



COMMUNICATION ON PROGRESS

# **SUSTAINABILITY REPORT 2019-2020**

UN Global Compact



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# 1 COMMITMENT FROM OUR MANAGING DIRECTOR

Tana Copenhagen is fully committed to doing business in accordance with the 10 principles of the United Nations Global Compact and to work towards more sustainable business practices.

In our daily work we support and advise governmental, intergovernmental and non-governmental organisations in their work internationally to achieve results and realise the Sustainable Development Goals (SDG), specifically with SDGs 1) No Poverty; 5) Gender Equality; 8) Decent Work and Economic Growth; 10) Reduced Inequalities; and 16) Peace and Justice Strong Institutions.

Since our founding in 2007 we have consciously worked with a strong commitment to the principles of the Global Compact, as is natural to us working with international development and our joining the Global Compact in 2019 has been a logical next step to work more purposely with the principles and SDGs as our company grows.

We see our engagement with the UN Global Compact as an opportunity to set commitments for improving our business practices and provide a clear path towards operating in a more sustainable manner.

We look forward to learning and refining our ways of doing business as we formulate specific action points and measure our year-on-year progress becoming more sustainable and contributing to a more sustainable world.

Yours sincerely

A handwritten signature in black ink, appearing to read "Erik Bryld".

Erik Bryld  
Managing Director

## 2 TANA FACT SHEET

<b>Areas of work</b>	Consultancy assignments within international development, including research, design of projects and programmes, monitoring and evaluation.
<b>Number of permanent staff</b>	9
<b>Project based staff</b>	About 15 at any given time
<b>Website</b>	<a href="http://www.tanacopenhagen.com">www.tanacopenhagen.com</a>
<b>Founded</b>	2007
<b>Legal structure</b>	Limited Company
<b>Offices</b>	HQ: Copenhagen Office in Nairobi Project Office in Addis Ababa

## 3 TANA AND THE 10 PRINCIPLES

In the following section we outline our commitment to the 10 principles of the Global Compact. These commitments are also enshrined in our code of conduct available on our website.

### 3.1 HUMAN RIGHTS

**Principle 1: Businesses should support and respect the protection of internationally proclaimed human rights**

Tana supports and respects the protection of human rights, and in our work, we will pay special attention to the rights of vulnerable groups, including women, children, indigenous peoples and migrants.

**Principle 2: Businesses should make sure that they are not complicit in human rights abuses**

We commit to not being knowingly complicit to any abuse of human rights in our work and will take appropriate steps to ensure that this is the case.

#### 3.1.1 CURRENT SYSTEMS PROCEDURES

All our staff are trained in our policies and our code of conduct. There are several aspects to working with ensuring the protection of human rights in our work.

- 1) This starts at the pre-bidding stage as we screen potential opportunities for possible human rights abuse risks which can occur during the implementation of an assignment. We do not undertake any work that has a high risk of leading to violations or abuses of human rights.
- 2) Once we are implementing an assignment, we ensure that our clients are aware of any potential Gender Equality and Social Inclusion (GESI) issues and we bring attention to GESI with a focus on our clients adhering to their human rights commitments.

- 3) We continuously monitor implementation of our projects and ensure that they are carried out in accordance with our safeguarding policy, research ethics, and data protection policy. This includes ensuring that our sub-contractors adhere to our policies and guidelines.
- 4) Tana maintains a whistle-blower procedure which allows for Tana's staff, former staff, clients and partners to anonymously report suspected or actual occurrence(s) of illegal, unethical or inappropriate behaviour/act/event without fearing retaliation or retribution.

### 3.1.2 ACTION POINTS FOR 2021

We need to ensure that our staff are better equipped to screen and monitor projects for potential human rights abuses. This will be done by ensuring that there is a common understanding and well-founded basis in their understanding of both of what constitutes human rights and what potential risks may occur in our line of work. We thus intend to hold an internal workshop session on human rights for all internal staff at Tana.

## 3.2 LABOR RIGHTS

**Principle 3: Businesses should uphold the freedom of association and effective recognition of the right to collective bargaining**

We commit to upholding the freedom of association and recognise the right collective bargaining.

**Principle 4: Businesses should uphold the elimination of all forms of forced and compulsory labour**

We will not permit any form of forced labour in relation to our work.

