



**DUNAMIS ORGANIZATION SERVICES**

# **COMMUNICATION ON PROGRESS**

**2020/2021**

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[www.dunamis.co.id](http://www.dunamis.co.id)



## IN THIS REPORT

- ❑ From the Managing Partner
- ❑ Company Identity
- ❑ Dunamis Organization Services
- ❑ Dunamis Mitra Pertiwi (Dunamis Foundation)
- ❑ Implementation of UNGC Principles
  - Human Rights
  - Labor Standard
  - Environment
  - Anti-Corruption
- ❑ Measurement
- ❑ Partnerships in Support of UN Goals
- ❑ Distribution of this COP

# FROM THE MANAGING PARTNER

July 2021,

2020 was a tough year for each of us. The pandemic forced us to change and be an agile organization.

In Dunamis, we believe change happens to strengthen us an individual also professionals. Our slogan *“Be Agile. How Resilient Are You?”* has become a constant reminder to do our best to contribute to our society.

We moved our services to online learning but it also gave us opportunity to reach across Indonesia.

This year marks Dunamis 15th anniversary signatory to the UN Global Compact.

This Communication on Progress report showcases the implementation of UN Global Compact principles through the policies and practices of our company and the work of the Dunamis Mitra Pertiwi Foundation. It serves also as a baseline report against which we can measure our future accomplishments.

With this publication of this report, Dunamis reaffirms our continued support to the principles of the UN Global Compact, covering human rights, labor rights, protection of the environment and anti-corruption.



Satyo Fatwan  
Managing Partner



# COMPANY IDENTITY

Company Name	: Dunamis Organization Services
Address	: Jl Bendungan Jatiluhur No. 56 Jakarta 10210
Country	: Indonesia
Contact Name	: Asri Larasati
Contact Position	: Corporate Communications
Contact Telephone	: +62 21 572 0761
Membership Date	: April 8th, 2006
No of Employees	: 88
Sector	: Support & Services

# COMPANY IDENTITY



**dunamis**  
Organization Services

**We enable GREATNESS  
in people & organizations in Indonesia**



LEADERSHIP & TRUST | EXECUTION | PRODUCTIVITY &  
SALES PERFORMANCE | VITALSMARTS SKILLS |  
HUMAN CAPITAL SYSTEM | EDUCATION





# COMPANY IDENTITY

Dunamis Organization Services is a consultant of human resources that focus on people & organization transformation.

We help our clients to achieve results that require lasting changes in human behavior, often the most difficult challenge any organization faces. When accomplished, it is also the most durable competitive advantage.

We provide content, tools, methodology, and training – a world class solution in leadership and trust, productivity and sales performance, execution, influencing skills, and human capital system.

Founded in 1991, our mission is to “*enable greatness in people and organization in Indonesia*”. With the aim to deliver not just incremental, but transformational results, we try our best to give impact to our clients.

We serves a cross section of multinational, national government and educational institutions in Indonesia.

Since 1992 Dunamis becomes the official licensee partner of FranklinCovey Co. (NYSE; FC), a global consultant that has partner and representative offices in more than 147 countries.

In 2012 Dunamis appointed as a license partner of VitalSmarts an innovator in training that has been acknowledged for eight years in a row as the fastest-growing company in North America by Inc. Magazine.

# COMPANY IDENTITY

## Mission

We enable Greatness in people and organizations everywhere

## Vision

To be recognized as a world class professional services firm – an OASIS for Indonesia

## Values ~ ROCK

### 1. **R**esult Oriented



We deliver superior results to all our stakeholders. That's our bias.

### 2. **O**pen Feedback



We have respectful but genuine and open communication. That's how we grow.

### 3. Strong **C**haracter



Integrity. Maturity. Abundance Mentality. That's our basic character.

### 4. World Class “**K**”ompetence



Applied Competence. That's how we produce superior performance.



# DUNAMIS FOUNDATION

Dunamis Foundation is a non profit organization dedicated to achieve community empowerment through Leadership Development Activities. Dunamis Foundation was founded in 2001 with the name of Yayasan Dunamis Mitra Pertiwi by the people who are concerned with leadership development and organizational alignment to assist the less fortunate and access-disadvantaged people of Pasir Angin, a village in Ciawi, Bogor as well in other parts of Indonesia.

The fundamental motivating force in all activities of Dunamis Foundation is the development of people so that they are able to manage themselves, be aware of who they are, be able to share with others, and able to do all things with the principle of sharing and togetherness.

