



Oakar Services

GIS Software, Training & Professional Services

VAT No : **0110630V**
PIN No : **P051123275U**

17th February 2010

Commitment Letter

Oakar Services Limited, having understood the 10 principles of the United Nation Global Compact under the 4 thematic areas of Human Rights, Environment, Labor and Anti-corruption; pledge to support the UNGC in the way we conduct our business and in our interactions with all our stakeholders. As we support the principles of the UNGC, it will be our company policy to engage in continuous improvement to ensure that we uphold human rights and the labor laws as well as protect and ensure sustainability of the environment and employ zero tolerance to corruption, extortion and bribery in all our business practices.

Sincerely Yours,

Thomas Ndegwa

Executive Director

Oakar Services Limited

Communication on Progress - Year 2010

Oakar Services Ltd. being a quality Geographic Information Systems (GIS) and Remote Sensing (RS) consultancy company strives to continuously exhibit leadership in a number of areas so as to meet our own expectations and those of our stakeholders. We are committed to supporting the elimination of all forms of forced and compulsory labor, child labor and discrimination in respect of employment and occupation.

As one of the pioneer company in the GIS industry in Eastern Africa, Oakar Services is committed to the challenge of continuous and sustainable development. In 2008, Oakar Services was ranked number 45 in the “Kenya Top 100 Mid-sized Company” which is an initiative of KPMG Kenya and Business Daily, a publication of Nation Media Group. The criteria for choosing winners included among other elements, the level of innovation, talent management strategies and financial soundness of the company. This recognition was indeed a successful milestone for the company.

The company has continuously incorporated the awareness of environmental issues in its operations by ensuring there is proper management in the day to day use of the available water, electricity and paper thereby avoiding wastage.

We are guided by our employee manual and within it, we subscribe to fair business practices such as a no tolerance policy in matters of corruption and fraud as well as application of business ethics which promote human rights policies on non-discrimination, abolition of child labor and prohibition of sexual harassment and bullying at the work place.

There is also the existence of a health and safety policy document that aims at protecting the health of the employees at the work place and provides guidelines on the procedures that should be followed in case an employee incurs an injury while executing his/her duties.

Our business partners regularly conduct social audits with respect to our operations. We can proudly, say that Oakar Services does not discriminate on gender, health, religious, ethnic or any other grounds.

In our dealings with the Government, we are required to be compliant with all tax rules and regulations on areas of shipping, employee taxation and VAT. We obtain annual tax compliance certificates from the Kenya Revenue Authority and submit monthly returns to KRA.

Pertaining to our shareholders, we have financial audits carried out on our accounting books on a yearly basis. These reports are thereby made available to the shareholders with a bid to ensure transparency in all the business undertakings.

Our products are ethically sourced quality items. As a distributor of software products, we ensure that we are in compliance with both buying and selling standards and regulations. We do not encourage piracy or deal with counterfeit products.

As a company, we believe that our stakeholders support our commitment to the Global Compact principles and by association; they also abide by the same. In so doing, we all contribute positively to the Global Compact initiative. Please see below, a communications report of the actions that our company has taken in support of the 10 principles and the issues it intends to act on as the year progresses.

Global Compact Principle	COP 2009/10 Action Taken & Impact Achieved and/or Plans for the Coming Year
1. Businesses should support and respect the protection of internationally proclaimed human rights; and	<ul style="list-style-type: none"> • Our company respects and adheres to the ILO convention and the UNGC principles on human rights. • The company is an equal opportunity employer and has policies that protect individual's rights against discrimination on sex, religion, gender, race or disability. • We have in place a medical cover for all employees and their legal dependants. • There is a Health and Safety policy that ensures that employees' health at the work place is protected. • Our employees are entitled to a break of one hour every working day during office hours (includes lunch break) • The company provides educational assistance programs and tuition reimbursement to encourage personal development of employees. • The employee manual incorporates a grievance handling procedure that ensures that individuals are given fair hearing should a grievance arise. • Update the employee manual by incorporating new requirements as stipulated by the Employment Act 2007
2. Make sure that they are not complicit in human rights abuses.	<ul style="list-style-type: none"> • OSL does not tolerate human rights abuses and is not engaged or party to activities that encourage human rights abuse. • OSL has an open door communication policy that gives employees the freedom to address existing issues with the directors and not necessarily through their line managers. • We will include policies that have been articulated in the new Employment Act 2007 to improve the occupational health and safety standards • We have availed a medical cover for our staff which promotes good health

	and continuous improvement of such standards amongst all employees
3. Businesses should uphold the freedom of association and the effective recognition of the right to collective bargaining;	<ul style="list-style-type: none"> OSL ascribes to the Kenya Labour Laws and does not have casual laborers who are unionisable members of COTU instead collective bargaining is done through yearly appraisal forums with each employee based on yearly performance.
4. the elimination of all forms of forced and compulsory labour;	<ul style="list-style-type: none"> The employment contract for all employees expressly states the total number of working hours per week which is no more than 40. Employees pay is directly commensurate to the work he/she does and is purely based on merit. All company employees are paid on a monthly basis and this is done within a specified period of the month details of which are discussed in the employee manual.
5. the effective abolition of child labour; and	<ul style="list-style-type: none"> The company has a put in place validation procedures during the recruitment exercise that require the applicant to provide a copy of their or national identity cards to ascertain their ages. We have never employed an underage to work for us, that is, anyone under the age of 18, and none of our company policies tolerate any form of child labour.
6. The elimination of discrimination in respect of employment and occupation.	<ul style="list-style-type: none"> OSL is an equal opportunity employer and has policies that protect individual's rights against discrimination on sex, gender, religion, gender, race, nationality, marital status or disability. Equitable employment benefits are given to all fulltime employees alike.
7. Businesses should support a precautionary approach to environmental challenges;	<ul style="list-style-type: none"> Use of water, electricity and paper. Switch off machines when out of the office, print on both sides of paper, close taps, repair leakages as soon as possible, not printing emails
8. undertake initiatives to promote greater environmental responsibility;	<ul style="list-style-type: none"> We intend to have a tree planting exercise to promote environmental

and	responsibility among staff.
9. encourage the development and diffusion of environmentally friendly technologies.	<ul style="list-style-type: none"> • Storage of power using UPS for use during the power blackouts. • Exploring use of renewable solar energy for powering the office IT equipment.
10. Businesses should work against all forms of corruption, including extortion and bribery.	<ul style="list-style-type: none"> • We are governed by accountability and transparency in all our dealings with stakeholders. We comply with all Government regulations and have a zero-tolerance policy in matters pertaining to extortion and bribery at the workplace. • We have in place systematic document handling methods that ensure that transactions for the company are handled by authorized persons only.