

SUSTAINABILITY REPORT 023



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Message from Dr. Stephen Agbenyo, Executive Director



As a learning organisation, we have taken the time to pause and reflect on the work we do and how we contribute sustainably to theworld over the last 14 years. As a result, we have developed various policies that guide our operations in Ghana and our engagement with partners worldwide.

We have built a solid reputation with our partners and key stakeholders on our high standards of integrity, accountability, and trust. We are committed to ensuring that our key employees are trained in social safeguards, anti-corruption and bribery, and protecting the rights of the vulnerable.

This is our first sustainability report, and in working towards it, we have had the opportunity to think and reflect deeply. One learning point for us is the need to work towards gender parity within the organisation. This is a priority, and we are actively working towards it.

We value external validation of our systems and are open to any opportunity to test and validate our systems and approaches. As a For-Impact organisation, we are committed to continuing this journey to improve the future for all.

ABOUT US

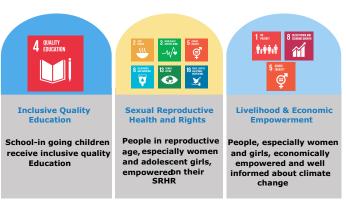


Savana Signatures is a For-impact organisation focused on creating lasting positive change in Ghana using proven essential innovative interventions to improve the lives and livelihoods of vulnerable populations.

We are registered as a non-profit organisation in Ghana, working in 44 districts across the country with our two main offices located in Tamale in the Northern Region and Ho in the Volta Region. We also have four strategic satellite offices in Atebubu-Amantin, Mion, Yendi, and Zabzugu. Our operational areas are proven to have the most vulnerable groups in the country and known to harbour the highest concentration of the poorest and under-served households in Ghana.

For over a decade, we have implemented interventions linked to our core thematic areas

(Inclusive Quality Education, Livelihood & Economic Empowerment, and Sexual and Reproductive Health and Rights) to drive growth and development among individuals and communities.



The driving force behind our successes over the past decade has been our women-led approach and technological interventions coupled with our dedicated staff, multiple partners and donors.

AWARDS

In August 2019, Savana Signatures received the Best Innovative and Technological Development Award at the 5th edition of the Northern Business Excellence Awards held in Tamale. This recognition was for the outstanding use of innovation in the non-profit sector in the Northern Region of Ghana.

In March 2020, the organisation also received the NExA Sexual and Reproductive Health Organization of the Year Award at the Northern Excellence Awards (NExA). This award was in recognition of the organisation's impact in using technology to contribute to the reduction of maternal mortality and sexual reproductive health issues across the five regions of Northern Ghana.

Also, Savana Signatures has been recognised several times for supporting communities in finding and implementing sustainable solutions to their needs. The Nabu Community in Nkwanta North presented Savana Signatures with a certificate of recognition for creating awareness about Gender-Based Violence and how it affects development processes in the district. Through this support, the community was able to mobilize resources to construct a labour ward to support maternal and child health services in the community.







ABOUT THIS REPORT

Guidelines and Standards

This report adheres to the GRI Standards, Core option. It is important to note that this report exclusively presents data and information relevant to our organisation and does not encompass any data or information pertaining to external entities. Our commitment to transparency and accountability is reflected in our focus on internal operations and activities within our organisation in this report.

Entities Included in the Sustainability Report.

Savana Signatures is the only entity included in the sustainability report.

Reporting Framework

Process to Determine Material Topics.

Our report is developed through a well-structured process. We start by internally reflecting on our material topics and factors contributing to value creation. Our organisation's materiality assessment primarily determines the choice of aspects and specific standards we disclose. We maintain rigorous adherence to GRI standards in our data measurement and calculation techniques and provide clear explanations for any assumptions or exceptions made. To facilitate your navigation through our report, you can easily locate page references for general standard disclosures, disclosures regarding our management approach, and specific standard disclosures related to all material aspects. These references can be found in the GRI Content Index at the end of this report.

List of Material Topics

We have covered three crucial material topics: Economic, Social and Environmental. These include Employment, Anti-Corruption and Energy.

Restatements of Information

Not applicable

Changes in Reporting

This is the first report to be prepared by Savana Signatures.

Reporting Period

October 5, 2022 to October 4, 2023.

Reason for Omission

Information on annual compensation ratio is unavailable since this is our first report. We are working on accessing the necessary information to include in future report.

