



Communication on Progress: Implementing The Global Compact Principles at Integrity

2018



Statement of continued support from our CEO

December 2018

I am pleased to confirm that Integrity Research and Consultancy reaffirms its support of the Ten Principles of the United Nations Global Compact in the areas of Human Rights, Labour, Environment and Anti-Corruption.

In this first-annual Communication on Progress, we describe our actions to continually improve the integration of the Global Compact and its principles into our business strategy, culture and daily operations. We also commit to share this information with our stakeholders using our primary channels of communication.

Yours sincerely,



Anthony Ellis
Chief Executive Officer

About Integrity Research and Consultancy

Integrity is an international consultancy and service provider working in fragile, conflict-affected and complex environments. Our access and trust at a community level, combined with our global perspective, produces powerful recommendations and delivers positive and substantial change. Our vision is to set the international standard for ethically delivered, expert services in conflict, post-conflict and fragile environments and through our work, help the international community transform from conflict to build stability, accountability and prosperity.

Our services are underpinned by the principles on which the company was founded: a commitment to local context, ethical procurement of local services and expert and high-quality delivery. We work to build local skills by investing in long-term presence and building sustained relationships with local organisations, networks and individuals in the geographies where we work.

We deliver seven key services: Research, Evidence and Analysis; Monitoring, Evaluation and Learning; Project Management and Implementation; Stakeholder Engagement; Capacity Development; Risk Management; and Data and Knowledge Management.

Integrity employs a multinational team of project managers and implementers, thematic and regional experts, researchers, and evaluators with experience delivering complex programmes across Africa, Asia and the Middle East. We bolster this experience with established offices in London, Nairobi, Amman and Washington, DC.

Our approach to the 10 principles

In 2017, Integrity signed up to the United Nations Global Compact to further our existing efforts to operate according to the spirit and the letter of the Compact's 10 principles. We seek to operate according to these principles, working together with our stakeholders: our staff team, consultant team members, implementing partners and clients.

In our first Communication on Progress, we outline what we have implemented so far and our aspirations to build on these efforts. This is a standalone document, drawing on policies, procedures and initiatives from across the company's teams and offices.

Human Rights

Integrity places do-no-harm principles at the core of our work. This means that we inform ourselves of the conflict dynamics around potential and future work and how we can be sensitive to it through project design and delivery. Being sensitive to human rights issues is key to these considerations.

Integrity's Codes of Conduct and Due Diligence

Since our founding in 2010, Integrity has had codes of conduct for all staff and suppliers. These codes govern our due diligence procedures. Due diligence allows us to vet partners and suppliers for any concerns regarding human rights abuses and other serious issues.

We ask all personnel and suppliers to agree to these codes of conduct as well as to complete a self-declaration form and to provide details about their organisation, key staff and company principles, where relevant.

Integrity also runs our own context analysis and, since 2018, we have used the World-Check© platform, provided by Refinitiv.¹ This ensures that individuals and companies with which we work are not on any proscribed lists and there are no ethical, political or reputational risks from doing business with them.

Since joining the Global Compact, we have also codified our commitments to human rights principles in the following policies. We have included these in our Supplier Code of Conduct as well as in our Integrity Staff Handbook:

- Modern Slavery Policy
- Safeguarding Policy

Working with local suppliers

We usually work with individuals and suppliers from the countries in which we're working, including from beneficiary groups where appropriate. This deepens our knowledge and contextual understanding, which is key to our efforts to do no harm. Further, it facilitates our support of local markets and improves the quality of our projects. Where we can add value to our local partners' work through training or other support, we build this into project design.

¹ Refinitiv is a global provider of financial data, intelligence and technology. It runs the World-Check Risk Intelligence database, which includes information on politically-exposed persons, heightened risk individuals and organisations and helps to identify financial, regulatory and reputational risks.

Labour

Integrity is responsible for our team's duty of care in the field and in our offices across the world. We currently endeavor to uphold the Compact's Labour principles through our existing policies that guide our due diligence of personnel and suppliers; and our approaches to recruitment, deploying personnel to the field and management.

