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COMMUNICATION ON PROGRESS

REF

PR22-02-0.1

Subject	Commitment to the 10 Principles of the UN Global Compact		
Date	April 4, 2022	Original Document	PR21-02-0.1
Period	April 2021 - March 2022		

OTBCONSULT is a sustainability consultancy and solution development company, established on the principles of sustainable development, environmental protection, social justice, human rights, and fair and ethical business transactions.

As a business participant of the Global Compact, and a supporter of its principles on human rights, labour, environment, and anti-corruption, **OTBCONSULT** publishes, annually, a communication on progress outlining its commitment to the Global Compact's ten principles, and its efforts over the past 12 months to integrate these principles in its strategy and operations, as well as the initiatives taken to support these principles.

This Communication on Progress presents **OTBCONSULT** activities, efforts, and initiatives covering the period April 2021 - March 2022, including the following sections:

OTBCONSULT Basic Principles

Statement of Continued Support

Human Rights Commitments

Labor Commitments

Environment Commitments

Anti-Corruption Commitments

OTBCONSULT

Beirut, April 4, 2022

OTBCONSULT BASIC PRINCIPLES



Conduct business with integrity and maintain transparent partnerships

Respect laws, regulations, and international human rights principles

Combat bribery, corruption, and conflict of interest practices



Conserve energy and favor sustainable energy sources

Reduce resource depletion and promote sustainable resource management

Promote environmental responsibility and encourage sustainability initiatives



Support local communities and promote sustainable development

Use the market as the engine for positive change

Invest in creating opportunities, building capacities, and developing prospects



Promote capacity development and empower individuals and groups

Develop and support education, training and professional development initiatives

Value people and demonstrate appreciation



Promote principles of work-life balance and always offer flexible working arrangements

Value safety, health, and wellbeing at the workplace as top priority

Promote justice, fairness, and equal opportunity

STATEMENT OF CONTINUED SUPPORT

OTBCONSULT is a business that revolves around sustainability. Established to work in sustainability, achieve sustainability, and promote the power of sustainability.

Back in 2014, when I first came up with the concept of **OTBCONSULT**, I wanted to establish a business that caters for local communities' needs, without compromising the well-being and prosperity of future generation, creating a working environment that cares about human, natural, and capital resources.

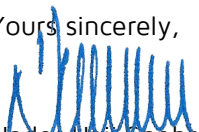
Over the past years, **OTBCONSULT** has been leading the way in promoting sustainability at different fronts, and joining to local and international commitments to promote sustainability, social justice, and fair businesses, joining the United Nation Global Impact in April 2020, and committing to the ten principles of human rights, labour, environment, and anti-corruption.

Our pledge to these principles is a no-compromise value **OTBCONSULT** is committed to, which I hereby reaffirm and ensure our reiterated commitment and devotion to the ten principles of the United Nations Global Compact.

Our commitment is demonstrated in internal policies we develop, actions and activities we design and undertake, initiatives and projects we participate in, daily procedures as part of our operation, and frequent communication with our valuable stakeholders, partners, and supporters.

Despite it being a difficult year, we have managed to move closer to our sustainability and social justice targets, having implementing and developed a number of initiatives supporting our commitment, which we are demonstrating in this communication on progress covering the period April 2021 - March 2022.

Yours sincerely,



Nader Hajj Shehadeh

Managing Director

THE TEN PRINCIPLES OF THE GLOBAL COMPACT



- 1** Support and respect the protection of internationally proclaimed human rights
- 2** Make sure that they are not complicit in human rights abuses



- 3** Uphold the freedom of association & effective recognition of right to collective bargaining
- 4** Elimination of all forms of forced and compulsory labour
- 5** Effective abolition of child labour
- 6** Elimination of discrimination in respect of employment and occupation



- 7** Support a precautionary approach to environmental challenges
- 8** Undertake initiatives to promote greater environmental responsibility
- 9** Encourage the development and diffusion of environmentally friendly technologies



- 10** Work against corruption in all its forms, including extortion and bribery

HUMAN RIGHTS

OUR COMMITMENT

OTBCONSULT pledges and commits to:

- Support and respect internationally proclaimed human rights
- Offer equal opportunity to all races, genders, origin, and beliefs
- Encourage business partners to adhere to the principles on Human Rights
- Refrain from collaborating with companies employing underage individuals
- Promote the employment of people with disabilities
- Support local communities and promote sustainable development
- Empower staff and beneficiaries to assert and claim their human rights
- Prevent and respond to violations to human rights
- Encourage hiring people from underprivileged communities
- Support & participate in local initiatives promoting human rights
- Enforce a fair-trade purchase policy
- Target projects promoting human rights and sustainable development
- Report any human rights violation observed while conducting site work

OUR MONITORING APPROACH

Key Performance Indicator

Gender balance among new employment	48% female
Minorities balance among new employment	0% minorities
New employment from underprivileged communities	4 contracts
Number of human rights complaints raised	0 cases



OUR ACTIVITIES

OTBCONSULT has taken and implemented the following:

- All employment-related decisions based on relevant & objective criteria
- Equal opportunity statement clearly posted on all job announcements
- Hired 4 locals from underprivileged communities for 2+ months periods
- Adopted strict use of gender-neutral language & singular they in all communication, surveys, and publications.
- Provided monetary & in-kind support to underprivileged families
- Provided training on human rights status in Sudan prior to travel
- Established a complaint submission process allowing employees to submit complaints and concerns electronically
- Adopted a fair-trade purchase policy upon purchase of goods to support products acquiring fair-trade certification

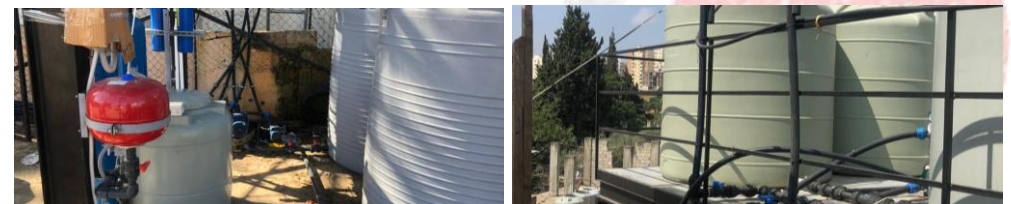
GREEN NEIGHBORHOODS INITIATIVE

- Worked on a green neighborhood initiative to support local communities



REFUGEES WASH PROJECT

- Designed and implemented WASH improvement works in refugees camp



LABOUR

OUR COMMITMENT

OTBCONSULT pledges and commits to:

- Promote work-life balance & offer flexible working arrangements
- Maintain and respect personnel privacy and confidentiality
- Empower employees & encourage education and capacity development
- Ensure freedom of association & complain to all employees & members
- Sustain personnel safety, health, and well-being
- Implement a zero-tolerance policy to harassment at the workplace
- Refrain from hiring, employing, or contracting underage individuals
- Refrain from participating in any form of forced or bonded labor
- Ensure that wages & rates meet national standards
- Ensure that wages are delivered on time
- Reward employees & demonstrate appreciation of their roles
- Maintain a supportive environment, support employees at times of need
- Offer supportive financing possibilities to employees
- Maintain transparent processes

OUR MONITORING APPROACH

Key Performance Indicator	Period Result
• Health and safety accidents and issues	0 accidents
• Average days of salary delivery delay	0 days
• Employees benefiting from financed training	3 members



OUR ACTIVITIES

OTBCONSULT has taken and implemented the following:

- Published and adopted an internal COVID-19 policy, and adopted strict measures to protect employees, partners, and beneficiaries.
- All site employees are provided with PPE & sanitization tools
- Offered salary advance (no-interest short term loan) to 2 members
- A fair and transparent bonus system was developed and put in place
- Adopted fully-fledged flexible working arrangements system
- Established a complaint submission process allowing employees to submit complaints and concerns electronically
- Two technical training on solar pumping and green cooling technologies financed by the company and provided free-of-charge to 3 employees
- Provided financing to one employee perusing higher education