Date of Most Recent Report

This is the first report to be prepared by Savana Signatures.

Reporting Cycle

Annually.

Statement of use

Savana Signatures has reported in accordance with the GRI Standards for the period October 5, 2023 to October 4, 2024.

External Assurance

The contents in this report have not been externally verified and assured.

OUR ACTIVITIES

Savana Signatures is a dynamic, visible, high performing and accountable organisation with a focus on initiating positive change among girls, women, youth, and vulnerable groups in Ghana using innovative solutions to facilitate their reproductive health and rights, quality education and skills development. Our focus is on the following priority areas:

Priority 1.

Galvanizing commitment and securing legislation and policy for access to inclusive quality education

Priority 2.

Implementing diverse initiatives aimed at enhancing teaching and learning to improve the quality of education.

Priority 3.

Enabling access to quality comprehensive SRHR education and service by engaging stakeholders including opinion formers and the media to promote SRHR.

Priority 4.

Delivering economically viable and livelihood skills through innovative technology and partnership

Priority 5.

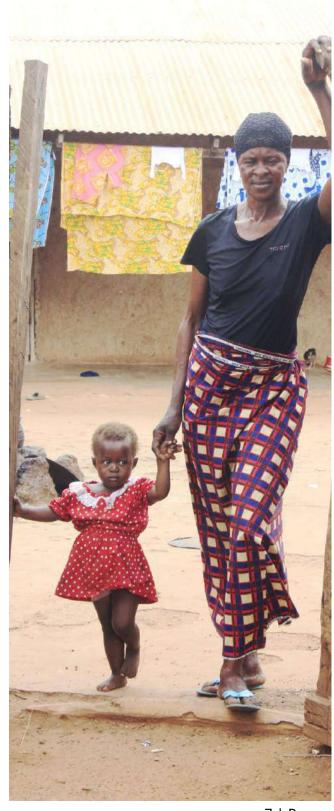
Creating climate change adaptation awareness for a sustainable environment by economically empowering and informing people, especially women and girls, about climate change.

Priority 6.

Enhancing operational effectiveness, visibility, and evidence-based decisions.

Priority 7.

Strengthening institutional governance and growing resource base



OUR EMPLOYEES



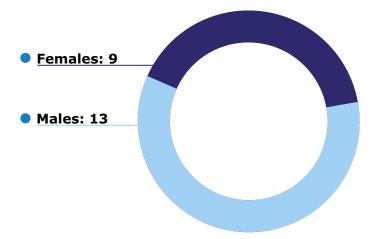
The organisation has developed structured policies for working conditions in its Human Resource Manual, which serve as a guide for determining the working environment, employment terms, and remuneration packages for its employees. The remuneration packages are designed to cater for all categories of employees within the organisation. The organization's salary structure is comprehensive and was developed with the help of a consultant who used industry benchmarks.

We recognise the gap between the proportion of female staff to male staff. The organisation is taking steps to address this by implementing measures to improve female representation and achieve gender balance.

Our employees:

• Females:7 • Males: 10

Workers who are not employees:



GOVERNANCE AND POLICIES



Savana Signatures is governed by a six-member board, led by a chairperson, and assisted by a vice chairperson. The Executive Director of the organisation serves as the board secretary, but without voting rights. The Board has equal representation, 3 males and 3 females.

The Board serves a two-year term, renewable for an additional two years. Members are required to adhere to the organisation's code of conduct and avoid practices that may lead to conflict of interest. The Board is guided by a board charter that spells out their roles and responsibilities.

Nomination and Selection of the Governing Body

Name	Board role	Gender
Ben Treveh (Ph.D)	Chairman	Male
Rita Ambadire	Vice Chair	Female
Roel de Haas	Member	Male
Eunice R. Agbenyadzi	Member	Female
Rashidatu Iddisah	Member	Female
Prosper Nyavor	Member	Male
Stephen Agbenyo, Ph.D	Secretary	Male

The Board membership is determined through direct recommendations from the previous Board members or by targeted recruitment. Final selection is made after intensive consultation with various stakeholders, including the organisation's staff. The selection process includes an assessment of technical expertise and the willingness to offer pro-bono support to the organisation.

Role of the Governing Body in overseeing the management of impacts

The process leading to the development of and updating the organisation's purpose, value or mission statements, strategies, policies, and goals, is undertaken by the Senior Management and the Board, with facilitation from an external consultant.