Dunamis Foundation assists persons on the basis of need, not creed, race, or nationality.

One of Dunamis Foundation project is RUMAH BELAJAR & PENGETAHUAN-which aims to empower the village inhabitants in the vicinity of Dunamis Training facility in Pasir Angin, Gadog, Ciawi - West Java, to exercise their human rights.





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**TO ACHIEVE GOALS**

YOU'VE NEVER  
ACHIEVED BEFORE, YOU  
NEED TO **START DOING**  
**THINGS** YOU'VE NEVER  
DONE BEFORE ”

-STEPHEN R. COVEY

## IMPLEMENTATION OF UNGC PRINCIPLES



# HUMAN RIGHTS

- *Principle 1 ~ Business should support and respect the protection of internationally proclaimed human rights*
  - *Principle 2 ~ Business should ensure that they are not complicit in human rights abuses*
  - *Principle 3 ~ Business should uphold the freedom of association and the effective recognition of the right to collective bargaining*
- 

Respect for human rights is a fundamental principle of practicing good management and being a responsible business. In Dunamis, we reflect the implementation of the human rights into our vision, mission, values policies as well as the advancement opportunity, competitive compensation and benefits, work environments and obligation to the community in locations where we are operating (Corporate Social Responsibility).



# WORKING CONDITIONS

Dunamis offers favorable working conditions to its employees. Conditions of employment at Dunamis are outlined by the company regulations document approved in 2003 by the Department of Manpower. The policy under Chapter 1, Article 3(e), states that all employees have the right to equal treatment in line with their Human Rights. It also outlines the company's remuneration standards, working hours as well as employees' rights to holidays and leaves and to practice their faith. The policy also outlines a warning system and disciplinary guidelines which provides employees with protection against unemployment.

Dunamis provides well beyond the minimum standards of employment, During the pandemic, we followed the regulations by applying Work From Home (WFH) policy. We limited only 25% employees could come to the office with strict health protocol. We disinfectant every room after being used. We also increased the wifi network. We also switched the function of our meeting room into an online studio. We maintain the social distancing policy in the working area.

## **Outcomes:**

- Dunamis staffs have a healthy work environment
- Employees feel safe while working at the office.

## **Future Target:**

In 2021, Dunamis maintain this policy to remain the same.



# WORKING CONDITIONS

Dunamis policy defines that all hiring process, promotion and business decision are taken strictly on qualifications, business imperatives and merit. Every employee also has the equal employment opportunity. Dunamis established a comprehensive compensation and benefit and adequate allowance including medical, transportation, health assistance and pension plan, the highlights to be noted are:

- For all new Dunamis employees we conducted New employee induction to share about the company profile, company policy and, code of business conducts.
- Dunamis implemented our own Human Capital Management System to strengthen its employee relationship and management guideline. Employees could easily upgrade their job description and set their key performance indicators.

## **Outcomes:**

- Dunamis renews employee's compensation every year based on the quarterly and yearly evaluation
- Our employees felt more involved and improving their performance due we always set target and have a win-win agreement in every new quarter.
- Our employees could have a favorable working condition because of a planned benefit for their health and safety support

## **Future Target:**

In 2021, Dunamis maintain this policy to remain the same.



# WORKING CONDITIONS

- Dunamis strives to respect and to recognize its employees as individual and as its human capital, one of the example is by sending personalized birthday greetings for each employee right on his/her birthday by email copied to all employees and Birthday of the Month celebration which involves employee attendance.

## **Outcomes:**

Increasing of employee engagement. We did an online meeting for our monthly town hall meeting.

## **Future Target:**

In 2021, Dunamis maintain this policy to remain the same.





# COMMUNITY ACCESS TO LAND

As an act of respect for the rights of the community surrounding Dunamis' training facility in Pasir Angin village, Gadog, West Java; the property remains unfenced, allowing access for community to and from their livelihood. Although this was and still is an uncommon practice in Indonesia, the decision was made not to close-off the property during construction of the facility, when it was recognized that fencing off the property would create a difficulty for the local community who would need to circle the area to get to and from home.

## **Outcomes:**

By not fencing our property, the community around us could easily access to and from their livelihood. By giving them the access, they also provide protection to help us in securing our property.

## **Future Targets:**

The policy to adopt fence-free property will remain the same, we will also increase the community involvement in improving our property facilities. Dunamis establishes procedures of recruiting security guards from the people surrounding the Dunamis Training facility, to include guidelines and limitation on the use of force based on human rights principles.



