainability. We identify with and support activities of organisation, corporate bodies and NGO that promote environmental sustainability.	Excellently done
9	Encourage the development and diffusion of environmentally friendly technologies.	SoftSkills is knowledge firm, one of the ways we help to diffuse an environmentally friendly technologies includes informing our communities on the advantages of recycling and also by recycling our used paper materials instead of thrashing or burning them. We try to reduce the use of paper materials by using CD Disc and emails, sms and other IT enabled devices for communication.	Excellently done
10	Businesses should work against all forms of corruption, including extortion and bribery.	It is our standard practice never to give or collect bribes for the jobs we do or the projects we solicit for. Part of the training and HR intervention to clients is hinged on good governance, work ethics, professionalism and good corporate citizenship.	Excellently done