The board, however, provides independent and technical advice on the overall direction and priorities of Savana Signatures towards the attainment of its mission and vision, advises on implementation of the programme areas, and encourages learning for continuous improvement of the organisation.

It periodically reviews performance and progress based on the strategic plan and annual plans and suggest new approaches where necessary. The Board is also responsible for reviewing and advising on budgets and spending of the organisation to ensure value for money, prudence, and sustainability of operations, and serve as a sounding board for new ideas, innovations, and developments for the senior management team.

Role of the highest governance body in sustainability reporting

The Board is responsible for reviewing and approving the sustainability report. After submission, the report will be reviewed by the Board, which will provide feedback or approval.

Conflicts of Interest

The organisation has never experienced any conflict-of-interest issue. The Board members have no direct active role in the day-to-day running of the organisation. The Board's roles are clearly defined, and they operate only within those remits. Members of the Board are required and expected to report to the Board Chair and make any disclosures of any potential conflict of interest they may have during their tenure. All staff and Board members are also trained on the fraud and awareness policy of the organisation.

Communication of Critical Concerns

At Savana Signatures, we believe in protecting the people we serve across the country. That is why Preventing Sexual Exploitation, Abuse and Harassment (PSEAH) is deeply rooted in our operations. We ensure that our employees abide by these safeguarding principles and operate in a safe and harassment-free environment in the workplace.

The organisation's safeguard policy details complaints processes and procedures, including escalation points. This is also linked to our publicly advertised Toll-free number that stakeholders are encoraged to use to lodge complaints and this they can opt to do unanimously.





Our Commitment to SEAH

Savana Signatures staff must create and maintain an environment free from Sexual Exploitation, Abuse and Harassment (SEAH)

TO KNOW MORE, CALL



www.savsign.org

info@savsign.org

Collective Knowledge of the Governing Body

The organisation does not report measures taken to advance the collective knowledge, skills, and experience of the highest governance body on sustainable development. However, the individuals on the board advance their individual skills in sustainable development by providing independent and technical advice on the overall direction and priorities of Savana Signatures towards the attainment of sustainable development, periodically reviewing performance and progress based on the strategic plan and annual plans, and suggest new approaches where necessary, serving as a sounding board for new ideas, innovations, and developments and facilitating the link between Savana Signatures and relevant networks of practice, locally, nationally and internationally.

Evaluation of the Performance of the Governing Body

The organisation does a self-assessment of its performance on an annual basis through tracking planned actions and the levels of delivery of those planned actions. They also do this through their annual learning retreats that gives an opportunity for self-reflection on the level of achievement of set targets.





Process to Determine Remuneration



The remuneration process is determined from the organisation's Compensation and Salary Structure Scale, which spells out the various categories of employees, expertise, qualifications and experience.

There is no remuneration committee. However, the organisation engages external consultants to develop the Pay Structure of the organisation, which is now a tool and implemented as a policy guide in recruitment and hiring processes.

Remuneration Policies

The work of the Board is pro bono. There are no remuneration packages for members serving as Board Members. The organisation however covers all costs associated with member's execution of their responsibilities.

STRATEGY, POLICIES AND PRACTICES

Statement on sustainable development strategy

Savana Signatures is committed to promoting sustainable development through the use of Information and Communication Technologies (ICTs) and youth empowerment. The organisation has several programmes and initiatives that contribute to sustainable development in Ghana and beyond by focusing on.

- Enhancing effective teaching and learning in schools in Ghana
- Enabling access to quality comprehensive SRHR education and services
- Engaging stakeholders including opinion formers and the media to promote SRHR.
- Delivering economically viable and livelihood skills through innovative technology and partnership.
- Strengthening Institutional Governance and Grow Resource Base.
- Enhancing operational effectiveness, visibility, and evidence-based decisions.

Here are some other ways Savana Signatures is contributing to sustainable development:

Digital Inclusion: Savana Signatures works to bridge the digital divide in Ghana by promoting digital literacy and access to ICTs for marginalised communities. Through our Digital Inclusion programme, we provide ICT training and resources to individuals and communities in rural areas, helping to increase access to information and communication technologies and promoting digital empowerment.

