



UN Global Compact - Communication on Progress

Date: 12 December 2018

Submitted by Itad Ltd.

Statement from Managing Partner

To our stakeholders,

I am pleased to confirm that Itad Ltd. reaffirms its support of the Ten Principles of the United Nations Global Compact in the areas of Human Rights, Labour, Environment and Anti-Corruption. Itad Ltd. is committed to making those principles part of our strategy, culture and day to day operations. We are also committed to engaging more widely through our work in advancing progress against the Sustainable Development Goals.

In this annual Communication on Progress, we describe our actions to continually improve the integration of the Global Compact and its principles into our business strategy, culture and daily operations. We also commit to sharing this information with our stakeholders using our primary channels of communication.

Yours Sincerely,

Tim Ruffer, Managing Partner



Supported by our Executive Committee:

Sarah Ockenden, Chief Operating Officer



Rob Lloyd, Partner

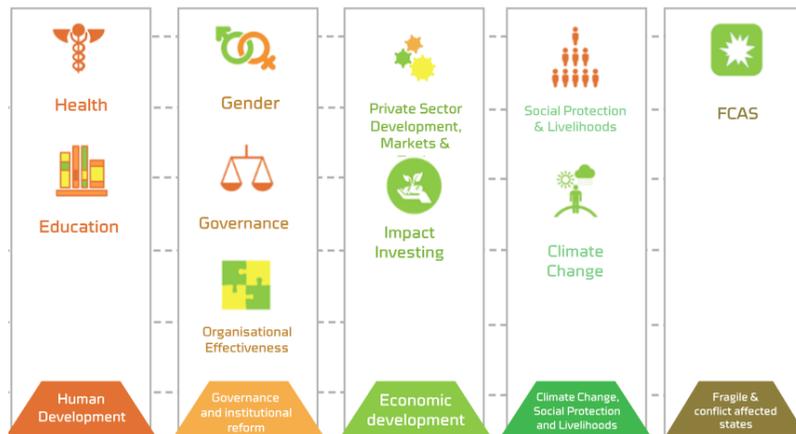


Overview of Itad Ltd. and our work

What we do. Itad Ltd. (hereafter known as Itad) is a values-driven organisation committed to make international development more effective to ensure it has the greatest possible beneficial impact on people's lives. We provide monitoring, evaluation, learning and knowledge services in international development. These services deliver information and insight to ensure decisions are based on the best evidence available of what works, what doesn't and why.

Itad has an increasing profile as a thought leader in its field and continues to work on projects that achieve its strategic aim of making a difference. Through our work, we are able to engage with our clients in advancing progress against the **Sustainable Development Goals**. Our work covers a range of sectors as shown below:

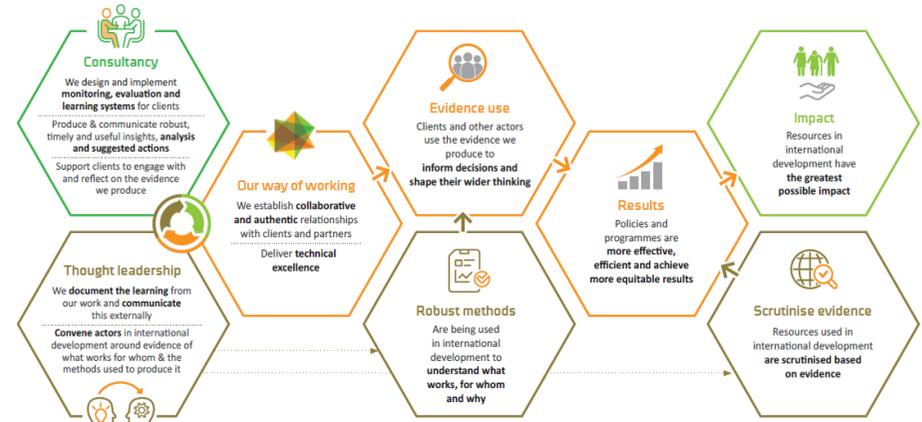
Figure 1: Thematic areas of work



Our work with our clients contributes to policies and programmes being more effective and ultimately helps to ensure that resources invested into the areas set out in figure 1 have the greatest impact. We communicate learning from our work to stimulate broader debate about what works and the best methods for evaluation. Our expectation is that this will make decision-making more evidence-based as others engage with our evaluation reports and knowledge products and learn from our experiences. We hope that the sharing of our work will strengthen the scrutiny

of investments in international development and drive improved policies and programmes.