**Principle 5: Businesses should uphold the effective abolition of child labour**

We will not permit any form of child labour in relation to our work.

**Principle 6: Businesses should uphold the elimination of discrimination in respect of employment and occupation**

We will avoid any discriminatory practices in our recruitment processes and we will promote respect for diversity and ensure a harassment-free work environment. We will not tolerate any workplace violence, intimidation, abuse of power, or bullying.

### 3.2.1 CURRENT SYSTEMS PROCEDURES

Tana staff are free to join unions and undertake collective bargaining with our management. We also do not permit forced labour or child labour. The risk of child labour in our line of work is non-existent since our work requires a certain level of education and qualifications. We ensure that our sub-contractors and project staff adhere to our code of conduct.

We also adhere to our principles on non-discrimination and our policy on sexual harassment. Should any staff member witness or be the victim of discriminatory practice or harassment, they are obligated to inform management. This can also be done anonymously through our whistle-blower procedure.

### 3.2.2 ACTION POINTS FOR 2021

We understand that discriminatory practices can be unintentional and that the first step to addressing unintended discriminatory practices is through awareness. With this in mind we will

hold an internal workshop session on workplace discrimination.

### 3.3 ENVIRONMENT

**Principle 7: Businesses should support a precautionary approach to environmental challenges**

We commit to supporting precautionary approach to environmental challenges, though our line of work does not entail manufacturing or production, which would impact the environment.

**Principle 8: Businesses should undertake initiatives to promote greater environmental responsibility**

We will promote environmental responsibility in our work and have initiated initiatives to lessen the environmental impact from our work.

**Principle 9: Businesses should encourage the development and diffusion of environmentally friendly technologies**

We will encourage the use of environmentally friendly technologies in our work.

#### 3.3.1 CURRENT SYSTEMS PROCEDURES

As a small firm lowering our environmental impact comes down to making smaller changes in our everyday work. We adhere to our environmental policy which outlines the aims to limit paper use, water, and electricity at our offices.

Furthermore, we aim to reduce travel by encouraging our clients to make use of videoconferencing technology and if we do travel, we aim to take the most direct route, and we will travel by train rather than plane if practically possible. We also encourage our staff to travel by bicycle when attending meetings in the Copenhagen area.

Tana contributes to climate protection by annually offsetting the carbon footprint for air travel of our internal staff by 52,45 t CO<sub>2</sub> in high quality carbon offset projects.

#### 3.3.2 ACTION POINTS FOR 2021

As a consequence of the ongoing pandemic and travel restrictions that have been in place around the globe for a year, travel has been greatly reduced as part of our assignments. Many of our projects are now undertaken with a higher degree of local staff with international experts based remotely. We aim to encourage our clients to continue to make use of more locally based staff to ensure that carbon emissions from travel remain at a lower level than before the covid19 pandemic.

We do however expect many of our clients to require a certain amount of travel once restrictions are lifted. As a new action point for 2021 we will compile a list of more sustainable/eco-friendly hotels in our main countries of operation, which will be shared with both internal staff and external project-based staff for when planning travel.

We will also review our choice of carbon offsetting project to offset our CO<sub>2</sub> emissions from travel, as well as reassess the degree to which carbon offsetting can be done for our external project-based staff as well.



### 3.4 ANTI-CORRUPTION

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

As part of our commitment, all forms of bribery and corruption are unacceptable and will not be tolerated. We must not, and we must ensure that any third party acting on our behalf does not, act corruptly in our dealings with any other person in relation to our services.

#### 3.4.1 CURRENT SYSTEMS PROCEDURES

- 1) Tana maintains a business integrity management system (BIMS) which outlines our principles for our Code of Professional Conduct. Project managers and accounting staff are trained in monitoring that all our assignments are carried out in accordance with the BIMS and that any suspicions of misconduct are reported to management.
- 2) Tana maintains a Whistle-blower procedure which allows for Tana's staff, former staff, clients and partners to anonymously report suspected or actual occurrence(s) of illegal, unethical or inappropriate behaviour/act/event without fearing retaliation or retribution.

#### 3.4.2 ACTION POINTS FOR 2021

We intend to continuously train our staff in the area of business integrity.