Youth Empowerment: Savana Signatures recognises that young people are critical stakeholders in sustainable development. Through our Youth Empowerment programmes, we continue to provide training and resources to young people, helping them to develop critical skills in leadership, entrepreneurship, and civic engagement. By empowering young people, Savana Signatures is contributing to sustainable development by building a generation of change-makers who are equipped to drive socio-economic, and environmental progress.

Gender Equality: Gender equality is critical to sustainable development, and Savana Signatures is committed to promoting gender equality through its programmes and initiatives. We work to increase the participation of women and girls in ICTs, helping to address the digital gender gap and promote gender equity in Ghana.

Good Health and wellbeing: Through our Sexual and Reproductive Health and Rights Programming, we are enabling access to quality comprehensive SRHR education and services, including maternal and child health and good nutrition.

Environmental Sustainability: Savana Signatures recognises the importance of environmental sustainability and is committed to promoting sustainable practices in its operations and programmes. The organisation advocates for environmentally friendly ICT practices and supports initiatives that promote environmental conservation and sustainability.

Policy commitments

Savana Signatures has established a variety of policies and standards that ensure a safe, enjoyable working environment and protects both our stakeholders and employees. The includes:

- 1. Safeguarding Policy
- 2. PSEAH Policy
- 3. Fraud and Corruption Awareness Policy
- 4. Child Rights and Protection Policy
- 5. Gender Policy
- 6. Staff Code of Conduct

Embedding policy commitments

Staff commitment to the policies are a mandatory part of the recruitment and staff onboarding process. It is mandatory for all staff to undergo an orientation on all of the policies. Annually, refresher trainings are conducted for staff on the policies. Each policy has a dedicated staff assigned to ensuring that the policy is abided by within the organisation.

Processes to remediate negative impacts

The organisation's safeguard policy details complaints and redress processes and procedures, including escalation points and has made available a Toll-free number that stakeholders are encouraged to use to lodge complaints and this they can opt to do unanimously as well as seek redress.

Mechanisms for seeking advice and raising concerns

Stakeholders including staff members who have a complaint or concern relating to safeguarding shall report it immediately to the Safeguarding Focal Person(s) or line supervisor/manager either verbally or in writing. If they do not feel comfortable reporting to their line supervisor/manager (for example if they feel that the report will not be taken seriously, or if that person is implicated in the concern) they may report to any other appropriate staff member. For example, this could be the Head of Programmes or Executive Director.

Key contacts for handling safeguarding concerns at Savana Signatures are provided below:

info@savsign.org Toll Free # 0800001122



Compliance with laws and regulations

There has not been any instance where the company has been non-compliant with laws and regulations of Ghana.

Membership associations

Savana Signatures is a member of the following associations.

- 1.Girls Not Brides Network
- 2.Ghana SRHR Alliance for Young People
- 3.ShareNet International
- 4. Northern Network for Educational Development (NNED)

STAKEHOLDER ENGAGEMENT

Approach to stakeholder engagement

Community Engagement is one of the primary approaches Savana Signatures relies on to engage the communities within the catchment regions, districts, and communities we support developmental projects in. We conduct community engagements in various ways depending on their specific goals and objectives. For instance, we facilitate community meetings to discuss prospective programmes, listen to community concerns and needs, and seek community input and feedback. These meetings are either held in a central location or in different communities within the project area. Also, focus group discussions in communities help us gather in-depth information on specific topics pertinent to the community.



Through Participatory Rural Appraisal (PRA), we are able to conduct mapping, ranking, and scoring to engage with the community. These tools help the community to identify and prioritise their needs, strengths, and resources. Community sensitizations also help the organisation raise awareness about our programmes, the importance of certain issues, and the benefits of our interventions. These activities may include community radio programmes, drama, and storytelling.

Savana Signatures uses various methods to engage with the community to ultimately ensure that community members are actively involved in the design, implementation, and evaluation of development programmes.



Our community engagement activities involve various groups within the community, depending on the goals of the engagement. For example, projects may bring together traditional and religious leaders, as well as community-level groups such as youth, mother-to-mother, and father-to-father groups. Overall, stakeholder engagement is an important tool for building strong relationships with stakeholders and improving decision-making by considering the interests and concerns of all relevant parties. Engaging with stakeholders and being transparent about decision-making processes can build trust and credibility with stakeholders and enhance the organisation's reputation and brand image while supporting us to better understand potential risks to identify new opportunities for innovation and growth.

