

August 15,2021

To our stakeholders:

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

This is our Communication on Engagement with the United Nations Global Compact. We welcome feedback on its contents.

In this Communication of Engagement, we describe the actions that our organization has taken to support the UN Global Compact and its Principles as suggested for an organization like ours.

We also commit to sharing this information with our stakeholders using our primary channels of communication.

Sincerely yours,

Paul Teiko Tagoe

Executive Director

(Communication on Engagement 2021)

Center For Innovative Social Development (CIS)-Ghana is Non-Governmental Organization committed to transforming the lives of vulnerable people and improving deprived communities as distinct agents for change. At CIS- GHANA, we value and position people in the center stage of development process, thus making them the means as well as end of development.

With our team of dedicated staff and field volunteers, we effectively deliver on our mandate through community projects, advocacy, education, research, training, policy reforms and initiatives in social development with special attention upon marginalized groups.

Over the years we have established demonstrable record of working through strategic partners who deliver at scale and speed. We provide support necessary for the growth of movements, networks and coalitions to promote social inclusion, community participation, accountability and pro-poor development programs.

The organization has incorporated the UN Global Compact principles into internal operations and programs.

Firstly, subject to the approval from its Board of Directors, the organization has adopted human rights as major area of operation. The officer in charge of this area is Mrs. Mercy Sowah Tetteh who also serve as the Deputy Director working with a team of talented human capital to drive the execution of technology driven and innovation based projects in communities and districts across Ghana.

The organization has promoted the Global Compact and its principles through the decent work agenda by engaging heads of local artisans and trade groupings. They were sensitized on issues of protective gears, proper remuneration for labor and the need to end the exploitation of children as cheap labor.

Secondly, in most of our stakeholder engagement the organization has publicly acknowledged its participation in the Global Compact and promoted the initiative and principles within its sphere of influence. Through these engagements we indicate the level of resourceful knowledge and technical support from the Global Compact.

Additionally, the Center for Innovative Social Development is directly Engaged in Global Compact Local Network activities. Its Executive Director, Mr. Paul Teiko Tagoe is a sterling member of the Environment Committee on the local Network. Our areas of interest include National Environmental Strategy, Climate Change, and Waste Management.

Further, the staff are committed to achieving a high standard of ethical behavior in every facet of our projects and organizational programs. Transparency and Openness are key part of our core values. At our vocational Skills Training Programs for women and the youth, we raise issues about ethical business values including bribery and corruption which are capable of ruining local SMEs.

To avoid bribery, corruption and other related forms of conflict of interest among staff, we have documented our Ethical Procedures and control for procurement authorization. These include the following

a. Identification of Requirement

When a project officer sees a need and wants to purchase items, they submit a purchase request to a manager who also doubles as an approver. This is usually from the Project Officers or an Administrative Clerk

b. Authorization of Purchase Request

Once, a need has been identified, the next level is to seek authorization which is either approved or denied based on factors such as the type of request, the cost, the product and allowable budget. Assuming the request is above the approval limit the particular approver is authorized to approve, it will be sent to the next most senior employee for revision or approval.

c. Procurement

The Finance and Administration Officer at this stage looks for any existing contracts that may exist with suppliers. If there is such a contract, then a call-off will be generated and sent to the supplier. In the event no such contract exists, then he will initiate a supplier search to identify suppliers and once one is found a request for quotation is sent.

d. Receipt of the Quote

When the quotation is received, technical team headed by the programs director will perform an evaluation of the quote and if there are any changes, the supplier is notified and also subsequently sends back the official commercial quote.

e. Negotiation

A negotiation is done from price of the product, to discounts, quality, quantity etc in order to maximize our business position and not forgetting payment terms.

f. Vendor Selection

Out of the selection criteria, a vendor is picked and a purchase order is sent.

g. Acknowledgement of the Purchase Order and Receipt of Goods

The vendor upon receipt of the purchase order is expected to acknowledge for the organization's records. When the goods are delivered to administration, the finance and administration officer who receive items check the delivery note, purchase order number etc and acknowledges receipt. Quantity and Quality are also checked and any unfit items are rejected and sent back to the supplier without undue delays and unnecessary interferences from staff.

f. Invoice Recording

The invoice is generated by the finance person, entered into the procurement system. He also ensures that on his records the purchase order and delivery documents are attached to show consistency in the order.

h. Payment to Supplier

The final stage is to credit the account of the supplier where the payment is released. As sanctioned by the Board of Directors, every staff must sign and expressly commit to the professional code of conduct where our principles of Mutual Respect, Transparency, Collaboration and team work are firmly espoused. The Executive Director is generally responsible for ensuring that ethics and integrity are truly internalized in our day to day activities. Once these rules are violated, an investigation is initiated in the matter, and those who are found culpable are severely penalized as clearly spelt out by the Professional Code.

Finally, the organization is presently working with the prospective stakeholders to promote the partnerships which will consolidate principles embedded in the UN Global compact.