# INTERNAL COMMUNICATION

Dunamis facilitates various internal / employee communication programs to allow employees to express their aspiration to the management vice versa. The available programs include:

- *Bottom Up Budgeting Process:*

Dunamis exercise a collective and bottom up process in its budgeting process to allow contribution and participation of all relevant employees to ensure ownership of organization's commitment and engagement to make it happened.

- *Online Kick Off Meeting*

An annual meeting at the beginning of the Business Year, attended by all employees via online meeting to recognize the achievers and to communicate company's business direction and strategy.

- *Online Quarterly Stewardships Review (QSR)*

Every quarter, we reviewed our business unit and personal progress. On second and fourth QSR, we held a bonding program to increase team bonding and employee relationship.



# INTERNAL COMMUNICATION

- *Online Internal Sharing*

During the pandemic, we held an online internal sharing 2x a week. We did a book review. We reviewed more than 40 books in 2020.

**Outcomes:**

- Collective process in many organization important agendas are exercised to build employees' ownership and engagement as first line of defense.
- Purposes of kick off and QSR meetings were :
  1. Effective to communicate business direction
  2. Express employee aspirations
  3. Review our business. These activities gave company and employee bunch of ideas to improve business.

**Future Target:**

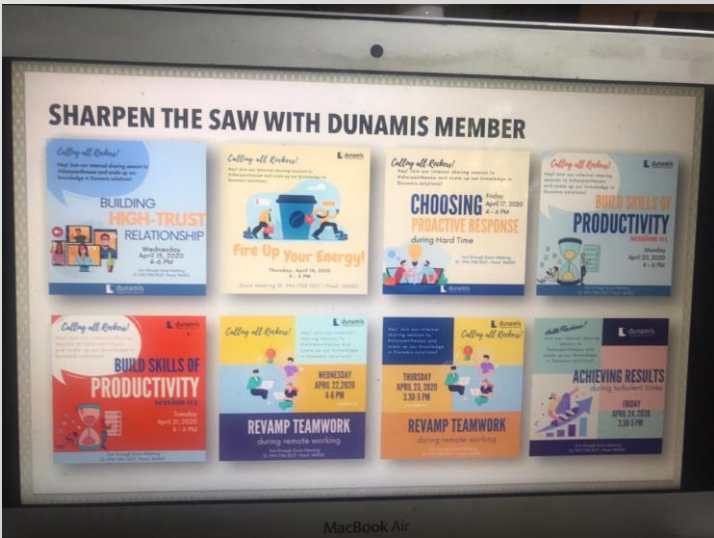
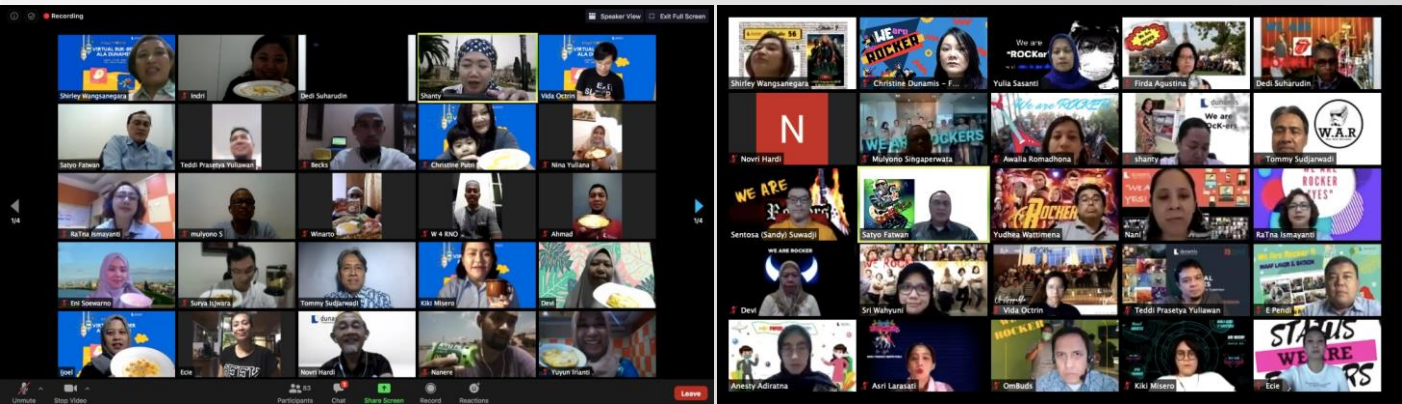
The policies of budgeting process, kick off meeting, QSR and PKS were remained the same.