Savana Signatures ensures meaningful participation of its stakeholders by firstly identifying and understanding the segment of stakeholders we want to engage. An engagement plan is then developed that outlines the objectives, strategies, and activities for engaging with each stakeholder group. We engage the identified stakeholders early in the planning and implementation process and continue to engage them throughout the project or programme lifecycle. We also use a variety of engagement methods to reach different stakeholder groups while communicating information clearly and transparently, including goals, plans, progress, successes, and challenges. Savana Signatures ensure inclusivity and diversity by involving marginalized and vulnerable groups and promoting gender, ethnicity, and social status.



Collective bargaining agreements

None of the employees is covered by collective bargaining agreements. This is because, the Nonprofit sector workers in our geographic space are not unionised. The organisation developed a structured working condition policies in it's Human Resource Manual which is a guiding tool to determining the working environment, terms, and

remuneration packages for its employees. Remuneration packages are designed to cater for all categories of employees within the Organisation and this was arrived at with the help of a consultant who surveyed comparable organisations and used the outcome of the assessment to develop a salary structure.

SOCIAL IMPACT

Employment

In our quest to foster a sustainable and equitable work environment to contributes positively to society, we recognise the immense role of our employees as we believe their wellbeing and satisfaction are integral to our sustainability journey. On the back of this, management recognises the importance of providing comprehensive benefits to our employees and upporting them during significant life events. Again, to ensure a balanced female to male ratio, management has made a conscious effort to ensure women are given priority in recent recruitments.

Number of new employee hires and employee turnover



New Employees: 2



Employee Turnover: 0

Total number and rate of new employees hired during the reporting period (age group, gender and region)

- 10.52%
- Age group (30yrs to 45yrs) Males 2
- Northern Region, Tamale

Benefits provided to full-time employees that are not provided to temporary or part-time employees



The organisational HR policy document prescribes the following packages for its full- time employees; Tier 3 (Provident Fund), Social Security payments

and health insurance cover for all full-time employees.

Standard benefits for full-time employees but not provided to temporary or part-time employees

There are benefits that are standard for full-time employees of the organisation but are not provided to temporary or part-time employees. These are:

- Tier 3 (Provident Fund)
- SSNIT payments
- Health Insurance Cover

Details of Parental leave, policies and statistics



The Maternity Leave policy statement states that female staff shall be entitled to maternity leave on full pay for a maximum period of 12 weeks, of which at least four weeks shall follow childbirth.

Where more days are needed for Maternity Leave, a medical report/recommendation from a qualified medical practitioner will be needed. Male staff shall be entitled to paternity leave of 5 working days with pay.

Total number of employees entitled to parental leave.

Ans: All employees (100%) are entitled to parental leave as per the HR policy of the organisation.

Over the period under review, a male employee who took parental leave, returned and is still employed 12 months after his return.

The organization has a 100% overall return and retention rate of employees that took parental leave.



ECONOMIC IMPACT

Anti-corruption

Our economic impact extends beyond financial considerations, it covers our commitment to ethical conduct, local engagement, and strong anticorruption measures. We remain firm in our commitment to these principles, continuously refining our practices to align with the highest ethical standards and to contribute to a more sustainable, equitable, and corruption-free future for all stakeholders. Through our holistic approach to sustainability, we aim to be a positive force for change in our communities and beyond.



Risk assessment for corruption

The organisation's operations are assessed for the risks related to corruption. The assessments conducted in this regard include the following:

- Micro Assessment commissioned by UNICEF and conducted by PwC.
- Oxfam partner financial assessment
- FHI 360 pre-award assessment

Total number and percentage of operations assessed.

The assessment focused on the legal status, governance structures and financial viability, programme management, organisational structure and staffing, accounting policies and procedures, fixed assets and inventory, financial reporting and monitoring, and procurement processes.

The only finding identified was rated as low risk. The assessment found that Procurement threshold levels per the procurement manual were not appropriate.

Significant risks related to corruption identified through this assessment?

Yes, the organisation trains its staff on anti-

corruption policies of the organisation although there are no refresher courses after the initial training. The policy outlines the organisation's stance on corruption, the types of activities that are considered corrupt, and the consequences of engaging in corrupt behaviour.