Figure 2: Itad's Theory of change



Engagement in Sustainable Development Goals. As well as supporting our clients in making progress against the SDGs, we actively participate in wider knowledge sharing in the sector. Some examples from the last year are below:

- **Measuring progress towards SDGs: a Payment by Results perspective -** <https://www.itad.com/measuring-progress-towards-sdgs-payment-results-perspective/>
- **Reflections on evaluating integrated rural development -** <https://www.itad.com/reflections-on-evaluating-integrated-rural-development/>
- **AVANTI – Advancing Knowledge for Agricultural Impact -** <https://www.itad.com/avanti-launch/>

How we work

Itad's core values shape the culture of the organisation, its identity and brand. We expect all staff to uphold these values throughout their work. Over the course of 2018, we have been working to ensure that these values are reflected throughout policy and the operation of those policies. To enable clear communication and dissemination of our policies we have created a framework called 'Working with Itad'.

Included in the framework is a statement regarding our commitment to the **10 UN Global Compact Principles** which helps to reinforce and underpin our ways of working. In the framework, we state the actions that we have taken against each principle which is included below.

The Framework provides guidance and support to individuals for making decisions and carrying out their work in ways that are ethical and compatible with Itad's Values. It applies to all employees, board members, externally subcontracted staff and suppliers.

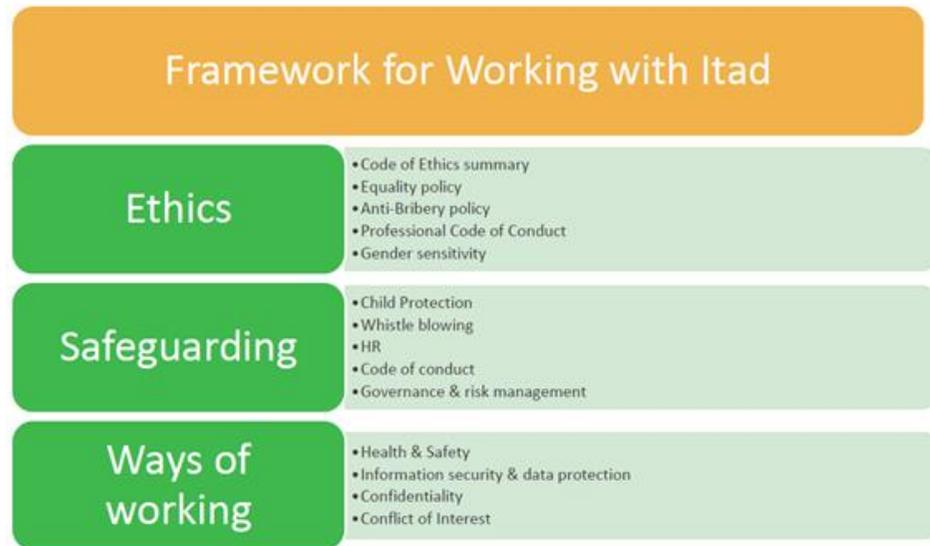
Our Values

 <p>Making a difference</p>	<p>We are dedicated to making a contribution to equitable and sustainable international development through the independent perspective we provide.</p>
 <p>Technical excellence and innovation</p>	<p>We strive to do the best job possible; this challenges us to continually adapt by exploring new approaches and reflecting systematically on the quality of our work.</p>

 <p>Collaboration and learning</p>	<p>We thrive in a learning environment. We work closely with others to generate and share knowledge and skills.</p>
 <p>Personal development</p>	<p>We are committed to fostering our personal and professional development, working together within a supportive working environment which promotes diversity and a healthy work-life balance.</p>
 <p>Gender and social inclusion</p>	<p>We actively promote gender equality and wider social inclusion, both through our work and within our organisation.</p>

A key focus during the year has been the development of our safeguarding framework of policies which includes Child Protection, Whistleblowing, HR policy, Code of Conduct and Governance to ensure they are best practice and uphold Itad values. This area of work has included forming a safeguarding working group which is developing reporting mechanisms and a risk management framework, companywide consultation, policy review and training for all staff. We are currently working on training for our externally contracted consultants.