# WORKING ENVIRONMENT





# STAFF ACTIVITIES







# COMMUNITY CAPACITY BUILDING

➤ *The 7 Habits of Highly Effective College Students Program join cooperation with IPB University*

To equipped their new students with a growth mindset to become a highly effective people, IPB University join a cooperation with Dunamis Education by giving them The 7 Habits of Highly Effective College Students program.

The goal of the training is every IPB University student has a growth mindset through the concept of “*Kampus Merdeka*” (or an Independent Campus) that provides more autonomy and flexibility in the learning process and ready to face changes that occur in the real world.

**Outcomes:**

4000 new students joined The 7 Habits of Highly Effective College Students program.

**Future Targets:**

In 2021 we continue join cooperation with IPB University for The 7 Habits of Highly Effective College Students program



# COMMUNITY CAPACITY BUILDING

## ➤ *Used Laptop Donation for students in Pasir Angin Village*

To support students in Pasir Angin Village did an online learning, we opened donation to Dunamis employees to donate their used laptop.

### **Outcomes:**

5 laptops were given to selected students as a tools for them do the online learning

### **Future Targets:**

In 2021 we plan to continue give donation to the Pasir Angin village students.

## ➤ *Open Donation Surgical Mask & hand sanitizer for RSPI Sulianti Saroso*

To lighten the burden of health workers and Covid-19 patients in RSPI Sulianti Saroso, Dunamis employees initiated an open donation to buy surgical mask in the early pandemic.

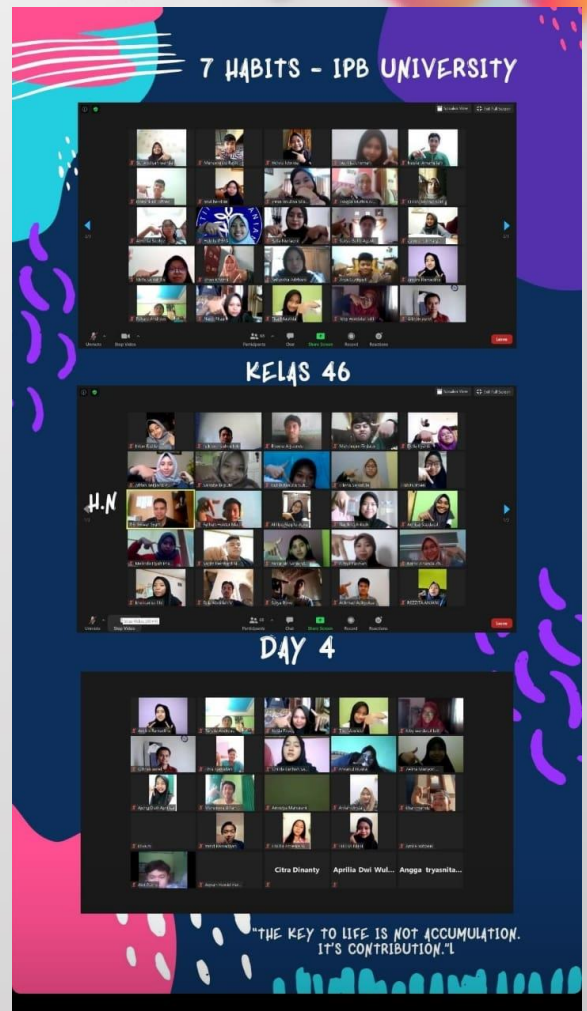
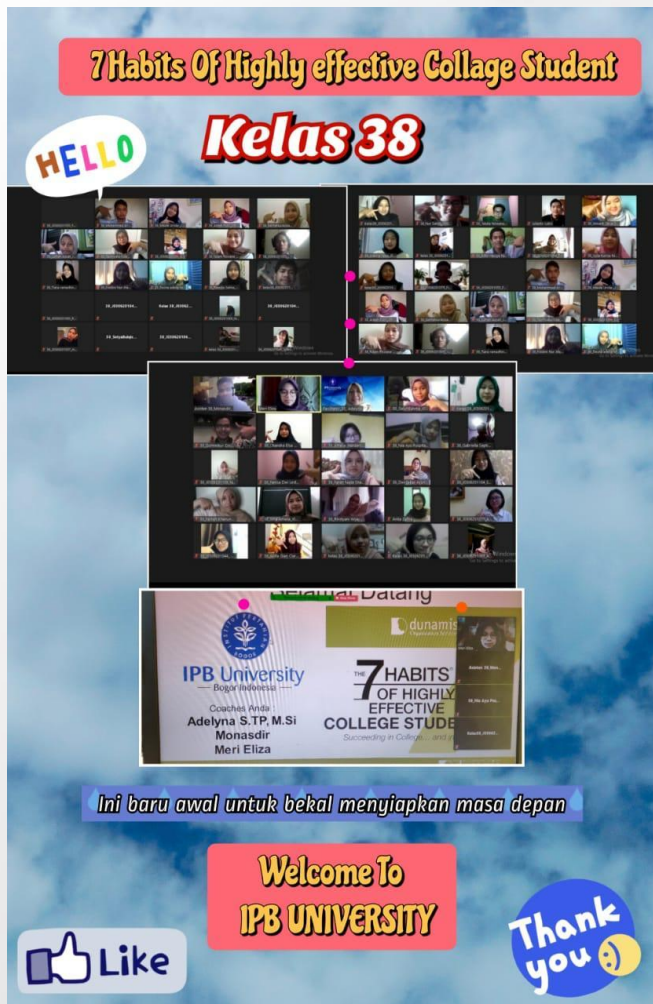
### **Outcomes:**

