



This is our **Communication on Progress** in implementing the principles of the **United Nations Global Compact** and supporting broader UN goals.

We welcome feedback on its contents.

# CINOP



UN

GLOBAL COMPACT

COP 2017 - 2018

[www.cinop.nl](http://www.cinop.nl)

# Preface

This report covers the Communication on Progress (COP) of CINOP in implementing the ten principles of the UN Global Compact. The document provides insight in our activities, procedures and values in the areas of Human Rights, Labour, Environment and Anti-Corruption.

As social enterprise CINOP fully supports the ten principles of UN Global Compact.

As a leading partner that can offer high level expertise in the Netherlands and all over the world, we aim to deliver long-lasting impact in line with the Sustainable Development Goals. We are here for each individual to create an equal and inclusive society. Also this year we promise to live up to these standards that inspire us to go to work everyday. Being part of this network allows us to improve our activities and help to create a world of sustainable learning for all. We are part of the Global Compact because education is in our DNA, and that is why we ourselves keep learning and improving each and every day as well.

Yours sincerely,



Huub Dekkers  
CEO CINOP

's-Hertogenbosch, The Netherlands

*CINOP is a social enterprise,  
meaning our priority is  
to create social impact  
instead of profit.*



# 01. About CINOP

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CINOP is an independent, (inter)national research, projectmanagement, expert and consultancy organisation specialised in Lifelong Learning, Vocational Education & Training (VET), adult education and employability.

Based in 's-Hertogenbosch in the Netherlands, the organisation currently employs about 130 professionals that are providing worth 20 years of expertise and solutions both nationally and internationally.

## **We work with**

- Education: schools, educational institutions, VET centres, private training providers, platforms, knowledge centres and umbrella organisations.
- Government: national and local governments, semi-government, centres of expertise.
- Labour market: branch- and industry associations, employers' and employee's associations, training and development funds, private companies.



*Together we  
deliver sustainable  
solutions.*

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# 02. Human Rights Principles

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*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.*

For us, every individual has unique talents and has the basic right to proper education and work. No matter who they are or where they live. This specifically holds true for vulnerable groups like low literate, disabled students, refugees or people without diplomas and/ or jobs. It's in the DNA of

CINOP to respect the Universal Declaration of Human Rights (UDHR), across our activities and in relationships with the people we cooperate with.

## **Actions and Envisaged Outcomes**

In CINOP's general Code of Conduct, employees (and associates) declare to show respect for cultural costumes, gender, and sexual orientation, and avoid involvement in criminal activities that contravene human rights.

*For us every individual has unique talents and the right to proper education.*

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Our expert centre for studying with disabilities called handicap + studie, stimulates the participation of students with disabilities in higher education. It is a major contributor to the way CINOP is devoted to the right to education. Together with partners we work to create a climate where inclusion, individual autonomy, and complete participation are achieved for students and staff with a disability.

This promise is underlined by CINOP's intention statement and active participation to adhere to the UN Convention on the Rights of Persons with Disabilities. Last year, in cooperation with the Dutch Institute of Human Rights (College van de Rechten van de Mens) and the Dutch Ministry, we accomplished that 3 higher education institutes also signed a promise to adapt their policy to be more in line with the convention. Our plan for next year is to expand the number of signatories and organize an international congress where we will promote this.

As part of our Corporate Social Responsibility policy (CSR), CINOP takes responsibility in the current refugee situation in Europe by supporting refugees in learning Dutch when they arrive in the Netherlands.

Based on the universal right on education (and work), CINOP is committed to ensure these refugees have fair chances to enter society and the labour market. CINOP developed a (free to use) Toolkit Dutch which supports refugees to learn Dutch together with their mentors.

Human rights is considered as a cross cutting issue, especially in the projects related to the development theme 'security and rule of law'. The secretariat of the National Council of Bhutan was trained in the topic of human rights and visited the Netherlands Institute for Human Rights. In addition, specific attention for human rights is included in NICHE projects in Indonesia where CINOP is involved in capacity building of the Police Academy, training for legislative drafters and improving an international law curriculum.

Furthermore, various new global projects in which CINOP participates are directed at improving educational levels and strengthening employment. This ranges from support in capacity building at the Schools of Hygiene in Ghana to support in quality management in the initial training of nurses and midwifery in Benin.



# 03. 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;*

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

## **Actions and Envisaged Outcomes**

CINOP employs professionals from various cultural, social and/or religious backgrounds, because we believe this contributes to the diversity of our staff.

In our recruitment procedures discrimination is forbidden. We strictly select on suitability for the job in terms of knowledge skills. CINOP promotes hiring of employees (and students) with disabilities.

In our Human Resources policy gender equality remains an important factor. This implies above all equal rights for men and women. In 2017 the majority of our employees are women. CINOP has a significant amount of women in managerial positions (i.e. our Management Team is equally divided between men and women).

Via our projects CINOP aims to give both male and female students equal opportunities with regard to universal access to education and (future) employability. In particular in our international projects gender is a cross cutting theme.

Internally in our workproces, CINOP has two counsellors (a woman and a man) who may be contacted by employees if they are facing inappropriate behaviour such as sexual harassment, aggression or violence, discrimination or bullying.

The CINOP Complaints Committee and the counsellors did not receive any complaints from

employees, business partners or clients in relation to (potential) human rights violations or discrimination, nor was the organisation involved in any human rights incidents before or during the reporting period.

CINOP has its own Collective Labour Agreement; every year new negotiations take place, supported by Dutch labour union AOOb (Algemene Onderwijsbond). Employees can become a member of this union who represents their rights in labour and employment issues.