Figure 3: Overview of the Framework for Working with Itad



Our Code of Conduct sets a professional standard that all staff and suppliers are expected to uphold. We expect all staff and suppliers to uphold ethical integrity, treat each other with mutual respect, listen to each other and be open to different views and opinions. An extract of our Code of Conduct is included below:

Ethical Integrity

- Be independent and impartial. Any conflicts of interest or partiality will be made explicit.
- Safeguard confidential, sensitive and personal data acquired through the project and not use it for personal advantage or for the benefit of, or detriment of third parties.
- Be aware of the issues when interacting with vulnerable people and be sensitive to their needs.
- Be aware of differences in culture, customs, religious beliefs and practices, and any implications these may have in terms of interacting with people in the course of work

- Be sensitive to gender roles, and issues of disability, age and ethnicity, and be mindful of the potential implications of these differences when planning, carrying out and reporting on work.
- Neither offer nor accept gifts, hospitality or services which could create, or imply, an improper obligation.

Leadership and team working

- Respect and listen to different views/opinions within a team.
- Communicate clearly and concisely in the most appropriate medium.
- Be proactive in building rapport with colleagues, key associates, partners and clients.
- Raise difficult issues with a view to positive resolution.
- Be proactive in working with and sharing lessons with colleagues.
- Manage own emotions and behaviour in difficult situations, ensuring own anxiety and/or frustration does not impact on others.
- Always act in a way which supports and upholds the reputation and values of Itad.

Progress against UN Global Compact Principles and next steps

Area	Principle	Actions/ progress	Monitoring/ outcomes	Next steps
 <p>Human Rights</p>	<p>1</p> <p>Principle 1. Businesses should support and respect the protection of internationally proclaimed human rights.</p>	<p>The Company is committed to promoting the human rights and equality of opportunity for all staff and job applicants. We aim to achieve a work environment free from discrimination or harassment, and in which all decisions are based on merit. All employees, whether part-time, full-time or temporary, will be treated fairly and with respect. Selection for employment, promotion, training or any other benefit will be on the basis of aptitude and capability. All employees will be helped and encouraged to develop their full potential and the talents and resources of the workforce will be fully utilised to maximise the efficiency of the organisation.</p> <ul style="list-style-type: none"> ▪ Itad is compliant with all UK employment legislation including the Employment Rights Act 1996, the Employment Act 2002, the Equality Act 2010, and Health & Safety in Employment Act 1992. ▪ Itad has an anti-bullying and harassment policy and procedure in place. ▪ All Itad employees receive equal pay for equal work regardless of race, caste, national origin, religion, age, disability, gender, marital status, sexual orientation, union membership or political affiliation. We have an equality opportunities policy in place. ▪ All Itad employees are paid at least the minimum wage, and receive pay slips; all employees receive all the benefits to which they are entitled under UK law. ▪ Itad has a Health & Safety Policy that complies with UK law. ▪ Itad employees receive safety training relevant to their job which includes safety & security training for members of staff required to travel overseas. ▪ By end of Jan 19', all staff will have received safeguarding training. The aim of the training is to help all staff understand what safeguarding is, responsibilities through our work and actions that we take and how to respond to issues. (Safeguarding is preventing and responding to harm 	<ul style="list-style-type: none"> ▪ No reportable H&S issues. ▪ Levels of sickness and absenteeism monitored by HR and reported to senior management. ▪ Gender diversity is monitored and reported to senior management. ▪ Safeguarding training completion rate. 	<ul style="list-style-type: none"> ▪ Further development of our inclusion and diversity policy and reporting and monitoring is a business priority for 2019. ▪ Safeguarding training provided to sub-contractors. ▪ Online health and safety refresher training to be rolled out to all staff.