We sent 20 boxes of surgical mask & 200 liter of hand sanitizer to RSPI Sulianti Saroso

### **Future Targets:**

In 2021 we plan to continue this open donation initiatives.

# COMMUNITY CAPACITY BUILDING



## D Vida

Terima kasih, atas donasi Bapak, Ibu, dan teman-teman semuanya untuk RSPI Sulianti Saroso. Donasi Batch 1 ditutup.

Total Donatur Dunamis & Friends:  
46 orang

Total dana terkumpul:  
Rp 21.940.000

Dibelian:  
Masker Surgical Sensi 20Box @Rp 210.000 = Rp 4.200.000  
Hand Sanitizer 220 Liter @ Rp 80.000 = Rp 17.600.000

Rencana dikirim hari ini, Laporan Pertanggungjawaban menyusul ya.

13:41



# COMMUNITY CAPACITY BUILDING

## ➤ *Dunamis Publishing Books Donation to Universities*

To increase our services and also in accordance with our mission to enable greatness in people and organization in Indonesia, since 2012, Dunamis extended its business with an opening of Dunamis Publishing. We published an Indonesian version books which publish by our licensee principles, FranklinCovey and VitalSmarts.

Starting in 2019, we held a program to donate some of our books to universities in Indonesia to complete their library book collection.

### **Outcomes:**

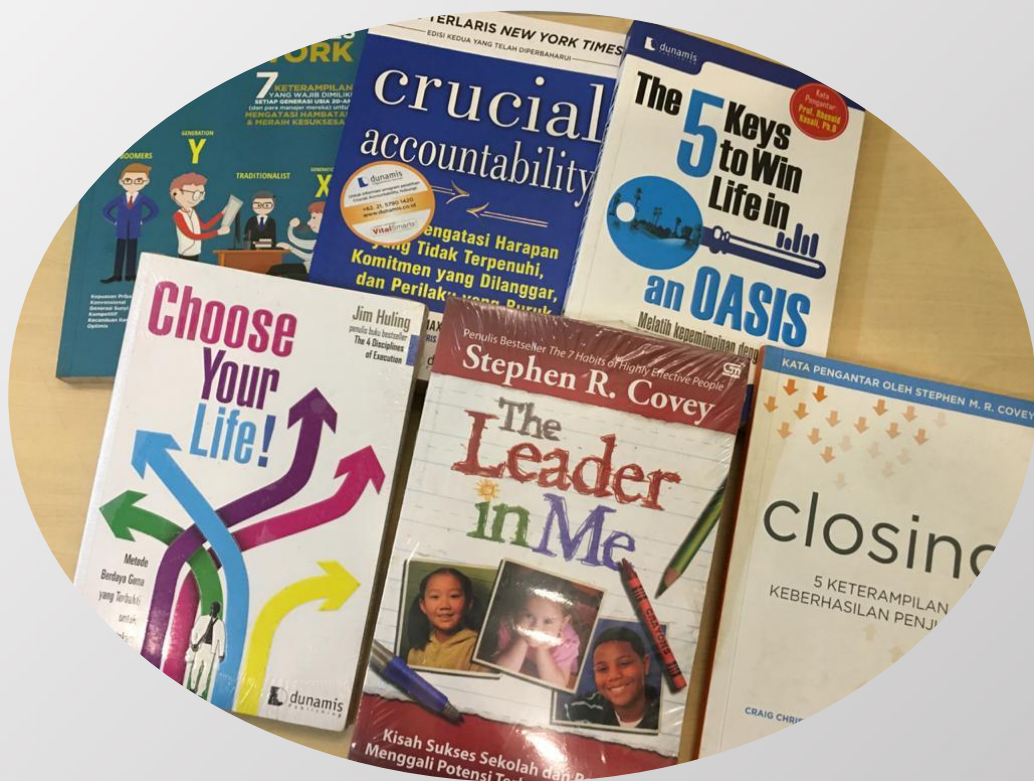
- We have donated 6000 books to 105 universities around Jakarta, Bogor, Depok, Tangerang and Bekasi

