



COMMUNICATION ON PROGRESS

SUSTAINABILITY REPORT 2021

UN Global Compact

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1 COMMITMENT FROM OUR MANAGING DIRECTOR

Tana Copenhagen remains 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). This past year, we have started working with providing support and advice within new areas, which means that we now, in our daily work, work with promoting the following SDGs:

- 1) No Poverty;
- 2) Zero Hunger;
- 4) Quality Education
- 5) Gender Equality;
- 8) Decent Work and Economic Growth;
- 10) Reduced Inequalities;
- 13) Climate Action;
- 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 aid and humanitarian assistance.

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

18 March 2022

2 TANA FACT SHEET

Areas of work	Short-term and long-term consultancy assignments within international development, including training, research, design of projects and programmes, monitoring and evaluation.
Number of permanent staff	11
Project based staff	About 25 at any given time
Website	www.tanacopenhagen.com
Founded	2007
Legal structure	Limited Company
Offices	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 SUMMARY OF 2021

While working in a large range of countries, including some with more authoritarian forms of government, we have been very mindful that our work does not contribute to or enable human rights violations.

We continuously make pre-assessments when taking on work there will be risks of our work contributing or enabling human rights abuses. Very few of the projects contain this risk, but for some projects where security forces are trained and capacity built, there is always a risk of non-compliance of those trained, Tana works to mitigate this risk through awareness raising and capacity development on human rights, accountability and transparency.. These types of projects contain aspects of ensuring accountability within armed and security forces as well as aiming at contributing to the SDG on peace, justice and strong institutions.

In 2021 Tana undertook 3 projects which assisted with designing the support of the Danish

government to security forces in fragile and conflict affected countries.

3.1.3 ACTION POINTS FOR 2022

One of action points for 2021 was to hold an internal workshop session on human rights for all internal staff at Tana. This has been decided to be postponed to mid-2022 as by then 4 new staff will have joined Tana since the end of 2020.

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 SUMMARY OF 2021

Tana is a strong believer in equal opportunities. In the past year 54% of project-based staff have been female and 46% have been male out of a total 94 project-based employments. While the ratio among our permanent staff changed from 4/5 Female/Male to 5/6 Female/Male.

3.2.3 ACTION POINTS FOR 2022

One of action points for 2021 was to hold an internal workshop session on workplace discrimination. This has been decided to be postponed to mid-2022 as by then 4 new staff will have

joined Tana since the end of 2020.

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.

3.3.2 SUMMARY OF 2021

In 2021, as a consequence of the Covid19 pandemic and travel restriction, many of our projects were undertaken remotely by international staff with the support of in-country staff on the ground. This meant that our emissions have been lower in 2021 than in 2020 where flights for internal staff led to 52.45 t CO₂ emitted.

Tana contributed to climate protection in 2021 by offsetting the carbon footprint for all air travel of staff by 17.17 t CO₂ in high quality carbon offset projects¹. In 2021 we also started offsetting the carbon footprint for our energy consumption at our offices in Copenhagen and in Nairobi, equivalent to 4.2 t CO₂. A new carbon offsetting project was selected.

While we aimed at compiling a list of sustainable/eco-friendly hotels in our main countries of operation, we found that the existence of such in the countries which we work has been non-existent or not within the cost range for hotels that our clients allow.

¹ Compensation schemes chosen from <https://marketplace.goldstandard.org/collections/projects>,

3.3.3 ACTION POINTS FOR 2022

In 2022 we will continue our effort to use more sustainable/eco-friendly hotels when travelling. This will be done by, to a higher degree, look at planning project budgets which allow for higher nightly hotel rates, thereby allowing the selection of sustainable/eco-friendly hotels in markets where such exist.

A further action point will be to look into requiring our external project staff to select the carbon off setting schemes offered by the airlines when purchasing their flights for project related travel.

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 ANTI-CORRUPTION

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 2022

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