Area	Principle	Actions/ progress	Monitoring/ outcomes	Next steps
		<p>caused by sexual exploitation, abuse, harassment or bullying. The aim is to minimise the likelihood and impact of these actions towards both the people we are trying to help, and also people who are working in the sector.)</p> <ul style="list-style-type: none"> ▪ Itad has a formal grievance procedure that allows employees to raise employment issues with management. ▪ We have an arrangement in place with <u>ISOS</u> who can provide 24/7 medical and security advice to staff and consultants travelling overseas. ▪ We provide access to an employee wellbeing helpline for all staff. 		
	<p>2</p> <p>Principle 2. Businesses should ensure that their own operations are not complicit in human rights abuses.</p>	<p>See above. Itad also carries out due diligence of its supply chain ensuring they have equivalent policies and processes in place.</p>	<p>Registration forms for all suppliers and subcontractors are completed which includes equality legislation.</p>	<p>Registration forms to be developed to specifically incorporate the UN Global Compact Principles.</p>
 <p>Labour</p>	<p>3</p> <p>Principle 3. Businesses should uphold the freedom of association and the effective recognition of the right to collective bargaining.</p>	<ul style="list-style-type: none"> ▪ Itad employees are permitted to join a trade union and are protected under UK employment law. ▪ Itad pays above minimum and living wage. 	<p>N/A</p>	<p>-</p>
	<p>4</p> <p>Principle 4. Businesses should uphold the elimination of forced or</p>	<ul style="list-style-type: none"> ▪ All Itad employees have full contract documents including notice periods and are free to leave our employment at any time, upon agreed reasonable notice. ▪ All Itad subcontracts include anti-slavery and human trafficking clauses. 	<ul style="list-style-type: none"> ▪ Employee contracts are audited annually for ISO to ensure 	<p>Registration forms to be developed to specifically incorporate the UN</p>

Area	Principle	Actions/ progress	Monitoring/ outcomes	Next steps
	compulsory labour.	<ul style="list-style-type: none"> ▪ Itad complies with minimum wage standards. 	<p>correct templates are used.</p> <ul style="list-style-type: none"> ▪ No claims made. 	Global Compact Principles.
	<p>5</p> <p>Principle 5. Businesses should uphold the effective abolition of child labour.</p>	<ul style="list-style-type: none"> ▪ Itad does not employ any children under the age of 18; date of birth is confirmed at the start of employment with passport verification. 	Identity details verified by external referencing company.	Child protection policy in development and online training to be rolled out.
	<p>6</p> <p>Principle 6. Businesses should uphold the elimination of discrimination in respect of employment and occupation.</p>	<ul style="list-style-type: none"> ▪ Itad has an Equality Policy in place and adheres to all UK Equality Act 2010 legislation in recruitment and employment procedures. 	As above (included in Safeguarding policy).	-
	<p>7</p> <p>Principle 7. Businesses should support a precautionary approach to environmental challenges.</p>	<ul style="list-style-type: none"> ▪ Itad has an environmental policy that is well publicised and practised around the business. ▪ Itad does not use or store chemical or other dangerous substances. 	Environmental policy reviewed annually.	Annual reporting against the policy to be implemented in 2019, including reporting on our carbon footprint from flights taken.
	<p>8</p> <p>Principle 8. Businesses should undertake initiatives to promote greater</p>	As above.	<ul style="list-style-type: none"> ▪ Staff are encouraged to recycle where possible. ▪ Itad provides a bike to work 	<ul style="list-style-type: none"> ▪ Investigation into a carbon offsetting scheme is currently in progress.
Environment				

Area	Principle	Actions/ progress	Monitoring/ outcomes	Next steps
	environmental responsibility.		<ul style="list-style-type: none"> ▪ scheme and secure bike storage. ▪ Registration forms for all suppliers includes environmental management. 	<ul style="list-style-type: none"> ▪ Further encourage staff to find environmentally friendly ways to deliver our work. E.g. video conference rather than fly to a meeting.
	<p style="text-align: center;">9</p> <p>Principle 9. Businesses should encourage the development and diffusion of environmentally friendly technologies.</p>	<ul style="list-style-type: none"> ▪ Itad has an environmental policy and annual reporting procedure in place. Our work in the climate change sector contributes to the development of new technologies 	-	-
 <p>Anti-corruption</p>	<p style="text-align: center;">10</p> <p>Principle 10. Businesses should work against all forms of corruption, including extortion and bribery.</p>	<ul style="list-style-type: none"> ▪ Itad has in place an anti-bribery policy and procedure compliant with the UK 2010 Anti-Bribery Act. ▪ Itad has a whistle blowing policy and procedures in place compliant with the Public Interest Disclosure Act 1998. ▪ The risks of corruption are considered in the design of our work. 	Subcontractors sign up to our anti-bribery statement or provide their own.	Registration forms to be developed to specifically incorporate the UN Global Compact Principles.



We want the resources invested in international development to have the greatest possible impact on people's lives. We provide the insight and ideas to ensure that they do.

Itad
Preece House
Davigdor Road
Hove BN3 1RE
United Kingdom

+44 (0) 1273 765 250

itad.com