### **Future Targets:**

In 2021 we will continue the program and extend it to other areas.



# COMMUNITY CAPACITY BUILDING







# HUMAN RIGHTS

- *Principle 4 ~ Business should support the elimination of all forms of forced and compulsory labor*
  - *Principle 5 ~ Business should support the effective abolition of child labor*
  - *Principle 6 ~ Business should support the elimination of discrimination in respect of employment and occupation*
- 

Dunamis employs on the basis of job requirements and does not discriminate on grounds of age, ethnic or social origin, gender, sexual orientation, politics or religion.

All Dunamis employees have chosen their employment freely and have the freedom to leave the company upon due notice, as outlined in the company regulations. Dunamis strives to continue being an employer of choice, through the provision of favorable working conditions elaborated above in this report.

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# HUMAN RIGHTS

Dunamis does not employ child labor, defined ILO Convention No.138 as being children under the age of 15 years. Company regulations set the minimum age for employment at Dunamis as 19 years. Dunamis has also been involved in organizing a workshop with UNICEF Indonesia on the Elimination of Child Labor.

## *Supporting the Abolition of Child Labor*

Dunamis Mitra Pertiwi Foundation also contributes to the abolition of child labor through its community-based programs, which assist in providing access to education for children who would otherwise be out-of-school and/or working. The programs cover:

- ✓ Leadership Training for Community Leaders, including teachers and youth group leaders.
- ✓ Capacity Building, including establishment and management of schools in Pasir Angin village in West Java.
- ✓ Participatory Engagement, in the form of Future Search dialogues designed to assess the needs of the community.

### **Outcomes:**

By improving the children and youth education also leadership, we helped them to increase their practical skill, self-confidence and interdependence ability.

### **Future Targets:**

The policy for our community-based programs will remain the same.



# LABOR

## *Labor & Non-discrimination Policy*

A company with over 30% female staff, Dunamis does not discriminate on the basis of gender with regards to recruitment and employment, nor do we discriminate based on faith, race or political association.

### **Outcomes:**

To improve the employee skill and ability, we continue to give them a regular training. Employees are allowed to take a Personal Development Program (PDP) to develop their working ability.

### **Future Targets:**

Dunamis will continue the non-discrimination policy also keep increasing our member skill and ability.

## *Personal Development Program*

Every employee is eligible to get training in order to develop their skills and competency to support company objectives. To increase the employee capabilities and competencies, Dunamis held a Personal Development Program (PDP). This program allow every employee to take courses, seminars, training or workshops related to their personal development and job.

This policies was started since 1995 when company starts to grow. Every employee has the right to improve their personal and interpersonal skill. They could take any program as long as it related to their day-to-day job.

### **Outcomes:**

In 2020, 20 percent of employee took their PDP, it decreased 50 percent from 2019.

### **Future Targets:**

In 2021 we plan to boost every employee to use their PDP to increase their capabilities and competencies related their job to be done.

# LABOR

## Safety Working Environment

Dunamis has a strong commitment on safety working environment. Safety is always become our priority. During this pandemic, we provided hand sanitizer in every room. We also disinfectant room regularly. Employees who came to office should passed temperature & oxygen saturation check.

A safety instruction before starting a class is also a standard should be done by our facilitators.