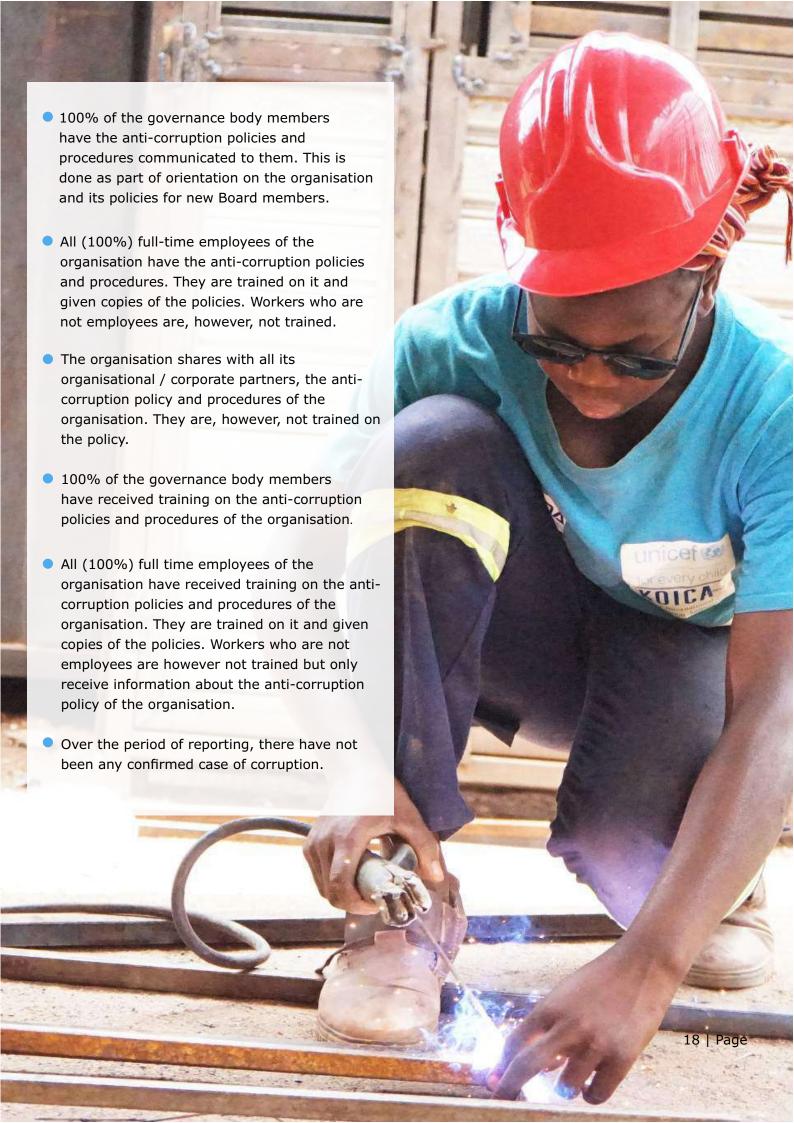
Does the company communicate and train about anti-corruption policies and procedures?

Savana Signatures communicates and build capacity about anti-corruption policies and procedures in the under-listed ways: Savana Signatures has developed a clear and comprehensive policy that outlines the organisation's stance on corruption, the types of activities that are considered corrupt, and the consequences of engaging in corrupt behaviour.

Also, we conduct regular training or engagement sessions to ensure that all employees, volunteers, and partners are aware of the anti-corruption policy and the procedures to be followed in case of any suspicion of corruption. The training sessions are interactive and engaging and cover topics such as bribery, kickbacks, conflict of interest, and whistleblowing. Savana Signatures provides written copies of the policy that explains our anti-corruption policy and procedures in detail. The materials are also accessible in hard copy and online and are easy to understand.

We ensure to foster a culture of transparency where our employees and partners feel comfortable reporting any suspicious activities without fear of retaliation. This is achieved by promoting open communication, establishing anonymous reporting channels, and ensuring that all reports are thoroughly investigated.

Savana Signatures monitors compliance with the anti-corruption policy and procedures through regular audits, assessments, and evaluations. The assessments are conducted by both internal experts and solicited audit firms and partners. The results of these assessments are used to identify areas for improvement and to make necessary changes to the policy and procedures.



ENVIRONMENT TOPICS (Impacts)

Energy

Savana Signatures' commitment to environmental sustainability is evident through our detailed tracking of energy consumption, the adoption of energy-efficient practices, and our dedication to minimising our environmental footprint. We remain committed to continuously improve our sustainability practices and contribute positively to the well-being of our planet. Through these efforts, we aim to be a responsible agent of our environment and set an example for others to follow in their pursuit of a greener future.