- Code of Conduct for Working with Suppliers
- Whistleblowing Policy
- Anti-Harassment and Anti-Bullying Policy
- Recruitment Policy and Procedure
- Modern Slavery Policy – 2018
- Safeguarding Policy – 2018
- Integrity Procurement and Tendering, including our approach to due diligence – 2018

Due diligence

Integrity conducts thorough due diligence on all individuals and organisations that we are considering working with, as outlined on the previous page. From 2018, these are informed by our new policies on Modern Slavery, Safeguarding and Procurement and Tendering. Further to the above, we also communicate to and expect all staff to understand our Code of Conduct for Working with Suppliers.

Our approach to recruitment

Integrity has always been an equal opportunities employer and positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity. We respect confidentiality and abide by UK data protection laws.

In 2018, we have further codified this approach by introducing a competency framework for all recruitments. This framework guides how we design job advertisements and conduct interviews, providing more objective criteria upon which we make recruitment decisions.

Deploying personnel to projects

- Our equal opportunity approach to recruitment;
- Thorough inductions, including into Integrity's Code of Conduct and other policies;
- Training for operating in fragile contexts, where relevant;
- Providing medical insurance and evacuation plans, if required;
- Providing risk assessments for pregnant members of staff and staff with disabilities, including personalised emergency evacuation plans; and
- Providing clear feedback mechanisms, including our Whistleblowing Policy.

Goal: Employee Representatives

In 2019, we are planning to create Employee Representatives to promote improved employee representation in communication with management across a variety of issues. We hope that this will support staff by providing a line of communication in addition to their own line management chain.

Measurement of outcomes

Our Directorate of Operations manages our duty of care across the company, executing the above procedures. They use our own bespoke, centralised recording, prioritisation and implementation platform based on Podio software to track the progress of tasks through to completion. They follow agreed templates, frameworks and policies to ensure that our adherence to our policies is consistent across all our work globally.

Environment

Integrity's commitment to do no harm extends to our approach to ensuring we minimise our environmental or social impact and that we maximise our positive impact in our core activities and wider business operations.

Assessment, policy and goals

In 2018, Integrity produced our Environment and Social Impact Policy. This sets out our position and our approach to achieving this through our delivery of projects, including:

- Conducting environmental and social impact assessments in programme design;
- Conducting thorough supplier due diligence;
- Through-project monitoring/reviews of impact; and
- Minimising project travel.

Changing suppliers: This year, following consultation with our staff team, our UK office changed our staff fruit delivery supplier to a provider of organic produce.

Communications: We have also shifted our internal communications platform to one that is better integrated into our existing systems and is more stable. Providing more reliable online communications reduces our reliance on face-to-face meetings and the international flights and carbon production that comes with them.

Goal: Reduced carbon footprint and improved air quality

We are working with our landlords to reduce our carbon footprint by coordinating with our fellow tenants to reduce the volume of different suppliers delivering goods to our offices. Any success we have will also improve the air quality immediately around our building and in central London.

Goal: Waste reduction

We are working with our landlord and fellow tenants to increase the amount we recycle by introducing food waste recycling and encouraging staff and visitors to make use of it.

Measurement of outcomes

Our Executive Management Committee will review Integrity's adherence to our new policy at regular intervals and judge our success by the number of journeys taken for company business, and by observing company culture in project and corporate offices across the world.

Anti-Corruption

Integrity's Anti-Bribery and Anti-Corruption Policy applies to all staff and suppliers with whom we work. We are committed to the highest standards of ethical conduct and integrity in all our business activities and relationships in the UK and overseas. We will not tolerate any form of bribery by our workers.

Assessment, policy and goals

Our Anti-Bribery and Anti-Corruption Policy defines what constitutes bribery and corruption, how to act if personnel come across it, and what sanctions exist if personnel participate in either. It also covers issues of conflict of interest, facilitation payments, political contributions, donations and record-keeping.

Due diligence

We conduct due diligence on our potential suppliers, both individuals and organisations, to pick up potential issues, including any concerns related to bribery or corruption.

We communicate our zero-tolerance approach to bribery and corruption to all suppliers, contractors and business partners at the outset of our business relationship with them and as appropriate thereafter.

Measurement of outcomes

Our Director Corporate is responsible for addressing any incidents concerning perceived or actual bribery or corruption.

Integrity's Executive Management Team monitors and reviews the implementation and effectiveness of this policy and related procedures on a regular basis. This will include reviewing internal financial systems, expenses, corporate hospitality, gifts and entertainment policies as well as the Risk Management System to identify and avoid bribery and corruption risks.



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