

SoftSkills Management Consultants



Communication on Progress Year: 2014

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

19th February, 2014

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;	Workers in SoftSkills are treated with fairness. There is unbiased remuneration for their time at work while promotion is on merit. Our business processes are carried out in a world class atmosphere. There is gender balance in our workforce and females are treated with equal respect.	Satisfactory
2	Business makes sure that they are not complicit in human rights abuses.	Our business policies and processes are within the stipulated Human right law in Nigeria. Our mode of operations and terms of engagement are within Nigeria and ILO that guarantees non-violation of human rights of employees in whatever forms. We ensure alignment with Nigerian Constitution.	Excellent done
3	Businesses should uphold the freedom of association and the effective recognition of the right to collective bargaining;	Members of staff 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.	Excellent done
4	The elimination of all forms of forced and compulsory labour;	Staff intimidation is non-existent in our workplace. Our engagement letter is well explicit enough for our new staff. Job description, targets, KPI and expectations are jointly agreed and clearly started.	Excellent done
5	The effective abolition of child labour;	Child labour is illegal in our work environment. All members of staff are above the legal working age – 18 years old. The youngest staff on our payroll is 26 years old.	Excellent done
6	The elimination of discrimination in respect of employment and occupation.	All records on recruitment, training and promotion of our staff are up-to-date. Going through the documents, it has a transparent view of opportunities for employees and their progression within the organization	Excellent done

7	Businesses should support a precautionary approach to environmental challenges;	To encourage a precautionary approach to environmental challenges, a code of conduct for our business operations has been developed and it is committed to upholding good health and the environment. HSE Policy is in place, HSE meeting and audit are carried out regularly.	Excellent 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.	Excellent 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 sensitization on the importance 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, electronic portable devices and emails, sms and other IT enabled devices for communication.	Excellent 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.	Excellent done