Details of Energy Consumption

























Details of fuel consumption

The total fuel consumption within the organisation from both renewable and non-renewable sources was





69,456.52 Ltrs. of Diesel and Petrol



675 Ltrs. of diesel

Total electricity, heating, cooling and steam consumption

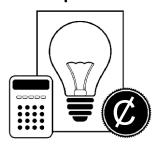


Energy intensity for the period & method for calculation



94,646.4 kW

The methods used to calculate energy consumption



Manual/Load estimate calculation as per Volta River Authority of Ghana's utility consumption rates formula.

Specific metric chosen for the ratio



Hour: Unit Per kW

Source of the conversion factors used



Domestic fuel market prices set by the National Petroleum Authority of Ghana.

Energy included in the intensity ratio



The method used to calculate the energy intensity for the period



Manual/Load estimate calculation as per VRA gadgets or utility consumption rates formula

Measures implemented to reduce energy consumption.



- Replacing traditional incandescent bulbs with LED bulbs.
- Switching off electrical gadgets that are not in current use.
- Reducing paper use by using electronic communication and document management systems.
- Replacing old office equipment, such as computers and printers, with newer, energyefficient models.
- Implementing energy-saving policies.
- Using centralised water dispensers within the office rather than having a fridge placed in each office.

Energy intensity ratio

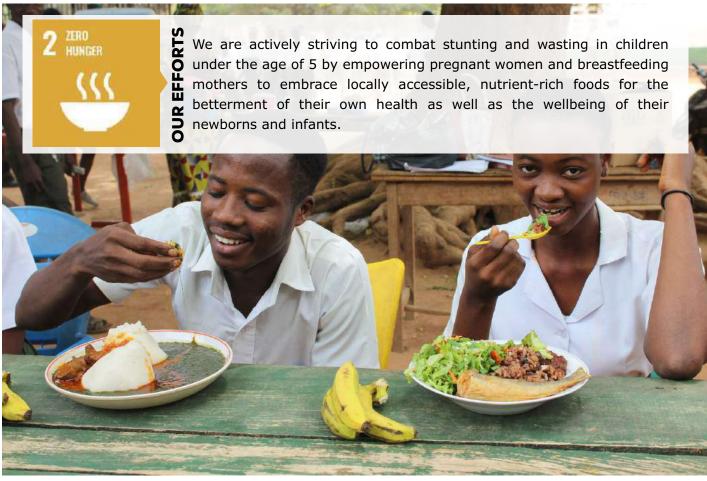


Hour: Consumption

SUSTAINABLE DEVELOPMENT GOALS Our Thematic Areas



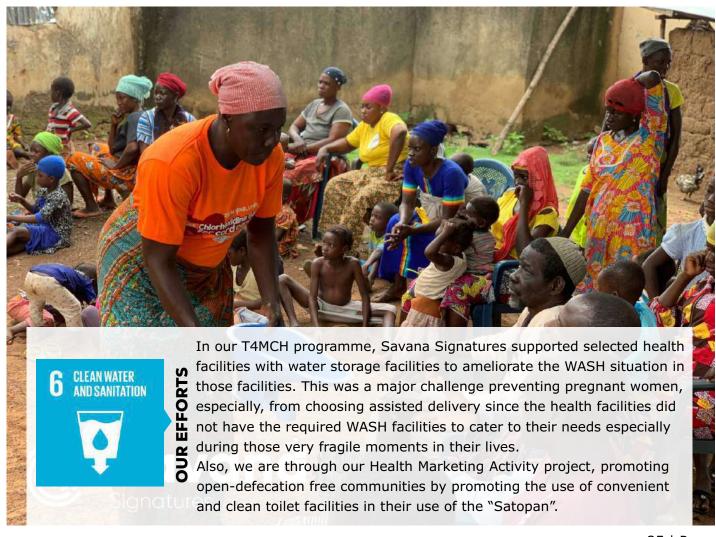












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Acknowledgements

We are grateful to Dr. Ishmael Tingbani and Prof Ven Tauringana at the Southampton Business School, University of Southampton for the supervision of the completion of this report.







Further Information

For further information about Savana Signatures' Sustainability Report 2023, please visit our website **www.savsign.org**

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