### Outcomes:

In 2020, no violence on safety working has been reported

### Future Targets:

In 2021 the policy will remain the same

## DUNAMIS AGE GROUP AND GENDER

AGE GROUP		20-30	31-40	41-50	51-60	61-70	TOTAL
GENDER	F	5	14	14	3	2	38
	M	3	14	23	7	3	50
TOTAL		8	28	37	10	5	88



# ENVIRONMENT

- *Principle 7 ~ Business should support a precautionary approach to environmental challenges*
  - *Principle 8 ~ Business should undertake initiatives to promote greater environmental responsibility*
  - *Principle 9 ~ Business should encourage the development and diffusion of environmentally friendly technologies*
- 

## *Electricity & Water Usage*

In our everyday business activities, Dunamis encourages environmentally friendly practice. We targeted to reduce 10% in electricity and water usage.

### **Outcomes:**

In 2020, the electricity & water usage were reduced 70% comparing to the previous year.

### **Future Targets:**

In 2021, we plan to maintain the electricity and water usage.

Respect for environment sustainability is also showcased in the surroundings of our company's training facility in Pasir Angin village, Central Java. During its construction, it was policy to cut down as few trees as possible, none was removed around the constructed buildings. In fact, vegetation around the property remains well-maintained.

In 2020, we did not cut any trees surrounding that area.





# ANTI CORRUPTION

- *Principle 10 ~ Business should work against corruption in all its forms, including extortion and bribery*
- 

Dunamis is actively involved in the promotion of transparency in government and businesses. This view is incorporated in our company regulations, which prohibits bribery and extortion in all its forms.

We sign Integrity Pacts with our major clients, which call for the elimination of all forms of corruption, including bribery and extortion. This is increasingly becoming common practice, especially with our finance industry clients. Starting from last year, Dunamis seek to design a similar pact to be incorporated with all our Memorandum of Agreements with existing and future clients.

## **Outcomes:**

- Dunamis maintains to do our business with good corporate governance standards and no bribery was reported during last year.

## **Future Targets:**

Our policy on anti corruption will remain the same

# SCORECARD

The scorecard below, outlines our performance against our Community, Environment and Labour targets for the financial year 2019.

Overall performance against target:

- Target exceeded
- Target achieved (≥ 95%)
- ▶ On Track
- ◀ Behind Schedule
- Target Not Achieved

TARGET	PERFORMANCE			TARGET DATE
Activities	Result	Trend	Commentary	
<b>Rumah Belajar dan Pengetahuan</b>				
A library was build for Desa Pasir Angin society at our Learning Centre. It was aimed to increased their reading habit.	<span style="color: orange;">▶</span>	<span style="color: blue;">◆</span>	The number of the libraries were remain the same.	On going
<b>Personal Development Program</b>				
To improver their working competencies, employee are allowed to take any course through this personal development program	<span style="color: red;">■</span>	<span style="color: blue;">▼</span>	We keep encourage employee to take any course or higher education in order to improve their skill also competencies	On going
<b>Employee Contribution</b>				
Dunamis employee's have to spent 1 day/month working for Dunamis Foundation to do community services	<span style="color: red;">■</span>	<span style="color: blue;">▼</span>	This year only 20 percent of Dunamis employee's spent their time to volunteer in Dunamis Foundation	On going

Note: Trend from previous year

- ▲ improvement
- ▼ deterioration
- ◆ no change



# IMPLEMENTATION OF UNGC PRINCIPLES

Over the years, Dunamis has both initiated and participated in partnerships with government agencies, NGOs and other civil society organizations, as well as student and youth organizations.

The existence of Dunamis Mitra Pertiwi Foundation within a relatively modest-sized company such as Dunamis Organization Services is hoped to inspire other companies to increase their participation in empowering their wider surrounding community.

On a regular basis, we organize Public Programs for representatives of numerous groups at little to no cost on a regular basis. This includes representatives from educational institutions such as teachers and student organization representatives, government agencies and NGOs, located all over Indonesia.

The programs are designed to increase the effectiveness of the participants, which can then be transferred to the institution they belong to.



## DISTRIBUTION OF THE COP

This Communication of Progress will be made available to our stakeholders on our website <http://www.dunamis.co.id>, as well as being distributed to all company employees through our intranet system.

For more information on this report or Dunamis Mitra Pertiwi Foundation, please contact [asri@dunamis.co.id](mailto:asri@dunamis.co.id)

To obtain a copy, please contact our office at:

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**Get in touch now**

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