TEAM CAPACITY DEVELOPMENT

- Supported team members to acquire technical accreditations and certificates



TECHNICAL DEVELOPMENT

- Provided several technical trainings and education to staff free-of-charge



ENVIRONMENT

OUR COMMITMENT

OTBCONSULT pledges and commits to:

- Reduce energy consumption and adopt sustainable energy solutions
- Reduce resource depletion and promote sustainable resource management
- Promote and implement sustainable and renewable energy projects
- Target activities and projects combatting global warming
- Support & participate in local initiatives promoting environment protection
- Promote flexible working arrangements and work-from-home approach
- Reduce paper use and strive to become a paperless business
- Reduce travel activities and promote carpooling
- Prioritize environmentally-friendly companies for supplies when possible
- Promote environmental stewardship among employees
- Eliminate the use of single-use plastic products
- Adopt waste sorting at source and use recycled products
- Continually improve environmental impact and update goals

OUR MONITORING APPROACH

Key Performance Indicator

Contribution to conventional energy avoidance	1.44 GWh
Contribution to reducing greenhouse gas emissions	1.66 ktCO ₂ -eq
Paper consumption	10.5 kg
Single-use plastic use	0 kg



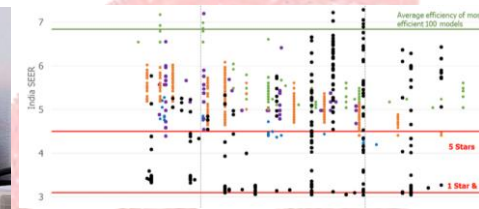
OUR ACTIVITIES

OTBCONSULT has taken and implemented the following:

- Adopted flexible working arrangements, allowing staff to work from home
- Published and committed to an internal environmental policy
- Eliminated the use of single-use plastic, and reduced paper use by 80%
- Implemented renewable energy projects producing 1.44 clean GWh yearly
- Implemented climate action projects reducing greenhouse gas emission by 1.66 k-ton of carbon dioxide equivalents a year
- Conducted awareness campaigns promoting renewable energy
- Conducted 2 training sessions on solar energy as an alternative fuel
- Developed national environmental clean cooling strategy for Lebanon
- Hired local and distributed team members to reduce transportation emissions

LEBANON'S NATIONAL COOLING PLAN

- Developed the national cooling strategy for Lebanon



TRAINING ON SOLAR PV

- Training of NGOs on design and implementation of solar PV projects



ANTI-CORRUPTION

OUR COMMITMENT

OTBCONSULT pledges and commits to:

- Conduct business with integrity and maintain transparent partnerships
- Respect laws, regulations, and international human rights principles
- Combat bribery, corruption, and conflict of interest practices
- Adopt a zero-tolerance for corruption policy
- Report any form of bribery or corruption observed to relevant authorities
- Follow a strict conflict of interest avoidance policy
- Abide by United Nations' anti-money laundering act
- Refrain from participating in business transactions with corruption potential
- Encourage and offer protection to whistle-blowers
- Officially declare any potential conflict of interest
- Refrain from performing or benefiting from any contracting works
- Maintain position as an independent and impartial consultant
- Maintain impartiality and fairness in evaluations and assessments
- Encourage a coalition of interests opposed to corruption

OUR MONITORING APPROACH

Key Performance Indicator	Period Result
Bribery cases reported	0 cases
Conflict of interest cases	0 cases
Code of conduct signatories	100% employees



OUR ACTIVITIES

OTBCONSULT has taken and implemented the following:

- Published and committed to an internal anti-bribery and corruption policy
- All employees signed a code of conduct they adhere to
- Included a signed declaration in all bids submitted declaring any conflict on interest and relation with any representative of the employer
- Have not participated in any suspicious tender, project, activity, or request for proposal
- Maintained impartiality, secrecy, and confidentiality when conducting evaluations, assessments, and contractor selection
- Established a bribery/corruption submission process allowing employees to submit cases and concerns electronically



APRIL 2022