CINOP has an active Works Council in which employees from all working units are represented. They are actively involved by the board on issues concerning labour conditions and equality for employees.

Since 2013 employees are able to work according to the 'any concept': any time, any place, anywhere. This means that employees have a large degree of flexibility and freedom in executing their work.



CINOP has a database with gender segregated data of all employees and their specific functions. In our Corporate Social Responsibility Report data is published on gender, age, fulltime/ parttime functions, absenteeism, etcetera.

All employees have yearly progress and performance interviews with their manager. The appraisal is based on projects for clients, cooperation within the team, commercial performance and personal development.

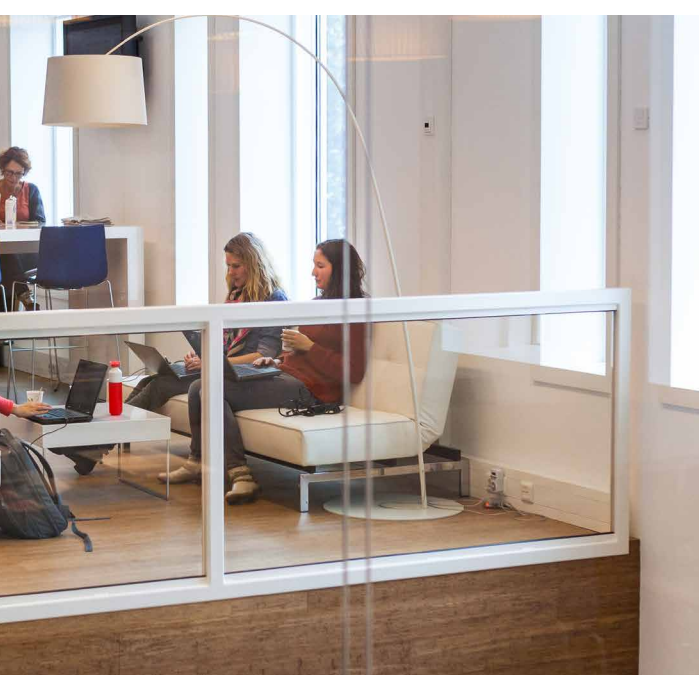
The Social Safety Monitor is research from CINOP and eco about the social safety of students and employees of educational institutes. The monitor offers insights into the institute's current situation in comparison with a country wide benchmark and has been implemented for institutes of vocational education and training, all over the Netherlands.

Indicators that are used involve;

- the feeling of security amongst students and employees;

- familiarity with institutional security policy;
- unauthorized behavior such as possession of weaponry, drug use, and truancy;
- physical violence such as theft, and vandalism;
- psychological and physical aggression such as (cyber)bullying, discrimination, intimidation, physical and sexual violence;
- aggression and violence against gay, lesbian or bisexual students or employees.

The results give institutes insights to improve social security and safety and create a place where education can be peacefully enjoyed by both students and staff.



*In our recruitment procedures discrimination is forbidden.*

# 04. 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.*

## **Actions and Envisaged Outcomes**

BREEAM is the world's most widely used environmental assessment method for buildings. Clients can receive a certificate that assess criteria like architecture, materials, finishing, waste, energy and climate system. Since we have received the BREEAM rating 'very good', the CINOP building is the most sustainable office in 's-Hertogenbosch.


Due to the large numbers of consultants who work out-of-office, we reduced our office space use by renting one floor to a third party (in 2016).

Our flexwork concept enables and stimulates employee to work at home when possible. This to reduce travel cost and environmental impact. Furthermore, our mobility programme provides employees incentives to use public transport (instead of car use) or electric cars.

The choice to locate the office directly opposite to the central train station also has to do with sustainability. It is our goal to stimulate the use of public transport as much as possible for both employees as well as visitors. Employees can also use a 'greenwheels' option (car sharing) in the mobility programme. CINOP employees who work outside Europe, have agreed to combine their missions to different countries, to reduce the number of flights.

Procurement and purchase of materials for projects in African countries, Latin America and Asia, is mainly done in the respective countries to reduce prolonged transportation by land and air.

As specialist in learning and education, we will contribute to environmental awareness via our projects where possible. For example, in 2014 CINOP was active in Benin. Here the University of Parakou is faced with the need to improve agricultural production systems and to assure food security in the light of changing climate conditions. CINOP helped the university with institutional capacity building, new training offers and improve their competencies, by developing the curricula, taking into account food security and climate change.



*In our projects worldwide gender equality receives special attention.*



# 05. Anti-Corruption Principles

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

## **Actions and Envisaged Outcomes**

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

In CINOP's Code of Conduct, employees (and associates) officially declare that they use information, funds and resources, either originating from projects or provided by CINOP, in a responsible manner and take responsibility for all money and property, following the appropriate policy and procedural requirements. Especially international projects in countries with perceived high levels of corruption are closely

monitored on possible cases of corruption. CINOP stimulates employees and managers to be honest and fair in business and financial transactions. In order to prevent any corruption, extortion or bribery, CINOP has strict administrative and control procedures in place with double-checks and a strict division of roles in place. Employees, associates and especially financial staff are knowledgeable about the issues of corruption.

As required by law, CINOP has an external accountancy firm to audit and 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 during 2017.

*CINOP stimulates employees and managers to be honest and fair in business and financial transactions.*





**CINOP**

P.O. Box 1585  
5200 BP 's-Hertogenbosch  
The Netherlands  
+31 (0)73-6800800  
info@cinop.nl  
**www.cinop.nl**



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